

Jasper County Emergency Response Coalition Advisory Group Meeting Minutes

Date: April 22, 2015
Time 0900
Location: EOC

Members present: Bob Wirtz, Jarrod Wellik, Jim Sparks, John Halferty, Julie Smith, Kathy Ellis, Rex Heisdorffer, Ron Cook, Tammy Stapp, and guest; Alex Carfrae.

The meeting was called to order at 0904 AM by chairman, Jim Sparks.

A motion was made to approve the agenda by Rex Heisdorffer and seconded by John Halferty Passed

A motion was made to approve the minutes of the February 11, 2015 meeting by Halferty and seconded by Heisdorffer. Passed

New Business

- Capability Checklist Status Update
 - Capability 4-Public Information and Warning a WENS Coalition Advisory Group, the Video Conferencing Project, and a tabletop which incorporates public information and warning are needed to complete this capability.
 - Capability 5-Fatality Management will be complete upon the annual review of the Mass Fatality Plan conducted by Halferty.
 - Capability 7-Mass Care will be completed through the tabletop exercise demonstrating the ability to fill identified roles and responsibilities.
 - Capability 14-Responder Safety and Health requires the exercising of the resource management plans for pharmaceutical prophylaxis and personal protective equipment in the scheduled tabletop. In addition, the documentation of Skiff's and the Public Health Emergency Plans along with the AARs will satisfy this capability.
 - Alex Carfrae, IDPH Emergency Preparedness Program Planner, offered to assist with the tabletop exercise planning.
 - The tabletop exercise is scheduled for May 27th 9AM-1200 in the EOC.

Old Business

- Financial
 - Budget FFY14-15
 1. Outstanding invoice for Truck #55 follow up with Halferty.
 2. A motion to purchase the supplies for 10 EMT To Go Bags totaling \$3,998.55 contingent upon receiving state approval was made by Heisdorffer and seconded by Bob Wirtz. Passed

3. A motion to purchase the Dispatch Monitor for the I Am Responding Software at \$630 and approved by the state was made by Jarrod Wellik and seconded by Heisdorffer. Passed
 4. Sparks explained the video conferencing would be used for EOC briefings, trainings, meetings, etc. This would be an internet based system with 10 pods each allowing up to 25 guests. The pods are mobile allowing briefings, meetings, and trainings to be done at any facility within the County. Under the training aspect for EMS providers, the hospital could provide the training which would be viewed by all EMS personnel within the County via the pod system. As long as the training is live, the personnel receiving the training would be able to receive formal educational credit hours. Jasper County would be supplied with its own website for participants to log into with a total of 10 subscriptions. A motion was made by Wellik and seconded by Tammy Stapp contingent upon receiving state approval of the system to purchase the video conferencing system. Passed
 5. Heisdorffer questioned the status on the Overhead Door request for Skiff Medical Center. Bob Wirtz then provided an overview of the security updates including a new card reader system and the addition/replacement of cameras being planned at Skiff. A motion was made by Heisdorffer and seconded by Ron Cook to designate any unencumbered funds at the end of the grant year be applied to the Skiff security upgrades. The motion was amended for Wirtz to prioritize emergency room issues. Passed
- Budget FFY15-16
 1. Sparks proposed a new part-time position be added in the grant application for next year to assist with writing plans and completing the required capabilities. The new position would be an employee of the Jasper County EMA Office but work under the supervision of the Public Health Director. He recommended an amount of \$20,000 be allocated towards this position. The amount could be increased and/or decreased based upon the amount of work required to complete the capabilities. Stapp explained this would not be a replacement of her time but additional time allotted towards the grant. Further discussion was held on whether the responsibilities could be handled through a contract or by hiring a part time position.
 - Fiscal Policy Revision
 1. Stapp presented an overview of the fiscal policy revisions based upon the discussion held at the February meeting:
 - Agreement not to reimburse for staff time in general.
 - Apply those dollars for additional equipment and or subcontracting services.
 - Push for consistency among all agencies within the Coalition.
 - Make the practices more predictable.A motion was made by Wirtz and seconded by Heisdorffer to amend the fiscal policy as presented. Passed

- Election of Officers - A motion was made by Heisdorffer and seconded by Halferty for the following officers:
 - Chairperson Tammy Stapp
 - Vice Chair Jim Sparks
 - Secretary/Treasurer Kathy Ellis

Passed

The meeting adjourned at 10:46 AM.

Next meeting is to be determined.