



WESTERN REGION HEALTHCARE COALITION

EXECUTIVE COMMITTEE MEETING – DECEMBER 18, 2024



VOTING MEMBERSHIP

Nick Holloway (Chair)	Missoula County DES, OEM Missoula, Missoula County	EM Representative*
Jen Phillips (Co-Chair)	Intermountain St. James Hospital Butte, Silver-Bow County	Hospital Representative*
Open	Organization City, County	CAH Representative*
Willie Torres	Bitterroot Health Hamilton, Ravalli County	EMS Representative*
Tammy Matt	CSKT Tribal Health St. Ignatius, Lake County	Public Health Representative*
Kelly Bilau	Logan Health Brendan House Kalispell, Flathead County	ESF-8 Member At Large
Michelle Cole	Providence St. Patrick Hospital Missoula, Missoula County	ESF-8 Member At Large

* Required by MT WRHCC Bylaws

STANDING BUSINESS

- Call to Order
- Roll Call
- Approve minutes
- Budget Report
- Old Business
- New Business
- Roundtable & Public Comments
- Next Meeting
- Adjournment

ROLL CALL

Executive Committee Members	Organization	Rep Type	3 rd Qtr. (Jul-Sep)	4 th Qtr. (Oct-Dec)	1 st Qtr. (Jul-Sep)	2 nd Qtr. (Oct-Dec)
Nick Holloway (Chair)	Missoula County DES, OEM – EM Rep	EM*				
Jennifer Phillips (Co-Chair)	Intermountain St. James Hospital	Hospital*	X			
Open	Open	CAH*				
William Torres	Bitterroot Health Daly Hospital and EMS	EMS*	X			
Tammy Matt	CSKT Tribal Health	Public Health*	X			
Kelly Bilau	Logan Health Brendan House – LTC Rep	At Large	X			
Michelle Cole	Providence St. Patrick Hospital	At Large	X			

* Required by MT WRHCC Bylaws

HPP Team Members	Organization
Colin Tobin	DPHHS Hospital Preparedness Program Manager
Cindee McKee	Health Care Coalition Director
Gary Zimmerman	WRHCC Readiness & Response Specialist
Kitty Songer	CRHCC Readiness & Response Specialist
Jude Waerig	SRHCC Readiness & Response Specialist
Jarret Curtis	ERHCC Readiness & Response Specialist

APPROVE MINUTES

- Review/Approve October 9, 2024 Executive Committee Meeting Minutes
 - Motion
 - Second
 - Approve

BUDGET REPORT

Accounts	Projections	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Budget	Remaining
5330 Grant Disbursements															
Training - CHEC	\$ 10,487.50													\$ 10,487.50	
Training - Cyber Security	\$ 1,000.00													\$ 1,000.00	
Training - HERT	\$ 5,000.00													\$ 5,000.00	
Training - ICS	\$ 3,500.00													\$ 3,500.00	
Training - MRSE	\$ 8,000.00													\$ 8,000.00	
Regional Meetings	\$ 1,500.00													\$ 1,500.00	
EC Meetings	\$ 500.00													\$ 500.00	
Clinical Advisor	\$ 1,500.00													\$ 1,500.00	
Consulting Services - Marketing	\$ 2,000.00													\$ 2,000.00	
Total	\$ 33,487.50													33,487.50	
5345 Participant Support Costs															
CHEC Travel	\$ 6,000.00													\$ 6,000.00	
Cyber Security Travel	\$ 1,000.00													\$ 1,000.00	
HERT	\$ 2,000.00													\$ 2,000.00	
ICS Travel	\$ 1,000.00													\$ 1,000.00	
Regional Meetings Travel	\$ 1,500.00													\$ 1,500.00	
EC Meetings Travel	\$ 750.00													\$ 750.00	
National Healthcare Coalition Travel	\$ 10,000.00													\$ 10,000.00	
Total	\$ 22,250.00													22,250.00	
Total	\$ 55,737.50												\$66,384.00	\$55,737.50	\$10,646.50

APPROVE BUDGET

- Review/Approve 2024-2025 WRHCC Budget
 - Motion
 - Second
 - Approve

OLD BUSINESS

- Executive Committee Membership Update
- WRHCC Meetings
- Adoption of By-Laws
- Training, Exercises, and Other Events

OLD BUSINESS

- Executive Committee Membership Update
 - Position Updates
 - Nick confirmed as Chair
 - Jen confirmed as Co-Chair
 - Kelly confirmed as Member At Large
 - Tammy moved to PH Rep

OLD BUSINESS

- Executive Committee Membership Update
 - CAH or EMS Representative
 - Willie volunteered to move into either EMS or CAH position if it made it easier to fill vacancy
 - Willie will visit with EMS in Hamilton to see if they are interested
 - Kelly will visit with Logan Health EP to gauge interest

OLD BUSINESS

- WRHCC Meetings
 - EC Meeting Format
 - Virtual
 - Microsoft Teams
 - One Hour
 - Date & Time
 - Specific Day & Time of the Quarter
 - TBD

OLD BUSINESS

- WRHCC Meetings
 - WRHCC Semi-Annual Regional Meeting
 - In Person
 - Hosted by WRHCC R&R Specialist, and Volunteer WRHCC Member
 - Venue or Room
 - Lunch Provided by WRHCC
 - 6 Hours (9am to 3pm)
 - Networking
 - Training
 - Presentations

OLD BUSINESS

- WRHCC Meetings
 - Spring WRHCC Semi-Annual Member Meeting
 - May 15, 2025
 - Location: **TBD**
 - Agenda: **TBD**

OLD BUSINESS

- WRHCC Meetings
 - Fall WRHCC Semi-Annual Member Meeting
 - Date: TBD
 - Location: TBD
 - Agenda: TBD

OLD BUSINESS

- Adoption of By-Laws
 - Major Changes
 - Reduced membership to 7 max
 - Eliminated Tribal and LTC Representative requirement on EC
 - Eliminated Secretary and Treasurer Positions
 - Duties performed by MHA, HPP and WRHCC R&R Specialist
 - Updated Duties
 - Updated Verbiage

OLD BUSINESS

- Training, Exercises, and Other Events
 - SIMMT Mental Health Training
 - Granite County Medical Center, Philipsburg – Oct 22
 - Community Hospital of Anaconda – Nov 7
 - MCI Exercises
 - Community Hospital of Anaconda – Oct 17
 - Bitterroot Health, Hamilton – Oct 18
 - Cabinet Peaks Medical Center, Libby – Nov 16

OLD BUSINESS

- Training, Exercises, and Other Events
 - DES Earthquake TTX – Oct 16
 - GPMC MCITTX – Oct 16
 - Juvare Training – Oct 23 & 24
 - No Wrong Door (LTC) Roundtable – Nov 12
- Site Visits
 - DLMC – Oct 29
 - Powell Co EMS & CHofA – Oct 30
 - Bitterroot Health and GCMC – Oct 31

NEW BUSINESS

- Medical Response and Surge Exercise (MRSE)
- Hospital Emergency Response Trng (HERT) for Mass Casualty Incidents
- Certified HC Emergency Coordinator (CHEC) Certification Program
- National HCC Preparedness Conference

NEW BUSINESS

- Medical Response and Surge Exercise (MRSE)
 - Format TBD
 - In Person or Virtual
 - Location (if in person) TBD
 - February 12, 2025
 - Time TBD

NEW BUSINESS

- Hospital Emergency Response Training (HERT) for Mass Casualty Incidents
 - Host/Location TBD
 - Date:
 - Time: TBD
- Required to be CHEC Certification

NEW BUSINESS

- Certified HC Emergency Coordinator (CHEC) Certification Program
 - April 15-17, 2025
 - MHA
2625 Winne Avenue
Helena, MT 59601
 - In conjunction with the CRHCC

NEW BUSINESS

- National HCC Preparedness Conference
 - Dec 10-12, 2024
 - \$10K budgeted for attendance
 - Jen only confirmed attendee for EC

ROUNDTABLE

- EC Member Comments
- WRHCC R&R Specialist Update
- HPP Update
 - DPHHS HPP Manager
- RHCC Update
 - RHCC Director
 - RHCC Specialists
- HCC Member Comments
- Public Comments



NEXT MEETING

- TBD

ADJOURNMENT

- Adjournment
 - Motion
 - Second
 - Approve