Southern Regional Healthcare Executive Committee Minutes

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February 3, 2022

BP3

**Southern Regional Healthcare Coalition Executive Committee Meeting**

**February 3, 2022 via Zoom Meeting 1300-1500**

# Documents and materials provided for the meeting

SRHCC February 3, 2022 Meeting Agenda  
SRHCC EC Meeting Minutes December 13, 2021  
SRHCC Budget to Date  
January 2022 CAT Update  
January 2022 HVA Update  
SRHCC Draft Burn Annex  
Training Options

# Call to Order

Chair Birgen Knoff called the meeting to order

# Roll Call

**Members Present:**

* Birgen Knoff, Bozeman Health, CHAIR
* Greg Coleman, Park County DES, CO-CHAIR
* Ray Ezell, RiverStone Health
* Rob Farnum, Pioneer Medical Center
* Charlie Hanson, MT DES
* Bill Hodges, Big Horn Hospital
* Jason Mahoney, Carbon County Public Health and MT EMSC Pediatric Liaison
* Joe Marcotte, Billings Clinic
* Scott Rainey, Vitalant Blood Services
* Paula Small-Plenty, Big Horn Senior Living
* Sue Woods, Central MT Health District Public Health
* Kyrsten Brinkley, MHREF WRHCC Regional Coordinator
* Casey Driscoll, MHREF SRHCC Regional Coordinator
* Robbie Kavon, MHREF ERHCC Regional Coordinator
* Cindee McKee, MHREF HCC Director
* Kitty Songer, MHREF CRHCC Regional Coordinator

**Guests Present:**

* None

**Members Not Present:**

* Stephen Schmid, Life Flight Network
* Jennifer Staton, SCL Health
* Taylor Curry, MT DPHHS PHEP
* Don McGiboney, MT DPHHS HPP

# Old Business

**Review & Approve Minutes**

December 14, 2022 Meeting minutes were reviewed. No comments were made.

* Motion to approve minutes made by Bill Hodges
* Seconded by Rob Farnum
* Approved unanimously

**Treasury Report**

Casey Driscoll presented the budget

* FY2021 Budget
* Allocated $66,448.00
  + Spent $14,608.85
  + Allocated $28,008.75
  + Remaining $23,830.40
* HPP COVID 2020 – 2021 Funds
  + $11,617.69
  + Extra COVID funds from the state. Each coalition received the same amount
* HCC Southern COVID Funds
  + $10,768.41
  + Funds remaining due to leftover from PAPR purchase and facilities not cashing checks for grants
  + Voted to purchase PPE for the HCC Cache, this is no longer an option
* Approximately $46,000 of unspent funds
* Topics for Consideration/Discussion
  + Family Reunification Training
  + Emotional Trauma Life Support (ETLS)
  + Compassion Fatigue
  + Burn Table Top Exercises ($5,000)
* Discussion on Proposed Ideas
  + Family Reunification
    - Coalition would fund a 2-day course plus lodging and mileage for participants
    - Would be offered jointly with Eastern Region Coalition
    - Joe suggested looking at a virtual option for this course
  + ETLS
    - Rob reported on his positive experience with a previous ETLS course
  + Compassion Fatigue
    - Would be half-day to full-day course
* Suggestions by the Committee:
  + Casey to contact ETLS and Compassion Fatigue speakers on their availability to host courses in-person and how quickly the courses could be scheduled
  + Casey to send a survey to all participants to gauge the interest in ETLS and/or Compassion Fatigue and may send out approval for virtual vote
* Motion to offer family reunification course either virtually or in-person with up to 3 nights’ lodging made by Rob Farnum
* Second by Birgen Knoff
* Approved unanimously
* Motion to approve $5000 for burn Table Top Exercises made by Ron Farnum
* Second by Bill Hodges
* Approved unanimously

# New Business

**Review updated CAT and HVA**

Casey Driscoll presented the updated CAT and HVA to the group. This was completed by the 4 Coalition Coordinators, Cindee, and Don in January.

The following recommendations were made by the committee:

* Supply chain should be higher in the list
* HazMat should be moved to spot 9 or 10 because of the potential of incidents rather than incidents that occurred
* Communication needs to be higher
* Staffing shortages need to be captured as a vulnerability – The category Other will be used to capture this and will be moved to the top 5

Changes will be made and an updated HVA will be presented to the group at the next meeting

* Rob Farnum moved to accept the HVA based on the discussion
* Second by Birgen Knoff
* Approved unanimously

**SRHCC Draft Burn Annex**

Casey Driscoll presented the SRHCC draft Burn Annex and opened the floor for discussion. This draft was written by the 4 coordinators, Cindee and Don. Cindee noted that Greely, who offers the Advanced Burn Life Support courses, has offered to review the plans and provide recommendations.

* The group discussed the document, specifically the activation of the committee. Several additional ways of activation were identified. Some will be added to the current document and some will be noted for a future update

# Wrap Up

**Coordinator Update**

Casey Driscoll reviewed the recent projects that staff have been addressing

* Finalized Burn Annex Draft
* Updated CAT/Work Plan
* Updated HVA
* Preparing for MRSE
* Began COOP Annex
* Opened all fields for HHS in EMResource
* Reviewing and updating access rights in EMResource
* Reviewing PPE requests from RHCs, FQHCs, LTC, and Dialysis for HPP Cache Distribution
* Attending LEPC meetings as able
* Launch of new Newsletter template

**Upcoming Training & Education**

* Advanced Disaster Life Support
  + May 26 – 28, Fairmont
* Medical Response & Surge Exercise (MRSE)
  + Will be distributed via RedComm Exercise
* Basic Disaster Life Support
  + Conducted virtually in March, more information forthcoming
* Burn Annex Table Top Exercises
  + Conducted virtually, more information forthcoming
* Joint HPP/PHEP Regional Meeting
  + May 2 – 3, Billings Northern Hotel

**Roundtable**

Cindee McKee – She and Don are working on the CPGs and Annual Report as well as working on the joint HPP/PHEP deliverables. Preparations are being made for the MRSE exercise and Supply Chain Integrity Assessment. ABLS courses have been scheduled and work is being done to get the Advisory Council up and going.

Kyrsten Brinkley – pediatric products have are being delivered to the facilities in the Western Region. Great work and good quality output has been done by the team by meeting more frequently. Kyrsten provided an overview of the Family Reunification course.

Kitty Songer – working with the CRHCC on education and training, two ABLS courses have been scheduled for March. She is doing outreach facilities to distribute oxygen concentrators and pulse ox machines throughout the region.

Robbie Kavon – the Eastern Coalition will be offering two ABLS courses in addition to the things already mentioned in the Coordinator Update.

Birgen Knoff – Bozeman Health is trying to normalize COVID operations with normal operations. Decrease in lab and testing so decreases in processing. The facility is preparing for 6 month – 5 year vaccinations from Pfizer. Opening more access points, continuing to utilize travelers in critical areas. Facility is seeing unusually high ED visits so they are trying to help with throughput. Behavioral Health unit in ER is scheduled to open later in the year.

Greg Coleman – Distributing at-home testing kits, targeting businesses, schools, and congregate living. Continuing to schedule vaccination clinics. The Community Health Integration Project (CHIP) planning process will include Public Health strategic planning. Offering Mental Health First Aid to first responders and medical staff. Lots of new staff coming on that will need introductions to the coalition.

Ray Ezell – More than 7000 new COVID cases in the past month. Case investigation for ages 5-17 is the priority. RiverStone Health is distributing at-home testing kits and continuing with vaccination clinics.

Rob Farnum – Distributing at-home testing kits and continuing to struggle with staffing shortages.

Charlie Hanson – State DES Orientation will take place in Helena next week. Orientation to partner agencies is on track for the fall. Assisting with Search and Rescue class in April/May in Great Falls and Billings. As for the amateur radio project, the equipment needs to be moved to Billings then begin to schedule installations.

Bill Hodges – Continuing with vaccination clinics. Engagement and partnership with 2 healthcare clinics, IHS and Public Health continues to be strong. Also distributing at-home test kits.

Jason Mahoney – Carbon County Public Health has found additional staff and should be back to full capacity soon. EMS-C is plugging along, has offered an EMS refresher and 2 Passenger Safety Technician courses.

Joe Marcotte – Billings Clinic is preparing for a live exercise at the airport in May. The exercise will focus on mass casualty and family assistance process. Continuing with Critical Incident Stress Debriefing. The COVID testing unit is still testing over 300 people per day but hospitalizations are not as high. Working on CMS/OSHA compliance.

Scott Rainey – blood bank did an appeal with a good response and levels are recovering.

Paula Small-Plenty – Offered 4 sessions on Emergency Preparedness via Table Top Exercise. Continuing to deal with staffing shortages and CMS mandates

Sue Woods – very busy transiting Public Health from being hosted by the county to OneHealth.

**Public Comment**

No public comment

**Next Meeting**

Next meeting will take place April 28, 1:00 pm via Zoom. Any important spending decisions will prompt and earlier meeting

**Adjourn**

* Motion to adjourn made by Bill Hodges
* Seconded by Rob Farnum
* All approve unanimously