

Capital Area Public Health & Medical Preparedness Coalition

Meeting Minutes

September 11, 2015

Agenda (10:40 – 12:00):

1. Welcome and Introductions
2. Review and Approve Coalition Minutes: August 14, 2015
3. Community/Healthcare System Preparedness
 - a. Strategic Planning Review (CAPCOG HSTF Plan) & Coalition Goals
4. Emergency Medical Task Force Update
5. Legislative Update
6. Workgroup Updates
 - Healthcare Regional Preparedness & Response Committee (RPRC)
 - Pre-Hospital Committee
 - Public Health Preparedness and Response (PHPR) Sub-Committee
 - Exercise Sub-Committee
 - CAMOC Workgroup
 - Information Sharing (formerly WebEOC) Workgroup
 - Personal Protective Equipment (PPE) Workgroup
 - HSTF/Emergency Management Coordinator Updates
7. Medical/ Public Health/ Infectious Disease
8. Other Business
 - Trainings
 - Exercises
 - Planned / Non-Planned Events & Activities
9. Next Meeting/Agenda Items
10. Adjourn

Attendees: Jason Brice(CC), Shantelle Dunn-Brannon (CC), Julia Ferguson, Dennis Fox (CC), Shaun Fernando, Jim Franz, Kimberly Gill(CC), Jim Gray(CC), Toby Hatton, Aisha Henderson, Cristy Knapp, John Monahan(CC), Keith Noble, Michael Sanders(CC), John Shenk, Carolyn Sudduth

CATRAC staff: Dave Reimer, Robin Wiatrek, Michelle Fillman (CC)

Handouts/Materials: Agenda, minutes, Excerpt from DRAFT CAPCOG HSTF Strategic Plan FY 2015

Next meeting: October 9, 2015 @ 10:40am

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1. **Welcome and Introductions:** Mike Jones called the Meeting to order. Attendees introduced themselves around the room and on the phone. There were 18 people in attendance, including 7 people joining the meeting via conference call and webinar with <https://join.me>.
 2. **Review and Approve Coalition Minutes:** August 14, 2015 minutes were reviewed.
 3. **Community/Healthcare System Preparedness:** *Strategic Planning Review (CAPCOG HSTF Plan) & Coalition Goals:* Mike Jones shared the CAPCOG HSTF Plan on screen for review. This document was sent via email for

feedback. Further input and updates to goals and objectives were also captured within the document during the meeting. This document will go back to the Homeland Security Task Force before the next meeting.

4. **Emergency Medical Task Force Update:** no new report at the time of this meeting
5. **Legislative Update:** Go to TETAf.org to find legislative updates on lower left portion of the screen
6. **Workgroup Updates:**
 - Healthcare Regional Preparedness & Response Committee (RPRC): The committee discussed the hazard vulnerability analysis (HVA). Hospitals are required to send theirs annually and the RACs every 3 years, although CATRAC does opt to review annually as well. Also discussed was PPE for infectious disease response, and coordinating with the major networks plus independents and public health in effort to reach a consistency in our cache. CATRAC will send a draft CAMOC plan to the group. There was a brief review of the Ebola CONOPS plan, which is still a work in progress and will return to a future agenda.
 - Pre-Hospital Committee: no update
 - Public Health Preparedness and Response (PHPR) Sub-Committee: Discussed work plan requirements for Ebola planning per health departments and HPP contracts. A summary sheet of updates from DSHS Health Service Region 7 was distributed. Also, the SNS full scale exercise is May 20-21, 2016. Regional Ebola High Consequence Infectious Disease Workshop is in Austin at the Doubletree February 16-18, 2016. By the end of the month they should be finalizing the agenda and be sharing a Save The Date with the topics and speakers. There is also an AAR writing course on 9/17/15 in Round Rock.
 - Exercise Sub-Committee: The next meeting is 9/23/15.
 - CAMOC Workgroup: no new report
 - Information Sharing (formerly WebEOC) Workgroup: Aisha reported they have not met recently, but will start meeting again. This group encompasses all information sharing technology in use in the region. Was previously set for the 1st Wednesday of the month. Suggested to move time to 1100-1200, beginning 10/1/15.
 - Personal Protective Equipment (PPE) Workgroup: Give your inventory lists to Glenn.
 - HSTF/Emergency Management Coordinator Updates: The CAPCOG Homeland Security Director Ed Schaefer is retiring at the end of September. Eric Carter has been hired and will start in mid-October. Carolyn Sudduth reported she is working on Threat Hazard Assessment, the State Preparedness Plan, and the Implementation Plan, which are all feeding into the HSTF Strategic Plan that was discussed in agenda item 3. They had a kickoff meeting for the 2016 all hazards exercise, which is sponsored by Lee County in November 2016. Next meeting is on 22nd.
7. **Medical/ Public Health/ Infectious Disease Issues:**
8. **Other Business**
 - Trainings: no other reports
 - Exercises: no other reports
 - Planned / Non-Planned Events & Activities: no other reports
9. **Next Meeting/Agenda Items** Next meeting is October 9, 2015.
10. **Adjourn:** Mike Jones adjourned the meeting at 1214