

**OSF SAINT FRANCIS MEDICAL CENTER  
DISASTER PREPAREDNESS**

**REGION 2 HEALTHCARE COALITION MEETING  
October 2, 2015**

**I. CALL TO ORDER**

The Region 2 Healthcare Coalition (R2HC) meeting was called to order by Troy Erbentraut, Disaster Preparedness Manager at 10:03 a.m.

**II. ATTENDANCE**

**MEMBERS PRESENT**

Atchley, Nuiel	Graham Hospital
Balk, Josh	OSF Saint Francis Medical Center
Ballard, Maggi	UnityPoint Health Proctor
Beagle, Tobey	Pekin Hospital
Bitner, Jason	OSF Saint Luke Medical Center
Brandt, Linda	OSF Saint Paul Medical Center
Clinton, Lisa	St Margaret's Hospital
DelMastro, Kevin	OSF Saint Francis Medical Center
Erbentraut, Troy	OSF Saint Francis Medical Center
Florea, Michelle	Graham Hospital
Johnson-Wilcox, Tonya	OSF Saint James Hospital
Larsen, Andrew	OSF Saint James Hospital
Loeffelholz, Al	Genesis Medical Center - Aledo
Marks, Jason	Peoria City/County Health Department
Matson, Julie	Peoria Area EMS
McGinnis, Rosemary	OSF Saint Elizabeth Medical Center
McGraw, Robert	OSF Saint Elizabeth Medical Center
Mull, Trent	UnityPoint Health Trinity
Napier, Cindy	OSF Saint Mary Medical Center
Neumann, Lisa	St. Mary's Hospital-Streator
Ringenberg, Matt	IDPH
Salamon, Tim	OSF Saint Joseph Medical Center
Springer, Richie	Galesburg Cottage Hospital
Stecher, Tom	UnityPoint Health Methodist
Tippett, Dale	Peoria Area EMS
Webster, Chris	Genesis Illini Medical Center
Wood, Deb	Perry Memorial Hospital

**MEMBERS ABSENT**

Advocate BroMenn Medical Center  
Advocate Eureka Hospital  
Dr. John Warner Hospital  
Hammond Henry Hospital  
Hopedale Medical Complex  
Illinois Valley Community Hospital  
McDonough District Hospital  
OSF Holy Family Medical Center

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

A. Meeting minutes approved as written.

**IV. UPDATE FROM STATE WIDE RHCC MEETING**

**A. GRANT UPDATES**

1. Grants have been submitted
2. The state is developing a concept of operations, when the draft is complete Troy will send out a copy via email.

**B. HPP TRAINING & EXERCISE GUIDANCE**

1. As one of the requirements of the regions coalition there needs to be a full scale exercise scheduled by spring 2017 for all 18 counties. Ideas are needed on how to get all of the counties involved in this full scale exercise.
2. Troy has put in for some of the coalition funding to be able to schedule another regional exercise. All members agreed to continue using the same vendor, and now Troy can submit the task so they can get started on creating the regions exercise.
3. The PHEP state wide exercise is scheduled for June 2016.

**V. COALITION WORK PLAN**

**A. ESSENTIAL SERVICES**

1. Volunteers and help is needed
2. Template COOP Plan
  - a. Once the final draft is complete it will be sent out and put into the plan.
3. Cindy Napier volunteered to help with committee.

**B. COMMUNICATIONS**

1. TIC-P done and added to plan

**C. EVACUATION**

1. All hospitals should have an evacuation plan that would meet certain requirements.
2. The plan has been completed and the template has been submitted to each hospital.
3. Troy suggested looking into creating a regional evacuation plan on how to disseminate patients amongst the region.
4. Volunteers are needed

**D. PLANNING AT-RISK**

1. The committee did meet; and there wasn't any feedback from any of the hospitals so the hospitals names were put into a drawing and five of them were randomly chosen for the functional at risk for emergency disaster.
2. Volunteers are needed

**E. REGION 2 DISASTER PLAN**

1. There was some changes and modifications made to the plan and the final copy will get sent out when completed.
2. Signatures
  - a. The hospital point of contacts will need to have their administration sign the signature page that is attached separately.

**VI. REGIONAL INFORMATION**

**A. STARCOM INFO/DRILLS**

1. The next drill is scheduled for November 3, 2015.
2. Please be sure that Kevin has the correct contact person added to the reminder list.

**B. EVACUATION EQUIPMENT**

1. The equipment is currently being held at SFMC that belongs to the hospital, then there's the regional equipment that was purchased that stays at the disaster office and then there's the coalition money that bought more equipment that could either stay at the disaster office or if your facility would be able to store any of the equipment at the facility please contact Troy. There will be a form that needs signed by each hospital that is willing to store the equipment at the facility.
2. Troy will get a plan together for the evacuation equipment. The four hospitals that are willing to keep some of the equipment at their facility are Genesis, Galesburg Cottage, OSF Saint Joseph and OSF Saint James, what those hospitals don't take will remain at the disaster warehouse.

- C. EMS PPE PLAN-paperwork with percentages
  - 1. The equipment bought with the Ebola funds will be divided between hospitals by its agencies transport and non-transport and it will be delivered to your hospital. There will be some paperwork to sign stating you received the correct amount of equipment.

## **VII. AROUND THE REGION-INFO TO SHARE**

- A. Andy Larsen has replaced Steve Baron at OSF Saint James Hospital.
- B. Peoria County hosted a full scale exercise on September 29, 2015 at CAT-Mossville. The information received was that the systems need to be tested to get more familiar with Emergency Management. More training should be pushed at the hospitals and as a region everyone should drill more.
- C. IDPH is hosting an Illinois Fire Service Institute Command and General Staff Functions for local Incident Management Teams Training. There was a handout given during the meeting with that information.
- D. Robert McGraw is the new manager of EMS/Emergency Management for OSF Saint Elizabeth Medical Center.

## **VIII. OLD BUSINESS**

- 1. None

## **IX. NEW BUSINESS**

- 1. Troy got an email from IDPH stating there may be some carry-over funds and he requested for some of the funds to be used to send at least 3-4 people to attend the four day Continuity of Operations for Healthcare course in New York.
- 2. These hospitals are the only ones that had at least 90% of bed reporting Mendota, OSF Saint Elizabeth Medical Center, Advocate BroMenn, OSF Saint Lukes Medical Center and Unity Point. Bed status needs updated daily.

## **X. ADJOURNMENT**

Meeting adjourned at 11:37 a.m. by Troy Erbentraut, Disaster Preparedness Manager.

The next meeting is scheduled for December 4, 2015 10 a.m. at the Disaster Preparedness Office.

Respectfully Submitted by:  
Niki Lloyd  
OSF Disaster Preparedness Secretary