

Jasper County Emergency Response Coalition Advisory Group Meeting Minutes

Date: December 3, 2014
Time 0900
Location: EOC

Members present: Bob Wirtz, Jarrod Wellik, Jeff Hoebelheinrich, Jim Sparks, John Halferty, Kathy Ellis, Kevin Luetters, Rex Heisdorffer, and Tammy Stapp.

The meeting was called to order at 0906 AM by chairman, Jim Sparks.

A motion was made to approve the agenda by Bob Wirtz and seconded by Rex Heisdorffer. Passed

A motion was made to approve the minutes of the July 23rd, 2014 meeting by Jeff Hoebelheinrich and seconded by Tammy Stapp. Passed

Old Business

- Financial
 - Ellis updated the group on the first three months of Coalition expenses, reviewed the upcoming expenses approved via email votes/regular monthly expenses for October and November/Ebola Skiff expenses, and the remaining balances for both the PHEP and HPP sides of the grant.
 - Email Votes:
 - 1. 9-16-14 Favorable #55 Mobile Command
 - 2. 9-16-14 Favorable Skiff Auto Door
 - 3. 10-30-14 Favorable EMS PPE Equipment
 - A motion was made by Hoebelheinrich and seconded by Wirtz to approve the \$988.94 EOC modifications. Passed
 - A discussion was held concerning the Fiscal Policy revisions. Jim Sparks explained that anything we submit for reimbursement needs to be directly tied to a capability and measure we are working on. Secondly, we need to make sure not asking to be reimbursed for things that are part of normal everyday job duties and requirements. A motion was made and seconded to add the Training Expenditures statement to the fiscal policy. No vote was taken as the discussion lead into the Ebola expenses for Skiff Medical Center. A lengthy discussion followed with Ellis asking the Advisory Group for some direction concerning these expenses. The discussion resulted in a motion being made by Heisdorffer and seconded by John Halferty to approve the Skiff Ebola Expense. The motion passed. This was followed with a motion by Stapp and seconded by Jarrod Wellik to develop criteria for which Coalition Expenses must meet to be approved. Some criteria would be relating to a capability and/or is not something considered a normal part of the person's job duties. This motion passed. Stapp will assist with the development of the policy statement.

New Business

- Goal 1-Capability 14-Responder Safety and Health: Wirtz gave an update on the Skiff Overhead Door approval process with IDPH and some additional security issues which could be addressed with this capability. Ellis explained that measures one and two of this capability will require a written resource management plan for pharmaceutical prophylaxis and personnel protective equipment and will need to be exercised this year. IDPH has developed a checklist of what needs to be included for resource management. ESF #7 Resource Management is the starting point for this. Sparks recommended that the Coalition requirements be written and added as an attachment to ESF #7
- Goal 2-Capability 7-Mass Care: Stapp explained the process her public health team utilized cross walking the checklist, the Mass Care ESF along with a team meeting including EMA and the Red Cross which supplied relevant sheltering information. The public health team's review and updates to ESF #6 has verified the Coalition requirements are included and therefore ESF #6 will be used as the documentation for measures 1-4 of Capability 7. This leaves two measures remaining to complete. One is insertion of information pertaining to demobilization and the final measure is demonstrating the ability to fill mass care roles through an exercise.
- Sparks relayed a situation in which federal agencies and the postal service became involved in a situation within the state. They insisted upon using their own procedures and protocols instead of what the state has been developing.
- Heisdorffer pointed to the original timeline of capabilities and assessed needs established by the Coalition Advisory Group. He questioned under which capability does EMS Systems Standards fall and what does he need to be working on? The question of a specific capability to tie EMS to needs to be answered. Sparks concluded that EMS is definitely part of our mission. He stated the Public Health's Bio-Hazard Plan has both EMS and law enforcement playing vital roles. Heisdorffer then questioned if we built EMS Systems Standards into the needs assessment to have the capability to request funding from the Coalition? Sparks stated EMS is eligible for funding to purchase equipment/supplies if it meets the criteria established in the fiscal policy.

A motion was made to adjourn at by Heisdorffer and seconded by Stapp.

Passed

The meeting adjourned at 10:26 AM.

Next meeting is to be determined.