

Jasper County Emergency Response Coalition Advisory Group Meeting Minutes

Date: November 18, 2015
Time 0900
Location: EOC

Members present: Jarrod Wellik, Jim Sparks, John Halferty, Josh Harding, Kathy Ellis, Kerry Soule, Rex Heisdorffer, Rhonda Nelson, Rob Burdess, Sheryl Simatovich (Environmental Health), Sonya Ranck, Tammy Stapp, and Wendy Hopkins.

The meeting was called to order at 0903 AM by vice chairman, Jim Sparks.

A motion was made and seconded to approve the agenda and minutes from both the August 19 and September 16, 2015 meetings by Jarrod Wellik. Passed

Old Business

▪ Skiff Update

Sonya Ranck introduced Wendy Hopkins as the Skiff Emergency Preparedness Coordinator doing Safety and Security plus working every third weekend in the emergency department.

Panic buttons have been installed in the ER and security doing well with Per Mar. If panic button activated, the call tree goes to Plant Operations/Per Mar/House Supervisor/Department Head for ED. Then the decision is made whether or not further notice extended.

Blue Staff Phones are carried and will send both text and email emergency alerts to designated people. These are used more for staff safety and hallway incidents.

The card reader has been installed inside the door in the emergency department. At this time, there's no intention to lock it. There is a process for lockdown but no plans to start it.

▪ Skiff Home Care/Jasper County Public Health Update

Rhonda Nelson is covering the public health side as the point person with Tammy Stapp leaving to work for Visiting Nursing Services as Vice President providing rural health coordination. She will be staying on with Skiff for the transition due to Skiff giving notice to the Board of Health and Board of Supervisors that they will discontinue providing Public Health services on January 31, 2016.

▪ EOC Command Structure

Chief Burdess has provided an update with the Newton Police Department's officer changes to the command structure. This leaves the role of the Public Information Officer Primary Position in question with Stapp leaving Skiff Medical Center. Discussion was held regarding who would be able to fulfill this role. Kerry Soule will check to see who is available from Skiff with PIO credentials. Sheriff Halferty recommended Duane Rozendaal could be appointed to this position. He would need to complete the G-290 course by June 30, 2016.

- Adopt Charter

Rex Heisdorffer reviewed the wording for the final two bullets under the Planning Principles. Discussion was held interpreting the meanings for participation and accountability. Wellik suggested at the top of the agenda to identify the names of the agencies in attendance and those not there. Then the group can review the list which would help with the accountability portion. The group decided to leave the wording of the Charter as provided by the committee and work with situations as they arise.

A motion was made by Heisdorffer and seconded by Wellik to adopt the charter.
Passed

New Business

- Planning Framework-Gap Analysis Review

A lengthy discussion was held on reviewing and revising the Planning Framework with the following highlights:

Communications

EMA has started the process to gather information from agencies to obtain information on communications equipment, policies and procedures for using the equipment, and training needed for use of the equipment.

- Address how we talk to everyone
- Make sure the system works
- Reach out to our neighbors across county lines
- Plan how to talk with each other

Command & Control

Under Actions discussion centered on:

- Adding a #4 – Leadership Buy-In to the Vision through education/reinforcement/creating opportunities to use it
- ICS Principles #3 – practice in everyday events by utilizing the principles in their roles to function
- Create opportunities and/or to take advantage of opportunities when they present to use ICS principles.
- Hospital and environmental health representatives requested more hands-on training and coaching opportunities be provided for their staff to enhance understanding of ICS by utilizing it regularly.

Information Sharing

This has two components; first is to share among the leadership and second to push information out to the public. Josh Harding updated the group on plans for revising the EMA website to reach both components. The front part of the website would provide public information while the backside would encourage sharing of information among the public safety agencies.

- Harding will take the lead.
- Dispatch is making adjustments to WENS groups.
- Emphasis was put on an automatic/consistent message being fed to the public and how? (Social Media)

Medical Surge

Discussion centered on the necessity to inventory supplies at Skiff and Public Health (trailer) to be completed by the January 31, 2016 termination date of Skiff providing public health services to the County.

- Transfer of grant funded equipment to a centralized storage facility.
- Checking on existing protocols/plans for medical surge with Skiff staff.

A motion was made by Sparks and seconded by Heisdorffer to approve the Action Plan as revised during the meeting. Passed

The Action Plan will be updated by Tammy Stapp and provided to the group. Stapp explained the framework will task the group to evaluate its progress by checking on how it's doing and this will drive the accountability portion. At the next meeting, the group will decide the periodic evaluation of the plan.

- Fiscal Update

Coalition total expenditures to date are \$5,821.12. The remaining balance (unspent grant funds) being \$43,860.88. The advisory group was tasked with providing financial requests by March to be able to complete the process of receiving IDPH approval and expending the funds by June 30, 2016.

A motion was made by Heisdorffer and seconded by Harding to pay 50% (approximately \$1,650) of the software, AQUA, necessary to perform audits of dispatchers' use of EMD protocols. This request is contingent upon IDPH approval with the remaining 50% funded through the EMS grant. Passed

The meeting was adjourned at 11:10 AM

Next meeting will be on February 17, 2016 at 9AM.