

HRSA EMS Advisory Group Meeting

March 7, 2007 - 6 p.m. Eastern
Bell Hospital – Conference Room B

The meeting was called to order at 6:03 p.m. in Conference Room B at Bell Hospital with videoconference locations of Manistique (audio only), Baraga, Dickinson County, War Memorial and Newberry. Houghton/Keweenaw had planned to attend, but the video site was unavailable. Attendance from participating agencies was noted by roll call.

- I. Welcome and Introductions: A roll call of agencies was done by site.
- II. Approval of Agenda for March 7, 2007: Motion by Becky Wilder, Alger County EMS; second by Curt LeSage, Greater Iron County EMS, to approve the agenda of 3/7/07 as presented. Motion carried.
- III. Approval of Minutes from November 8, 2006: Motion by Curt LeSage; second by Jackie Adair, Champion MFR, to approve the meeting minutes of 11/8/06. Motion carried.

IV. Old Business

- a. Patient Moving Cots – Alyson advised that these have shipped to the four local divisional hospitals to distribute or store as the divisions determine appropriate. Some divisions advised that they have not yet seen these. We will follow up to be sure that they are all received as ordered. They can be stored in ACC storage areas and/or stored within the EMS agencies for routine use if desired.
- b. Exercises for 2007 – Reports from each Medical Control Authority
 - i. Mackinac County – Not present at the meeting.
 - ii. Alger County – Becky provided an update of the evacuation exercise planned for Alger County.
 - iii. Marquette County – Alyson provided the group with an update of the plans for the evacuation exercise, which will include a mass casualty and mass fatality component. Don Manty is arranging the western Marquette County event (4/23) and a committee is working on the eastern Marquette County event.
 - iv. Schoolcraft County – An exercise is planned that does not currently involve EMS.
 - v. Luce County – Kim Kerridge advised that they are scheduling a train accident simulation with a spill and an evacuation.
 - vi. Chippewa County – Tim McKee shared that they are planning a mass casualty, hazmat spill event with an evacuation component.
 - vii. Dickinson County – Dickinson County is planning a mass casualty incident involving the North Dickinson School system.
 - viii. Houghton/Keweenaw – Unable to sign in to the meeting.
 - ix. Baraga County – Gary Wadaga's plans with the partners in the local area include a school bus accident scenario.
 - x. Iron County – Curt LeSage gave a description of two events that are planned for Iron County, both which will include EMS in a mass casualty and an evacuation.
 - xi. Delta County – Not in attendance.

- xii. Menominee County – Marge Braumschreiber advised that they event will include a tour bus accident.
 - xiii. Hermansville (Menominee) – is also working on an event with Pete Schlitt in the northern end of the county.
- c. Asset Tags – Alyson advised that the definition of “equipment” is not considered the individual item(s) necessarily, but the total amount of an invoice for purchases (i.e. radios). For this reason, additional asset tags will be sent to the EMS agencies to label the laptops and the 800 MHz radios that were purchased in the last two fiscal years.
- d. Surge Capacity Plans – The group has not done much work to date on establishing written surge capacity plans throughout the region, and this needs to be addressed. A small committee was established of Lesage and Hodges (any other takers are welcome!) to start working on this.
- e. Communications Plans – The “communications” group has been tasked with some other requests.
 - i. The original task was to develop a policy to address inter-border communications, to assist with disaster interoperable capabilities.
 - ii. The latest request that we’ve passed on to this subcommittee was to address the need for “exercising” the use of radios with EMS. A discussion followed regarding the other exercises being done in the hospitals, the OPHP exercises, and lastly with Emergency Management on a monthly. Curt will work on a suggested policy for radio exercises to be used with EMS agencies, and will try to differentiate the procedure based on full-time paid versus strictly volunteer agencies.
 - 1. Tim McKee noted that each county is working on having Tactical Interoperable Communications (TIC) Plans developed, which are due early in April. He suggested that those EMS agencies (or MCAs) who have appropriate input consider contacting their local dispatch center to review the document.
 - iii. Roxane noted that many of the EMS agencies have not yet submitted their talkgroups to her for inclusion in her informational database no later than May 1. Please submit these to her as soon as possible.
- f. EMS Agency Education on the R8MCC – Now that we have a formal procedure in place to request assistance from the R8MCC, an educational program will be needed to move forward. A rollout will follow as each area decides what the most effective way to communicate within their MCA has been in the past. We can distribute information to each EMS agency, or utilize their MCA meetings, local conferences, etc. to get the information/concept out. Notification to Emergency Managers is a required component of requesting the R8MCC, to assure that nothing beyond routine business is happening in a County without the EM being aware. Agencies who request assistance because an event is beyond their current resources have reached a point where Emergency Management should already have been advised. Tim McKee noted that EMS agencies first need to be educated in its purpose, and the preferred method for requesting assistance can follow.

V. New Business

- a. MCA Checklists – Using a model from another Region, Mary Beth and Roxane were able to revise a checklist to be sent to each Medical Control Authority that will allow the HRSA office to develop the bimonthly Progress Reports from documented information coming from each MCA. These are being distributed,

and are due back in the office by the dates identified. In order to get “credit” and continue to receive ongoing funding, the local EMS agencies need to be sure that any exercises, trainings, or other emergency-preparedness related events are reported to us so that the State sees what great programs we are able to put together in our area. Many agencies participated in small-scale drills/exercises last year and did not report those. That leaves the documentation looking as though the areas did not address the issues that are being requested at the state and federal levels.

- b. MCA NIMS Resolutions – A discussion followed on whether or not MCA’s should adopt a resolution recognizing the National Incident Management System as their operating concept for disasters. The hospitals are required to adopt a policy, which was shared at the January HRSA meeting. Tim McKee said that Emergency Managers were required to have their local Counties adopt a NIMS resolution, which encompassed the disciplines that fall under their responsibility. He thought that the county-wide declarations should suffice for the MCA requirement, but will check with Jim Reardon (MSP) tomorrow and get back to us. **(Follow-Up Note: 3/12/07: To clarify, the response from MSP was that the “county-wide” resolutions adopted at the County Board levels would include the municipality-based EMS agencies within that county, but MCA’s that have non-municipality based services within their jurisdictions should still consider adopting a resolution to meet the requirement.)*
- c. Pediatric Grant Update – Deb McBane introduced the project that she is working on and shared the information she had regarding pre-hospital quality review. She also provided information on the progress of the electronic-data reporting that we have been anticipating for the last couple of years. Her current plan for quality review and improvement includes review of EMS agency reporting and pediatric patient care from a regionalized perspective. She wanted to be sure all MCA’s and EMS agencies understood her project and its goals. She may be requesting information from the local levels.
- d. Electronic Reporting Update - Regarding the NEMSIS program, and its implementation in Michigan, she has been following this closely and will report back any progress. There is electronic reporting software available for those who wish to go that route, however, until the State completes the development of the software that they will be providing to agencies on request, the group was cautioned on investing large amounts of money into software before knowing the exact requirements that the State will put in place.
- e. NIMS Booklets – Alyson noted that at the last HRSA meeting, the group choose to purchase pocket-sized NIMS concepts guidelines for each EMS agency. When reading the divisional minutes from some of the areas, it sounds as though not all agencies felt they would benefit. For this reason, Alyson asked that those agencies who would like to receive a copy – please email before 3/30 with your requests. A mass purchase for all agencies will NOT be placed, and will be based on only those groups who request a copy.

VI. Michigan Health Alert Network Updates

- a. Kevin Chau of the MDCH Office of Public Health Preparedness was present to give a demonstration of the MI-HAN system, the document library within, and the process of receiving and confirming alerts. He identified the various roles and options for sending alerts to those subscribers who were licensed to do so, and noted other important areas that are on the MI-HAN site. He was connected to the site during his presentation, and sent a real-time alert and confirmed it

during the meeting. Everyone felt that this review gave those in attendance a much better understanding of how to confirm alerts and access documents from the library. In the future, many of the HRSA documents will be posted to the MI-HAN, and the EMS agencies will be sent an email advising that the document is on the MI-HAN site in the public folders that they have access or subscriptions to.

Our next meeting is scheduled for May 9, location TBD. The meeting was adjourned at 8:08 p.m.

Respectfully Submitted,

Alyson Sundberg

Alyson Sundberg, Marquette Co. MCA