Southern Regional Healthcare Executive Committee Minutes

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October 12, 2021

BP3

**Southern Regional Healthcare Coalition Executive Committee Meeting**

**October 12, 2021 via Zoom Meeting 1300-1500**

# Documents and materials provided for the meeting

SRHCC October 12, 2021 Meeting Agenda
SRHCC EC Meeting Minutes August 10, 2021
SRHCC October 12, 2021 PowerPoint Presentation
SRHCC Budget to Date
SRHCC Bylaws 2021
SRHCC Preparedness and Response Plan

# Call to Order

Co-Chair Birgen Knoff called the meeting to order

# Roll Call

**Members Present:**

* Bill Hodges, Big Horn Hospital
* Birgen Knoff, Bozeman Health
* Charlie Hanson, MT DES
* Greg Coleman, Park County DES
* Jason Mahoney, AMR/EMSC
* Joe Marcotte, Billings Clinic
* Paula Small-Plenty, Big Horn Senior Living
* Ray Ezell, Riverstone Health
* Rob Farnum, Pioneer Medical Center
* Sue Woods, Central MT Health District Public Health
* Casey Driscoll, MHREF SRHCC Regional Coordinator
* Cindee McKee, MHREF HCC Director
* Don McGiboney, MT DPHHS HPP
* Kyrsten Brinkley, MHREF WRHCC Regional Coordinator
* Kitty Songer, MHREF CRHCC Regional Coordinator

**Guests Present:**

* None

**Members Not Present:**

* Scott Rainey, Vitalant Blood Services
* Jennifer Staton, SCL Health
* Stephen Schmid, Life Flight Network
* Taylor Cole, MT DPHHS PHEP
* Robbie Kavon, MHREF ERHCC Regional Coordinator

**Discussion to add 2 new members to the Committee**

* Ray Ezell, Riverstone Health – replacing Jen Staton
* Motion adding Ray was made by Charlie Hanson
* Seconded by Jason Mahoney
* Approved Unanimously
* Joe Marcotte, Billings Clinic
	+ Motion to add Joe was made by Bill Hodges
	+ Seconded by Jason Mahoney
	+ Approved Unanimously

# Old Business

**Review & Approve Minutes**

August 10, 2021 Meeting minutes were reviewed. No comments were made.

* Motion to approve minutes made by Bill Hodges
* Seconded by Jason Mahoney
* Approved unanimously

**Amateur Radio Project**

* Amateur Radio Project. Charlie Hanson provided an update
	+ All equipment has been ordered
	+ Most of the equipment has arrived and is being stored in Helena; still waiting on duplexers
		- Part of the tuning system in the repeater, 6 cans for VHF and 4 cans for UHF per repeater
		- Must have the frequency established before they will be shipped
	+ Charlie picked up 26 hospital radios and 52 hand-held radios and they are at his office in Billings waiting to be programmed once the frequency is established
	+ We could be waiting for some hospitals to change entrance to the hospital before finalizing installations
	+ Di-Pole antenna is inside boxes measuring 10”x4’x21’. 9 were delivered, one for each repeater site
		- Waiting to ship from Helena to Billings
	+ Don McGiboney had volunteered to assist with this project
	+ Greg Coleman mentioned that the North Yellowstone Amateur Radio Club in Park County recently installed radios to connect the north and south parts of the county to the MRLA system
		- Mammoth Clinic will be ready to connect to the system once radios are delivered

**National Healthcare Coalition Preparedness Conference**

Casey presented

* + Still scheduled for Nov 30 to Dec 2 in Orlando, FL
	+ Ability to send 5 Executive Committee Members have secured spots, 1 still available
		- Greg Coleman, Birgen Knoff, Jason Mahoney, Rob Farnum
	+ Can complete conference registration and hotel reservations
	+ Stay tuned on booking flights
	+ Submit reimbursements to Cindee McKee
	+ Anyone else interested should let Casey Driscoll know as soon as possible

**By-Laws**

* + Casey Driscoll presented the updated by-laws with all changes incorporated from the August 10 meeting
	+ The one remaining questionable section is regarding Voting on page 8. Casey included language describing virtual voting using wording from the ERHCC Bylaws
	+ Greg Coleman asked how an email vote would look
		- Casey mentioned the email would be composed with subject line and body would describe the proposed vote and how to respond for a positive or negative vote
* Casey called for a motion if there weren’t any other comments
	+ Motion to approve as described by Charlie Hanson
	+ Seconded by Bill Hodges
	+ Approved unanimously

# New Business

**Treasury Report**

Casey Driscoll presented

* FY2021 Budget
	+ $66,448.00
	+ FY2020 Carry Over
		- $3,902.33
		- Voted to use carryover funds to make budget whole
	+ HPP COVID 2020 – 2021 Funds
		- $11,617.69
		- Extra COVID funds from the state. Each coalition received the same amount
	+ HCC Southern COVID Funds
		- $6,866.08
		- Funds remaining due to left over from PAPR purchase and facilities not cashing checks for grants
* Voted to purchase PPE for the HCC Cache
* Approximately $52,000 of unspent funds
* $22,000 in Carryover
* $30,500 in FY21-22 Grant by year end
* Issues with purchasing PPE for HCC Cache
* Topics for Consideration/Discussion
* Purchase Oxygen Concentrators for CAHs/LTC
* E-misters
* Grant Applications
* Other projects/ideas…
* Bill suggested purchasing High-flow oxygen concentrators with vapor therapy
	+ Big Horn Community Hospital has borrowed 3 from Heritage Acres and have ran them at full compatibility
	+ Cindee McKee said they she would look into the information on them
	+ Bill then advised that they might be costly, running around $18,000 to $20,000
* Greg Coleman mentioned that we could think about any potential Recovery costs
* Staff will research the options provided and the committee will discuss further during the next meeting

**Preparedness and Response Plan**

Casey Driscoll discussed the updated version everyone had received via email previous to the meeting today

* Greg Coleman asked about the SRHCC requiring each facility within the coalition to conduct and maintain its own annual hazard vulnerability analysis that is mentioned on page 10. Casey said she would change the word to “recommend”
* Page 13 mentions that the Plan is implemented upon approval of the Committee and activated as needed
* Motion to accept the Preparedness and Response Plan with the changes mentioned made by Bill Hodges
* Seconded by Jason Mahoney
* Approved unanimously

**Coordinator Update**

Casey Driscoll reviewed the recent projects that staff been addressing

* Finalized update to Bylaws
* Reviewed and updated Preparedness and Response Plan
* Participate in 3x weekly CMO Calls
* Participate in weekly Pediatric Call
* Completed data analysis and make recommendations for the weekly Hospital Occupancy and Capacity Report
* Continued outreach to hospitals on reporting compliance
* Situational awareness calls with regional CAHs
* Began work on Burn Annex

**Upcoming Training & Education**

* MOAB (Management of Aggressive Behavior) Virtual Training 8:30 am – 12:30 pm
	+ Registration will closed on October 8th and class size is limited to 20 individuals per training session.
	+ Oct 25 – Western Region
	+ Oct 26 – Eastern Region
	+ Oct 27 – Southern Region
	+ Oct 28 – Central Region
	+ If you have any questions please email: hppcoordinators@mtha.org
* Advanced Disaster Life Support
	+ May 26 – 28, 2022
* Coalition Surge Test
	+ No information to date

**Roundtable**

Greg Coleman – High infection rates within the county and schools may be closing due to COVID.

Rob Farnum – EMS is very busy and the county is still seeing lots of COVID. They have had some difficulty with getting PPE but requests have been made to DES.

Charlie Hanson – Reported that a recently retired DES coordinator from Wibaux County passed from COVID. No further updates.

Bill Hodges – Lots of COVID work still going on. There has also been a lot of collaboration with Crow Tribe – they are offering $300 to each tribal member at vaccination clinics. Also have Flu vaccines going on, mostly at the schools and a couple of football games. They have requested tents/shelters for the vaccination clinics; they have encountered issues with the storing them and the loaning process.

Jason Mahoney – Carbon County Public Health is transitioning to being under the County. There have been challenges with the person hired to assist with the work. It will be a little while to back to normal. County DES person is also the Public Health person. They now do not have a Public Health Director who can write prescriptions. Please send him any updates to put on the HCC website

On the Pediatrics side of his work: Still trying to get out in the community with assistance and site surveys

Paula Small-Plenty – They are okay. The same ups and downs with employees. Charlie Hanson has assisted with all-staff training

Sue Woods – Dealing with COVID surge in the area. Flu and COVID vaccination clinics are ongoing. They have a hiring freeze due to the Health District transitioning for a future health district

Ray Ezell – Managing Unified Command. Still doing a lot of testing and might increase vaccination clinics again for Pediatrics and booster shots

Joe Marcotte – Working Unified Command. 85 Billings Clinic positive. High hospital census (39% of total census). Huge challenges

Kitty Songer – Connecting with facilities to assist with any solvable issues. Will be attending the Liberty County AAR/IP from the Amtrak derailment to get clarity on how she can assist in these incidents

Cindee McKee – Met with Don to coordinate on the COVID19 End-of-year grant report. Sitting in on the PPS CMO calls and Pediatric call each week. Assisted in the refinement of EM Resource information. She will be attending the MOAB training coming up

Don McGiboney – Working on reports for ASPR. Reviewing the DPHHS virtual EOC planning documents

**Public Comment**

No public comment

**Next Meeting**

Next meeting will take place December 14th, 1:00 pm. Any important spending decisions will prompt and earlier meeting

**Adjourn**

* Motion to adjourn made by Jason Mahoney
* Seconded by Bill Hodges
* All approve unanimously