



INTER-HOSPITAL COORDINATING COUNCIL MEETING MINUTES

Friday, February 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); Member-at-Large, Kurt Green (NNAMHS)

<u>VOTING MEMBERS:</u>	<u>GUESTS:</u>
Incline Village Community Hospital – Michael Freed	Barton Memorial Hospital – Not present
Northern Nevada Adult Mental Health Services – Kurt Green, Marie Field-Carpenter, Andy Chao, Leo Hyde	Carson City Health & Human Services – Not present
Northern Nevada Medical Center – Sean Applegate	Carson Valley Medical Center – Not present
Renown Regional Medical Center (including Renown Rehabilitation and Renown South Meadows) – Margo Baxter, Emma Nicholson	CERT – Michael Perry
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 – Not present
Reno Fire Department – Dennis Nolan	Human Behavior Institute – Not present
Truckee Meadows Fire Protection District – Not present	Inter-Tribal Emergency Response Commission – Not present
Washoe County Emergency Manager – Not present	Maxim Healthcare - Not present
Washoe County Health District – Andrea Esp, David Gamble, Dr. Todd, Stephen Shipman, Dawn Spinola	National Weather Service – Not present
	Nevada Air National Guard – Not present
<u>NON-VOTING MEMBERS:</u>	Nevada Hospital Association – Not present
ARES – Bob Miller	Nevada Medicaid LTSS – Not present
American Red Cross – Gail Alexander	Nevada Pacific – Not present
Belfor Property Restoration – Brian Foote	NV Energy – Liz Breeden
Carson Tahoe Regional Medical Center – James Freed	Pyramid Lake Health Clinic – Not present
Community Health Alliance – Sabrina Brasuell	Renown Hospice – Not present
Donor Network West – Not present	Renown Skilled Nursing – Monica Salliotte
Life Care Center of Reno – Sherrie Koppelman	Reno Orthopaedic Clinic – Not present
ManorCare Wingfield Hills – Ben Kellogg	Reno Police Department – Not present
Nevada Division of Public & Behavioral Health – Rodney Wright	Reno Tahoe Airport Authority Fire Department – Not present
Northern Nevada Infection Control – Jennifer Connolly	Sparks Fire Department – Not present
Quail Surgery Center – Cathy Retterath, Tara Larramendy, Mark Silver	Summit Estates Senior Living – Not present
Reno Orthopaedic Surgery Center – Jacob Lujano, Sara DuBois	Truckee Meadows Water Authority – Not present
Reno-Sparks Indian Colony HHS – Not present	Washoe County Medical Examiner’s Office – Not present
Surgery Center of Reno – Jennifer Brown	Washoe County School District Police – Not present
Tahoe Forest Hospital – Myra Tanner	West Hills Hospital – Jeff Garcia
VA Sierra Nevada Health Care System – Not present	Willow Springs Hospital – Not present
Washoe County Medical Society – Not present	

I. INTRODUCTIONS

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

An email was sent out with photos of the prospective polo shirts and logo, along with pricing. This will be discussed and voted on at the end of the meeting.

There were no suggestions or comments received on the HVA template adjustments, so the template for HVAs has been completed and approved.

Andrea Esp sent out a copy of the Western Region Surge Plan to the group. This plan includes 7 counties. It is suggested that everyone review the plan for familiarity and make suggestions according to needs and intent as originally designed. The determination needs to be made if the plan needs modifications or not.

The January 2018 minutes were approved.

III. SPECIAL EVENTS UPDATE – Group

- Toby Mac concert – February 10
- MRANN Racing – February 17-18
- Soaring Society of America Convention – March 1 - 3
- Men's and Women's UNR Basketball - ongoing
- Reno Bighorns Basketball – ongoing
- 1868 Soccer - ongoing

IV. FINANCE SUBCOMMITTEE – Kurt Green

Kurt Green discussed the latest recommendations approved by the Finance Subcommittee.

- EOP and COOP workshops will offer assistance to the facilities in building these plans, which are important in preparedness planning and a CMS requirement, approximately \$8000.00.
- These workshops will be filmed and offered as online trainings to members for their use and potential CEUs. This would assist facilities in their training of new staff. The materials would be owned by IHCC. The cost of the recording and hosting is not to exceed \$11,000.
- MCI Supply Caches will be distributed for storage in strategic places within the community and are not to exceed \$16,000. The total amount of these funds would come after a redirect is approved.
- GoToMeeting subscription would be for record the IHCC meetings for those unable to attend meetings.
- Travel for up to five people to attend a burn/surge unit training with UMC staff in Las Vegas. An example of being more prepared is keeping some supplies on hand for an incident. Potentially have one medical person from each large medical facility attend. This is an investment option for next year, with this year being the year for education and making sure the right people are at the table when making these decisions.

- Increase Jackie Lawson from 25% to 50% on the grant (beginning July 1), which is seen as a need to provide additional administrative assistance to the group and Andrea's duties.
- Inventory and Time Tracking Procedures were determined to be a grant requirement and procedures have been created for these methods.

It was mentioned, in order for all of these activities to occur, funds will need to be redirected and approved at the county and state level.

The group voted unanimously to approve all of the above recommendations.

V. IHCC WEBSITE – A. Esp

Andrea showed the current website to the group. She discussed the items that are going to be attached to the site, to include the MAEA, the Preparedness Planning Guidelines, By-Laws, Plans, etc. There will be photos of exercises, resources, etc. This will include any information that would impact IHCC. Nothing will be provided that the general public would not otherwise have access to. This will be a place to share information.

VI. WASHOE COUNTY HEALTH DISTRICT UPDATE – WCHD Staff

Brittany Dayton discussed the revisions being made to the MCIP. They will be adding another plan, which will be for major incidents, to better respond to a surge of patients. Included in the MCIP edits are things for EMS to consider regarding pediatric patients. She expects to have edits complete by April, for DBOH approval at the end of April, to be effective July 1. If anyone wishes to be involved in this, please notify Brittany.

Brittany is hosting some hospital representative trainings for acute care facilities at the REOC. The first was held earlier this week and another will be on February 26. This is WebEOC training for interaction as the healthcare liaison for other facilities. A decision was made that, since the people listed as hospital representatives may not be the ones going to the REOC in a large, community wide incident, Andrea was nominated to fill the position.

If any facility needs WebEOC or evacuation training, please let Brittany know. She will accommodate your facility's schedule.

Brittany has been tasked by the Health District's Strategic Plan to look at reducing the number of inappropriate 911 calls in the region. She is doing data analysis for a targeted campaign to reduce these calls. You might be seeing some campaign ads and targeted discussions at some facilities. Be aware this may be coming out in the next few months.

Brittany also discussed the grant received by the EMS Oversight Program from the State of Nevada Governor's Council on Developmental Disability. They are collaborating with JUSTin Hope Foundation on how to respond to individuals with autism. There will be someone coming from Las Vegas to delivery training to healthcare personnel in the area. The prospective dates

are June 4-8 or July 23-27. They are still working to identify the training locations, but are looking at one in Incline, South Reno and at another healthcare facility another day. **Brittany will provide information regarding this to Andrea to send out to the group.** The majority of the grant funds are being used for video development for first responders, with the remainder targeting the facilities.

David Gamble informed the group that ICS 300 training will be held March 6-8 at the REOC. Send Jackie an email if you are interested in registering.

Dr. Todd discussed aseptic meningitis, which had a banner year last year. There are typically 10-11 cases per year, with nearly 60 cases last year. This year, we have had 6 so far, so this may be a big year as well.

Dr. Todd went over the flu statistics, which has been busy nationally. The nation is about to exceed the previous record for number of cases, though the western states appear to be slowing. Through week 5 of the year, which begins in week 40, we have had 4066 lab confirmed cases with 428 hospitalizations. For the entire year last year, there were 2417 cases, with 315 hospitalizations. Washoe County residents have thus far experienced 19 flu related deaths, with 8 last year. Washoe County has 12 sentinel health care providers that allow the Health District to call and ask two questions on a weekly basis, including how many patients they saw in their practice the previous week and how many had influenza like illness? This gets tracked and peaked in week 52 and decreased through week 4, with week 5 increasing a small amount.

Stephen Shipman discussed the Isolation and Quarantine Tabletop Exercise, scheduled for June 26. This will be to review the current bench book, to operationalize the planning, with the courts, District Attorney, Public Defender participating along with the hospitals. This will allow the hospitals to be in the position to know what/when they can do to protect the community. For more information, let Stephen know and he'll provide the bench book for review. Leo Hyde from Northern Nevada Adult Mental Health Systems indicated that he would be able to provide someone to assist with a scenario for this exercise, as they are familiar with this type of situation in that they do civil commitments in their facility.

Stephen will also be holding a Functional Community Reception Center (CRC) Exercise on June 21, in conjunction with the Preparedness Expo at Reno City Hall. The Mobile Medical Facility will be set up as a mobile hospital, along with a CRC staging area and a decontamination area. The CRC plan is currently being developed and will be executed during this time. There is also a Radiological Tabletop Exercise put on by the State Radiological Task Force, on June 18 and 19 at the Grand Sierra Resort.

Andrea Esp sent out a calendar invitation for the two week time window for the no notice exercise. There will be 300 paper patients evacuated from one or more facilities to be relocated to MAEA partner facilities. The evacuation tags will be pre-populated. Facilities may use whomever they like for volunteers, if they choose. Each facility will have 60 minutes to set up

their HICS. The facilities will then be notified if they will be a receiving or evacuating facility. The evacuating facility(s) will work with REMSA to determine who/where/how patients will go within 90 minutes. Healthcare facilities will need to determine who to evacuate vs. who should be discharged. Federal partners will be coming to observe the exercise. Chief Nolan indicated that the TMCC EMS classes may be able to provide 50-60 players for the exercise for a community service project, though a way to have the players available must be determined without giving out the date. The exercise will be held sometime between February 21 and March 7, with the Hot Wash to be held on March 8.

After the CMS Data Submission in the fall, a workgroup has been revising the CMS Data Collection Form. The form was approved on January 8, 2018. There will be a total of three exercises to test the new form, with the goal of keeping patients from the hospital that do not need emergency care. The first exercise was on January 30, 2018, with the facilities aware of the date and time for transmission of data. The next exercise will be March 27, but there is not a set time, as facilities will be requested to submit at some point that day. The last exercise will be a no notice exercise sometime between June 4 and June 15. The goal of these exercises is to look for census changes during these periods to get a baseline for shelter care services.

Essential Elements of Information are key information that facilities would want to know about each other during a time of disaster. A draft in paper form will be presented to the workgroup this afternoon, with this being the first step toward creating a board in WebEOC, where the information would be shared.

Andrea received HICS certificates this week, though they did not come with a list of the facilities attendees were from. She has asked for a complete list from the provider and will email the certificates when she gets the information.

Andrea discussed the Checklist of Proposed Activities provided. This is a tracking method for items currently being worked on, including Provider Type, Top Priorities, Activities, Person Responsible, Agency, Anticipated Completion Date and Date Completed and is based on the grant deliverables and the IHCC gap analysis. This is provided as a single place for tracking activities and awareness.

VII. WASHOE COUNTY EMERGENCY MANAGEMENT UPDATE – Not present

VIII. REVIEW HVAs – Group
No HVAs to review.

The new HVA template should be on the website soon, for member use. **Andrea will also send out a copy of the HVA template.**

IX. NEW BUSINESS AND FUTURE AGENDA ITEMS – Group

Bob Miller indicated that February 17, he will be holding a HAM Cram review and exam at the REOC. If you are interested in attending, go to SNARS.org and click on classes and exams.

Reminder that July 1, the exam and the book change, so if you have already begun the process, complete it before then. The May 19 Ham Cram has been cancelled due to the evacuation exercise at Incline.

NVCON is holding an amateur radio convention July 20-22, at Boomtown. One of the speakers will discuss lessons learned in Puerto Rico, where amateur radio was the only form of communications on/off the island for quite some time. There will also be a talk about the Cascadia Rising exercise from 2016, a FEMA exercise with amateur radio involvement.

Kurt Green announced that this is his last meeting. He has taken a position with the Forestry Service. The Member-at-Large term technically ends at the end of this year, with the member moving up to the Vice Chair position for the next two years. At the end of this year, a new Member-at-Large will be voted in for the following two years. **At the next meeting, there will be nominations and voting for a new Member-at-Large. Per the By-Laws, you must be a member (not necessarily a voting member) of IHCC.**

Brian Taylor discussed the options for the polo shirts. Quote 3 was voted by the group as the best choice. The price will be about \$30.50 plus tax, with 2XL + \$2.00 more per X above that. There is a minimum of 20 to keep the pricing as is. **Jackie Lawson will send out to the group a photo of a long sleeve polo and price, along with the pricing for the t-shirt. Please get your size and money to Jackie by February 23. We hope to have the shirts by the next meeting.**

Sean Applegate talked about the work of the Supply Chain Subcommittee. They want to engage some of the hospital partners a bit more, as they have lost a bit of traction. They are looking into an MOU at the coalition level, to use as a mechanism to determine what supplies go to what hospital, based on census, needs, etc. This would be a supporting appendix in all facility's Emergency Operations Plans.

Gail Alexander informed the group of a Shelter Exercise to take place March 9 at 9:00 a.m. at the American Red Cross. They are looking for 200 volunteers to assist.

The meeting was adjourned at 9:45.