Southern Regional Healthcare Executive Committee Minutes

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November 11, 2022

BP4

**Southern Regional Healthcare Coalition Executive Committee Meeting**

**August 11, 2022 via Zoom Meeting 1000 - 1200**

# Documents and materials provided for the meeting

SRHCC November 11, 2022 Meeting Agenda  
SRHCC EC Meeting Minutes August 5, 2022  
SRHCC Budget to Date  
SRHCC Preparedness & Response Plan  
SRHCC Highly Infectious Disease Annex  
SRHCC Pediatric Surge Annex  
October 2022 RedComm Exercise AAR/IP

# Call to Order

The meeting was called to order at 10:03

# Roll Call

**Members Present:**

* Birgen Knoff, Bozeman Health, CHAIR
* Greg Coleman, Park County DES, CO-CHAIR
* Lauren Brown, RiverStone Health
* Rob Farnum, Pioneer Medical Center
* Jason Mahoney, Carbon County Public Health and MT EMSC Pediatric Liaison
* Paula Small-Plenty, Big Horn Senior Living
* Jude Waerig, Livingston HealthCare
* Casey Driscoll, MHREF SRHCC Regional Coordinator
* Kevin O’Loughlin, Supervisor, Public Health Emergency Preparedness, DPHHS
* Kitty Songer, MHREF CRHCC Regional Coordinator
* Kyrsten Brinkley, MHREF WRHCC Regional Coordinator
* Robbie Kavon, MHREF ERHCC Regional Coordinator

**Guests Present:**

* Scott Rainey, Vitalant Blood Services

**Members Not Present:**

* Cindee McKee, MHREF HCC Director
* Don McGiboney, MT DPHHS HPP
* Colin Tobin, MT DPHHS PHEP/HPP

**Approval of New Executive Committee Voting Members**

Casey explained that due to the Executive Committee restructure and the departure of individuals from facilities, two new people were interested in serving on the Executive Committee. She introduced Lauren Brown from RiverStone Health and Jude Waerig from Livingston HealthCare.

* Birgen Knoff moved to approve adding Lauren and Jude to the Executive Committee
* Seconded by Jason Mahoney
* Approved unanimously

# Old Business

A change to the order of old business was made so Kevin O’Loughlin could provide the amateur radio update first.

**Amateur Radio Update**

Kevin O'Loughlin reported that Charlie Hanson had been leading the project and he retired back in June. Much of the planning and coordination had not been accomplished. There have been conversations at the state to try to determine how to move the project forward, including reaching out to local radio clubs to see if any were willing to take this over. The clubs were only interested in serving as a contractor for the Coalitions. A determination was made not to proceed with the project due to the projected costs associated with bring it to completion.

Anticipated costs include:

* Contracting: $60,000/year for 2 years
* Antenna placement: $80,000
* Repeater vaults: upwards of $25,000/year
* Total anticipated initial costs are over $250,000

The equipment will be returned to the state to be sold through the state surplus system. Radio clubs across the state will be notified when the items are on sale.

Kevin informed the group that for any large projects like this in the future, he will sign off on them to ensure adequate plans are in place prior to the money being spent.

Birgen asked what grant funding was put toward this. Kevin explained that carryover funding from the Southern and Eastern Coalitions were used for this project. He is working with the State fiscal department to determine if the funds from the sale will go back to the Coalitions. It is still to be determined because the grant year has ended but we are still in the project period. Birgen noted appreciation for the work that was done on this, and that the decision seems to be appropriate.

**Review & Approve Minutes**

August 25, 2022 Meeting minutes were reviewed. No comments were made.

* Greg Coleman moved to approve the minutes
* Seconded by Birgen Knoff
* Approved unanimously

**2022-2023 Budget Update**

Casey Driscoll presented the budget from the document sent out to everyone prior to the meeting. She noted that she has encountered difficulty securing the training that has been approved. Casey asked the group for ideas on additional trainings that could be brought in. Suggestions included Dry Decon Training and coordinating members to go to classes at the Center for Domestic Preparedness (CDP) in Anniston, AL.

Casey provided updates on the highly infectious disease simulations scheduled throughout the region beginning in December. Greg asked if the Health Care Coalition will be participating in the simulation to test the Preparedness & Response Plan and communication and coordination. Casey explained that Coalition members are welcome to participate and the Coalition Coordinator will be attending each exercise but there is no formal plan to test the Coalition Plans. The group discussed how the Executive Committee may be involved in an event. A recommendation was made to either elaborate on the plan or exercise the Executive Committee role in a future event. This will be added to a future agenda.

# New Business

**Nomination and Approval of Executive Committee Officers**

Due to change in the Executive Committee voting structure, the nomination and approval of Officers was postponed during the last meeting.

Greg Coleman has assumed the position of Chair, positions needed are Co-Chair and Treasurer.

* Birgen Knoff nominated Jason as Co-Chair
* Seconded by Rob Farnum
* Approved unanimously
* Birgen Knoff nominated Paula Small-Plenty for Treasurer
* Greg Coleman Seconded
* Approved unanimously

**Review & Approve Preparedness & Response Plan Annual Update**

Casey sent the Preparedness & Response Plan to the Committee for review prior to the meeting. No additional comments from the committee.

* Rob Farnum moved to approve the Preparedness & Response Plan
* Seconded by Birgen Knoff
* Approved Unanimously

**Review & Approve Highly Infectious Disease Annex Annual Update**

Casey sent the HID Annex to the Committee for review prior to the meeting. No additional comments provided.

* Lauren Brown moved to approve the Highly Infectious Disease Annex
* Seconded by Jason Mahoney
* Approved Unanimously

**Review & Approve Pediatric Surge Annex Annual Update**

Casey provided the group with the Pediatric Surge Annex prior to the meeting. No additional comments

* Birgen Knoff moved to approve the Pediatric Surge Annex
* Seconded by Rob Farnum
* Approved Unanimously

**RedComm Exercise AAR/IP**

This document was provided to the Committee prior to the meeting. The exercise utilized the Great Shakeout to test redundant communications throughout the coalitions.

# Closing

**Coordinator Update**

Casey Driscoll provided an update to the group on the Coordinator activities completed since the previous meeting. This included transitioning from the Southern Coalition Coordinator to the Regional Health Care Coalition/EMResource API Specialist. Additional activities included:

* Updating plans and annexes
* Updating Coalition Assessment Tool (CAT)
* Preparing for HHS data transition from TeleTracking to NHSN
* Coordinating SIM Exercises with facilities
* Attending exercise at Livingston HealthCare
* Securing Compassion Fatigue workshops for facilities
* Presenting at Supply Chain Roundtable
* Attending Region 8 HPP Director’s Meeting
* Securing trainings for coalitions

Casey also provided information on the EMResource Application Programming Interface (API) that is available to hospitals to ease the data reporting burden. The API can pull data directly from a facility’s EHR to populate EMResource.

**Upcoming Training & Education**

* SIM-MT Exercises
  + Sheridan, Livingston, Lewistown, Columbus, Ennis
* Radiation Tabletop Exercise
  + February 13
* Medical Response & Surge Exercise (MRSE)
  + February 22

**Roundtable & Public Comment**

* Public Comment – no public attended the meeting
* Kitty – the Central Executive Committee meets next week and will review the same documents that were presented today. Central Region is also doing the SIM-MT training and has 10 facilities participating.
* Kyrsten – Western Region has been completing the same activities as well as attending LEPC and EPC meetings. Kyrsten has wrapped up the flying carpet project and 4 extra flying carpets were sent to the Eastern Region for distribution.
* Robbie – Eastern Executive Committee recently met and had a very productive meeting. 9 facilities are participating in the SIM exercises in the Eastern Region.
* Birgen – Bozeman Health is going through a lot of leadership change. The organization is relaxing some COVID precautions that were in place for staff.
* Greg – Park County is coming together following the pandemic and flooding to support community resiliency. The Community Foundation put out a survey for their first State of the County Assessment and the data is showing a number of gaps and through the recovery work of the pandemic and flooding they may be able to address and see better results in future year’s surveys. Long-term Recovery Group is forming after the flooding and is coalescing into a sub-chapter of the Southwest Montana COAD and Greg is trying to get them active in the LEPC.
* Jason – Similar to Park County, still working toward flood recovery. Presented a case study on the Public Health response to the flooding in Carbon County that was well received. EMS-C is currently on hold waiting to fill the vacant position. Items are on hold including a DOT grant to train on and distribute child restraints for ambulances.
* Rob – He has transitioned from full-time at PMC to a contract role but is still PRN and involved with the ambulance. There is a new manager in place for the ambulance service. He is now providing documentation education with EMS services across the state.
* Jude – Livingston HealthCare is experiencing leadership changes. Participated in an MCI training opportunity with the city and county EMS agencies. It was a good opportunity to test the systems that were in place and identify gaps. Looking forward to the infectious disease scenario that is upcoming.
* Lauren – not a ton going on in Yellowstone County. The LEPC Conference was this week and was a good conference. The LEPC is trying to get more participation and input from the community. They are doing reviews on AARs and trying to do the improvement plans and getting some exercises going associated with deficiencies to improve plans. Public Health is very focused on syphilis right now with education and community work.
* Scott – Blood services are tight within the state and worse nationally so encouraged people to donate. Evaluate facility plans for blood services and make sure that plan includes reaching out to neighboring hospitals to share resources.

**Next Meeting**

Next meeting date will be determined, Livingston is willing to host. Casey will send an email to the group with potential dates.

**Adjourn**

* Motion to adjourn made by Birgen Knoff
* Seconded by Jason Mahoney
* Approved unanimously