



INTER-HOSPITAL COORDINATING COUNCIL MEETING MINUTES

Friday, April 13, 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);**

VOTING MEMBERS:	GUESTS:
Incline Village Community Hospital – Michael Freed	American Home Companion – Lynn Mataiya
Northern Nevada Adult Mental Health Services –Andy Chao, Leo Hyde	Barton Memorial Hospital – Doug Dame
Northern Nevada Medical Center – Sean Applegate	Carson City Health & Human Services – Not present
Renown Regional Medical Center (including Renown Rehabilitation and Renown South Meadows) – Tammy Harding, Margo Baxter	Carson Valley Medical Center – Not present
Saint Mary’s Regional Medical Center – Kent Choma	CERT – Not present
Tahoe Pacific Hospital – Teresa Schumacher	City of Reno Emergency Management – Not present
REMSA – Brian Taylor, Alan Tom	Department of Public Safety – Not present
Reno Fire Department – Dennis Nolan, Nathan Goins	Grainger – Steve Schultz
Washoe County Emergency Manager – Not present	Human Behavior Institute – Not present
Washoe County Health District – Andrea Esp, David Gamble, Dr. Todd, Stephen Shipman, Brittany Dayton	Inter-Tribal Emergency Response Commission – Not present
	Liberty Dialysis – Not present
NON-VOTING MEMBERS:	Maxim Healthcare - Not present
ARES – Not present	National Weather Service – Not present
American Red Cross – Gail Alexander	Nevada Air National Guard – Alexander Howe, Tim Hill, Jack Hunter
Belfor Property Restoration – Brian Foote	Nevada Hospital Association – Chris Lake
Carson Tahoe Regional Medical Center – Jim Freed	Nevada Medicaid LTSS – Not present
Community Health Alliance – Sabrina Brasuell	Nevada Pacific – Not present
Donor Network West – Not present	Northern Nevada Hopes – Not present
Life Care Center of Reno – Lindsey Gay	NV Energy – Not present
ManorCare Wingfield Hills – Julio Estrada	Pyramid Lake Health Clinic – Not present
Nevada Division of Public & Behavioral Health – Melissa Whipple, Rachel Marchetti	Renown Hospice – Sarah Keys
Northern Nevada Infection Control – Jennifer Connolly	Renown Skilled Nursing – Not present
Quail Surgery Center – Cathy Retterath, Tara Larramendy	Reno Police Department – Not present
Reno Orthopaedic Clinic Surgery Center – Tina Tyo	Reno Tahoe Airport Authority Fire Department – Not present
Reno-Sparks Indian Colony HHS – Not present	Sparks Fire Department – Ed McDonald
Surgery Center of Reno – Nic Towle	Summit Estates Senior Living – Not present
Tahoe Forest Hospital – Michael Freed	Summit Surgery Center – Steve Burton
VA Sierra Nevada Health Care System – Brian Passow	Truckee Meadows Fire Protection District – Joe Kammann
Washoe County Medical Society – George Hess	Truckee Meadows Water Authority – Not present
	Washoe County Medical Examiner’s Office – Not present
	Washoe County School District Police – Not present
	West Hills Hospital – Jeffrey Garcia
	Willow Springs Hospital – Ben Kellogg

I. **INTRODUCTIONS** – Thank you to Belfor Property Restoration for catering breakfast for this meeting.

II. **REVIEW OF ASSIGNMENTS AND APPROVAL OF March 2018 MINUTES** – Brian Taylor
A number of improvements have been made to WebEOC due to recommendations from the No Notice exercise.

Stephen Shipman discussed the internal dates for the POD Command Course and the fact that there will be trainings at the facilities, to include more staff. **These dates will be sent out when confirmed.**

The EOP workshops have been completed. It was recorded and will be offered online with CEUs at the beginning of May. There have been discussions of offering this twice a year and this will be addressed. It will possibly include one that is more of an overall class, then one that is more in depth, covering issues within this community.

Brittany Dayton sent out the TEEEX training information, scheduled for December 12 at the REOC.

Chief Nolan was unable to get the mannequin sales representative to this meeting, but will work on getting him to the next one. This will be offered after the meeting, so anyone with time constraints will be able to leave as necessary.

The March 2018 minutes were approved.

III. **SPECIAL EVENTS UPDATE** – Group

- Mexican Rodeo – Gandolfo Arena – April 21
- Nor Cal Rock Racing – Wild West Motorsports Park – April 21
- High School Rodeo – Reno Livestock Events Center – April 21-22
- Reno Earth Day – Idlewild Park - April 22
- Reno Jazz Festival – Lawlor Events Center - April 27-28
- Reno Beer Crawl – April 28
- Reno Marathon – Downtown Reno - April 29
- Arenacross– Livestock Events Center - April 28-29
- River Run – April 29
- Endurofest – Wild West Motorsports Park – May 5-6
- Cinco De Mayo – Grand Sierra Resort – May 5-6
- River Fest – May 11-13
- Reno Aces Baseball - ongoing
- 1868 Soccer – ongoing
- Artown – Bandaloop at City of Reno - July 1

IV. FINANCE SUBCOMMITTEE – Brian Taylor

Brian Taylor discussed the latest recommendations approved by the Finance Subcommittee. The funding received has been allocated and spent for this fiscal year. The group is working to better resilience and training. Items for next fiscal year have been categorized, but nothing is finalized. If anyone has input, please forward ideas to anyone on the committee. Other funding is also being sought, so any ideas are welcome.

- ASPR emPOWER Workshop – Andrea Esp and Malinda Southard from the State are going to Washington, D.C. to present and do a workshop on how we used CMS data in our region last year during the flooding. They will present on requesting and mapping data. We have also done something unique in our region, pulling data from Home Health and Hospice and Dialysis partners within 30 minutes of being requested. This compliments the CMS data, to include the local area with a follow up a couple hours later to assist with shelter operations.

V. REVIEW OF GOALS AND OBJECTIVES – A. Esp

Goals and Objectives was distributed, with all items that were to be completed have been completed. A larger project that has just begun is an Alternate Care Site Plan, which is a partnership between all healthcare partners. A project charter has been completed and will be brought to the group next month for approval. This is a plan to bridge the gap between the MAEA and Federal Medical Stations. The plan is to come up with an idea to move patients to a non-traditional healthcare setting and how do we operate out of that. Some of the items that need to be addressed are licensing requirements, staff from multiple agencies working together, liability, supplies, etc. Time has been spent building out what needs to go into the plan, the partners that need to be part of the plan, anticipated legal roadblocks. The goal is to have the plan in place by April or May 2019.

VI. VASNHCS EXERCISE DISCUSSION – B. Passow

Brian Passow discussed the definitive care providers. The NDMS System and the Federal Coordinating Center do not set up agreements for care provision for anyone outside of an acute care environment. This will be an exercise involving the region 9 HHS from the Bay Area as well as National Guard resources. The anticipated exercise date is August 28. It will be a full scale Primary Reception Area Activation and Mobilization and will include those primary care facilities that have signed on with NDMS. He is looking at physically moving about 50 patients. Facilities in Carson Valley and Carson Tahoe may be participating as well. There are some issues that still need to be worked out between the VA and the National Guard before the exercise, regarding the impact that will occur at the Guard base. If your hospital may be participating in this, be prepared to receive a doodle poll to set a meeting date for discussions. **Brian will gather the information necessary and a poll will be sent out.**

VII. ESSENTIAL ELEMENTS OF INFORMATION DISCUSSION AND POSSIBLE APPROVAL – A. Esp

The group has been working on what essential elements of information we would like to collect during an emergency. A form has been developed with the items that the group would like to know immediately in the event of an emergency. This will give more situational awareness for

all the partners and emergency management, as they plan for the resources that will need to be coming into the area. It is a two sided form, created as a fillable pdf. They are working on getting the form into WebEOC for use if computer access is available. A variety of regional healthcare partners worked on developing the form. Please review this form for feedback. There will opportunities for change in the future, but we wanted to get this moving and ready for use. This is essentially an idea of where your facility stands at any given moment and does not supersede any other requests. Julio Estrada asked if there was a way to put the contact information in the footer so that if they have a copy in a book that they will fill in manually, they would know where to send it to. Andrea will add this information to the form. The group approved the form and the beginning of use in case of emergency.

VIII. NO-NOTICE COALITION SURGE TEST AAR/IP DISCUSSION AND APPROVAL – A. Esp
Last month was the discussion regarding the actual exercise. Today, discussion will be about the Improvement Plan for the region. Andrea stressed that each facility may have items on their Improvement Plans that are not captured in this document, as it is to improve the process for all facilities. Improvements include: additional training for all MAEA members; WebEOC identified that not all members of the plan were listed; it was recommended that bariatrics be listed in WebEOC, but the patient would be showing up with a bed, so this won't be an additional need, therefore, this could be listed under the comments on the tags and/or WebEOC; update the plan to update the process on how to notify all MAEA members; who facilities should have on their point of contact lists; the creation of a Medical Service Unit email address; set up training within facilities for MAEA; more training on WebEOC; MAEA that was posted for use at evacuating facility was incomplete; REMSA's resource tracking form was not working for a large number of patients; there were a couple exercise design issues – tags were not completely taken apart, tags were duplicated and many of same patients were sent to one facility. Dr. Todd brought up the fact that, within WebEOC, the HICS 255 report when pulled, shows 'other', which includes all of the other facilities. This will be added to the Improvement Plan and will be addressed. Andrea mentioned that this exercise met two different requirements, due to the addition of phases, the coalition surge exercise and the hospital surge exercise. The group voted to approval the After Action Report with the addition of the above-mentioned item from Dr. Todd.

IX. WASHOE COUNTY HEALTH DISTRICT UPDATE – WCHD Staff
Britany Dayton discussed the MCIP final review meeting, scheduled for April 17 at 1000 a.m. Anyone is welcome to attend and all revisions for the MCIP will be discussed as well as the final revisions for the new MCI Alpha Plan, which is for major incidents or multiple locations throughout the county. The only revision left for the Alpha Plan is the medical supply purchasing and coordination of the movement of the medical supplies, so they will not be stagnant. Brittany will be presenting the plan for possible approval to the DBOH in June.

The Justin Hope training is coming to the area and the group should have received the email with information on it. It is open to fire, law enforcement, EMS and public care personnel. The training is free.

Brittany also reiterated that they are available to provide WebEOC or MAEA training to your facilities. They would like to see a champion for each facility, but are willing to provide more training to get to this point. Contact Brittany for more information.

Brittany has been going to the Community Advisory Committee meetings and Neighborhood Advisory Boards and has been giving general presentations on emergency planning for public health incidents. She is offering to come to agencies to give a broad overview of our plans and how we integrate ourselves into the community for emergency preparedness. Stephen or Andrea would be available as well for more information.

Dr. Todd discussed Measles case locally. It was discovered in a university student and is the first case in this century in the area, with the last in 1999. Before the vaccine was introduced in the U.S., there were 3-4 million cases of the measles per year, with 400-500 deaths per year and 4000 hospitalizations. The vaccine is considered to be 97% effective. The local case was fully vaccinated, and illness presentation atypical. This is continuing to be monitored.

It is still flu season, though it is getting better. For week 14, the influenza like illness is at 1.4%, below the regional baseline. The previous week, the state had 1.7%, which was low as well. Cases in Washoe County residents this year: 5,354 reported, 519 hospitalized, 82 cases ICU and 23 deaths.

Stephen Shipman discussed the CRC exercise on June 21 at the Preparedness Fair near City Hall. This is a radiological response exercise, including detection and decon. We will also be setting up the mobile medical facility, which is a resource that may be requested. Anyone is welcome to come down and attend or see how the detection works. The discharge plan from the CRC is to a mass shelter if clean or to a medical facility if they are not decontaminated. The SNS component will also be exercised during the exercise.

Stephen is offering a POD Command training course. He will come out to your facility to train staff on POD operations and how to run them. Please contact Stephen if interested. This is a 1.5-2 hour training.

Andrea Esp indicated that the web site is continuing to be updated. One request was a calendar listing training and exercises and how to register for them. This is being addressed. **The link to the web site will be sent out** and is also on Andrea's emails on her signature line. There are other options available such as a web url and qr code and these will be looked into as well.

The community based exercises have been completed for the hospitals and SNFs. The Home Health, Hospice and Dialysis centers are doing their no notice exercise coming up, which will complete their CMS requirements. The remaining exercise to be completed is for Ambulatory Surgery Centers and Federally Qualified Health Centers.

X. WASHOE COUNTY EMERGENCY MANAGEMENT UPDATE – Not present

XI. REVIEW HVAs – Group

No HVAs to review.

XII. NEW BUSINESS AND FUTURE AGENDA ITEMS – Group

Brian Taylor suggested that those who have a polo shirt wear it to the next meeting for a group photo.

Chris Lake asked if there were still shortages of IV solutions and products. The members of the group are still experiencing shortages, but are dealing with it with stockpiles, etc. Chris said that it is a supply chain issue at this time. They are hearing about it throughout the country, but HHS believes the supply chain is back to normal. The group indicated that this is not the case.

Chris also mentioned that there is a HIPAA conference in Las Vegas on May 4. They are bringing in CMS from region 9, civil rights people from Washington D.C. and ASPR. There was a HIPAA problem during the shooting incident, from the time where the hospitals were overwhelmed with the influx of patients and were streamlining the registration process or treating people without being registered first, until 1135 waiver qualification. The HIPAA information cannot be release during this time frame, including to law enforcement and other entities. They are trying to come up with a solution for that problem. The comment from the CMS Office of Civil Rights was 'there is no greater good than the privacy of health information'. They will be looking at the emPOWER approach, where CMS is sharing data down, and allow the hospitals and facilities to share it back up. Andrea addressed that this is being addressed here in Washoe County with forms and other protections to share information with other entities that are HIPAA exempt, etc. Chris said that there are protections in place for family reunification, but not a blanket process, there needs to be some confirmation process initially.

Chris also brought up the earthquake exercise, scheduled for October 18. The planning will begin in May.

Jim Freed discussed the No-Notice drill for Quad Counties, which is scheduled for the week of May 14. He is concerned that if Carson Tahoe is chosen for the evacuation site, since they are members of the MAEA, they would not be sending patients to the Quad County hospitals because of their size, but to the ones listed on the MAEA. If he is asked to activate during the drill, he would wish to activate the MAEA. He would ask Carson dispatch to notify REMSA dispatch as this would be information that our area would need to know in the case of them evacuating. In location, all the hospitals in Washoe County are closer than any in the Quad Counties. He would try to get some patients to those hospitals, any that make sense, but he is notifying our region that this is a possibility. Brittany clarified that Carson Tahoe is written into the MAEA as a receiving facility, not an evacuating facility in the plan, thus he won't be able to activate the plan. Therefore, they may need to evacuate to those other facilities rather than to Washoe County facilities or they can have the HEA activated through the State to utilize the

facilities in Northern Nevada, as it was built to bridge the gap. The local facilities will assist in any manner if mutual aid is requested.

Brian Passow asked to be added to the agenda for next month. The VA is looking for a place to store items belonging to their emergency management team during construction. He will have photos and sizes of the items available and would like to address this at the next meeting.

The meeting was adjourned at 1000.