



INTER-HOSPITAL COORDINATING COUNCIL MEETING MINUTES

Friday, March 9, 2018

**Washoe County Health District Conference Room B
1001 East Ninth Street, Reno, NV**

Present: **Chair, Brian Taylor (REMSA); Vice-Chair, Sean Applegate (Northern Nevada Hospital);**

<u>VOTING MEMBERS:</u>	<u>GUESTS:</u>
Incline Village Community Hospital – Michael Freed	Barton Memorial Hospital – Doug Dame
Northern Nevada Adult Mental Health Services –Andy Chao, Leo Hyde	Carson City Health & Human Services – Not present
Northern Nevada Medical Center – Sean Applegate, Shelby Hunt	Carson Valley Medical Center – Not present
Renown Regional Medical Center (including Renown Rehabilitation and Renown South Meadows) – Tammy Harding, Margo Baxter, Emma Nicholson	CERT – Not present
Saint Mary’s Regional Medical Center – Kent Choma	City of Reno Emergency Management – Not present
Tahoe Pacific Hospital – Teresa Schumacher	Department of Public Safety – Not present
REMSA – Brian Taylor	Grainger – Steve Schultz
Reno Fire Department – Dennis Nolan	Human Behavior Institute – Not present
Truckee Meadows Fire Protection District – Not present	Inter-Tribal Emergency Response Commission – Not present
	Liberty Dialysis – Shawn Seeds
Washoe County Emergency Manager – Not present	Maxim Healthcare - Not present
Washoe County Health District – Andrea Esp, David Gamble, Dr. Todd, Stephen Shipman, Dawn Spinola, Brittany Dayton	National Weather Service – Not present
	Nevada Air National Guard – Alexander Howe
<u>NON-VOTING MEMBERS:</u>	Nevada Hospital Association – Not present
ARES – Bob Miller	Nevada Medicaid LTSS – Not present
American Red Cross – Not present	Nevada Pacific – Not present
	Northern Nevada Hopes – Linda Barnes
Belfor Property Restoration – Not present	NV Energy – Not present
Carson Tahoe Regional Medical Center – Not present	Pyramid Lake Health Clinic – Not present
Community Health Alliance – Not present	Renown Hospice – Not present
Donor Network West – Not present	Renown Skilled Nursing – Not present
Life Care Center of Reno – Lindsey Gay	Reno Orthopaedic Clinic – Not present
ManorCare Wingfield Hills – Amy Sandstrom	Reno Police Department – Not present
Nevada Division of Public & Behavioral Health – Rodney Wright, Rachel Marchetti	Reno Tahoe Airport Authority Fire Department – Not present
Northern Nevada Infection Control – Jennifer Connolly	Sparks Fire Department – Ed McDonald
Quail Surgery Center – Not present	Summit Estates Senior Living – Not present
	Summit Surgery Center – Steve Burton
Reno Orthopaedic Surgery Center – Not present	Truckee Meadows Water Authority – Not present
Reno-Sparks Indian Colony HHS – Daniel Thayer	Washoe County Medical Examiner’s Office – Not present
Surgery Center of Reno – Jennifer Brown	Washoe County School District Police – Not present
Tahoe Forest Hospital – Not present	West Hills Hospital – Not present
VA Sierra Nevada Health Care System – Brian Passow	Willow Springs Hospital – Not present
Washoe County Medical Society – John Anderson	

I. INTRODUCTIONS

II. REVIEW OF ASSIGNMENTS AND APPROVAL OF February 2018 MINUTES – Brian Taylor

The February 2018 minutes were approved.

III. SPECIAL EVENTS UPDATE – Group

- Big Sky Basketball Tournament – Through March 10
- Monster Jam – March 9-11
- Leprechaun Race – March 11
- St. Baldrick's Event – Ol' Pub on the River – March 17, 12-4
- Leprechaun Crawl – March 17
- Reno Bighorns Basketball – ongoing
- 1868 Soccer - ongoing

IV. FINANCE SUBCOMMITTEE – Sean Applegate

Sean Applegate discussed the latest recommendations approved by the Finance Subcommittee.

- Redirect of funds for current budget Funds are in the process of being redirected from unspent areas to supplies, for the purchase of MCI supplies.
- Next budget period scope of work – The new budget and scope of work for next year have been reviewed and approved. This included some of the goals and activities the group approved at the beginning of the year.
- Next budget period budget
 - Trainings – Radiation, bleed control, HICS, Decon and EOP/COOP trainings have been discussed as being important to continue to offer. This also includes train the trainer training options for some of them.
 - Supplies
 - MAEA and MCIP supplies will be ordered, including the strategic stockpile supplies to be stored around the region.
 - Contractual Support
 - Exercise and plan development support are in process, with classes being approved and scheduled for April and additional support in the form of filming has begun the fiscal approval process.
 - Travel – the following travel was discussed to put into the next grant period budget.
 - National Healthcare Preparedness Coalition Conference – 3 people
 - Preparedness Summit – 3 people
 - UMC Trip – 5 people
 - Fire Shows Reno – registration – Per Brittany Dayton, LEPC may be able to provide assistance for attendance.

- Brian Passow mentioned the Joint Commission Preparedness Conference. With all the new CMS changes, this might be very beneficial. The group voted to allow this conference to be built into the grant for attendance of 3 people.

V. REVIEW OF GOALS AND OBJECTIVES – A. Esp

A tracking sheet of the Goals, Objectives and Activities for IHCC was distributed to the group. Andrea discussed the format of the tracking sheet and the items listed. This outlines the priorities the group came up with in January. Broad categories have been broken down a bit into categories and assigned to certain people. Some will be broken down and assigned at a later date. This is for accountability.

VI. MEMBER-AT-LARGE NOMINATION AND VOTE – B. Taylor

- Margo Baxter was nominated
- No additional nominations

The group unanimously voted for Margo Baxter to be the next Member-at-Large for IHCC.

VII. NO-NOTICE EXERCISE RECAP AND DISCUSSION – Group

The No Notice Coalition Surge Exercise was held on Tuesday. The exercise went very well. The Federal Project Officer was at Renown to observe. At 9 a.m. an email went out to the people listed on the Point of Contact forms, indicating that something occurred and the facilities needed to set up their hospital/health care incident command centers (HCCs). At 10 a.m., another notification went out that Renown was going to evacuate approximately 300 patients. In the end, the total number was 324. At this point in time, the evacuating patients needed to be matched up with receiving facilities. This was completed in 81 minutes, with 90 minutes as the goal. The tags were then entered into WebEOC, then delivered between 2 and 4 p.m. All facilities in Washoe County that are part of the MAEA participated. Those facilities that are part of the MAEA but not part of our region (i.e. Carson Valley, Carson Tahoe, Barton, Tahoe Forest) did not participate, as they will be doing this exercise within their own jurisdiction, though they did get patients assigned to them. A notification went out at 4 p.m. ending the exercise. Andrea shared a PowerPoint with the group about specific items covered during the exercise. **Dr. Todd asked that anyone who has changes they would like to see in WebEOC, please get them to Andrea, and she will work with Dr. Todd to get these updates made.** The filling out of the tags was addressed, as they were deemed to not be absolutely complete. As far as clinical data, there should be more complete information to aid in rooming patients, including those with specific infections. A subcommittee will be assembled to address the issues of completing the tags with appropriate information and standardize it, to be taught at the facilities. Jennifer Connolly will head the subcommittee.

VIII. WASHOE COUNTY HEALTH DISTRICT UPDATE – WCHD Staff

Dr. Todd mentioned that the influenza cases in Washoe County are decreasing. There were several instances of Influenza B earlier in the year, but all cases have dipped below the regional baseline. There have been 4937 lab confirmed cases of influenza, with 476 hospitalizations, 79 admitted to ICU and 23 deaths.

David Gamble indicated that the ICS 300 class was offered this past week and that ICS 400 will be offered April 10-11. If interested in attending, please contact Jackie Lawson.

Stephen Shipman brought up the POD Command course that will be taught in April. This will give an overview of how to run PODs at the command level. There will be another round of PODs in the fall, so please plan to attend the course if you will be involved with a POD. **Andrea will send an email to the group when the dates and times of the course are confirmed.**

Brittany Dayton discussed that there will be a course offered by TEEX on managing Pediatric Patients during Multi Casualty Incidents. This will be offered December 12 and 13. **More information will be provided to the group when available.** She is currently adding more information to the MCI plan regarding pediatric treatment.

The training in collaboration with the JUSTin Hope Foundation regarding responding to individuals with autism will be June 4-6. Brittany is looking for facilities to host the training. She has been in contact with REMSA and Saint Mary's, and they are looking for an additional location. It is about 2 hours long and there are CEUs involved. This training is funded by a grant received from the Nevada Governor's Council on Developmental Disabilities. By September 30, there will be an online training with the same strategies and tips as well. Margo Baxter has indicated that Renown Rehabilitation may be interested in hosting the third day of training.

In light of the recent surge exercise, it has been mentioned that facilities would like more WebEOC training. If your facility needs WebEOC or evacuation training, please let Brittany know. She will be happy to assist and will accommodate your facility's schedule.

Andrea Esp discussed the Nevada Access and Functional Needs (NVAFN) Support Team training that occurred Wednesday. These teams work with access and functional needs people in the community as service providers. Training is designed to recognize the need of service providers during a shelter set up. There are now about 100 people across the state trained, including the Las Vegas area. This training is due to a partnership between Washoe County, American Red Cross and the Quad Counties Coalition.

Andrea had finally received the facilities of those involved in the HICS training from January. She will get sending the certificates soon.

On April 4 and 10, there will be an Emergency Operations Planning (EOP) workshop presented to any interested IHCC members or those working on their EOPs. If you are interested in attending, please bring along copies of your plans for review. They will provide templates and CMS regulations, and CEUs will be provided. This will be great for new staff or someone with this as a new task. The workshop will be recorded for future online training as well. The workshop will also cover COOPs and HVAs. **Andrea will send information and registration information out this afternoon.**

The decon training is scheduled for May 21-25. There will be one day each at Renown, Saint Mary's and Northern Nevada, with the VA Hospital holding trainings on two days that week. There will also be a 90 minute decon overview training the first part of one of the days. The specific dates have not yet been determined.

Ben Kellogg from ManorCare Wingfield Hills is moving to West Hills. He has suggested to Andrea that there should be some type of a 'kit' to provide to new members which includes templates, regional plans, contact lists, etc. He believes that this would be helpful for turnover of staff in facilities, to keep them aware and make them familiar. Jennifer Connolly suggested that such an item be kept online due to the updates necessary on a regular basis, potentially on the website or an alternative. There was also discussion that this should potentially be kept on a jump drive, which would be easily transportable and updateable. Andrea will look into this for a future grant year purchase.

IX. WASHOE COUNTY EMERGENCY MANAGEMENT UPDATE – Aaron Kenneston

Aaron has expressed that he is happy with the pace of trainings and exercises happening, as these things are easily forgotten.

May 19 will be an evacuation drill at Incline Village. This will also flow across the border to King's Beach and Crystal Bay, with both areas experiencing evacuations or shelter in place. There will be a big safety fair at the Tahoe Biltmore. This is a good chance to see an incident management team in action.

On May 21, the Waste Isolation Pilot Program (WIPP) will be participating in a community wide tabletop exercise involving radioactive waste travelling through the region from California to Idaho. It would be nice to have IHCC representatives on hand to see how this will operate. On June 18 and 19, they will be rolling into the area (empty) for a full scale exercise (essentially a semi truck with a cask on the back end). There will be a hand off at the border, where the equipment will be turned over to Nevada law enforcement officers. The movement will occur in the middle of the night. The location of the demonstration will be the Grand Sierra Resort or the Regional Public Safety Training Center. The vision is for fire companies and law enforcement to come through, with discussions by experts discussing what is in it, etc. This will be for low level radiation only. Be aware of this and what it means to our healthcare system.

In the fall, there will be a full scale exercise on flooding related to upstream dams. More information to come.

X. REVIEW HVAs – Group

No HVAs to review.

XI. NEW BUSINESS AND FUTURE AGENDA ITEMS – Group

Chief Nolan discussed his involvement through EMS training with Gaumard Simulation Mannequins. If the group is interested, the sales rep will bring over mannequins for viewing

after the next meeting for viewing. **The group was interested in this and Chief Nolan will work with them.**

Brian Passow mentioned that he will have an official program update next month, but they have begun a demolition project to build a decon area and the Emergency Management lot is going away, with significant resources. They will be looking for a location to house some resources for 3-5 years during construction. **Andrea will put this on the next agenda for discussion.**

Rodney Wright mentioned that the Volunteer Reception Center Functional Exercise is coming up this spring. This will be in conjunction with MRC.

The funding formula for the next grant period has been finalized.

The Rural Preparedness Summit is scheduled for June 5-6 in Fallon. Aaron Kenneston asked about the dates for the Rural EMS Expo, which is held in Elko. **Rodney will check into this.**

During the National Disaster Medication System, the bed poll requests exercise had 100% of facilities in the north reporting within 2 hours.

Andrea asked for any facilities that have not turned in their MOUs for this year, to please do so. These just indicate agreement that we will work together, share things, have plans, go through ICS, etc. **Jackie will send the MOUs back out to facilities that have not yet completed them.**

Brian Taylor discussed the ordering of the polo shirts. The orders need to come in ASAP. The date was extended to allow a bit more time for getting the money and orders in. Please see Jackie for ordering.

The meeting was adjourned at 935.