

## Executive Board Meeting

December 18, 2017

### Meeting Notes

The Executive Board of the North Central Florida Health Care Coalition (NCFHCC) met on Monday, December 18, 2017, at 1:00 p.m. at the Florida Department of Health Alachua County, John Henry Thomas Auditorium in Gainesville, Florida.

### Call to Order

#### **Validation of Voting Members Present (Quorum)**

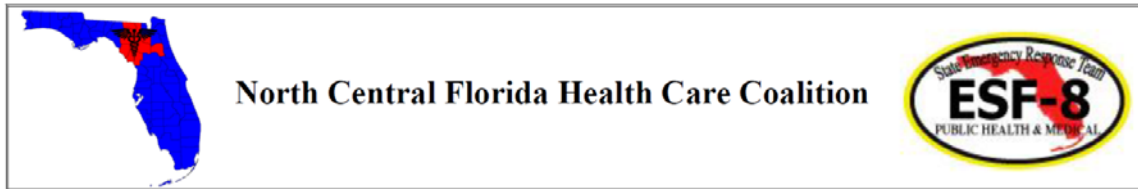
The Monthly Board Meeting was called to order by Chair Chief Harold Theus, with a validation of a quorum, with the following five (5) Board members present:

- **Harold Theus**, Chair, Deputy Chief Alachua County Fire Rescue
- **Dan Mann**, Vice-Chair, Operations & Management Consultant, FL-DOH Bradford & Union Counties
- **Suzanne DeKay**, Secretary/Treasurer and At-Large Member, Director of Safety, Security, and External Transportation, UF Health Shands
- **Jen Horner**, Emergency Management Discipline Lead, Program Coordinator, Alachua County Department of Emergency Management
- **Ebbin Spellman**, Health Systems / Hospital Discipline Lead, Safety and Emergency Preparedness, UF Health Shands

#### **Approval of Minutes**

A printed copy of the meeting minutes from November 27, 2017 was distributed to the Board.

*Approval of November 27, 2017 meeting minutes was moved for approval by Dan Mann and seconded by Jen Horner. There was no discussion needed. Motion carries unanimously.*



## **Financials**

Suzanne DeKay provided a review of the financial reports. Currently the statement balance through December 18, 2017 is \$78,123.23. A check from DOH for Quarter 1 (2017-18) in the amount of \$27,817.75 has posted to the Bank of America account. The only outstanding item is the request for refund for the seven (7) transaction fees totaling \$1,155.93. Donald Greist will provide Ms. DeKay with the refund and contact information so that she may assist with this request. All current allocations pertain to projects that have been selected for funding that total approximately \$68,000.00.

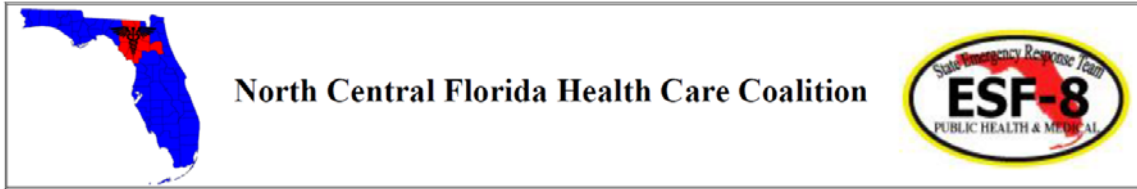
## **Coordinator Updates**

### **Quarter 2 Deliverables**

Donald Greist, Associate Planner at WellFlorida Council and Coordinator for NCFHCC, reviewed with the Board the Deliverables that will be submitted to Northeast Florida Regional Council (NEFRC) towards the end of December 2017.

### **Tasks**

1. Conduct a quarterly HCC Member Meeting
2. Provide data to NEFRC to maintain FOA compliance
3. Training and Exercise Program (TEP) Workshop (January 17, 2018 – Viera FL)  
Ebbin Spellman also attended.
5. Monitor National Incident Management System (NIMS) compliance
6. Use Florida HealthSTAT two times per year  
Florida Department of Health – Bureau of Preparedness and Response conducted the FLHealthSTAT facility status reporting drill on Tuesday, Dec 12 from 8 am – 10 am & Thursday Dec 14 from 8 am – 10 am for NCFHCC members that deliver inpatient care. The second drill date is to allow organizations that were not able to respond to the first drill date to have another opportunity. This also will help NCFHCC achieve a 90% reporting rate for one of NCFHCC's Tasks.
7. Update Inventory Resource Management System (IRMS)
8. HCCTF meeting (October 26, 2017): Dan was on call representing NCFHCC – handouts that provided guidance on meeting the new Deliverables were provided.  
HCCTF meeting (January 18, 2018): Face to Face meeting in Viera, FL. Ebbin Spellman also attended.



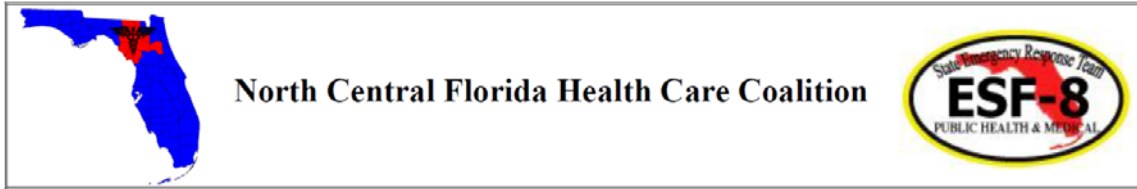
9. Hazard Vulnerability Analysis (HVA): provide EmPower data  
Data was provided to NWEFRC who in turn provided it to FL-DOH as part of a regional deliverable. The data provided a insightful look into how many and where people reside who rely on Electricity to power a device that is critical to their health. This information is tracked using de-identified information provided by Medicare.
12. Test primary and secondary communications system  
Everbridge was used as the Primary System and was followed up with e-mail notification which served as the Redundant System. There was discussion among the Board and members present as to how to better configure the notification system so that it is easier for members to respond timely to drills and reporting requests.
18. Quarterly Report  
This template based report summarizes all Deliverables that will be submitted in order to give a narrative perspective to how the reported results were achieved.

### **Overview of New Structure & Organization**

Chief Theus provided a brief overview of the new structure and organization of NCFHCC to give members a better understanding of how NCFHCC fits into the new Region 3 Alliance [NCFHCC, Northeast Florida Health Care Coalition (NEFHCC) – Jacksonville, and the Coalition for Health and Medical Preparedness (CHAMP) – Marion County.]

Harold stated that there are continual changes in the way Health Care Coalitions (HCC) are funded by Department of Health in Florida and how they are asked to function and what is required from them. These changes have been occurring since the inception of HCCs in Florida. Presently Coalitions are in a new 5-year funding period at the regional level. NCFHCC joined CHAMP and NEFHCC to form the Regional 3 Alliance through the Northeast Florida Regional Council (NEFRC) – Jacksonville.

NEFRC was awarded a 5-year grant from the Florida Department of Health (FL-DOH). WellFlorida Council contracts with NEFRC to perform NCFHCC's local business within our Coalition's counties. This regionalization was required by FL-DOH. Harold explained that the members of NCFHCC essentially have two coordinators that will provide regular updates, Beth Payne, the Administrator of the grant from NEFRC and Donald Greist, Contracts with NEFRC to see to local Coalition business and reports back to NEFRC regarding Deliverables and other regional coordinated activities and tasks.



Year 1 has been and will continue to be a learning process. In meeting with Beth and other regional coordinators, Harold explained he anticipates improved funding over the next few years. This improved funding will help support the funding of Special Projects put forth by Coalition members to fill any gaps within each discipline. The funding of Special Projects is the long-term goal of NCFHCC.

#### Quarter 1 News, Events, and Happenings

Donald mentioned the Initial Planning Meeting for the Coalition Surge Tool Exercise. All HCCs across the U.S. are being asked to use this new tool in order to measure and report on the Coalition's effectiveness in managing patient surge. Eric Anderson, Exercise Coordinator for NEFRC is leading the planning, implementation, and evaluation of this exercise. There will be a mid-term and final planning meeting ahead of the exercise which will take place in early 2018.

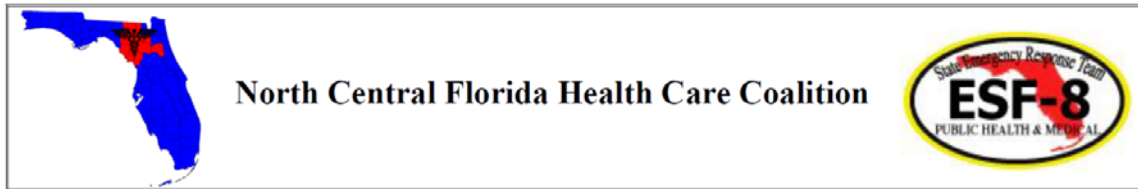
### Old Business

#### Stop the Bleed Program

Chief Theus introduced the Stop the Bleed (STB) program to the membership present. Continued discussion will be needed by the Board with Mitch Harrell's input from any finding from Law Enforcement (LE) officials in the Coalitions more rural areas. The target groups that were discussed by the Board included LE, Schools, and Churches (order of priority with respect to funding constraints). STB is a federally funded program for states to prepare for possible mass casualty incidents. The program is primarily geared towards bystanders who may be on the scene when an event involving significant trauma occurs and would be best positioned to provide limited care until Law Enforcement, EMS, and Fire Rescue arrives.

Beth Payne also provided insight into the STB program, stating that NCFHCC must decide how they want to spend their portion of the funding. This is a regional program and includes all three (3) HCCs. The total allocation is roughly \$100,000.00 across all 18 counties dispersed in accordance to predetermined percentages. NCFHCC would receive approximately 25% or \$25,000.00 of this funding for their 11 counties.

Beth stated that since the equipment also includes training, it is imperative the NCFHCC obtain significant buy-in from organizations that desire to participate. This training would likely consider a train-the-trainer approach. Two kits are available, a public kit which contains less equipment that would be easier for a bystander to use, and a provider kit which contains more sophisticated equipment that is primarily geared towards EMS and Fire Rescue personnel. Pricing will be determined by number of units purchased. The other two HCCs, NEFHCC and



CHAMP have suggested they would prefer to purchase the public kits. This view was also shared by the Board members. Brad Caron, Planner for FL-DOH Alachua County mentioned that their health department has about 75 fanny packs that each contains 4 STB kits.

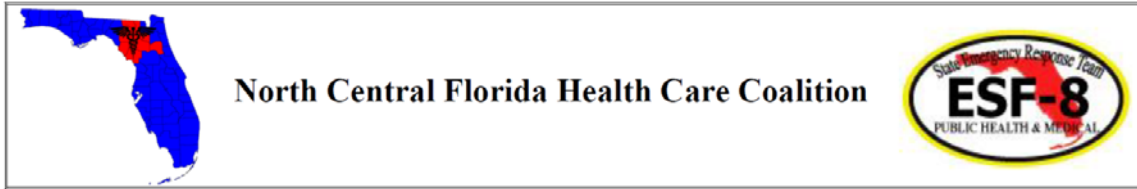
It is view of the Board that Law Enforce, particularly in rural areas, be the primary target. LE personnel may or may not have these – we are in the process of finding out what they have. Chiefs Theus decided that Chief Harrell and he would work together to gathering information on what sort of resources LE currently have in the rural areas of the Coalition. They both have contacts within LE and will reach out to them for more information. Chief Theus indicated that he is aware that Alachua County Sheriff's Office and Gainesville Police Department both have equipment that supports the STB program. Therefore it is the view of the Board that rural counties be the primary focus. After LE has been addressed then the Board will consider Schools and then Churches. IT is suspected by many of the Board members that the funding most likely will not stretch beyond meeting the needs of LE.

It may also be the case that within LE, the Coalition and Board will have to further decide who will receive the funding. This will have to rely on current data available. The type of equipment configuration that Chief Theus and the majority of Board feels is most appropriate after discussion would be a kit that is stored in all active deployed LE patrol and response vehicles. The point was also made that the Supervisory LE Officer on duty may be a prime target for issuing the equipment since they are almost always on the scene of any incident. This in turn may allow the funding to go further and serve more LE entities throughout the NCFHCC rural region. A decision will have to be reached by the Board by the January 22, 2018 Board meeting as to what type of kits the Coalition would like to purchase.

A Coalition member in attendance made the point that liability may be an issue for some LE agencies which may discourage certain agencies from fully embracing the program. Chief Theus noted that he is aware the Alachua Sheriff's Office underwent a similar training program recently and he would consult with them on how they handle the issue of liability. Finally, Beth Payne mentioned that there are many medical providers that have come forward and offered their expertise in training Coalition members at no cost. Therefore cost for training will most likely be negligible.

#### Management of Special Project Funding

Chief Theus requested that Ms. DeKay draw up a reward letter that stipulates to the awardee how the procurement process must be handled and what supporting documentation will be required to show the funding was used appropriately. This is for auditing purposes.



### New Business: Open for Discussion

Jen Horner announced to the Board and Members present that she has accepted a new position as a Special Needs Shelter consultant within the Florida Department of Health Alachua County and therefore would have to step down as lead for the Emergency Management discipline. The replacement and nomination process will be discussed at the upcoming Board meeting in January 2018.

### Next Meeting

The next meeting of the NCFHCC Board will be held on **Monday, January 22, 2018 at the Alachua County Emergency Operations Center from 2:00 p.m. – 4:00 p.m.** With no further business, the meeting was adjourned by Mr. Dan Mann.