

Regional Hospital Planning Group
Trauma Service Area D
May 10, 2007, Meeting Minutes

Present:	HT Fillingim	RAC-D Chair
	Mitch Moriber	RAC-D Vice Chair
	Roger Dickey	Hendrick Medical Center
	Tracy Emmons	Eastland Memorial Hospital
	LaVona Brown	Fisher County Hospital
	Linda Rutherford	Coleman County Medical Center
	Linda Jones	Rolling Plains Memorial Hospital
	Randy King	Throckmorton County Hospital
	Vinny Johnston	Abilene Psychiatric Center
	Lexie Feist	Brownwood Regional Medical Center
	Clint Taylor	Hendrick Medical Center
	Sheila Kuehler	Knox County Hospital
	Stephen Kuehler	Knox County Hospital
	Dan Curl	Hendrick Medical Center
	Paul Ferguson	Brownwood Regional Medical Center
	Wanda McIlvain	Coleman County Medical Center EMS
	Barbara Vines	RAC-D Assistant
	Alicia Whitt	Stephens Memorial Hospital
	Linda Mize	Mitchell County Hospital
	Lee Ann Fraser	Stonewall Memorial Hospital
	George Abernathy	Stonewall Memorial Hospital
	Dana Daniel	Comanche County Medical Center
	Phillip Smith	Stamford Memorial Hospital
	Michelle Huffaker	Anson General Hospital

1. Meeting called to order at 10:07 by Roger Dickey.
2. Review of the Minutes
Linda Rutherford stated she is the one that asked about the Decon shower floor, not Linda Jones.
George Abernathy stated he was at the April meeting, but was not included in the list of members present.
Minutes approved with corrections noted.
3. Hazard / Risk Vulnerability Report
Roger told the group 4 to 5 hospitals have not submitted their Hazard / Risk Vulnerability Report, or have submitted it on the wrong form. This data must be submitted on the document he emailed all the members. Let Roger know if anyone needs another copy.
The document has 3 tabs – 1st is the instruction page, 2nd and 3rd tabs are for your data. It should take approximately 30 minutes to complete.

HT said the State would not accept this data in any other format other than the one Roger provided.
4. Year 5 Funding – HT Fillingim
HT discussed funds that are now available:

BT05:	\$5364.00 per hospital
Tobacco Funds – Education:	\$851.06
Tobacco Funds – Inj. Prev.:	Pending
EMS County Funds:	Variable - \$2000 to \$12,000

He has a sheet with a breakdown of the funds that will be distributed to all the members at a later time.

Wanda McIlvain asked about the EMS funds for Coleman County.

HT stated \$8933.00.

HT informed the members that these funds were available as of May 1, 2007, and must be spent by August 31, 2008. The funds have been "thinning out." However, there is legislation being considered that could increase these funds, and possibly double them.

Committee Attendance

HT mentioned 2 entities have not met committee attendance requirements, and therefore would not be eligible for funds from the RAC. Those entities are Hamlin and Comanche County.

Roger said that Hamlin stopped attending HPG about a year ago.

Barbara Vines said they have continued to pay their RAC dues.

Purchase Documentation

Barbara distributed a copy of the State's requirements for documentation of purchases with government funds. The document specifies invoice and check copies are required.

Training Certificates

HT stated he had certificates for participants that attended the Decon training. They will be distributed after the meeting.

After Action Report

HT asked Randy King to submit an After Action Report for the recent loss of communication incidents in Throckmorton County.

Support Letters

HT thanked everyone that turned in letters of support for the RAC. He asked those who have not submitted their letters, do so as soon as possible.

RAC Contract Bidding

Roger asked HT about the status of the contract bidding.

HT said the Dallas and Fort Worth RACs have chosen not to bid on our contracts. There are still some out of town entities that have checked into our financial history and are interested. COG has backed out. TEEKS is going to apply, but HT is not sure if they are applying for all the contracts or just for the larger ones. Some RACs may bid statewide.

Roger asked if San Antonio was one of those RACs.

HT acknowledged. He said if we lose the grant, we lose our administrative funds.

Roger said if they get it, administration would be handled out of San Antonio.

HT agreed. He said Neil White, our new Executive Coordinator, was unable to

attend today. He was caught in a hail storm. When he gets back, our bid will be his top priority. We should know something by June 2007.

Alternate Care Site (ACS) Funding

Roger asked if there were any restrictions on the \$5364.00.

HT said it could be used for monitors, crash carts, - anything for patient care. He will look into the purchase of “walkie-talkies” with these funds. Tailor the purchase to your facility’s needs.

Alicia Whitt stated the purpose of these funds was for overflow. Her hospital is looking at purchasing stretchers, because they are easily mobile.

HT confirmed Alicia’s statement. He said that the equipment must be purchased with the mindset that it is for the ACS.

Tami-flu

Roger asked for the status of the Tami-flu purchase, and if the anti-virals had been ordered.

HT said they have not ordered them yet. He expects to receive the cache by mid-July.

Alicia asked if other RACs were doing the same thing.

HT said some of the RACs in metropolitan areas are purchasing even larger amounts than we are.

Alicia stated this was due to the larger facilities having left-over supplies from the Katrina disaster.

HT stated our planned purchase should be enough to meet the needs of our RAC.

Decon Showers

Linda Rutherford asked HT for the status on the missing floor for her Decon shower.

HT said he called Grainger. Our contact person left the company and has not been replaced yet. HT said he was given the “run-around.”

Linda Rutherford asked if this was the same person that was supposed to in-service everyone on the showers.

HT confirmed it was, and that he would continue to follow up on this issue.

Vent Training

Roger stated the last training received on the new vents was inadequate. He asked the members to get with HT and Barbara about setting up additional training at appropriate locations.

5. Disaster Drill Planning Meeting

Roger stated the drill was approved by Austin, and he was amazed at how smoothly the process went. However, Austin made it clear that future drills should be done through TEEKS – which is very expensive.

Next Thursday, May 17th, at 8:30 AM, there will be a drill planning session at Hendrick in the Tom Roberts Room with Global. Attendance is not mandatory, but is vital for successful planning. At the meeting there will be a representative from the Abilene Fire Department, Fire Chief – Ken Dozer, and the Emergency Management Coordinator from Abilene. West COG wanted to be present, but they are simultaneously meeting about a disaster drill that will take place in October. Everyone's communication will be tested. It would be a good idea to contact your local PD and FD.

Linda Rutherford and Wanda stated they could not attend the May 17th meeting due to a previous obligation.

Roger stated the planning session will consist of discussing our objectives and determining the type and number of patients that will be electronically sent to large, medium, and small facilities. Sometime between now and July we will need training on Patient Tracking during the drill. Testing patient tracking is the main objective. Hendrick is looking at different tracking methods (i.e. color coded tags). They are also revising their disaster plan to possibly include the Chief of Surgery being in their Trauma Center. Roger said he has not received information from any facility about the number or type of patients each wishes to receive.

6. Other Business

Mutual Aid Agreements

Roger stated these needed to be updated. There have been several administration changes that should be reflected in the agreements. Roger recommended these agreements be reviewed annually. This will be placed on the agenda for next month

Syndromic Surveillance (SS)

Roger stated he received an email from DSHS regarding SS. The state is very interested in using SS, but are looking at systems other than Red Bat and SYRIS. Do not purchase any SS software yet. Some of the larger hospitals within the RAC may be contacted by DSHS about this issue. Hendrick is expecting a visit from a DSHS representative, Tu Nyguen, in 2 weeks.

ChemPaks

Roger asked the group if anyone informed their local PD and FD about the location of ChemPaks in our area. One member raised their hand. Roger stressed the importance of disseminating this information to local PD and FD – if there is an incident of organophosphate contamination, first responders will need quick access to the closest ChemPak. An unnecessary delay could ultimately result in their death. ChemPak training was just released on-line. Roger can email the web address if you need it.

In the event a ChemPak is requested from Hendrick - someone in the HMC security department would confirm the call and then transport the quantity needed via the fastest route (helicopter, sheriff, ambulance, etc.) A judge's order is not required to activate its use.

ChemPaks are located in Stephenville at Harris Methodist Erath County Hospital, Brownwood, and HMC. Plans have been put in place to move the ChemPaks to other areas as appropriate.

NIMS

Roger reminded everyone to have appropriate personnel complete the required NIMS training by September 30, 2007. Non-compliance could result in problems receiving BT06 funds.

Lexie requested the NIMS requirements in writing for submission to her Administrator.

HT stated he would email the documentation to her.

Roger said management personnel need courses 700 and 800. All others will need 100 and 200.

Tobacco Free Campus

Roger informed the group as of May 31, 2007, HMC will be tobacco free. HMC is providing their employees with the first round of Chantix and smoking cessation classes if they want it. Anyone who wishes to smoke must leave the campus after May 31st.

WebEOC

During the last monthly test, 12 out of 17 logged in. The remaining 5 need to log into WebEOC sometime today. If you have any trouble logging in, or if you have forgotten your password please contact Roger immediately.

7. Being no further business, the meeting was adjourned at 11:04.