



Tri-Cities Medical Response System
Strengthening Emergency Response through Collaboration

Tri-Cities Medical Response System
Steering Committee Minutes
July 12, 2019
Conference Rooms B & C – CHI Health Good Samaritan

- I. Roll Call: Completed by Cody Samuelson
 - a. Present:
 - i. Brodstone Memorial Hospital
 - ii. Callaway District Hospital
 - iii. CHI Health Good Samaritan
 - iv. Cozad Community Hospital
 - v. Dawson County EMA
 - vi. Gothenburg Health
 - vii. Hamilton County EMA
 - viii. Kearney County Health Services
 - ix. Lexington Regional Health Center
 - x. Phelps Memorial Health Center
 - xi. Two Rivers Public Health Department
 - xii. TRIMRS Coordinator

- II. Approval of Minutes: TRIMRS Meeting May 10, 2019
 - a. Motion to approve by Brian Woldt. Second by Sue Hunter. Further discussion: none. **MINUTES APPROVED.**

- IV. Financial Discussion
 - a. Tesha Broadfoot and Jeremy Eschliman discussed the 2018-2019 budget.
 - i. Jeremy discussed that based on different needs such as surplus funding for personnel and other areas within the budget a budget revision was created by Jesse Valenti. The Financial Subcommittee made a recommendation to spend funding down as close to zero as possible.
 - ii. Jeremy stated that over the last few weeks and through the end of June, that was the work that was being done. Supply purchases were made for expired supplies in the intact mobile medical asset trailer as well as PAPRs reimbursement with the assistance of the Ebola grant.
 - iii. Gloves, blood pressure cuffs, stethoscopes were purchased to replace supplies in the trailer. Two adult blood pressure cuffs were on backorder and will need purchased in 2019-2020, otherwise supplies have been updated on a one-to-one ratio.
 - iv. In order to fully utilize coalition funding, Cody worked with Angie Vasa at the UNMC Biocontainment Unit on the content list for infectious disease go kits that they use. Other coalitions have been approved by the State to purchase these kits in the past. We currently have four kits to outfit four to five personnel with PPE available to members. Alison asked Cody to create a Doodle poll for interest in acquiring the infectious disease go kits. Kits are available to TRIMRS members at no cost.
 - b. 2019-2020 Budget
 - i. Tesha explained that the Financial Subcommittee met on June 21, 2019 for approximately two hours and thirty minutes in June to address the 2019-2020 budget.
 - ii. The Financial Subcommittee allocated \$12,000 for six months in funding for the Clinical Advisor position, expecting a doctor to fill the role. The previous budget proposal did not have money set aside for the position and therefore the Financial Subcommittee looked for costs to cut. Cuts made or discussed include: funding for the TRIMRS Coordinator to attend the Preparedness Summit, reducing to one MMA trailer, reducing Knowledge Center training funding, mileage for meetings, and registration for AHEPP. \$12,188.98 of funding was cut to allow funding for the Clinical Advisor in the Financial Subcommittee proposal.
 - iii. On July 2, 2019 the State of Nebraska DHHS Hospital Preparedness Program Coordinator Briana Rooney sent Cody an e-mail stating that TRIMRS is going to be awarded an additional \$12,677.85 in carryover funding.

- iv. The MMA plans refer to a hand cart being used to make unloading the trailer simpler, the Financial Subcommittee discussed possibly using funding to purchase a hand cart for the trailer and totes to store supplies in the trailer itself in their meeting prior to the Steering Meeting.
- v. Discussion of the 2019-2020 Ebola budget. For 2019-2020 TRIMRS was awarded \$27,833.00. Cody suggested allocating funding for PPE supplies (PAPRs or infectious disease go kits), the University of Nebraska Medical Center Biocontainment Unit provided information on the go-kits components and will assist with donning and doffing training, other coalitions have used Ebola funding to send members to NETEC training on Ebola and infectious disease (this would be for travel as the course has no costs associated), information from NETEC would provide information to create TRIMRS workshops | exercises | etc.
- vi. Jeremy suggested a motion to approve the changes to the budget with the additional funding so Two Rivers Public Health Department can move forward with the budget. Jeremy suggested a separate motion for the Ebola budget.
- vii. In order to progress through agenda items, further 2019-2020 budget discussion was tabled until new business.
- viii. Alison did ask for a motion to approve the update to the financial report. Motion to approve the financial report made by Kristin Bailey. Second by Renae Jacobson. **CURRENT FINANCIAL REPORT APPROVED unanimously.**

V. CNMRC Update

- a. *No CNMRC representation present to provide an update.*

VI. Old Business

- a. Election of TRIMRS Executive Treasurer
 - i. At the May 10th meeting, Tesha Broadfoot of Phelps Memorial Health Center was elected as the new TRIMRS Executive Committee Treasurer.
 - ii. Since being elected, Tesha has presided over two meetings of the TRIMRS Financial Subcommittee and serves as the Chairperson of that Subcommittee.
- b. Plan Review Subcommittee
 - i. This is one of the next subcommittees that needs to form in order to address the review and update requirements of TRIMRS plans, per ASPR requirements.
- c. Conflict of Interest Form
 - i. A draft version of a conflict of interest form has been distributed to members. No action was taken at the meeting it was presented. Will need future discussion and possible action.
- d. Clinical Advisor
 - i. Cody provided information for members present. Starting in the current, 2019-2020, fiscal year all Health Care Coalitions must have a Clinical Advisor working with the Readiness and Response Coordinator as part of the Hospital Preparedness Program grant.
 - ii. Cody has circulated a template job description that the State of Nebraska Department of Health and Human Services provided. Coalitions do have room to adjust the job description, to an extent, in order to meet their needs.
 - iii. The Financial Subcommittee met in June and set aside funding to compensate someone for the role of TRIMRS Clinical Advisor in a budget proposal. They allotted for eight hours per pay week and sixteen hours per pay period of work (two weeks).
 - iv. Renae asked for an update job description to share with physicians, Cody stated the hope for today's meeting was to have more clearly defined expectations of the position made by the Steering Committee. TRIMRS has not yet clearly defined the role for their Clinical Advisor.
 - v. Tesha informed the group that the Financial Subcommittee planned on someone filling the role being a M.D. and starting in January. \$12,000 was therefore set aside in the Financial Subcommittee's budget proposal.
 - vi. There was discussion about potential candidates within the coalition who could serve in the role, including a recommendation from the Central Nebraska Medical Reserve Corps.
 - vii. **HPP Grant Requirements for Clinical Advisor:** individual(s) should be a physician, advanced practice provider, or registered nurse and should be from a lead or co-lead hospital or health care organization and be clinically active (i.e., work shifts | sees patients). Involvement in emergency services or response activities is preferred and knowledge of medical surge issues and basic familiarity with chemical, biological, radiological, nuclear, and explosives (CBRNE), trauma, burn, and pediatric emergency response principles is required.
- e. Budget Requests for 2019-2020 Budget Year Process
- f. Coalition Surge Test
 - i. CST conducted at Mary Lanning Healthcare on June 26, 2019. All patients were able to be evacuated.

- ii. Will use lessons learned and discuss scenario involving water near Kearney Regional Medical Center during the Kearney flooding for the 2019-2020 CST.
 - g. HVA & Sentinel
 - i. ASPR and therefore State DHHS want to see work, projects, expenses, plans, exercises, etc tied back to HVAs and Sentinel survey. Please complete ASAP and return to Cody.
 - ii. Renae Jacobson discussed that CHI Health Good Samaritan is revisiting their HVA and going into more detail about items, for instance 'fire' and what size of a fire, where, triggering a Code Red, whether it meant a fire. What defines tornado for them, etc.

VII. New Business

- a. Flooding Discussion
 - i. In May 2018 Dustin Handley and Desiree Matel-Anderson with Field Innovation Team put on a workshop in Kearney that involved a flood impacting Kearney. In the After Action Report, airboats and heavy equipment (loaders) were discussed as resources to assist in evacuations. Cody joined a conference call with Dustin, Desiree, and Elayne Saejung (UNMC) to discuss the flooding impact and recovery. Desiree and her team's recovery resources are available if needed, Elayne has a contact for flooding clean-up PPE if needed.
 - ii. Cody opened the floor for discussion if there were known cases of electricity dependent individuals impacted by flooding or those with special needs impacted by the flooding. No known cases were presented.
- b. Budget for 2019-2020
 - i. Alison and Tesha clarified where the budget currently stands. The Executive Committee created an original budget proposal, the Steering Committee voted on a revision, and the Financial Subcommittee met to create a proposal to allocate funding for the Clinical Advisor. The State also provided additional carryover funding. The Financial Committee then discussed replacing the line items that had been cut, which would leave \$488.87 not allocated. AHEPP membership could be left off for additional funding.
 - ii. Motion to add the State carryover funding \$12,677.85 back into the budget made by Kristin Bailey. Second by Renae Jacobson. Roll call vote 9 – 'yes' 2 - 'abstain'; results attached.
 - iii. Discussion about specific budget line items. What supplies would be sought: trailer supplies vs. ID printer and tablets. CNMRC funding amount vs. work plan items for CNMRC to focus on. Discussion of approaching CNMRC about a compromised funding amount, previous discussion was all or nothing for funding. Discussion of future costs for the Clinical Advisor (current budget accounts for six months of funding).
 - iv. Motion for TRIMRS to have discussions regarding a compromise in the amount of budget money that goes to the CNMRC made by Renae Jacobson. Second by Kristin Bailey. Discussion about the process of the compromise: best practice discussed is to approach the CNMRC in an offline meeting or at a CNMRC board meeting. Roll call vote: 10 – 'yes' 1 – 'abstain'; results attached.
 - v. Motion to approve the line item amount in the budget revision with the possibility of the line item amount to possibly be changed at a later date made by Renae Jacobson. Second by Brian Woldt. Roll call vote: 10 – 'yes' 1 – 'abstain'; results attached.
- c. TRIMRS Preparedness & Response Plan Subcommittee Discussion
 - i. Names previously mentioned: Alison Feik, a Central District Health Department member, Catie Larsen, a Two Rivers Public Health Department member, Dale Beye, and Jim Morgan.
 - ii. Others interested: ideally an emergency management representative; notify Cody.
 - iii. Next steps: Alison asked Cody to create an e-mail to ask members for interest in serving on Subcommittees for the August meeting
 - iv. Other Subcommittees Needed
- d. Review & Address Medical Surge Workshop Corrective Actions
 - i. This will be discussed in further detail at the August meeting.
- e. MMA Update
 - i. Discussion for bids to repair trailer: Cody will seek bids and present them at the August meeting.
 - ii. Discussion of reducing to one trailer: the Financial Subcommittee had discussions of reducing to one MMA trailer to save cost. Multiple members discussed hesitation to reduce to one trailer, no action taken.
- f. EEI update
 - i. Updated EEI due to be loaded into Coalition Assessment Tool end of Q1; will be discussed again at August meeting.
- g. HVA
 - i. All funded projects have to be tied to a hazard or risk from TRIMRS HVA, identified capability gap, or an activity identified during corrective action process
- h. Upcoming TTXs
 - i. July 17, 2019 – Columbus (Grant TTX) Per the grant, there must be at least one person to represent TRIMRS

ii. July 24-25 – Omaha (Behavioral Health); UNL Public Policy Center

VIII. Next Meeting

a. Steering Committee Meeting August 16, 2019 at CHI Health Good Samaritan

IX. Close