

Jasper County Emergency Response Coalition Advisory Group Meeting Minutes

Date: July 22, 2015
Time 0900
Location: EOC

Members present: Chris Greenlee, Heather Clayton, Jarrod Wellik, Jim Sparks, Josh Harding, Julie Smith, Kathy Ellis, Tammy Stapp, Wes Breckenridge and guest; Brenda McGraw.

The meeting was called to order at 0902 AM by outgoing chairman, Jim Sparks.

A motion was made to approve the agenda and minutes of the April 22, 2015 meeting by Jarrod Wellik and seconded by Wes Breckenridge. Passed

Introductions were made around the room with new people representing Skiff Medical Center along with the new EMA Program Coordinator, Josh Harding.

Old Business

▪ Coalition Leadership

Sparks passed the chairmanship over to Tammy Stapp, Director of Public Health. Stapp accepted the position and shared she has some ideas on how to take the group to the next level of functioning to accomplish the work plan of building the capabilities and demonstrating their performance through exercises. She is open to define the structure more within the County with the purpose of gaining efficiencies in focus.

▪ Public Health Incident Command Structure

A handout with the Public Health Command Structure was distributed. Stapp explained that the command structures for Skiff and Public Health were integrated with 80 percent of the members for both were the same people. The realization of a scenario with both being activated would result in one side not being able to function. Therefore, the public health staff have been actively completing the required ICS/NIMS courses plus tapping into other resources public health was able to establish its own command structure.

▪ Skiff Update

An update on Skiff was provided in regards to the new representation on the Advisory Group along with expertise and additional resources being provided from Mercy.

Stapp updated the group on the process of hiring the new part-time position of Public Health & Medical Services Coordinator. The position will be under contract for 12 months with the option to renew for the final 12 months of the grant dependent upon the advisory board's approval in next year's budget. The position will be housed and supervised by the Public Health Director for the purpose of assisting in the completion of the capabilities.

▪ Financial Update

A financial update was provided stating the Coalition over spent in FY 14-15 by \$17.14 which was applied as match funding. The new contract amounts for FY 15-16 are:

- PHEP \$37,915
- HPP \$11,767
- Total \$49,682
- Ebola Public Health Phase II funding was applied for and approved. This funding will only be available if the state activates it during an incident.

New Business

▪ Capabilities Timeline

The grant Planned Timeline and Action Plan Status handout was distributed to provide an overall view showing the Coalition is at the half way point in the four year grant cycle of completing the capabilities.

The Capabilities Timeline was distributed and details the capabilities to be completed, related Emergency Support Function (ESF) for review, measures requiring demonstration, along with the assessed needs for the County. Sparks explained the assessed needs are embedded into everything the Coalition and County public safety agencies do. He also stated an upcoming meeting is scheduled to review all the past AARs which will identify additional needs.

▪ Coalition Projects FY 15-16

The Coalition Projects for the current fiscal year were presented in a handout.

The following capabilities and goals will be completed in the upcoming year:

1. Capability 2-Community Recovery/Healthcare System Recovery
2. Capability 6-Information Sharing
3. Capability 8-Medical Countermeasures Dispensing
4. Capability 9-Medical Material Management & Distribution
5. Capability 1-Healthcare System Preparedness & Community Preparedness
6. Goal 6-Communications (Ongoing)

Each capability was discussed and the identified agencies responsible for completing its measures. The questions of where does mental health fall within all the capabilities and would it be recognized as a separate function similar to EMA, Hospital, and Public Health were proposed. These will be addressed in the work session at the next meeting in August.

▪ EOC Equipment Revision

Sparks explained the need to revise some of the EOC communications equipment due to inconsistencies with the programmed remote. Technology by Design has been here to evaluate the setup and propose solutions to modify the system for reliability and user friendliness via a tablet with icons.

A motion to approve up to \$2,500 in equipment upgrades to fix the IT issues in the EOC was made by Wellik and seconded by Breckenridge. Passed

The meeting adjourned at 10:12 AM.

Next meeting will be on August 19th, 2015 at 9AM.