

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

Date: February 12, 2016 **Time Called to Order:** Called to order at 12:00 PM by Elisa Stott **Location:** Community Westview Healthplex

		Committee Member Hospitals (P=Present A=Absent)				
		Boone County Health Dept.	Civil Air Patrol Rep.	Community East Hospital	Community Heart & Vascular Hospital	
Ambulatory Surgery Centers	P		A	P	P	P
Community North Hospital	P	Community Rehabilitation Hospital	P	Community Westview	P	P
EMS	P	Eskenazi Health Services	P	Franciscan St. Francis - Indianapolis	P	P
Hamilton County Health Department	A	Hancock County Health Department	P	Hancock Regional Hospital	A	P
Home Health & Hospice	A	IDHS D-5 Representative	P	IPHCA	A	A
ISDH HPP PROGRAM	P	IU Health - Methodist	P	IU Health - North	P	P
IU Health - Saxony	A	IU Health - University	P	IU Physician's Group	P	A
Johnson Memorial Hospital	P	Kindred Hospital Indianapolis	P	Larue D. Carter Memorial Hospital	P	P
Marion County Health Dept.	A	MESH	P	Morgan County Health Dept.	A	P
NDMS Representative	A	Rehabilitation Hospital of Indiana	P	Roudebush VA Hospital	A	P
Shelby County Health Department	P	St. Vincent Carmel Hospital	P	St. Vincent Heart Center	P	P
St. Vincent Peyton's Children Hospital	P	St. Vincent Seton Specialty Hospital	P	Valle Vista Hospital	A	P
Witham Memorial	P					

Guest(s):

		Discussion	
Guest Presentation	Vantage Point Consulting	Information only	Joyce Fogler
Call to Order	Meeting called to order at 12:00 PM by - Elisa Stott, Chair	Information Only	Elisa Stott
Introductions:	Elisa Stott started the introductions around the room.	N/A	N/A
Minutes:	Approval of January meeting minutes was 1 st by Steve Baumach, 2 nd by Mike Crider and Group Approved	Information only	N/A

Guest Presentations	Vantage Point Consulting presented their class offerings and provided lunch for the group.	Please see attachment for information.	Joyce Fogler	N/A
Recent Events/Lessons Learned/Surveys	<p>Esmeralda mentioned that St. Vincent Clay hospital was visited by Joint Commission. They were definitely looking at the Medical By-Laws on disaster credentialing. Identify who in your organization performs the credentialing. If you are working on your policy, they will not accept this as meeting the requirement.</p> <p>Elisa stated that a car was stolen from the valet area at the Community Heart and Vascular Hospital that was left running. They are re-evaluating this service to make sure that no car is left running or left with the keys inside the vehicle.</p> <p>Ken Whisman was sent to Ohio to work with The Joint Commission. He stated that The Joint Commission Joint commission seems as though they are going back to spending time trying to help and do education rather than finding things wrong. They hardly spent any time on emergency preparedness.</p>	<p>Information only</p> <p>Information only</p> <p>Information only</p>	<p>Esmeralda Valague</p> <p>Elisa Stott</p> <p>Ken Whisman</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>
Districts/Regions Common Partners				
IHEPS Symposium	IHEPS is October 6 & 7, 2016. We are working on getting the website up and running with the capabilities of registration and credit card payments.	Information only	Elisa Stott	Update monthly
Ambulatory Surgery Centers	They are currently still doing the monthly radio tests. They have not matched a surgery center with a hospital yet, will do so by next meeting. The surgery centers	Information only	Charlotte Boden	Update monthly

<p>Civil Air Patrol</p>	<p>will be matched with a hospital for the tabletop exercise coming up.</p>	<p>Nothing to report</p>	<p>Information only</p>	<p>Lt Clevenger</p>	<p>Update monthly</p>
<p>Local Health Depts.</p>	<p>They are busy planning on MSA Drill/exercise. On February 27, 2016 they will be having FICs training. Please contact Britiany Younger for more information, byounger@co.hendricks.in.us</p>	<p>If you would like to volunteer to be an evaluator for the MSA Drill in District 1, please contact Aleigha Hynes, ISDH, ahynes@isdh.in.gov</p>	<p>Information only</p>	<p>Britney Younger</p>	<p>Update monthly</p>
<p>IDHS</p>	<p>The Planning Division director is stepping down. In June or July, there will be Operations Section Chief training. The location and time will be announced at a later time. May 12th TEPW A Functional Drill (Weather Event) will be held next month in District 4 and District 5.</p>	<p>Information only</p>	<p>Information only</p>	<p>Ben Esterline</p>	<p>Update monthly</p>
<p>ISDH</p>	<p>Mark is still doing visits to the hospitals. IHAN Advisory about Zika Virus went out in an email to the District. Please make sure that you are keeping up with the updates.</p>	<p>Information only</p>	<p>Information only</p>	<p>Mark Livingston</p>	<p>Update monthly</p>
<p>MESH</p>	<p>They have been noticing an increase in Pediatric respiratory illnesses (bronchio litiis/asthma). The State EMS Memorial. Funds will go to a permanent memorial for EMS providers killed in the line of duty. This is being planned locally but is for all EMS providers in the state.</p>	<p>For more information on the memorial, please see the following webpages and/ or the attachment to the minutes. Race website http://racemaker.org/event/runwithshears5k/ Indiana EMS Memorial Foundation on Facebook: https://www.facebook.com/IndianaEMSMemorial</p>	<p>Information only</p>	<p>Anne Edwards</p>	<p>Update monthly</p>

Meeting	Discussion	Action	Responsible Party	Frequency
Midwest Contingency Planners	The next meeting will be in March. The meetings will be changed to bimonthly soon.	Information only	Gordon Thompson	Update quarterly
Home Health and Hospice	Not present	Information only	Kelly Rogers	Update monthly
Fusion Center	No information yet.	Information only	Steve Baunach	Update monthly
IU Physicians' Practice	Would like to be in contact with other Network Physician Practices that are not under Joint Commission.	If you have any information on any Physician Networks that are not under Joint Commission, please contact Tom, fhuser@iuhealth.org , or Chrissy, Chrissy.g.richards@hotmail.com .	Tom Huser	Update monthly
NDMS	Nothing to report		Elisa Stott and Anne Edwards	Update monthly
Dist. Business				
Communications Test	Ron reported 89% compliance on radio, 95% on Liveprocess and improvement on event log. We have decided to drop WebEOC as part of our communications platform. WebEOC is not really designed as a two-way communications tool. It is still a good resource for situational awareness of incidents in your area. You are still encouraged to log in every 28 days to keep your account open.	Information only	Elisa Stott	Update monthly
Finance				
Balance & Invoices	We currently have \$0 in our expenses account due to being in our reimbursement phase.	Information only	Jane Forni	Update monthly

	<p>A discussion was held on how everyone would like the treasurers report to be done since technically we will never have funds in our account related to the grant. Diana Leonard stated that we should have a quarterly report on what is left to bring down from the ASPR grant. Elisa Stott recommend to report in March then June. All agreed.</p> <p>Justin Mast asked if all outstanding accounts which include; BP3 I and E carryover being used for the EBOLA Tabletop, BP4, BP3 Carryover, and Sustainment Account could be discussed in the quarterly treasury report. All agreed.</p>		
<p>Lunch Update</p>	<p>March: 3M April: Medaled May: Grainger</p> <p>Nothing to report.</p>	<p>If you have any suggestions on a presentation you would like to see, please contact one of the officers.</p>	<p>Ron Reitenour</p> <p>Update monthly</p>
<p>Policy Group update</p>	<p>Information only</p>	<p>Volunteers for the Tabletop Exercise Planning include: Elisa Stott, Tom Huser, Ron Reitenour, Jane Forni, Phil Dunn, Esmeralda Valagne, Britney Younger, Steve Barnach, Gordon Thompson, and Brent Shepherd.</p> <p>There was a meeting with the Health Departments and EMS before today's meeting to discuss PPE Cache, vendor managed Cache,</p>	<p>Jeannine Forner</p> <p>Update as needed</p>
<p>EBOLA Tabletop Exercise</p>	<p>Workshop #1- to fulfill a requirement for the ASPR grant. Before the meeting on March 12, 2016 from 10:30-11:00 and is focused on Information Requests/ Sharing and resource requests.</p>	<p>If you would like to volunteer to help with the Tabletop exercise, please contact Elisa Stott, estott@community.com.</p>	<p>Elisa Stott</p> <p>Update monthly</p>
<p>ASPR/HPP Grant BP4</p>	<p>Workshop #2- to fulfill a requirement for the ASPR grant.</p>	<p>You will be receiving an invitation from Chrissy via email.</p> <p>You will be receiving an invitation from Chrissy via email.</p>	<p>Elisa Stott</p> <p>N/A</p> <p>Update next month</p>

<p>BP4 Carryover</p>	<p>Before the meeting on April 8, 2016 from 10:00-11:00 and is focused on Patient tracking during evacuation.</p> <p>BP4 submissions are currently being priced by IRM. We have a meeting on 2/15 with IRM.</p>	<p>Information only</p>	<p>Elisa Stott</p>	<p>Update monthly</p>
<p>BP3 Carryover</p>	<p>The money that we are carrying over from BP4 for education should be available as soon as we sign the BP5 contract.</p> <p>The paperwork is back and money is available. If you have any BP3 carryover, then you would have been contacted.</p>	<p>Information only</p>	<p>Elisa Stott</p>	<p>Update as needed</p>
<p>Business</p>				
<p>Zika Virus</p>	<p>Zika Virus information from IHAN and MESH was sent out in an email from Chrissy.</p> <p>Charlotte Boden asked if staff does mission work, do employees need some type of isolation. Jane Forni replied no. The risk is getting bit by a mosquito. No risk to passing to others unless there is sexual relations. Ron Reitenour mentioned that if you are not getting info from IHANS, get with Mark Livingston. D5 will forward information out and if you get information that could be pertinent, then let D5 know so we can pass along the info.</p>	<p>Information only</p>	<p>Elisa Stott</p>	<p>Update Monthly</p>
<p>ESF 8 Taskforce</p>	<p>Any coalition partner that would like to function as an ESF 8 taskforce team member can become a member to the ESF 8 taskforce with the required training. They are designed to go into any county healthcare related response that would assist with incident management for recovery of the first time people. District 5 would like to develop training to have for ESF 8 taskforce and healthcare related events to assist with other operational periods. We would like to develop expectations/training program/and resource lists. This is long term and we look at new information that is</p>	<p>Email Ron if you have questions, or are interested, reitenour@riverview.org</p>	<p>Ron Reitenour</p>	<p>Update Monthly</p>

available possibly through DHS IMT Document and EMI IS.
 You will need to make sure that your facility will allow you to be deployable and can function in your absence.

Small Leftover Funds from BP4 Grant money

If you have a small amount of funds leftover from your hospital allotment, what do you want done with it? Give back to the district use it or it could be used for carryover? Carryover funds might not be available because of time limits. The hospital has to have a legitimate reason for the carryover, not because you can't find something to spend it on. The decision has to be made by March 1, 2016
 Ron mentioned the following choices: If money is less than \$200 then the money would revert back to the district, if money is greater than \$200 then you will be contacted about what to use the money for, or carryover. It was mentioned that several hospital coordinators would like to ask their senior partners what they should do. We will revert to an electronic vote to allow for you to contact hospital leadership to make the decision.

Carryover Training Guidelines

Guidelines will need to be made for setting up trainings using carryover or when money is available. Wait for District board to contact you before setting up the class. Setting up the class before the money is available may put us in delinquency in paying the vendor. We will need to let the vendor know that the bill may be delayed beyond 30 days.

Conferences and using BP monies

If you are using BP money for a conference and you are approved, then the district would use credit card to pay, not your hospital. Receipts need to be turned in expenses.

BP5

BP5 can be used for IHEPS.

Please respond to the electronic vote when you receive it from Chrissy.

Elisa Stott

Update next month

Information only

Elisa Stott

Update as needed

Information only

Elisa Stott

Update as needed

Information only

Elisa Stott

Update monthly

<p>BP5 is about 4% down for grant money. We will know soon the amount will be for each hospital. Be thinking about the gaps that need to be filled.</p>			
<p>There may be training money left over from the BP3 carryover, depending on the cost of the exercise. Some suggestions for education were: Advanced HICS classes. CISM or Psychological first aid. Any position based course for IMT. EOC IMT interface course.</p>	<p>If you have any other suggestions, then contact board by email.</p>		<p>Elisa Stott</p> <p>Update monthly</p>
<p>Education/OPERATIONAL SERVICES</p>			
<p>Data Security</p>	<p>Fusion Risk Development FUSIONRM.com</p>	<p>Information only</p>	<p>N/A</p> <p>N/A</p>
<p>PERRC Conference</p>	<p>Tuesday, March 22 - Thursday, March 24, 2016, Event Location: Wyndham Orlando Resort International Drive, http://www.perrc.org/</p>		<p>N/A</p>
<p>Joint Commission Conference</p>	<p>Conference dates May 3-4, 2016, New Orleans http://www.jcrinc.com/2016-emergency-preparedness-conference-may-3-4-2016/</p>		<p>N/A</p>
<p>RES/CON Conference</p>	<p>March 1-3, 2016, New Orleans http://resconnoia.com/</p>		<p>N/A</p>
<p>Storm Spotter Training</p>	<p>March - St. Francis Indy will be having a storm spotter training. Information will be sent in an email</p>	<p>Contact Diana Leonard, diana.leonard@franciscanalliance.org, for more information.</p>	<p>Diana Leonard</p> <p>N/A</p>
<p>MedSled Training</p>	<p>MEDSLED Training (train the trainer): Thursday, April 7, 2016 @ Riverview Hospital 0800-0930 1000-1130</p>	<p>Location for the afternoon class is subject to change, due to an offer from IU Health.</p>	<p>Ron Reitenour</p> <p>N/A</p>

	<p>1300-1430 1500-1630</p> <p>Priority will be given to those who bought Med Sleds. Limit to 2 per facility (8 per session)</p>		
Adjournment	<p>Meeting was adjourned at 1:58pm, 1st by Diana Leonard, and 2nd by Kevin Sellers, group approved.</p>	N/A	Elisa Stott
			Next meeting

Next Meeting: Next meeting will be March 11, 2016, Community Healthplex, 3660 Ginton Rd, 2nd Floor, Room A, Indianapolis, IN 46222
NOTE:

District Officers –

Chair – Elisa Stott, Community Hospital of Indianapolis
 Chair Elect – Ron Reiftenour, Riverview Hospital
 Lead Hospital Representative – Jeannine Forner, St. Vincent Carmel
 Secretary – Brent Shepherd, Johnson Memorial
 Chair Emeritus – Kevin Webb, St. Vincent Seton Specialty Hospital

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: February 12, 2015

Location: Westview North Hospital

Hospital representatives: When signing in, you are also signing that you have reviewed the updated report card attached. Any issues with the report card must be reported to an officer prior to the next monthly meeting.

Hospital	Representative	Hosp. Rep.	Alternate
Ambulatory Surgery Centers	<i>[Signature]</i>		✓
Civil Air Patrol	<i>Justin A. Cleverly</i>		✓
Community Hospitals- East/North/South/Heart and Vascular/Westview	<i>Elisabeth</i>	✓	
Community Rehab Hospital	<i>[Signature]</i>	✓	
D-5 Public Health Departments	<i>[Signature]</i>		
EMS Representative	<i>[Signature]</i>		
Eskenazi Health Services	<i>Justin J. Marts</i>		✓
Franciscan St. Francis Health- Carmel/Indianapolis/Mooresville	<i>[Signature]</i>	✓	
Hancock Regional Hospital	<i>[Signature]</i>	✓	
Hendricks Regional Hospital	<i>Katei Mestereca</i>	✓	
Home Health and Hospice			
IDHS D-5 Representative	<i>Benjamin Siller</i>		
Indiana Orthopedic Hospital			
IPHCA			
IRHA			
ISDH HPP Program	<i>Mark Livingston</i>		
IU Health- Morgan Hospital	<i>Cassi Harty</i>		✓
IU Health- North Medical Center	<i>[Signature]</i>		✓
IU Health- Saxony Medical Center			
IU Health- West Hospital	<i>Jane Korpik</i>	✓	
IU Health-Methodist/Riley/Unlversity	<i>Jayna Lytle</i>	✓	
IU Physicans Group	<i>[Signature]</i>	✓	
Johnson Memorial Hospital	<i>Sueie Brandenburg</i>	✓	
Kindred Hospital- Indianapolis	<i>[Signature]</i>	✓	
Kindred Hospital- South	<i>[Signature]</i>	✓	
Larue D. Carter Hospital	<i>[Signature]</i>	✓	✓
Major Hospital	<i>[Signature]</i>		✓
MESH Representative	<i>Alice Edwards</i>	✓	
NDMS/ FCC Coordinator			
Neuropsychiatric Hospital of Indianapolis	<i>[Signature]</i>	✓	
Rehabilitation Hospital of Indiana	<i>John DeLha</i>	✓	
Riverview Health			
Roudebush VA Medical Center			
Select Specialty Hospital	<i>[Signature]</i>	✓	
St. Vincent Fishers Hospital	<i>[Signature]</i>	✓	
St. Vincent Heart Center	<i>[Signature]</i>	✓	
St. Vincent Hospital Carmel	<i>[Signature]</i>	✓	✓
St. Vincent Hospital- Indianapolis/Women's/ Peyton	<i>Cassie Sparks</i>	✓	
St. Vincent Seton Specialty Hospital	<i>[Signature]</i>	✓	
Valle Vista Hospital	<i>[Signature]</i>		
Witham Health at Anson	<i>[Signature]</i>		
Witham Memorial	<i>[Signature]</i>		

ISDH Training + Exercise

Guest Sign-In On Next Page
[Signature]

Indiana District 5 Hospital Emergency Planning Committee Attendance Roster

Meeting Date: February 12, 2016

Location: Westview Healthplex

Guest Sign-In

Name	Hospital or Organization	Email
Craig L. Smith	ISDH	csmith@isdh.in.gov
Chris Walker	Hamilton City Health	christian.walker@hamiltoncounty.in.gov
Jennifer Warner	Johnson Co	jwarner@co.johnson.in.gov
Rachel Hanson	Boone County EMA	rhanson@co.boone.in.us
GEORGE HORNING	SHARAY Co. H.O.	GEO.HORNING@GMAIL.COM
ANNE EDWARDS	MESH	aedwards@meshcoalition.org
Esmeralda Galague	Medical / St. V's	on file
Aleigha Hynes	ISDH	ahynes@isdh.in.gov
Joyce Fogler	Vantage Point Consulting	jfogler@vantagepointe.com

District 5 Hospital Preparedness Planning Committee Inc.

Monthly Communications Test

February 18, 2016

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

District 5 Hospital Preparedness Planning Committee Inc.

Monthly Communications Test

Johnson County Health Department	X	-	
Hamilton County Health Department	-	-	
Hancock County Health Department	-	-	
Hendricks County Health Department	X	-	
Marion County Health Department	-	-	
Morgan County Health Department	X	-	
Shelby County Health Department	X	-	
ISDH Communication Trailer	x	-	
MESH	X	-	
% RESPONSE; possible 41 hospitals and 8 health departments	98%	98%	
D-5 Officer Pager Test- <u>100%</u>	<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 98 %