



## INTER-HOSPITAL COORDINATING COUNCIL MEETING MINUTES

**Friday, September 14, 2018**  
**Washoe County Health District Conference Room A**  
**1001 East Ninth Street, Reno, NV**

Present: **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> – Mike Freed	<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, Amy McCombs	<b>Donor Network West</b> – Not present
<b>Saint Mary’s Regional Medical Center</b> – Kent Choma	<b>Grainger</b> – Steve Schultz
<b>Tahoe Pacific Hospital</b> – Teresa Schumacher	<b>Human Behavior Institute</b> – Not present
<b>REMSA</b> – No present	<b>Inter-Tribal Emergency Response Commission</b> – Not present
<b>Reno Fire Department</b> – Dennis Nolan	<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> – David Gamble, Stephen Shipman, Brittany Dayton, Dr. Todd, Jackie Lawson	<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> – Not present
<b>American Red Cross</b> – Not present	<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> – Jim Freed	<b>Nevada Pacific</b> – Not present
<b>Community Health Alliance</b> – Not present	<b>Northern Nevada Hopes</b> – Not present
<b>Life Care Center of Reno</b> – Sherrie Koppelman	<b>NV Energy</b> – Not present
<b>Nevada Division of Public &amp; Behavioral Health</b> – Danika Williams, Faith Beekman	<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> – Tara Larramendy	<b>Renown Skilled Nursing</b> – Not present
<b>Reno Orthopaedic Clinic Surgery Center</b> – Tina Tyo, Sara DuBois	<b>Reno Police Department</b> – Not present
<b>Reno-Sparks Indian Colony HHS</b> – Daniel Thayer	<b>Reno Tahoe Airport Authority Fire Department</b> – Not present
<b>Summit Surgery Center</b> – Not present	<b>Sparks Fire Department</b> – Not present
<b>Surgery Center of Reno</b> – Not present	<b>Summit Estates Senior Living</b> – Not present
<b>Tahoe Forest Hospital</b> – Myra Tanner	<b>Summit View Hospice</b> – Wendy Castillo
<b>VA Sierra Nevada Health Care System</b> – Brian Passow	<b>Truckee Meadows Fire Protection District</b> – Not present
<b>Washoe County Medical Society</b> – Not present	<b>Truckee Meadows Water Authority</b> – Not present
	<b>UNR School of Medicine</b> – Steve Matles
<b>GUESTS:</b>	<b>Washoe County Medical Examiner’s Office</b> – Not present
<b>Advanced Health Care of Reno</b> – Not present	<b>Washoe County School District Police</b> – Not present
<b>American Home Companion</b> – Not present	<b>West Hills Hospital</b> – Not present
<b>Barton Memorial Hospital</b> – Not present	<b>Willow Springs Hospital</b> – Ben Kellogg
<b>Carson City Health &amp; Human Services</b> – Not present	

**I. INTRODUCTIONS – Group**

**II. REVIEW OF ASSIGNMENTS AND APPROVAL OF July 2018 MINUTES – S. Applegate**

The AAR/IP for the Redundant Communications Exercise was sent out to the group.

The information for the Cyber Coop training was sent out to the group.

The August 2018 minutes were approved.

**III. VOTE TO MAKE SPARKS FIRE DEPARTMENT A VOTING MEMBER – Group**

The group voted to make Sparks Fire Department a voting member.

**IV. SPECIAL EVENTS UPDATE – Group**

- Reno Air Races – Through September 16
- Street Vibrations – September 26-30
- Lantern Fest Reno – October 13
- Food Truck Fridays - Idlewild Park – ongoing
- Reno Aces Baseball - ongoing
- 1868 Soccer – ongoing

**V. FINANCE SUBCOMMITTEE – S. Applegate**

- The sub grant has been executed and we are now able to begin spending the funds.
- The group voted to approve the transfer of about \$36051 from Training to Supplies, to fund the purchase of 64 Command Vehicle Kits, which was also approved.
- There is an open spot for attendance at the National Healthcare Coalition Conference in November. The travel costs will be paid for out of the grant, but the attendee will need to work it out with their agency to pay the initial costs, to be reimbursed after the event. Any interested parties should let Jackie Lawson know as soon as possible. Andrea Esp and Margo Baxter are the other current attendees.

**VI. NDMS EXERCISE AFTER ACTION BRIEFING – B. Passow**

Brian Passow discussed the successful NDMS exercise, including the success of the local instance of WebEOC during the exercise.

**VII. ALTERNATE CARE SITE PLAN UPDATE – K. Choma**

Kent Choma and Christina Conti are meeting to review the Alternate Care Site plan. They are reviewing the entire plan and making edits as they go along. They expect to have the initial edits complete in the next week, for the subcommittee to review on October 4. The anticipated completion of the plan is still for approval in December.

**VIII. IHCC SURVEY REVIEW – K. Choma**

Kent discussed the changes made to the Resource and Gap Analysis survey. Many changes were made to more fully incorporate the different entities involved and to make the end result more useful from the point of view of the actual data. The survey will go out next week and is due, along with the HVAs, on October 18.

**IX. REDUNDANT COMMUNICATIONS IMPROVEMENT ITEMS – S. Applegate**

- Rename OSCAR to reduce confusion – Sean discussed changing the name of the OSCAR to reduce confusion among the other OSCARs in the state currently being used. There were some suggested names, such as ‘Status Report’, ‘Operating Status Form’, ‘IHCC-OSCAR’ and ‘Status Update’. The group should bring their suggestions to the next meeting and the group will vote to determine the new name.
- How often should redundant communications be practiced and what types of communications? - The grant requires two redundant communications exercises annually, but after the exercise, this group felt they wanted to exercise more frequently. At this meeting, they agreed that practice makes everyone more familiar with the different elements and that they would like to have quarterly communications exercises, with varying types of communications. A matrix was suggested to be created and tested randomly. One suggestions to make some tests more purposeful was to check in with current census and open number of beds.
- OSCAR revisions as requested by Ambulatory Surgery Centers – Sean discussed that the ASCs were asking for updates to the form after the exercise, as it did not ask for items that they were able to provide. These suggestions mainly pertained to staff availability, and this may not be the appropriate time during an event to compile that information. An email was sent out to the group on 9/7 with a copy of the OSCAR form asking for comments. There were no comments made in this meeting and no volunteers for a workgroup. If there are comments or suggestions at the next meeting, the group will vote on adding or changing those items within the form. Otherwise, the group will vote to keep the form information as is and just vote on the name change. Any suggested changes that aren’t approved for updates at this time will be kept for future updates.
- Dr. Todd indicated that he is working on the WebEOC formatting of the OSCAR form, but has run into some problems. He is continuing to address these issues and hopes to have them resolved by the next meeting.

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

Stephen Shipman discussed the beginning of the POD season, September 19. There are seven total PODs taking place this year, with the WCHD POD to be held at O’Brien Middle School on October 8.

Dr. Todd discussed that it is nearly flu season. The area had a significant season last year. With school back in session, they are seeing more cases of norovirus. Staff is working with the school district on this.

Brittany Dayton mentioned the updates to the MCIP and the creation of the Alpha Plan. These go into effect on October 1 and it is very important for all to be trained in advance of this date. She has sent an email with training documents to all agencies. If you are not familiar with this, please let her know. The Alpha Kits have been placed in their designated locations in the community. In June, this group verbally agreed to assist in the maintenance of these kits to keep the products from expiring. She asked if there was a need for a written agreement. The group voted that they do not need a written agreement to swap out expiring equipment in the caches.

Brittany has sent out the I/DD training videos to the group. One video is an 11 minute video that provides basic information on individuals with intellectual or developmental disabilities. The second is 30 minutes long and has a quiz associated with it for CEUs. She has ordered some TIP guides with the remaining funding, to be placed in response apparatus. These will provide just in time training tips for anyone that hasn't taken the training yet or needs to brush up on their skills and will be going the agencies shortly.

The MAEA edits for this revision cycle have begun. The first workshop was held at the end of August. They created a great list of edits to be implemented through this fiscal year. Look for emails from Brittany on future meetings and revisions. The primary focus will be on changing the forms that the hospital technical specialist and REMSA supervisors fill out.

There are still many openings in the Pediatric MCI training course in December at the REOC. If there are not at least 30 attendees by November 1, the class will be cancelled. This is for Pediatric MCIs, which has also been added into the MCI Plan. **Jackie will resend the flyer with the course and registration information.**

The NHA exercise, Tectonic Time Bomb, will be taking place on October 18. All facilities are invited to participate and a flyer has gone out with information regarding the exercise. Brittany was asking who was participating and if they wished to have a WebEOC event set up for the exercise. All Washoe County hospitals are participating, plus Willow Springs, Renown Rehabilitation and Renown Skilled Nursing and Carson Tahoe and they would like to have an incident set up. There were no other requests of the Health District for the exercise. The group wishes for this to test actual systems in their facilities, rather than just exercising. Brittany indicated that we can support anything they wish to have assistance with, but the time frame is very quick and may be a bit rushed. If there is a need for additional tags, please let us know so that we may assist.

Jackie Lawson brought up the Preparedness Plan review, which will be held on November 8, 3-4 p.m. **She will send out a request for volunteers to review the plan's updates with Margo and Sean, for IHCC approval in December.**

The HVAs and surveys will go out September 17 and will be due October 18. Individual facility type meetings will be held the last week of October.

National Weather Service will be giving a short presentation at the next meeting.

The National Weather Service is conducting a survey on the Wireless Emergency Alert system. They were asking if anyone would be interested in completing the survey. No one in the group was interested in taking a survey at this time.

#### **XI. WASHOE COUNTY EMERGENCY MANAGER UPDATE – K. Echeverria**

Kelly mentioned that the Dam Break exercise is coming up on September 26, at the REOC. The Training and Exercise Planning Workshop (TEPW) will be held on October 30. They are working with the State to plan an exercise that will involve the entire state, to be held in November 2019. This will be a complex coordinated attack.

**XII. PHARMACEUTICAL CACHE PLAN – S. Shipman**

Stephen discussed the Pharmaceutical Cache Plan and how it would work. There were some suggestions from the group and a Pharmaceutical Cache meeting will be set up soon. **Jackie will send out a doodle poll with prospective meeting dates.**

**XIII. NETEC Presentation – D. Williams**

Danika gave a presentation about the Nation Ebola Training & Education Center (NETEC). There are many opportunities for training offered here at no cost. This is a current grant, funded for another two year by ASPR, and Nevada is one of a handful of states that hasn't taken advantage of it yet. Mostly regarding Ebola, but also emerging threats. Their Mission Statement is 'To increase the capability of Unites States public health and health care systems to safely and effectively manage individuals with suspected and confirmed special pathogens.' They do this by providing opportunities for assessment, educations, technical assistance and a research network. All opportunities offered are free for requesting facilities. **Jackie will send this information out to the group.**

**XIV. REVIEW HVAS – Group**

No new HVAs.

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

Chief Nolan asked the group if anyone was familiar with receipt of expired drugs or syringes from the community and how they dispose of them. They occasionally receive boxes of items from the public and are unsure how to dispose of anything but the pills. Please contact Chief Nolan with information.

Chief Nolan addressed the proposed Burn Care trip to Las Vegas. His contact there has resigned and a new physician has taken over. There is another physician from the medical center that is soon retiring to northern Nevada and is willing to help in working with the facilities in caring for burn victims.

Danika Williams mentioned that the emPower data request has been fulfilled. The Health District has the maps, if anyone is interested.

She also discussed that Carson City is working on their CASPER soon. There was a statewide workgroup created to address this, as the entire state will be working on one within the next year. There are four statewide questions that will be asked by all jurisdictions, with the remainder of them being determined by local workgroups.

Brian Foote from Belfor Property Restoration is going to be presenting to the Utah Healthcare Association Conference about CMS emergency preparedness rule. To prepare, he has been talking to surveyors, etc. to find out trends, etc. He will be happy to present his findings at a future meeting and bring back lessons learned to share with the group.

The meeting was adjourned at **9:35** a.m.