

Capital Area Public Health & Medical Preparedness Coalition

Meeting Minutes

October 9, 2015

Agenda (10:00 – 12:00):

1. **DSHS Ebola/High Consequence Infectious Disease Conference Call/Webinar
2. Welcome and Introductions
3. Review and Approve Coalition Minutes: September 11, 2015
4. Discussion/Action Items from DSHS Conference Call/Webinar
5. Community/Healthcare System Preparedness
 - a. Coalition Goals/Timelines for HSTF Strategic Planning Document Drafted at the September Meeting
 - b. Coalition Leadership Term
 - c. Processes for Capital Area Medical Operations Center (CAMOC)
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. Emergency Medical Task Force Update
8. Medical/ Public Health/ Infectious Disease
9. Other Business
 - Trainings
 - Exercises
 - Planned / Non-Planned Events & Activities
10. Next Meeting/Agenda Items
11. Adjourn

Attendees: Lydia Blankenship (CC), T. J. Browder, Mike Caudle, Keith Davis, Mike Elliott, Julia Ferguson, Shaun Fernando, Dennis Fox (CC), Chris Freeman (CC), Angie Gentry (CC), Kimberly Gill (CC), Laura Gold, Monty Gomez, Toby Hatton, Yolanda Holmes, Dr. Phil Huang, Jeff Hummell (CC), Mike Jones, Cristy Knapp (CC), Leslie Mansolo, Wayne Martin (CC), Marie Martinez, John Monahan (CC), Ralph Montes (CC), Ricky Nevels (CC), Janet Pichette, Marc Saenz, Michael Sanders (CC), John Shenk, Guy Stevenson (CC), Carolyn Sudduth, Ron Weaver

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

Handouts/Materials: Agenda, September 11, 2015 minutes, DSHS Region 7 Updates for Healthcare Coalition Meetings, Excerpt from Draft CAPCOG HSTF Strategic Plan FY 2015-2019)

Next meeting: November 13, 2015 @ 10:40am

1. ****DSHS Ebola/High Consequence Infectious Disease Conference Call** (complete presentation is recorded and available online)**
 - On January 7, 2015 DSHS conducted an AAR (After Action Report) within their agency which included leadership from several other agencies. A subsequent AAR was conducted to capture comments then from state agencies primarily based within Austin. They conducted eight additional regional AARs, one in each of their eight health service regions between December 2014 and January 2015. Comments from each including what was done right and what were challenges will be consolidated and reflected in a forthcoming report. They expect to complete and distribute this report very soon.
 - Next steps from the AARs include: the development and publication of Texas Preparedness Strategies for High Consequence Infectious Disease (HCID); regional public health and healthcare system-driven activities; allocate funding to help facilitate preparedness gaps; regional HCID workshops; development and publication of a website around HCID; development and rollout of Infectious Disease Response Units (IDRUs); continue to work with HHS and Federal Region 6 to coordinate HCID preparedness across our regions.
 - Multiple funding streams have been received to address these projects. A lot of feedback was collected from various agencies, regional offices, local health departments, TDMS, Preparedness Coordinating Council, and HPP. Bruce reviewed the objectives of Texas Preparedness Strategies for HCID project as well as outlined the regional workshops that will be offered.
 - A basic overview of the development of the IDRUs was provided. DSHS has been working with the RACs to build response capacity in each of the regions in the state with the Emergency Medical Task Force (EMTF). The goal would be to be able to coordinate and move personnel, supplies, PPE and support units without building a secondary system to EMTF. Additionally, they intend to build supply caches and exercise these capabilities in concert with regional exercises that are occurring across RACs and health service regions, and to build this more permanently into the EMTF system.
 - They are looking to develop a new situational awareness platform; this will not replace WebEOC, but may be linked to syndromic surveillance and summary information. They will be continuing statewide training and exercise that is scalable. UTMB in Galveston is receiving HPP supplemental Ebola funding and is the frontline hospital for Ebola patients in Federal Region 6, one of 9 federally designated treatment centers in the USA. A lot of PPE will be purchased and caches available across the region. Funds will also be used to upgrade and improve labs' equipment and security systems. Additional funds will go toward disaster behavioral health staff.

- Coalition Meeting -

2. **Coalition Meeting Welcome and Introductions:** Mike Jones called the Meeting to order. No introductions were made due to time constraints, but all were reminded to sign in and send an email to CATRAC staff to notify of attendance. There were people in attendance, including 14 people joining the meeting via conference call and webinar with <https://join.me>.
3. **Review and Approve Coalition Minutes:** September 11, 2015 minutes were reviewed. Mike Elliott moved to accept the minutes, with a second by Judy Henry. Minutes approved as written.
4. **Discussion/Action Items from DSHS Conference Call/Webinar:** Some individual RACs are moving away from caches; input to the state leadership seems to suggest going back toward caches again. Thoughts of this topic or other items from the DSHS conference call can be addressed at the Coalition and then Coalition leadership will take feedback to DSHS leadership as a recommendation. There will be a DSHS Region 7 Ebola meeting on November 17, 2015 which will focus on the healthcare side; therefore CATRAC will be recruiting EMS and hospital representatives from the coalition to this meeting.
5. **Community/Healthcare System Preparedness:**
 - Coalition Goals/Timelines for HSTF Strategic Planning Document Drafted at the September Meeting: Carolyn Sudduth gathered information from previous years' implementation plan, the strategic plan, and identified gaps into a sheet, to show where the connections are. These will go to the strategic directions

committee approval. Carolyn will get these documents to Robin to share with the Coalition to review and see how they fit with the big picture.

- Coalition Leadership Term: The Coalition bylaws state the coalition is to nominate officers in October to take office in January. A motion was made that the current officers will have served as “interim” from June 2015 to the end of December 2015, officially beginning elected service in January 2016, and new officer elections being held as per the bylaws in October 2016. The motion carried unanimously.
- Processes for Capital Area Medical Operations Center (CAMOC): They should be finalizing the Capital Area Medical Operations Center Plan. CATRAC has a Duty Officer which can be requested through ATCEMS MEDCOM or via the CATRAC Duty Officer number at 512-931-4722. The need for hospital network representatives, more than 1x deep to be appointed was stressed. There will be CAMOC activation for F1 weekend.

6. Workgroup Updates:

- Healthcare Regional Preparedness & Response Committee (RPRC): Freddy Krail reported that Glenn talked about the CAMOC plan, and the need for network hospital representation. Dave will find out whether folks need to be on call or present at the CAMOC. Bill Wilson discussed the training and process for getting a permanent security badge. Dave covered the HPP FY 16 reporting requirements. PPE for Ebola was discussed it was determined there is no particular standard among the three networks. PPE workgroup is still working on a planning for the type of equipment and distribution. The November 10 full scale exercise was briefly discussed; for those who still need resources contact Glenn as soon as possible.
- Pre-Hospital Committee: Mike Elliott reported the committee did not meet this past month. However, the CATRAC SMART Triage Tag Day workgroup has been meeting. Some agencies did not participate in the first Triage Day.
- Public Health Preparedness and Response (PHPR) Sub-Committee: They discussed legal interpretation of infectious disease. October 23 may be the end of monitoring for Ebola coming in from West Africa. There no longer seems to be a functional Infectious Disease Task Force of the Governor’s level. There are remaining discretionary dollars from DSHS for PHEP that have to be expended by June 17, 2016. A workgroup to will be formed to determine how it will be expended.
- Exercise Sub-Committee: Hospital Mayhem 2015 is the name of the WebEOC incident. For next year, the full scale exercise, sponsored by Lee County, will be held November 2, 2016. The CAPCOG regional exercise planning committee meets the 4th Tuesday of the month at 10am at CAPCOG. Next exercise planning committee at CATRAC is October 21 at 10am.
- CAMOC Workgroup: reported on by Glenn above
- Information Sharing (formerly WebEOC) Workgroup: no new report
- Personal Protective Equipment (PPE) Workgroup: no new report
- HSTF/Emergency Management Coordinator Updates: With CAPCOG Homeland Security in transition at this time, Carolyn will bring new updates as they come. Eric Carter is the new director, with Ed Schaefer retiring.

7. Emergency Medical Task Force Update: no new report at the time of this meeting

8. Medical/ Public Health/ Infectious Disease Issues: no new report at the time of this meeting

9. Other Business: Dave reported that new staff positions were approved for CATRAC. Ron Weaver will be joining as the new Emergency Preparedness & Response Coordinator. Marilyn Hollingsworth will be moving on from CATRAC and the Accounting Specialist position will be open as well as other positions opened up. They will be posted on the CATRAC website.

- Trainings: no other reports
- Exercises: no other reports
- Planned / Non-Planned Events & Activities: no other reports

10. Next Meeting/Agenda Items Next meeting is November 13, 2015.

11. Adjourn: Mike Jones adjourned the meeting at 1201.