Rio Grande Valley Healthcare Preparedness Coalition
Notice of Regular Meeting

1390 W. Expressway 83, San Benito, TX 78586
Main Office: (956) 247-3632

Chair – Rene Perez, STEC EMS
Vice Chair – Jesse Colin, Knapp Medical Center
HPP Director – Marco Lozano, CCDHHS

Meeting Location: Knapp Medical Center Conference Room
April 13, 2016 @ 10:00 A.M.

AGENDA

1. Call meeting to order, roll call, and establishment of a quorum (Rene Perez)

2. Presentations
   a. LRGV Air-Evacuation Full-Scale Exercise Update (John O’Valle, TDEM)

3. HPP Director’s Report – Marco Lozano & HPP Staff
   - Reviewing HPP Capabilities
   - HPP Budget Allotment FY17/BP5
     o July 1, 2016 – June 30, 2017
   - Full Scale Exercise Hospital Participation Requirements
   - Bariatric Ebola/HCID Isolation Chambers
   - HPP Training Series, Session #2: Radio Communication Workshop

4. Consent Agenda Items:
   a. Approval of previous RGVHPC Coalition Meeting Minute(s):
      Regular Board Meeting – 02/17/2016
   b. Approval of RGVHPC Sub-Committee Meeting Minute(s):
      Ebola Workgroup Meeting – 04/04/2016

Discussion and Possible Action Items

5. Discussion and possible action to approve the addition of Med Care EMS as an appointed voting member of the RGV-HPC. (Rene Perez, Chair)
6. Discussion and possible action to approve the Healthcare Preparedness Program Performance Measures for Capability #5: Fatality Management as prepared by the TSA-V Healthcare Preparedness Program. (Marco Lozano)

7. Discussion and possible action to adopt TSA V Regional Protocol for High Consequence Infectious Disease – Emergency Medical Service Response Guidelines and Protocol for TSA V as prepared by EMTF-11 in coordination with HPP Staff & Ebola Workgroup. (Danny Ramirez, EMTF-11)

8. Discussion and possible action to approve the creation of two (2) HCID/Ebola First Responder Emergency Pelican Cases for distribution to Brownsville EMS (Cameron/Willacy County) & Med Care EMS (Hidalgo/Starr County). (Marco Lozano)

9. Discussion and possible action to approve TSA V Regional Protocol for High Consequence Infectious Disease – HPP Cache at Cameron County Department of Health & Human Services as prepared by HPP Staff in coordination with RGVHPC Ebola Workgroup. (Cristina Madrid, HPP)

10. Discussion and possible action to approve and fund the revision of the Cameron County/RGV Regional P25 Radio Template by adding CC-HPP-1 and MEDCOM to all HPP funded hospital radios. (Marco Lozano)

11. Discussion and possible action to approve a TSA V Regional Operations Procedures Plan for Communication as prepared by HPP staff. (Luisana Lopez, HPP)

12. Discussion and possible action to approve a new logo for the Rio Grande Valley Healthcare Preparedness Coalition. (Marco Lozano)

**Discussion Items**

   a. Healthcare Facility Participation Requirement

14. Discussion of Tier II HPP Capabilities and DHHS Requirements for FY17.
   a. Fatality Management
   b. Volunteer Management
   c. Responder Safety & Health
   d. Continuity of Operations

15. Discussion of ideas for a RGV-HPC Regional Project for Fall 2016. *Budget: $40,000*
   a. Tier II Capabilities Emphasis
   b. Mass Fatality Equipment Upgrades (MERC Units)
     i. Adapter Converters

16. Discussion of upcoming exercises/trainings:
a. Radiological Workshop at Knapp Medical Center, *Invite Only* (April 14, 2016)
b. NACCHO Preparedness Summit (April 19-22, Dallas Hilton Anatole)
c. HPP Training Series 2016, Session 3: *TSA V Regional HCID Workshop* at The Pearl, South Padre Island (April 28-29, 2016)
d. HPP Training Series 2016, *Session 4: Preparing your Hospital for a Full-Evacuation* (May 25, 2016 – 1PM, Valley Baptist Medical Center – Harlingen)
e. RGV-HPC General Meeting (May 25, 2016, 10AM – Valley Baptist Medical Center Harlingen)

17. **Open Forum (5 Min. Limit)**

18. **Adjourn**

This notice was sent on Friday, April 8, 2016.

 Marco Lozano, HPP Director

04-08-16 Date
1. Call to Order
The meeting was called to order by Rene Perez, Committee Chair, at 10:05 AM

Roll Call
Membership roll call was conducted by Jessy Hernandez.

Coalition Members Present
HPP: Marco Lozano, Jessy Hernandez, Luisana Lopez, Cristina Madrid
STEC: Rene Perez
Knapp: Jesse Colin
BCHC: Emily Alpert, Terry Frizzell
Cameron Co EMC: Charles Hoskins
DHR: Sherri Abendroth
DSHS Region 11: James Archer
Elite EMS: Esther Salinas
EMTF-11: Danny Ramirez
Harlingen Medical Center: Brenda Ivory
Hidalgo Co. Health Dept.: Rodney Elizondo
MedCare EMS: Ben Martinez
Mission Regional: Ernie Ortiz
Pro Medics EMS: Raul Alvizo
RGV HIE: Andrew Lombardo
Rio Grande Regional: Rich Tidwell
Solara Hospital MCA/EDIN: David Galvan
STHS: Lance Ames, Marco Castor
Tropical Texas: Belford Melvin
Valley Baptist Brownsville: Ingrid Steinbach,
Wesley Milum
Valley EMS: Jeremy Jilpas, Oscar Garcia, Ray Garza
Valley Regional Medical Center: Victoria Marquez,
Veronica Reyes
Willacy Co. EMS: Frank Torres

Introductions were made for coalition members & guests. A quorum was present.

2. Presentations
   a. 2016 LRGV Aeromedical Evacuation Full Scale Exercise Update
      John O’Valle was not able to attend the meeting.

3. HPP Director’s Report
Marco Lozano reviewed the Director’s Report which discusses a brief outline of current activities of the HPP program in Trauma Service Area V.
   • Reviewing HPP Capabilities
      o The HPP capabilities describe the guidelines assigned to HPP by the Assistant Secretary of Preparedness & Response (ASPR). A brief overview of HPP capabilities was discussed, emphasizing the need to focus and expand on Tier II capabilities in TSA-V.
      o HPP is looking to address the planning for at-risk individuals gap by creating a sub-committee to focus on developing plans and procedures. Individuals interested in forming part of this initiative must contact HPP Lead Planner Cristina Madrid.
      o Upcoming HPP projects must align with HPP capabilities as presented by the National Guidance for Healthcare System Preparedness distributed to coalition members.
   • HPP Budget Allotment FY17/BP5
      o TSA-V received about a 4% increase for the last fiscal year, which is effective July 1, 2016 – June 30, 2017. HPP TSA-V set aside two projects for the coalition; Fall 2016 budgeted at ~$40,000 & Spring 2017 budgeted at ~$25,000
      o HPP projects for FY17 include providing more plans and trainings to the region, exploring options for a new patient tracking software and a new mass notification system. Currently we utilize EMTrack for patient tracking, however we will be looking at WebEOC and ETN. At the moment we utilize VOLO for mass notification which has an estimated cost of $14,000. HPP will explore options that provide the same services for a lesser amount.
• Full Scale Exercise Hospital Participation Requirements
  o HPP has been coordinating with DSHS, TDEM, and other regional partners for the June Air Evacuation full-scale exercise. Marco went over HPP Objectives for TSA-V hospitals.
    ➢ Participate in all Regional Weather Conference Calls
    ➢ Provide HPP/RHMOC with Hospital Bed Count Information every 4 Hours from June 2-9, 2016
    ➢ Provide HPP Staff/RHMOC with Hospital Evacuation Plan at H-96
      ➢ Include Local H/HCF Ambulance Contracts and/or Information for Patient Evacuation
    ➢ Provide HPP Staff/RHMOC with Hospital Incident Command Structure at H-72
    ➢ Provide HPP Staff/RHMOC with Hospital Continuity of Operations Plan at H-72
    ➢ Provide HPP Staff/RHMOC with STAR Request for Resources & Patient Transport (VRMC & VBMC-Harlingen) at H-72
    ➢ Respond to a Regional Radio Call at H-24 (June 8, 2016) at 1000.
  o Charles Hoskins suggested polling hospitals on which ambulance services they have contracts with for evacuation to determine any conflicts.
  o Hidalgo County healthcare facilities interested in patient movement for the FSE must contact Marco Lozano. HPP will be providing volunteers.
• Bariatric Ebola/HCID Isolation Chambers
  o The Bariatric Isolation Chamber was approved for purchase in February however, because of short demand, one bariatric isolation chamber cost between $22K-25K. HPP had only allocated $17,500 for two bariatric chambers.
  o HPP has a deadline to encumber equipment utilizing HPP funds for April 29th. HPP is looking into purchasing new radios for TSA-V and revamping the RGV Regional P25 radio template.
  o Contact HPP staff if your facility is in need of radios.
• HPP Training Series 2016
  o Training series #2: Radio Communication Workshop held in March saw over 50 participants. Please contact HPP to coordinate a radio refresher for your staff if needed.
  o Training series #3: HCID Workshop is scheduled to take place at the Pearl South Padre on April 28-29. HPP is requesting participation from all TSA V hospitals to develop a regional HCID plan.
  o Training series #4: Preparing your hospital for an evacuation is tentatively scheduled for May 25th at Valley Baptist Harlingen. Workshop will cover the full-scale exercise, hospital exercise objectives, HICS, and evacuation plans.

4. Consent Agenda Items:
   a. Approval of previous RGVHPC Coalition Meeting Minute(s)
      A motion to approve minutes for regular board meeting held on January 13, 2016 was made by Rich Tidwell, seconded by Terry Frizzell.
   b. Approval of RGVHPC Sub-Committee Meeting Minute(s)
      A motion to approve minutes for Ebola workgroup meeting held on April 4, 2016 was made by Wesley Milum, seconded by Marco Castor.

Discussion and Possible Action Items
5. Discussion and possible action to approve the addition of Med Care EMS as an appointed member of the RGVHPC.
   o A motion to approve the addition of Med Care EMS as an appointed member of the RGVHPC was made by Rich Tidwell, seconded by Lance Ames.

   o This document was developed by Cristina Madrid and serves as a rubric as we review projects, strains and exercises for the region as it pertains to Capability #5.
7. Discussion and possible action to adopt TSA V Regional Protocol for High Consequence Infectious Disease -Emergency Medical Service Response Guidelines and Protocol for TSA V as prepared by EMTF-11 in coordination with HPP Staff & Ebola Workgroup. (Danny Ramirez, EMTF-11)
   o Danny Ramirez provided a brief overview of the HCID regional protocol for EMS. The protocol was developed to establish protocols for activation and processes for 911 response to an HCID event. HCID caches will be made available at both Hidalgo County and Cameron County regions.
   o Frank Torres expressed his concern for Willacy County. Given that Brownsville EMS is the primary designee for both Willacy and Cameron Counties, a response to Willacy County is estimated to have a minimum wait time of 2 hours for an HCID response. Torres therefore suggested reconsidering the deployment of resources to a much central location. HPP will contact Harlingen Fire to see if they are willing to provide a Hazmat team to provided services to Willacy County.
   o A motion to adopt TSA V Regional Protocol for High Consequence Infectious Disease -Emergency Medical Service Response Guidelines and Protocol for TSA V was made by Terry Frizzell, seconded by Dwayne Gutierrez.
   o Given the nature of living documents, the Willacy County component will be amended once those protocols are finalized.

8. Discussion and possible action to approve the creation of two (2) HCID/Ebola First Responder Emergency Pelican Cases for distribution to Brownsville EMS (Cameron/Willacy County) & Med Care EMS (Hidalgo/Starr County). (Marco Lozano)
   o Item was amended by Marco Lozano to read: the creation of three (3) HCID/Ebola First Responder Emergency Pelican Cases; third cache to be housed at the San Benito HPP offices. Pelican cases will be showcased at the HCID workshop.
   o HPP is developing protocol and procedures for caches. Caches are not to be opened unless there is an HCID event. HPP will be conducting inventory checks quarterly.
   o A motion to approve the creation of three (3) HCID/Ebola First Responder Emergency Pelican Cases for distribution to Brownsville EMS (Cameron/Willacy County), Med Care EMS (Hidalgo/Starr County) and San Benito Annex under HPP care and maintenance was made by Charles Hoskins, seconded by Sherri Abendroth.

9. Discussion and possible action to approve TSA V Regional Protocol for High Consequence Infectious Disease – HPP Cache at Cameron County Department of Health & Human Services as prepared by HPP Staff in coordination with RGVHPC Ebola Workgroup. (Cristina Madrid, HPP)
   o Cristina Madrid provided a brief overview of the HCID HPP Cache plan. The document provides a uniform protocol for all coalition partners to request items from the HPP cache for an HCID event. The document contains information on activation, storage maintenance, cache inventory, and demobilization as well as Ebola/HCID guidance from CDC.
   o Marco Lozano added that HPP is working on getting an MOU signed with Hidalgo County Department of Health and Human Services to provide access to a similar cache to healthcare facilities.
   o A motion to approve TSA V Regional Protocol for High Consequence Infectious Disease – HPP Cache at Cameron County Department of Health & Human Services was made by Emily Alpert, seconded by Ingrid Steinbach.

10. Discussion and possible action to approve and fund the revision of the Cameron County/RGV Regional P25 Radio Template by adding CC-HPP-1 and MEDCOM to all HPP funded hospital radios. (Marco Lozano)
    Item was tabled.
11. Discussion and possible action to approve a TSA V Regional Operations Procedures Plan for Communication as prepared by HPP staff. (Luisana Lopez, HPP)
   o Luisana Lopez provided a brief overview of the TSA V Regional Operations Procedures Plan for Communication. The plan puts in writing the existing communications protocols, such as bed count requests, radio calls, and mass notifications, currently being utilized in the TSA-V region.
   o A motion to approve a TSA V Regional Operations Procedures Plan for Communication was made by Rich Tidwell, seconded by Lance Ames.

12. Discussion and possible action to approve a new logo for the Rio Grande Valley Healthcare Preparedness Coalition. (Marco Lozano)
   o A motion to approve a new logo for the Rio Grande Valley Healthcare Preparedness Coalition was made by Jesse Colin, seconded by Dwayne Gutierrez.

Discussion Items
   a. Healthcare Facility Participation Requirement
      HPP encourages the participation of a diverse healthcare workforce as the different perspectives will provide valuable feedback as attendees break out into sessions and subgroups to create a HCID plan for the TSA-V region.

14. Discussion of Tier II HPP Capabilities and DHHS Requirements for FY17.
   o As HPP approaches the last year of the 5-year grant contract, HPP will gear its focus on the Tier II capabilities starting July 1, 2016 - June 30, 2017.
      a. Fatality Management
      b. Volunteer Management
      c. Responder Safety & Health
      d. Continuity of Operations

15. Discussion of ideas for a RGV-HPC Regional Project for Fall 2016. Budget: $40,000
   a. Tier II Capabilities Emphasis for upcoming regional projects.
   b. Mass Fatality Equipment Upgrades (MERC Units)
      i. Adapter Converters
         A suggestion presented by HPP for a Fall 2016 regional project is to focus on providing the proper adapter converters and training in the set up and utilization of MERC units to hospitals in the region.

16. Discussion of upcoming exercises/trainings:
   a. Radiological Workshop at Knapp Medical Center, *Invite Only* (April 14, 2016)
   b. NACCHO Preparedness Summit (April 19-22, Dallas Hilton Anatole)
   c. HPP Training Series 2016, Session 3: *TSA V Regional HCID Workshop* at The Pearl, South Padre Island (April 28-29, 2016)
   d. HPP Training Series 2016, Session 4: *Preparing your Hospital for a Full-Evacuation* (May 25, 2016 – 1PM, Valley Baptist Medical Center – Harlingen)
   e. RGV-HPC General Meeting (May 25, 2016, 10AM – Valley Baptist Medical Center Harlingen)

17. Open Forum
   o Ingrid Steinbach suggested to send an email to all facilities that currently house an HPP funded MERC unit asking when was the last time they were set up in order to start the discussion for mass fatality management.

18. Adjourn
   • Motion was made by Jesse Colin, seconded by Sherri Abendroth.