



## INTER-HOSPITAL COORDINATING COUNCIL MEETING MINUTES

**Friday, August 10, 2018**

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

**Present: Chair, Brian Taylor (REMSA); Vice-Chair, Sean Applegate (Northern Nevada Medical Center); Member-at-Large, Margo Baxter (Renown Rehabilitation Hospital)**

<b>VOTING MEMBERS:</b>	<b>Carson Valley Medical Center</b> – Not present
<b>Incline Village Community Hospital</b> – Myra Tanner	<b>CERT</b> – Not present
<b>Northern Nevada Adult Mental Health Services</b> –Andy Chao, Brian Sotomayor	<b>City of Reno Emergency Management</b> – Not present
<b>Northern Nevada Medical Center</b> – Sean Applegate	<b>Department of Public Safety</b> – Not present
<b>Renown Regional Medical Center (including Renown Rehabilitation and Renown South Meadows)</b> – Tammy Oliver, Margo Baxter	<b>Donor Network West</b> – Not present
<b>Saint Mary’s Regional Medical Center</b> – Kent Choma	<b>Grainger</b> – Not present
<b>Tahoe Pacific Hospital</b> – Teresa Schumacher	<b>Human Behavior Institute</b> – Not present
<b>REMSA</b> – Brian Taylor	<b>Inter-Tribal Emergency Response Commission</b> – Not present
<b>Reno Fire Department</b> – Bob Leighton	<b>Lakes Crossing</b> – Ann Fitzgerald
<b>Washoe County Emergency Manager</b> – Kelly Echeverria	<b>Liberty Dialysis</b> – Not present
<b>Washoe County Health District</b> – Andrea Esp, David Gamble, Stephen Shipman, Brittany Dayton	<b>ManorCare Wingfield Hills</b> – Not present
	<b>Maxim Healthcare</b> - Not present
<b>NON-VOTING MEMBERS:</b>	<b>National Weather Service</b> – Not present
<b>ARES</b> – Not present	<b>Nevada Air National Guard</b> – Alexander Howe
<b>American Red Cross</b> – Gail Alexander	<b>Nevada Hospital Association</b> – Not present
<b>Belfor Property Restoration</b> – Brian Foote	<b>Nevada Medicaid LTSS</b> – Not present
<b>Carson Tahoe Regional Medical Center</b> – Not present	<b>Nevada Pacific</b> – Not present
<b>Community Health Alliance</b> – Sabrina Brasuell	<b>Northern Nevada Hopes</b> – Not present
<b>Life Care Center of Reno</b> – JoAnna Enright	<b>NV Energy</b> – Not present
<b>Nevada Division of Public &amp; Behavioral Health</b> – Danika Williams, Rachel Marchetti, Melissa Whipple	<b>Pyramid Lake Health Clinic</b> – Not present
<b>Northern Nevada Infection Control</b> – Jennifer Connolly	<b>Renown Hospice</b> – Not present
<b>Quail Surgery Center</b> – Not present	<b>Renown Skilled Nursing</b> – Not present
<b>Reno Orthopaedic Clinic Surgery Center</b> – Not present	<b>Reno Police Department</b> – Not present
<b>Reno-Sparks Indian Colony HHS</b> – Not present	<b>Reno Tahoe Airport Authority Fire Department</b> – Not present
<b>Summit Surgery Center</b> – Not present	<b>Sparks Fire Department</b> – Ed McDonald, Eric Millette
<b>Surgery Center of Reno</b> – Not present	<b>Summit Estates Senior Living</b> – Not present
<b>Tahoe Forest Hospital</b> – Myra Tanner	<b>Truckee Meadows Fire Protection District</b> – Not present
<b>VA Sierra Nevada Health Care System</b> – Brian Passow	<b>Truckee Meadows Water Authority</b> – Not present
<b>Washoe County Medical Society</b> – Dr. George Hess	<b>UNR School of Medicine</b> – Steve Matles
	<b>Washoe County Medical Examiner’s Office</b> – Not present
<b>GUESTS:</b>	<b>Washoe County School District Police</b> – Jim Hendrickson
<b>Advanced Health Care of Reno</b> – Not present	<b>West Hills Hospital</b> – Not present
<b>American Home Companion</b> – Not present	<b>Willow Springs Hospital</b> – Not present
<b>Barton Memorial Hospital</b> – Not present	Gregory Harding, UCHealth; Peggy Ewald, NVPOLST;
<b>Carson City Health &amp; Human Services</b> – Not present	

### I. INTRODUCTIONS – Group

**II. REVIEW OF ASSIGNMENTS AND APPROVAL OF July 2018 MINUTES – Brian Taylor**  
Andrea Esp sent the information on and link to the MAEA plan to the group.

Andrea forwarded the HIPAA information from the State to the group.

The July 2018 minutes were approved, with the correction: The NDMS exercise funding was pending, the exercise was not on hold.

**III. SPECIAL EVENTS UPDATE – Group**

- Hot August Nights – August 3-12 – Downtown Reno and Downtown Sparks; road closures near event locations
- Incline Village Fine Art Festival – August 10-12 – Incline Village
- International Dragon Boat Races – August 18 – Sparks Marina
- XTerra Lake Tahoe Triathlon – August 19 – Incline Village
- Aloha Fest – August 25-26 – Wingfield Park
- 2018 Bower's Mansion Country Run – August 26 – Bower's Mansion
- Burning Man – August 27-September 4 – Black Rock Desert
- Rod Stewart and Cyndi Lauper – August 28 – Reno Events Center
- Nugget Rib Cook-Off – August 29-September 3 – Victorian Square; road closures in near event location
- Food Truck Fridays - Idlewild Park – ongoing
- Reno Aces Baseball - ongoing
- 1868 Soccer – ongoing

**IV. FINANCE SUBCOMMITTEE – B. Taylor**

Redirect of \$40,000 from contractual to supplies – The committee voted to purchase 64 more of the MCI Command Kits and will request a movement of funds from contractual to accommodate this. They will go into Battalion Chief vehicles, Law Enforcement vehicles and REMSA supervisor vehicles, as well as each of the hospitals.

Survey Questions Workgroup – Kent Choma will head up a workgroup to review the survey questions. This will be a one-time meeting, to be done in the next couple weeks, prior to the survey being released to the group. If you are interested in participating, please email Jackie Lawson.

Preparedness Plan Workgroup – Margo Baxter and Sean Applegate will be setting up a workgroup to review the Preparedness Plan for any updates that may need to occur. This will take place after the HVAs and Surveys are complete. Anyone interested is welcome to participate. Please contact Jackie if interested.

**V. REVIEW OF GOALS AND OBJECTIVES – A. Esp**

EMS/Fire priorities have been reviewed and it has been determined that IHCC is not the authority to spearhead anything in this area. A group headed by Todd Kerfoot from REMSA will address the EMS/Active Shooter/Armed Assailant priority and provide updates to this group on their progress.

The Long-Term Care Infectious Disease Plan is still outstanding. This will be addressed in the future.

The Public Health Shelter Support Plan is being addressed. Washoe County Health District is working with American Red Cross to discuss the role of public health in shelter operations. This will tie in to the Alternate Care Site Plan as well.

All other items have been completed or are nearly complete, with outstanding items due to be complete by the end of the year. The list will be re-created in the fall, with the new survey results.

**VI. RESPONSE PLAN AND ALTERNATE CARE SITE PLAN UPDATE – A. Esp**

The Response Plan has become a guideline and is meant to capture how we respond to an event. The final draft was approved by the committee and is awaiting the completion of the HVAs. After this has been added to the plan, it will be up for approval by the group in December, to be effective January 1. The next step in this area will be to move the Response Guideline into a Response Plan.

Kent Choma will take the lead on the Alternate Care Site Plan during Andrea's absence. It is meant to bridge the gap between the MAEA and a Federal Medical Station, when one or more facilities need to be evacuated or it may be necessary to use a non-traditional healthcare environment. The committee is looking at how we work together and provide care in this environment. Access to patients, medical records, pharmaceuticals, etc., are being addressed. The workgroup is comprised of a member from each healthcare discipline and there is a list of Subject Matter Experts to be used for consultation. There is the ability to reach out to vendors as well, when ready to address the process of sharing resources. The draft plan is expected to be completed by mid-November. There will be an exercise in April to test different components of the plan. Please reach out to Jackie if interested in working on this committee.

**VII. POLST PRESENTATION – P. Ewald**

Peggy Ewald, chair for the State of Nevada Provider Order of Life Sustaining Treatment (POLST) committee. The forms and information can be found on the internet at [nevadapolst.org](http://nevadapolst.org).

**VIII. IHCC REDUNDANT COMMUNICATIONS EXERCISE RECAP – A. Esp**

The communications drill from last week asked for facilities to enter information in WebEOC onto the OSCAR form, which includes the essential elements of information for healthcare facilities. This tested the OSCAR form its use in WebEOC for the first time. Members were asked to fill out the form, print it and fax it back. A couple of items were discovered regarding the form: the font upon printing was very small, almost unreadable, items 1-7 and at the bottom of the page were not saving and the communications from VESTA to the Health District were not received in a timely manner, having been blocked by the firewall. Overall, the exercise went well, with 29 facilities participating. If anyone has comments on what can be changed on the form to make it more useful, please let Andrea know. Brian Foote mentioned that some of the acronyms being used have more than one meaning, and should be used less during notifications, so there is no confusion. **Andrea will have the AAR complete soon and will send it out to the group.**

**IX. REGIONAL VISITATION POLICY – A. Esp**

This will address what happens to visitation when a trigger is met. Currently, most facilities have policies, but they may all be different. This plan would offer the same visitation information for all facilities when the triggers are hit during an event. The group would like to have this completed before the flu season hits this fall. Christina Conti will be leading the group, with Northern Nevada Infection Control to have input as well. Visitation policies have been received for review from the hospitals and some of the SNFs. After a form is created, it will come back to the group for approval.

**X. WASHOE COUNTY HEALTH DISTRICT UPDATE – WCHD Staff**

Brittany Dayton discussed the MAEA training, which will be for house supervisors or nursing staff, whoever will be taking the lead for facilities. It will be held August 22, 10 a.m., at the Washoe County Health District. On August 30, she will be facilitating an MAEA workshop, which will kickoff the revision cycle. Please contact Brittany if interested in either of these.

The MCIP Alpha Plan has been approved by the District Board of Health, and will be effective October 1. She has created a brief training for first responder and healthcare agencies on the changes. It is important that everyone is aware of these changes before the effective date. If anyone in your facility needs this training, please contact Brittany.

The training videos for the grant received from the Nevada Governor's Council on Developmental Disabilities have been completed. There is an 11 minute video that is basically an overview on how to respond to individuals with Developmental Disabilities and a 30 minute video with a quiz worth 1 CEU to go along with it. Both have gone out to first responder agencies.

There will be an MCI tabletop exercise occurring in partnership with Carson and Douglas partners in October or November. This will be a training exercise on the Alpha plan and involve an incident happening outside the county, stressing multiple EMS systems. This should give insight on whether or not the plan will work and allow communication with border county partners. More information, when available, will be sent out to the group.

Stephen Shipman informed the group that POD season is coming. If anyone is interested in having their facility exercise their POD plan, please let him know. These will be occurring from mid-September through mid-October.

Andrea discussed the exercise that Home Health and Hospice and Dialysis facilities participated in recently using the CMS Data Collection Tool. All but one of the facilities participated. They were to provide their complete census within 30 minutes of notification. After an unspecified amount of time, we are asking for more in depth information about the individuals that will assist in making sure shelters have appropriate facilities for the public that would be using them. They are becoming more engaged in finding their role in emergency response.

The Emergency Credentialing Exercise was recently completed. Four Ambulatory Surgical Centers went to three hospitals to help identify how staff would be credentialed when going to another facility. Facilities have processes, but they differ from location to location. Some of the items to be addressed from this are: a standardized form for all hospitals to use, staff assignment guides, staff work preferences, go boxes for emergency situations to set up in another area, and a regional MOU

for sharing of resources. These items and forms will be addressed and brought back to the group for approval.

**XI. FIRESHOWS AND OTHER TRAINING DISCUSSION – E. Millette**

Eric Millette is a member of the TRIAD team and a LEPC member. He discussed opportunities for training, including the decon training in the spring, which was sponsored by LEPC. He would like to be the contact to figure out needs and pre-plan regarding hazmat, then opportunities to continue training and he can help pursue this through his participation in the above groups. There is a west coast hazardous materials conference called Continuing Challenge coming up soon. There are different tracks, including hospital, environmental and EMS. The website is hazmat.org. FireShows West will be in Reno soon, which allows many different opportunities for classes, etc. for hazmat teams within the hospitals. Andrea will send his contact and FireShows West information out to the group. If any facility has needs of hazmat in the future, please let him know and he will look into supporting these community efforts.

**XII. WASHOE COUNTY EMERGENCY MANAGER UPDATE – K. Echeverria**

Kelly brought up two items that are coming up, the Cyber Coop training on August 23 and the Dam Break exercise on September 26. **Andrea will send information out to the group.** Everyone is encouraged to look at the calendar for events. The Hazard Mitigation plan will begin revisions in January 2019.

**XIII. REVIEW HVAS – Group**

No new HVAs.

Andrea re-sent the HVA template to the members for their information and review, which will be due October 18.

Steve Matles indicated that, in the past, an earthquake was defined as greater than 5.0 on the HVAs. This has been undefined in the recent HVA template, due to earthquakes affecting different facilities at different strengths. Andrea mentioned that this is something that can be revisited at the end of the year, when the HVA revisions will take place.

**XIV. NEW BUSINESS AND FUTURE AGENDA ITEMS – Group**

Danika Williams mentioned the Training and Exercise Planning Workshop was attended by Andrea and Stephen, who provided much input as to what this group is working on.

The State has recently published the Annual Trauma Report, which went out to the group.

Danika also mentioned that the Notice of Award was received yesterday, so the grant will be moving forward with acceptance.

The meeting was adjourned at 9:45 a.m.