

Indiana District 5 Hospital Preparedness Planning Committee, Inc. Meeting Minutes

Date: December 8, 2017 **Time Called to Order:** Called to order at 12:00 PM by Ron Reitenour **Location:** Moore Restoration

Committee Member Hospitals (P=Present A=Absent)

Agenda Item	Discussion	Action	Responsible Party	Follow Up
Ambulatory Surgery Centers	P Boone County EMA	A Boone County Health Dept.	P Civil Air Patrol Rep.	A Community East Hospital
Community Heart & Vascular Hospital	P Community North Hospital	P Community Rehabilitation Hospital	P Community South Hospital	P Eskenazi Health Services
Franciscan Health - Carmel	P Franciscan Health-Indianapolis	P Franciscan Health-Mooresville	P Hamilton County EMA	A Hamilton County Health Department
Hancock County EMA	A Hancock County Health Department	P Hancock Regional Hospital	P Hendricks County EMA	A Hendricks County Health Department
Hendricks Regional Hospital	P Home Health & Hospice	P IDHS D-5 Representative	P Indianapolis EMA	A ISDH HPP PROGRAM
IU Health - Methodist	P IU Health - Morgan	P IU Health - North	P IU Health Physician's Group	P IU Health - Riley
IU Health - Saxony	P IU Health Special Pathogens	A IU Health - University	P IU Health - West Regional Hospital	P IUPUI Representative
Johnson County EMA	A Johnson County Health Department	P Johnson Memorial Hospital	P Kindred Hospital Indianapolis	P Kindred Hospital North
MESH	Larue D. Carter Memorial Hospital	P Major Hospital	P Marion County EMA	P Marion County Health Department
Neuropsychiatric Hospital of Indianapolis	P Midwest Contingency Planning Committee	A Morgan County EMA	A Morgan County Health Department	P NDMS Representative
Shelby County EMA	A OrthoIndy	A Rehabilitation Hospital of Indiana	P Riverview Health	P Roubenush VA Hospital
St. Vincent Indianapolis Hospital	P Shelby County Health Department	A St. Vincent Carmel Hospital	P St. Vincent Fishers Hospital	P St. Vincent Heart Center
Witham Health at Anson	P St. Vincent Peyton's Children Hospital	P St. Vincent Seton Specialty Hospital	P St. Vincent Women's Hospital	P Valle Vista Hospital
	P Witham Memorial	P		

Guest(s):

Agenda Item	Discussion	Action	Responsible Party	Follow Up
Guest Presentation	Grant Request Process	Information only	Latrice Clark, A Total Solution	N/A
Call to Order	Meeting called to order at 12:00 PM by - Ron Reitenour, Chair	Information Only	Ron Reitenour	N/A

Introductions:	Ron started the introductions around the room.	N/A	N/A	N/A
Minutes:	October and November Meeting Minutes approved, 1 st by Jemine Forner and 2 nd by Ron Reitenour, group approved	Information only	N/A	N/A
Guest Presentations	<p>Grant Request Process – Latrice Clark, A Total Solution</p> <ul style="list-style-type: none"> • PowerPoint Presentation of the Policy Overview Meeting PR Specific v1 • New D5 Vender Request Form • Purchase Request Instructions • Purchase Request Approval Process Handout 	If you have questions, contact Ron Reitenour	Latrice Clark, A Total Solution	N/A
Recent Events/Lessons Learned/Surveys	<p>Shares that he had a survey on the 14th of last month. The survey went well, there was little time spent asking questions.</p> <p>Joint Commission is at IU Health North campus, went well with minimal questions and discussions.</p>	Information only	Kenny LaMar	N/A
Recent Events/Lessons Learned/Surveys		Information only	Tom Huser	N/A
District Initiatives/Coalition Partners				

IHEPS Symposium	September 27-28, 2018 Is asking for any suggestions for vendors or presentors for IHEPS 2018	Please see webpage for information, Indianadistrict5.com If you have any suggestions, please contact Chrissy Richards	Chrissy Richards	Update monthly
Ambulatory Surgery Centers	Still looking for radios and will gain more feedback from exercise in Oct. Chrissy to send out survey for ambulatory care centers to update information.	Information only	Charlotte Boden	Update monthly
Civil Air Patrol	Not Present	Information only	Lt Cleverger	Update monthly
Local Health Depts.	Still been getting contacted by hospitals and agencies trying to align with the CMS rule. Will have local health departments reach out to help develop a strategy. Please be patient while we work on connecting with you.	Information only	Leslie Stewart Greg Hall	Update monthly Update monthly
IDHS	There should be a new EMA director at the start of the new year. Guardian response exercise is in the works for April. Army is being limited on what details they will share for the exercise. Will be steering to work with Eskenazi since have burn units. Plan to circle back around to the Army for more details after reaching out more to the local agencies. Heads up Task force one will not available in January.	Information only	Ben Esterline Caitlan Kotowski	Update monthly Update monthly

<p>The EOC not planning to be activated up to the state, other than situational awareness the state has decided to not get more involved will stay more at the local level in Johnson County. Still working out if there will be an EOC activation at Johnson County, working more on logistical and legal implications now.</p>	<p>Information only</p>	<p>Caitlin Kotowski/ Chris Gilbert</p>	<p>Update monthly</p>
<p>Nothing to report</p> <p>Coalition Level and PHEP: Nothing to report</p> <p>National Healthcare Coalition Preparedness Conference (NHCCPC) was well attended, great speakers and topics.</p>	<p>Information only</p>	<p>Anne Edwards</p>	<p>Update quarterly</p>
<p>Not present</p>	<p>Information only</p>	<p>Ron Reitenour</p>	<p>Update monthly</p>
<p>Will not have December meeting but will have a January meeting. She also reports that there are holes in the information for participating agencies. Survey will help determine how many agencies, specific disciplines, resource needs etc.</p> <p>About 160 signed up for committee active participation is about 40-45.</p> <p>Need to look at requirements for committee members to meet.</p> <p>Ron's shares that will need to determine strategy for making this subcommittee manageable. Will submit a survey to determine if should be split up by county,</p>	<p>Information only</p>	<p>Shawn Wellman/ Kenny LaMar</p>	<p>Update monthly</p>

<p>IU Physicians' Practice</p>	<p>by specific discipline, or possibly by county representative to district-level subcommittee.</p>	<p>Nothing to report</p>	<p>Information only</p> <p>Tom Huser</p> <p>Update monthly</p>
<p>Indiana Guard Reserve</p>	<p>Nothing to report</p>	<p>Information only</p>	<p>Tom Huser</p> <p>Update monthly</p>
<p>NDMS</p>	<p>Introduces new face for NDMS Gary McMeen the new Area Emergency Manager (AEM) for the VA. We will be working together and in the future, he will be reporting on NDMS and I will be backing him up if he isn't available.</p>	<p>If you are a NDMS hospital, be looking for the email for the bed count.</p>	<p>Anne Edwards</p> <p>Update monthly</p>
<p>District Business</p>			
<p>Communications Test</p>	<p>86% Compliance on radio, 94% on LiveProcess 100% Officer Response 93% Overall</p>	<p>Information only</p>	<p>Ron Reitenour</p> <p>Update monthly</p>
<p>Treasurer's report</p>			
<p>Balance & Invoices</p>	<p>Updates given quarterly.</p>	<p>Information only</p>	<p>Jane Forni</p> <p>Update monthly</p>
<p>Old Business</p>			
<p>Launch Update</p>	<p>Asks the group for suggestions from group. Jennifer Waite from Grainger has named a few vendors:</p> <ul style="list-style-type: none"> • Evirogard- Tyvek suits and PPE • DFW, our Motorola Rep. 	<p>If you have any suggestions, please let Chrissy or Ron know.</p>	<p>Ron Reitenour</p> <p>Update monthly</p>

<p>D5 DPC</p>	<ul style="list-style-type: none"> • FSI for Decon needs • DQE and DMS for incident command and triage • HSS EM Solutions- HIC's and other services and exercises related to EM. • SLYDE- evacuation sleds <p>Asked for a motion to approve to bring the vendors that Jennifer suggested for presentation and lunch donations-All approved Ron suggested EM Solutions for February meeting presentation, all approved.</p>			
<p>D5 DPC</p>	<p>There has not been meeting since adding this to the agenda. The DPC did form a committee to determine how to spend the \$35,000.00 grant. Ron will be a non-voting consultant for the health care community purchases.</p>	<p>Information only</p>	<p>Ron Reitenour</p>	<p>Update monthly</p>
<p>ASPR/ HPP Grant Program Update</p>	<p>First thing in 2018 we need to meet as the leadership group in January to fill out the assessment tool from ASPR and outline the strategy to complete the remaining requirements to finish up.</p>	<p>Information only</p>	<p>Ron Reitenour</p>	<p>Update Monthly</p>
<p>AAR D5 HPPC Exercise</p>	<p>Reports that the After Action Report (AAR) from the District 5 functional exercise on Oct 31st has been sent out for review, and will need to be completed by Dec 12th.</p>	<p>Information only</p>	<p>Brent Shepherd</p>	<p>Update if needed</p>
<p>New Business</p>				

<p>Infectious Disease Exercise</p>	<p>Need to form a planning team. Would like to incorporate POD for Marion County if it works out, but we are waiting for more clarification from the state. Start to pencil in 2018 exercise and pull together a planning team. Asks for those who are interested to reach out and he will be asking for volunteering in Jan.</p>	<p>If you would like to be on the planning team, contact Chrissy, or Ron.</p>	<p>Ron Reitenour</p>	<p>Update monthly</p>
<p>Vote of Confidence</p>	<p>Ballots to be distributed to hospital representatives to determine if officer board has been doing the job you voted them to perform. Ballot counts to be announced at January meeting.</p>	<p>To announce the results at the January meeting.</p>	<p>Ron Reitenour</p>	<p>Update monthly</p>
<p>Collation Surge Test Exercise</p>	<p>Need to figure out if there are any facilities willing to be the evacuee, and how many facilities are willing to participate in a no/low notice exercise.</p>	<p>Information only</p>	<p>Ron Reitenour</p>	<p>Update monthly</p>
<p>D5 HCC Constitution and By-Laws</p>	<p>Would like to have final draft ready to send out and approve at the January or February meeting for approval and to be official for July 1, 2018 BP2.</p>	<p>Information only</p>	<p>Ron Reitenour</p>	<p>Update monthly</p>
<p>Educational Opportunities</p>				
			<p>Brent Shepherd</p>	<p>Update monthly</p>

	<p>Army National Guard drill emphasizing radiologic awareness training in April, including D5 agencies over the span of 2 weeks. Brent to follow up with additional guidance on how will participate in exercise. Army National Guard is requesting hospital partners to receive patients from black hawk helicopter simulating military working with civilians.</p>	<p>If hospitals are interested in participating, reach out to Brent, whom will share out more information once further clarification available.</p>		
Adjournment	<hr/>			
Adjournment	<p>Meeting was adjourned at 2:00pm, 1st by Mary Kay Foster, and 2nd by Jeannine Forner. Many, group approved.</p>	<p>N/A</p>	<p>Ron Reitenour</p>	<p>Next meeting</p>

Next meeting will be January 12, 2017, Moore Restoration, 3610 Shelby St, Indianapolis, IN 46227
NOTE:

- District Officers –**
Chair – Ron Reitenour, Riverview Hospital
Chair Elect – Brent Shepherd, Johnson Memorial
Lead Hospital Representative – Jeannine Forner, St. Vincent Carmel/Medxcel
Secretary – Alyssa Lyle- IU Health
Chair Emeritus – Kevin Webb, St. Vincent Health/Medxcel

Mission Statement: The District 5 Hospital Preparedness Planning Committee Inc. mission is to ensure all hospitals in Indiana District 5 develop, maintain, refine, and to the extent achievable, enhance the capacities and capabilities of their healthcare systems, and for exercising and improving preparedness plans for all –hazards including pandemic influenza.”

Indiana District 5 Hospital Emergency Planning Committee
Attendance Roster

Meeting Date: December 8, 2017

Location: Community Healthplex

Hospital	Representative	Hosp. Rep.	Alternate
Ambulatory Surgery Centers	McCullough		✓
American Red Cross			
Boone County EMA			
Boone County Health Department	Austin Stewart	✓	
Civil Air Patrol			
Community Hospitals- East/North/South/Heart and Vascular	E Baker	✓	
Community Physician's Group		✓	
Community Rehab Hospital		✓	
Eskenazi Health Services			
Franciscan St. Francis Health- Carmel/Indianapolis/Mooresville	Alan Finn	✓	
Hamilton County EMA			
Hamilton County Health Department	Angie Hazel		
Hancock County Health Department	Crystal Baker		
Hancock Regional Hospital	D. Humphrey	✓	
Hendricks County EMA			
Hendricks County Health Department	John D. Ch...	✓	
Hendricks Regional Hospital	John D. Ch... M. S. ...	✓	
Home Health and Hospice	John D. Ch...		
IDHS D-5 Representative	Ben Estabine		
Indiana Guard Reserve	Tom Russ	✓	
Indiana Spine Hospital			
Indianapolis EMA			
ISDH HPP Program	Chris Hill		
IU Health-Methodist/Riley/University	Alyssa Hyle	✓	
IU Health- Morgan Hospital	Alyssa Hyle		✓
IU Health- North Medical Center	Tom Russ		✓
IU Health Physician's Group	Tom Russ	✓	
IU Health- Saxony Medical Center	Tom Russ		✓
IU Health Special Pathogens Unit	Mary Kay Smith	✓	
IU Health- West Hospital	John D. Ch...	✓	
Johnson County EMA			
Johnson County Health Department	Leandra Warner		
Johnson Memorial Hospital	Leandra Warner	✓	
Kindred Hospital- Indianapolis	Susie Brandonberg	✓	
Kindred Hospital- North	Susie Brandonberg	✓	
Larue D. Carter Hospital	Paul Kersch	✓	
Long Term Care Representative			
Major Hospital	John D. Ch...	✓	
Marion County Health Department	Tim Hall		
MESH Representative	Joe Capogon, Donovan Bowling, Anne Edwards		
Morgan County Health Department	John D. Ch...		
NDMS/ FCC Coordinator			
Neuropsychiatric Hospital of Indianapolis			
OrthoIndy		✓	
Rehabilitation Hospital of Indiana		✓	
Riverview Health			

Roudebush VA Medical Center	Handwritten signature		
Shelby County EMA	A.H. [Handwritten]		
Shelby County Health Department			
St. Vincent Carmel	Jeanine [Handwritten]	✓	
St. Vincent Fishers Hospital	Jeanine [Handwritten]		✓
St. Vincent Hospital- Indianapolis/Women's/ Peyton	Cassi [Handwritten]		
St. Vincent Heart Center	[Handwritten]		
St. Vincent Seton Specialty Hospital	[Handwritten]	✓	
Valle Vista Hospital			
Witham Health at Anson	[Handwritten]		
Witham Memorial	[Handwritten]		

Guest Sign-In On Next Page

Life's Journey Hospice
of Avon

[Handwritten signature] ✓

IU Emergency Management + Continuity; Ryan Chandler

St. Vincent Health Medkeel FM

Regional Emergency Management Officer R. Stacy Voliva

robert.voliva@medkeelfm.com

St Vincent Home Health Hospice

KAREN.WARNER@AHAK.NET

VA Medical Center [Handwritten signature] GARY R. McNEEN gary.mcneen@va.gov

ISDH CAITLAN KOTOWSKI Caitlan Kotowski D5 Public Health Coordinator

District 5 Hospital Preparedness Planning Committee Inc.

Monthly Communications Test

December 21, 2017

Hospital	Radio	LiveProcess	Comments
Community – East		X	
Community - North		X	
Community - South	x	X	No radio
Community - Heart Hospital		X	
Community Rehab Hospital	x	X	
Eskenazi Health Services	x	X	email
Franciscan St. Francis Hospital – Carmel	X	X	
Franciscan St. Francis Hospital – Indianapolis	X	X	
Franciscan St. Francis Hospital – Mooresville	X	X	
Hancock Regional	X	X	
Hendricks Regional Health	X	X	
Indiana Blood Center (optional)	X	-	
Indiana Orthopedic Hospital (Optional)	X	x	
IU Health – Methodist		X	
IU Health – Riley		X	
IU Health – University Hospital		X	
IU Health – Morgan		X	
IU Health - North		X	
IU Health – Saxony		X	
IU Health – West		x	
IU Physicians Group	No Radio	X	
Johnson Memorial	X	X	
Kindred – Indianapolis	X	X	
Kindred-North	X	X	
Larue D Carter	X	X	
Neuropsychiatric Hospital of Indianapolis			
Major Hospital	x	X	
Rehabilitation Hosp. of Indiana		X	
Riverview Hospital	X	X	
Roudebush VA Med Center (optional)	-	X	
St. Vincent Indianapolis		X	
St. Vincent Carmel	x	X	email
St. Vincent Peyton Manning Children’s		X	
St. Vincent Heart Center of Indiana (optional)	-	X	
St. Vincent Fisher’s Hospital		X	
St. Vincent Seton Specialty Hospital		X	
St. Vincent Women’s Hospital		X	
Valle Vista Health Services		x	
Witham Anson Medical Center	X	X	
Witham Memorial	X	X	
Boone County Health Department	X	x	
Johnson County Health Department	X	x	
Hamilton County Health Department	x		

District 5 Hospital Preparedness Planning Committee Inc.

Monthly Communications Test

Hancock County Health Department			
Hendricks County Health Department	X		
Marion County Health Department		X	
Morgan County Health Department	x	x	
Shelby County Health Department		x	
ISDH Communication Trailer		-	
Medxcel Facilities		x	
MESH	x	x	email
% RESPONSE: possible 40 hospitals and 8 health departments	52%	92%	
D-5 Officer Pager Test- 100%	<u> X </u> Chair	<u> X </u> Chair Elect	<u> X </u> Hospital Rep <u> X </u> Secretary <u> X </u> Chair Emeritus

Overall Response 81 %