



Tri-Cities Medical Response System
Strengthening Emergency Response through Collaboration

Tri-Cities Medical Response System
Steering Committee Minutes
August 16, 2019
Conference Rooms B & C – CHI Health Good Samaritan

Start Time -10:01

- I. Roll Call: Completed by Diane Littrell
 - a. Present:
 - i. Adams County EMA
 - ii. Brodstone Memorial Hospital
 - iii. CHI Health Good Samaritan
 - iv. CHI Health St. Francis
 - v. Cozad Community Hospital
 - vi. Dawson County EMA
 - vii. Gothenburg Health
 - viii. Kearney County Health Services
 - ix. Lexington Regional Health Center
 - x. Loup Basin Public Health Department
 - xi. Mary Lanning Healthcare
 - xii. North Central EMS
 - xiii. Phelps Memorial Health Center
 - xiv. South Heartland District Health Department
 - xv. Two Rivers Public Health Department
 - xvi. Webster County Community Hospital
 - xvii. Central Nebraska Medical Reserve Corps
 - xviii. TRIMRS Coordinator

- II. Approval of Minutes: TRIMRS Meeting July 12, 2019
 - a. Motion to approve by Brian Woldt. Second by Diane Littrell. Further discussion: none. **MINUTES APPROVED.**

- IV. Financial Discussion
 - a. Tesha Broadfoot discussed the 2018-2019 budget.
 - i. June 30th was the fiscal year end.
 - ii. Approximately \$655.42 in funding was left at the year end.
 - iii. PPE supplies for infectious disease kits and supplies to replenish items in one of the MMA trailers were purchased to help utilize the funding that was left. Trailer items were gloves, blood pressure cuffs, and stethoscopes.
 - iv. Going forward efforts will be made to decrease printing costs by printing less documentation for TRIMRS meetings.
 - v. Travel was over budget by \$42. Salaries, supplies, etc. were under budget.
 - vi. Motion to approve the 2018/2019 budget made by Jim Morgan. Second by Catie Larsen.
 - b. 2019-2020 Budget
 - i. Dale Beye inquired to see a digital copy of the 2019-2020 budget.
 - ii. There was discussion in July on the proposed budget.
 - iii. A Clinical Advisor must be part of all health care coalitions' budgets at .1 FTE. \$12,000 in funding was set aside for the Clinical Advisor.
 - iv. The State of Nebraska DHHS added approximately \$12,600 back into the budget.
 - i. Cuts for out of state travel for the SUMMIT Preparedness Conference, mileage, etc. were placed back into the proposed budget.
 - v. It was recommended that two hand carts be purchased for the MMA trailers to assist in unloading and setting up the contents.
 - vi. Purchasing plastic totes to protect the contents of the MMA trailers was recommended.

- vii. Two adult blood pressure cuffs need to be purchased to completely restock what was phased out of the MMA trailer not damaged by water.
- viii. \$16,800 was assigned to contractor duties of the CNMRC.
- ix. Other budget funding assigned to: storage of MMA trailers, Zoom fees, meeting costs, insurance for trailers, etc.
- c. Knowledge Center Update
 - i. Until September 2020 grant funding will provide free access to Knowledge Center for all. After that date an annual cost will be associated with Knowledge Center use.
 - i. Critical access hospital (up to 25 beds): +/- \$1,000 per year.
 - ii. Up to 100 beds: +/- \$2,500 per year.
 - iii. 100+ beds: +/- \$4,000-5,000 per year.
 - ii. Knowledge Center will be used for the upcoming functional exercise at the Buffalo County EOC. ASPR will possibly have representatives at the exercise to evaluate if hospitals find K.C. useful ASPR can resource additional funding in an effort to defray costs.
 - iii. Cody plans to become a trainer for K.C. and offer training specific to needs of TRIMRS members.
 - iv. Dale inquired if K.C. will provide just in time training instructions. This is planned to be provided from the grant and further developed internally by TRIMRS members.
 - v. \$1,000 of the 2019-2020 budget was set aside to hold internal Knowledge Center training.
- d. Indirect Costs
 - i. 16.28% covered by Two Rivers Public Health Department.
 - ii. Rent space, printing, and cell phone costs based on FTEs for Cody and Katie Mulligan.
 - iii. Discussion – none.
- e. Cody states that he would prefer to have the Steering Committee formally approve the budget and approve it being uploaded into the Coalition Assessment Tool (CAT). Per the work plan, this must occur 30 days after the receipt of the subaward and it is likely the Steering Committee will not meet again within that time frame.
 - i. Motion to approve the 2019-2020 budget made by Alison Feik. Second by Jim Morgan. Roll call vote conducted: 15 votes yes to approve, 1 vote to abstain. Motion carries, *copy of roll call vote included with minutes.*

V. CNMRC Update

- a. Ron Pughes discussed that a Citizen Corps training took place in July in Papillion and that there was good discussion during.
- b. Inventory and Maintenance on supplies and trauma trailer in Grand Island was completed.
 - i. Organized the storage unit, looking into carts to help with response.
- c. Will print out a full inventory of what CNMRC has in supplies and will send that out.
- d. Jeremy discussed the contract for the CNMRC – should be submitted soon for signatures. No further discussion.

VI. Old Business

- a. Flooding Discussion
 - i. Knowledge Center went live on July 8 and the flooding in Kearney / Lexington occurred on July 9.
 - ii. AAR was created in Knowledge Center.
 - iii. Did make a request for sandbags in Knowledge Center.
- b. Budget for 2019-2020
 - i. Will be uploaded into CAT upon receipt of subaward
- c. TRIMRS Preparedness & Response Plan Subcommittee Discussion
 - i. Must have a pediatric plan added into overall coalition plan by the end of the fiscal year. (2019-2020 work plan item).
 - ii. Need to go over the Administrative Plan and make updates; formally approve updates on the record.
 - iii. This subcommittee needs to be stood up and start meeting as soon as possible.
 - iv. Subcommittees need to be reformed and begin meeting again.
 - i. Agendas and minutes need to be kept of subcommittee activity.
 - ii. Definition of quorum for the subcommittees; Jeremy Eschliman suggested minimum of three members and a maximum of five.
 - iii. Subcommittees can meet quarterly, or more as needed.
 - iv. Need to establish subcommittee chairs.
 - v. A list for members to volunteers was distributed. To be discussed at the next Steering Meeting

- vi. Alison suggested a trailer subcommittee for inventory and maintenance. Cody agreed and thought either an established subcommittee could absorb the trailer and be rebranded or a new subcommittee formed. Cody inquired if anyone on the emergency management side would like to chair that committee.
 - d. MMA Update
 - i. Body shops recommended by insurance adjusters have declined to make repairs to the trailer. Cody is continuing to look for a repair shop to perform the work. The trailer manufacturer is located in Iowa if they would be a possible repair solution.
 - ii. Awaiting final answer from insurance on the damaged MMA trailer.
 - iii. Cody needs volunteers to help do inventory of the trailer that wasn't damaged and to replace expired items in that trailer.
 - iv. Discussion on purchasing totes to store supplies in the MMA trailer.
 - i. Cody deferred the lead of the discussion to those with expertise in infection prevention.
 - ii. Those present advocated for and approved with moving forward on purchasing totes for the trailer.
 - e. HVA
 - i. All coalition activities, plans, exercises, etc. must be tied to a HVA. Please submit to Cody ASAP.
 - f. Upcoming TTXs
- VII. New Business
 - a. EEI
 - i. ASPR provided a template Excel Spreadsheet with TRIMRS hospital and long-term care information; hospital information needed to be completed and submitted by October 1.
 - ii. Cody created simpler word documents for hospitals to report their critical information.
 - iii. Cody will be visiting hospitals to assist filling out the EEI information during the month of September.
 - iv. Long-term care information isn't mandatory by October 1, this will be a longer project to collect that information.
 - b. HID Kits
 - i. Mary Lanning Healthcare, Melham Medical Center, Kearney Regional Medical Center, and Gothenburg Health volunteered to house and take on the initial go kits for the region.
 - ii. Staff from the UNMC be coming out to provide training on donning and doffing the PPE in the go kits.
 - iii. Ebola funds were set aside to bring in the training and create more kits, if desired.
 - c. Information Sharing System
 - i. Cody is continuing to work on a solution for information sharing.
 - ii. Considering using ShareFile, ShareFile is a secure cloud-based portal that Two Rivers Public Health Department uses.
 - iii. ShareFile is a Citrix based program and is HIPAA compliant.
 - iv. Ideally it will be a place to share files, forms, documents, etc. with TRIMRS members.
 - d. Bed Tracking Test (6 needed in budget year)
 - i. Discussions at higher levels involved Knowledge Center replacing the function of HavBed.
 - ii. Nonetheless, HavBed is still the priority bed tracking platform and 6 tests must be done during the budget year as part of the work plan.
 - iii. Recommend that each facility has more than one person that can access and update HavBed information.
 - iv. Cody is an administrator and can assist with adding users if needed.
 - e. Clinical Advisor
 - i. Need to prepare a job description and initiate the advertising and interviewing process.
 - f. Corrective Actions From Spring Flooding
 - i. Please review as you are able, contact Cody with questions.
 - ii. Report has been submitted to the State of Nebraska DHHS.
 - g. Upcoming Events to Note
 - i. Functional Exercise at the Buffalo County EOC. Please register through the link Cody had sent in an e-mail. Paul Brantmeier is the point of contact for the exercise.
 - h. Motion to adjourn made by Renae Jacobson. Second by Tesha Broadfoot. Adjourned 11:03
- VIII. Next Meeting
 - a. Steering Committee Meeting October 18, 2019 at CHI Health Good Samaritan

IX. Close

Member	Present	Absent	Date	Roll Call Vote - Approve 2019-2020 Budget		
Adams County EMA	x		8/16/2019	YES		
Brodstone Memorial Hospital	x		8/16/2019	YES		
Buffalo County EMA		x	8/16/2019			
Callaway District Hospital		x	8/16/2019			
Central District Health Department		x	8/16/2019			
CHI Health Good Samaritan	x		8/16/2019	YES		
CHI Health Saint Francis	x		8/16/2019	YES		
Clay County EMA		x	8/16/2019			
Cozad Community Hospital	x		8/16/2019	YES		
Custer County EMA		x	8/16/2019			
Dawson County EMA	x		8/16/2019	YES		
Franklin County EMA		x	8/16/2019			
Franklin County Memorial Hospital		x	8/16/2019			
Gothenburg Health	x		8/16/2019	YES		
Hall County EMA		x	8/16/2019			
Hamilton County EMA		x	8/16/2019			
Harlan County EMA		x	8/16/2019			
Harlan County Health System		x	8/16/2019			
Howard County EMA		x	8/16/2019			
Howard County Medical Center		x	8/16/2019			
Kearney County EMA		x	8/16/2019			
Kearney County Health Services	x		8/16/2019	YES		
Kearney Regional Medical Center		x	8/16/2019			
Lexington Regional Health Center	x		8/16/2019	YES		
Loup Basin Public Health Department	x		8/16/2019	YES		
Mary Lanning Healthcare	x		8/16/2019	YES		
Melham Medical Center		x	8/16/2019			
Memorial Community Health		x	8/16/2019			
Merrick County EMA		x	8/16/2019			
Merrick Medical Center		x	8/16/2019			
North Central EMS	x		8/16/2019	YES		
Nuckolls County EMA		x	8/16/2019			
Phelps County EMA		x	8/16/2019			
Phelps Memorial Health Center	x		8/16/2019	YES		
Region 26 EMA		x	8/16/2019			
Region II Behavioral Health		x	8/16/2019			
Region III Behavioral Health		x	8/16/2019			
South Central EMS		x	8/16/2019			
South Heartland District Health Department	x		8/16/2019	YES		
Two Rivers Public Health Department	x		8/16/2019	ABSTAIN		
Valley County Health Center		x	8/16/2019			
Veteran's Administration		x	8/16/2019			
Webster County Community Hospital	x		8/16/2019	Y		
Central Nebraska Medical Reserve Corps	x		8/16/2019			