



Tri-Cities Medical Response System
Strengthening Emergency Response through Collaboration

Tri-Cities Medical Response System
Steering Committee Minutes
April 19, 2019

Start Time – 10:02

I. Roll Call: Completed by Diane Littrell

a. Present:

- i. Adams County EMA
- ii. Brodstone Memorial Hospital
- iii. Buffalo County EMA
- iv. Central District Health Department
- v. Central Nebraska Medical Reserve Corps
- vi. CHI Health Good Samaritan
- vii. CHI Health Saint Francis
- viii. Cozad Community Hospital
- ix. Dawson County EMA
- x. Howard County Medical Center
- xi. Jennie M. Melham Memorial Medical Center
- xii. Kearney County Health Services
- xiii. Kearney Regional Medical Center
- xiv. Mary Lanning Healthcare
- xv. Memorial Community Health
- xvi. Phelps County EMA
- xvii. Phelps Memorial Health Center
- xviii. South Heartland District Health Department
- xix. Two Rivers Public Health Department
- xx. TRIMRS Coordinator

II. What's on Top?

- a. Cody discussed that due to the real-world March flooding the State of Nebraska has cancelled the full-scale paper based exercise.
- b. Jeremy mentioned that after the conclusion of 4-H season he will have pigs available.

III. Minutes from February 15, 2019 reviewed by committee

- a. Motion to approve the minutes – Jim, Second – Elaine, Discussion – None; **Approved**

IV. Financial Report – Financial Subcommittee held second meeting prior to Steering Meeting

- a. Motion to approve financial report – Jim, Second – Elaine, Discussion – (see below) financial report **approved**
 - i. Discussion over in-kind costs and indirect costs.
 - ii. There is a budget revision for approximately \$6,600.00 in excess funding that exists due to transition from Dustin to Cody. Process is open for funding requests being submitted, awaiting approval of the revision from the State of Nebraska DHHS.
 - iii. CNMRC brought up the increase in rent and whether this would cause exceeding rental costs.



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- iv. Andrew presented a financial report, discussed the proposed budget revision that is pending State of Nebraska DHHS approval, and submitted his resignation of the position of TRIMRS Executive Committee Treasurer and Financial Subcommittee Chairperson effective immediately. Andrew read his reasons for resigning in a letter he presented to the Steering Committee at the request of Central District Health Department Director Teresa Anderson. (Copy of letter available by request). There was discussion and questions about Andrew's letter. There was discussion of the TRIMRS Administrative Plan.
- v. *'If an Officer leaves his/her position during the term, TRIMRS Steering Committee members may vote for a replacement from within TRIMRS Steering Committee membership who will then conclude the term.'* – TRIMRS Administrative Plan: *Term*.
- vi. Sue made the motion to accept Andrew's resignation. The motion to accept the resignation was seconded by Dale. Further discussion – none; resignation **accepted**. The Steering Committee is to present nominations for TRIMRS Executive Committee Treasurer by no later than Friday, April 26, 2019.
- vii. There was further discussion and questions on the resignation of Andrew Hills.
 1. Leeta asked several questions in regard to the matter.
 2. Jim questioned the advice of the chair and committee.
 3. There was discussion over the election of a new treasurer. Nominations for the seat due to Cody by Friday, April 26, 2019.
 4. Dale and Darrin asked if the resignation was a bombshell to other members.

V. CNMRC

- a. CNMRC Coordinator Ron Pughes provided updates.
- b. Work is being done on vulnerable population plans.
- c. CNMRC is giving a presentation to explain and introduce the CNMRC to those who have interest.

VI. Old Business

- a. Coalition Dropbox
 - i. Cody is still looking for a viable cloud storage program that is cost-effective, ideally free, and is allowed for use across the entire coalition membership.
- b. Ebola funding
 - i. Discussion of previous potential uses for Ebola funding.
 - ii. Cody offered different options other coalitions have used.
 - iii. PAPRS replacement costs approximately \$1,200.00 per unit.
 - iv. Cody can reach out to Angie Vasa at the University of Nebraska Medical Center in regard to highly infectious disease go kits that other coalitions have purchased with the funds.
 - v. There is a NETEC training course being offered in Baltimore in the middle of May.
 - vi. Leeta discussed that her hospital has already done the PAPRS without reimbursement request and questioned about percentage based reimbursement for those PAPRS that were purchased.
 - vii. Jeremy informed that this funding is in the 2nd year of carry over and will be withdrawn if not used by June 30, 2019.
 - viii. Darrin asked if hospitals would be willing to divide costs to make the funding go farther.
 - ix. Leeta states that she will share trade-in process information.
 - x. Jeremy states that all invoices need to be dated before June 30th for allow ability of reimbursement with the subaward. Ideally June 15, 2019.
 - xi. Further discussion on how to handle prioritization:
 1. Alison suggested a percentage based upon all the hospitals that submit statements.



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xii. If members want to order PAPRS, filters, batteries, etc; invoices need to be sent to TRPHD and / or TRIMRS Coordinator before June 30, 2019. Percentage of the funds will be divided based on the number of hospitals that submit invoices.

1. Past invoices will be accepted.
2. Tesha makes a motion that May 15th be a deadline for submission, Darrin seconds the motion (this motion was later revised).
3. It is discussed that previous costs during the Ebola funding period be included.
4. Tesha makes a revised motion that invoices that date back to July 1, 2018 to present may be submitted. Darrin seconds the revised motion. Motion: passed.

c. Med 4 Issues

- i. There have been some Med 4 and satellite phone issues. Historically they were both purchased by TRIMRS, but the facilities housing Med 4 and those that didn't return satellite phones are to maintain the cost and upkeep of the equipment.
- ii. Valley County incurred costs with a Med 4 antenna, Dustin Handley was to work with Darrin Lewis to follow up. Cody will work with Darrin to resource a potential solution.

d. Knowledge Center

- i. Knowledge Center will be utilized during the Surge Workshop on April 30 this is being done by the NRDHE group. Knowledge Center training will be held at the Kearney Public Library on May 6 from 12:00 p.m. to 4:00 p.m.

VII. New Business

a. Contract with Alison Feik for MMA Trailer Storage

- i. Jeremy discussed the contract that TRPHD has in place with Alison Feik for storage of the TRIMRS MMA trailer.
 1. Fall of 2018 Alison agrees to store the trailer and an agreement was made between the Feiks for storage of the trailer.
 2. Discussion over conflict of interest due to Alison serving as TRIMRS Executive Committee Chairperson.
 - a. Alison abstains from all discussion and steps out of the room.
 3. Request for further discussion or questions.
 4. Cody is working on conflict of interest form for TRIMRS members. Alison did sign a TRPHD conflict of interest form as part of the contract packet.
 5. The storage facility is privately owned by the Feiks.
 6. Teresa inquired about conflict of interest.
 7. Steering Committee has to approve the storage location and cost. It was suggested that rent be paid at \$100 a month as a fair market value paid at another location. **NO RENT COSTS HAVE BEEN PAID.**
 8. Darrin questioned about a funding issue with the State of Nebraska occurring due to conflict of interest. Darrin believes that grant funding should not be paid to the Feiks because they are benefitting from grant funding and Alison holds a position on the TRIMRS Executive Committee.
 9. Jim asked if the MMA trailers are supposed to be in a climate controlled environment.
 10. Teresa asked if the trailer is stored under a company or personally named business.
 - a. Business is Matt and Alison Feik.
 11. There was a request for interest in taking an action on the record. The trailer has been stored at the facility since October of 2018.
 12. Darrin suggested further investigation and information on conflict of interest between funding and executive committee members.



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13. Teresa made a motion to have Cody explore storage units and costs associated.
 14. Jeremy discussed further information on the legal issues involved in conflict of interest.
 15. Open discussion amongst several members on conflict of interest and issues that would reflect poorly on TRIMRS.
 - a. Leeta stated she has no issues with having Alison store the trailer since the information has been presented at the meeting.
 16. Discussion that Teresa had made a motion for estimates on other storage options.
 17. Roll call vote done by Diane:
 - a. 11 votes yay
 - b. 3 votes nay
 - c. 2 votes abstain
 - d. Cody will present further options at the next Steering Meeting.
- b. Budget Requests
- i. Teresa questions on budget and funding request methods.
 - ii. Darrin Lewis on behalf of the CNMRC presented a verbal request to increase funding for the CNMRC from \$16,000 to \$20,000.
 - iii. Cody states that he sent out the funding request form on Friday, April 12.
 - iv. Howard County Medical Center asked if their budget request was received.
 1. Cody will further investigate. Howard County's request was received in March and is in regard to PAPRS.
 - v. Funding requests are due by April 26, 2019. Send the requests to Cody as soon as possible.
 - vi. In lieu of time, an electronic vote will be sent out by Cody for approval of requests.
 1. Darrin moves that the voting be done via 'reply all' for transparency.
 2. Darrin rescinds his previous motion and Dale reintroduces a motion to accept votes via e-mail with reply all. Darrin seconds the motion made by Dale. Discussion: Leeta asked for more information on the funding.
 - a. Teresa questioned whether to wait for state approval on budget before voting.
 3. The budget revision is still awaiting approval from the State of Nebraska.
 4. No further discussion.
- c. Reserve Funding
- i. Jeremy and Jesse report that the reserve funds are now in the possession of TRPHD and were received on April 18, 2019.
 1. Approximately \$47,000.00 received.
 2. Central District did utilize some of the funding to cover travel reimbursement costs for Alison Feik.
 - ii. There has been debate and confusion over Brodstone Memorial being reimbursed for a stair chair purchase that can be used to aid in evacuations.
 - iii. Central District maintains that they did not receive proper documentation to facilitate utilizing the reserve funds for the purpose of reimbursement.
 1. Dale asked if this is the reason why Andrew resigned his position on the Executive Committee and Financial Subcommittee. Andrew said it was part of his reasoning and Andrew would prefer the funding be kept for emergency sustainability of the coalition. Dale also questioned if there was a way to pay for the costs without having to use reserve funds.
 - iv. Teresa makes a motion that Brodstone be paid for the stair chair that was approved for purchase in June 2018. Teresa also moved that Diane Littrell be paid for her personal mileage dating back to April 2018. The reimbursements are to be for \$5,500.00 to Brodstone for the stair chair and \$86.11 to Diane for mileage.



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1. The actual invoice for the stair chair is in excess of \$6,000; however Brodstone understood they would be responsible for funding beyond the \$5,500.00 amount.
2. Jim seconded the motion made by Teresa.
3. A roll call vote on reserve funding was conducted.
 - a. 10 Ay
 - b. 0 Nay
 - c. 5 Abstain / Absent
 - d. Motion carried. TRPHD will proceed with processing reimbursement.

VIII. Next Meeting

- a. Steering Committee Meeting May TBD at CHI Health Good Samaritan and via Zoom. A Doodle poll is out for a date in May.

IX. Close

- a. Motion to adjourn made by Darrin Lewis, second by Elaine.

Adjourned at 11:50

******More detailed minutes on specifics items are available upon request to Cody******