

KET (KNOX EAST TN) REGION HOSPITAL COALITION MEETING

January 12, 2016

2:30

Knox County Health Department

Members/Attendance (attached)

Meeting Minutes

Minutes Review from Last Month

Updates:

- Charity Menefee, Larry Hutsell and Gary Compton are waiting on AAR to move ahead with response to SC flooding.
- AAR from water table top should be out soon.
- We need to follow up on Winlink testing from last month.
- EPFAT- ongoing. Please complete if not already done.
- Charity is working with the Mental Health Disaster Team to get a group TNHAN set up.

No stated revisions. Approved as written

Motion-Elaine Rose, Second-Janet Rowe

EVD Funding Proposal: 740.00 Approved

Request from UT for funding to send Infection Preventionist to National Ebola Training and Education Center (NETC) at Emory Feb 7- 9, 2016. This course will cover materials pertinent to both treatment and assessment centers. Training is a requirement of Assessment hospitals. Class is free. Funding will provide reimbursement for travel, lodging and food.

Motion to approve: Carole Chambers, second- Matt Oliver

Bylaws Update Vote and Planning Committee Updates

Bylaws:

- They have been updated from lessons learned last year and to address comments from Paul Link. Please review and be prepared to vote next meeting. Changes are below:
 - Governing Body: (This was identified as a need from the meeting with Paul Link).
 - Article 3, Section A.a Active Coalition Members (addition) **serve as Governing Body**
 - Also added in Section 2: Coalition Membership. C. Active Coalition Members are those coalition members who have established voting rights as in Article 6, Section 1.B. (Addition) **Active Coalition Members serve as the overall Governing Body for the Coalition formulating policy and directing coalition affairs.**
 - Voting:
 - Section 1 Voting Eligibility A Voting is restricted to (addition) **participating organizations' assigned Active Coalition members.**
 - Section 2 Votes (Addition) A. **Each member organization shall have one vote, with the exception of the Region 2 EMS Directors Association, who are assigned to represent a metro 911 EMS service provider, a rural**
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911 EMS service provider and a non 911 EMS service provider-whom will each receive an independent vote.

Current representatives are John Brinkley (metro), Bernie Hayes (private) and Brad Phillips (rural). Each representative will need to adhere to membership requirements for voting and funding purposes. These representatives have back-ups they can send to meetings or can attend remotely, if needed. Each representative is voting for Region 2, not for their specific agency.

- Member Responsibilities
 - Maintenance of coalition equipment. Section 3 H (addition) **Maintain upkeep and/or maintenance of Coalition and/or organizational resources that have been shared or borrowed.**
- Amending the Bylaws Article 8 (addition) **However, no proposed amendment change may be acted upon unless it has been distributed in writing to all active members at least fourteen (14) days prior to the meeting date.**
- Conflict Resolution Article 9 Parliamentary Procedure (addition) **Additionally, Coalition related issues of concerns shall be addressed according with procedures outlined in the Knox/East TN Healthcare Coalition's Administrative and Continuity Plan. If an issue cannot be resolved by the Advisory Board, it will be brought to the Coalition's Active membership for a solution.**

Planning Committee Update:

- **EVD Funding-** There is approximately 116,000 left of EVD grant funding. Ideas: training material for APIC, transportation bubbles (biocontainment PODS) one for UT and one for EMS, Airmates. Cost of airmates (2 for each hospital and 2 for each 911 center) 56,754 before January 29th. After that it will be 63,529.
- **Base Funding-** working on 2 approved projects:
 - MCI Bags: John Brinkley is working on this, still getting quotes. He is looking at purchasing 16 (1 for each county with the exception of Sevier-they have (2) 911 centers and will get 2). Knox County already has six, so this is a regional purchase only.
 - Hospital Go Bags: There is \$12,500 budgeted for this project. We will send out a survey monkey next week to get coalition feedback on (1) how to buy items- bulk or give hospitals money to buy their own, (2) what items to purchase. David, Phil and Janet will work on items that will go in the bags.
 - Carole Chambers motioned we move proceed with survey monkey, second-Trish Polfus.

Regional Full Scale Exercise:

- Exercise Date April 5th
 - Exercise sub-committee met on 01/05/15. Full scale exercise will mirror the water contamination tabletop. Exercise will start on day 3 of water contamination scenario with start time of 9:30 am with patient play. Each participant will need to get their own leadership team together if they would like to do internal facilities play, possibly could do at 7:00 am that morning.
 - Charity and Christy, along with KCHD staff will work on patient tags.
 - Each participant will need to send Charity or Wanda the number of patients you want. This exercise is not needed for our federal requirements, so your number for surge is based on what you want to have to meet your facility needs.
 - HICS forms will be added to the exercise
 - We will add a surge objective to the sitman
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- Each organization can add play for others (long term care, dialysis, emergency management, etc) if wanted. Let Charity or Wanda know if you will be including them in your county exercise.
- **Recommended that each hospital reach out to EMS (to see how transfer is handled) and county EMA for participation. If you are including them, please let Charity or Wanda know so they can be added to play.**
- Forensic Center will let us know if they will be playing. If so, we will add some deaths.
- For each facility using Knox county students, let Charity know your numbers needed ASAP. Blount and Loudon will use Knox county students.

Codes Discussion:

- Security group has met (Covenant, UT and Children's represented) to discuss code changes. Discussions centered on code for lost person and color vs plain talk.
- Group realized many security issues are redundant at each facility. The group will be considering regular security meeting for healthcare facilities as a sub-committee of the coalition to create continuous communication system since they are all dealing with many of the same problems.
- Next meeting scheduled for February and security from more facilities will be invited.

Quarterly Meetings with Special Guest Discussion:

- Coalition was asked to consider if it would be beneficial to have guests quarterly with specific information to share. It would be a good opportunity to expand to other agencies and groups. We also have speakers that periodically request meetings (THA, EMSC, etc.) and this would be a good way to work them in. Times were discussed, which led to discussion on looking at changing time for monthly meetings. The question will be added to the survey monkey.

Healthcare Coalition Conference Follow Up:

- Attendees will discuss session information at an upcoming meeting when more time is available.
- Carole Chambers discussed a few items from vendors she liked from the conference.

Review of TN EMSC Data regarding Peds Ready Assessment

- Will be scheduled for next month to include clinical staff from hospitals.

HAM Radio/Winlink:

- Wanda has talked to Terry Campbell with Besco and they will begin in January with the remaining installations.

Upcoming Trainings/Meetings/ Exercise Information:

- Emergency Response to Domestic Biological Incidents Feb 16-17 (Class is currently full)
 - NIMS/HICS training at East TN Children's Hospital April 1 (contact Charity or Wanda for registration)
 - KET HCC Full Scale Exercise (Water Contamination/Surge) April 5
 - Anniston HERT and HCL with ICE May 22-28 (contact Charity or Wanda by February with names as classes are filling up)
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Other :

- As a reminder, last meeting the Coalition voted to list the EPHAT as a contractual responsibility, meaning any facility not completing by the end of this fiscal year (July 30, 2016) will not be considered an active member. This will exclude them from voting and receipt of funding purchases. EPFAT (Emergency Power Facility Assessment Tool: <http://epfat.swf.usace.army.mil/>)
 - The state has 1 million rollover grant funding dollars that will need to be spent in BP5 (July1, 2016-June 30, 2017). They will be looking for proposals to spend the funding from coalitions. They will consider high priority to strong coalitions, projects that will affect the most people and meets the greatest needs. Coalition was asked to keep this in mind and bring ideas to next meeting.
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		July 7/14/15	Aug 08/11/15	Sept 09/08/15	Oct 10/13/15	Nov 11/10/15	Dec 12/08/15	Jan 01/12/15	Feb	Mar	Apr	May	June
EMA													
	TEMA				X	X*		X					
	Other												
Homeland Security													
	Homeland Security District 2					X		X					
	Other												
EMS													
	TN Dept. of Health, Office of EMS			X				X					
	Other												
	Rural Metro EMS		X	X	X	X	X	X					
	Chris McLain												
	Richard Holbert												
	LifeGuard Ambulance Service		X	X			X	X					
	Other												
	Jefferson County EMS/EMA												
	Other												
	Anderson County EMS												
	Other												
Other													
	Medic Regional Blood Center			X	X	X	X	X					
	Other												
	Medlink 2- RMCC		X		X	X*		X					
	Other												
	Knox County Examiners Office												
	Other			X	X								
	Jody Persino		X				X	X					
	Tennessee Air National Guard												
	Other												
	Knoxville Police Department												
	Other												
	American Red Cross- East TN												
	James Baker												
	Kendra Taylor		X	X	X		X						

