



# Central Illinois Coalition Active in Response Planning (CIL-CARP)

## Advisory Council Minutes

June 07, 2017 10:00a

Tazewell County EMA - Tremont, IL

### **MISSION:**

The mission of CIL-CARP is to improve an all-hazard response in the central Illinois region through effective communication, planning, and coordinated exercises. CIL-CARP encourages the collaboration between regional healthcare organizations, emergency responders, regional emergency management directors, public health and other emergency response planners while supporting the development of cooperative partnerships in order to promote the essential services they provide to the public.

### **VISION:**

To create a comprehensive and resilient response to catastrophic health events via collaborative partnerships and formal harmonization of activities among emergency management, emergency medical services, healthcare organizations, public health departments, and response agencies and entities supporting Emergency Support Function #8 (Public Health and Medical Services), as well as support an all-hazards response.

**Advisory Committee Members Present:** Iris Ducey (Illinois Emergency Management Agency), Bob Flemming (Illinois Emergency Management Agency), Jason Marks (Peoria City/County Health Dept.), Dawn Cook (Tazewell County Emergency Management Agency), Matt Ringenberg (Illinois Dept. of Public Health), Stephen Mills (Intern-Tazewell County Emergency Management Agency), Melissa Stokes (UnityPoint Health - Proctor), Mike Epping (Illinois Dept. of Public Health), Troy Erbenraut (OSF Saint Francis - Regional Healthcare Coordinating Center)

- I. Call meeting to order
- II. Discuss May 10, 2017 General Membership Meeting notes:
  - a. To meet on a quarterly basis vs bi-annual basis with consensus on bi-annually
    - i. Advisory Council agreed bi-annual basis was appropriate
    - ii. Advisory Council scheduled next General Membership meeting for October 11, 2017 from 10:00a-2:00p
  - b. Question as to how we get volunteer fire depts. more involved/invested prior to disaster
    - i. Advisory Council recommends that members encourage those participating to contact volunteer fire depts. in their community and share the benefits of CIL-CARP
  - c. Classes = POS + IPEM closed offered more often (Same class in both sides of region)
    - i. Troy E. will contact appropriate individual at IFSI and inquire as to possible training within region. Assurance of training opportunity will require the IFSI minimum number of participants
  - d. To invite FQHC's/IL Primary HCA
    - i. Advisory Council cross checking the invite list with the attendance list and will be attempting contact with those individuals who did not attend May General Membership meeting in addition to those recommended:
      1. FQHC's
      2. Illinois Primary HCA
      3. Private Sector such as Home Depot/Menards/Lowes/Walmart/Marquis Grain/etc.

- e. To develop a data base with all of the resources available in the region from all sources and access to this database
    - i. Advisory Council included on the October General Membership Meeting Agenda discussion on how to share a data base as well as some of the regional resources available and a "show and tell" of the following
      - 1. Illinois Emergency Management - NOMAD
      - 2. Regional Healthcare Coordinating Center - ?????
      - 3. EMAT - ICP Trailer
      - 4. Tazewell County EMA - UCP #10
      - 5. Peoria City/County Health Dept. - Mobile POD Trailer
  - f. To open up the Advisory Council meeting
    - i. Troy will be contacting Maggi Thomas (OSF St. Elizabeth Medical Center) regarding her interest to represent the hospital discipline
    - ii. Advisory Council agreed that the Advisory Council is not a closed meeting and that all members are welcome to attend. Advisory Council will share Advisory Council Meeting Minutes with the general membership following council approval
  - g. Possible training
    - i. National Weather Service
      - 1. Included on draft agenda for October General Membership Meeting
    - ii. Mass Care/Evacuation/Mass Casualty/Public Health Criminal Investigation/FBI-WMD Presentation
      - 1. To be considered/included on future general membership meetings
    - iii. All-hazard Position Training from IFSI
      - 1. Troy following up with the appropriate IFSI representative
  - h. The coalition needs to develop way to disseminate information
    - i. Advisory Council will consider possible use of a share point site for this as well as to share best practices
  - i. Development of a centralized calendar/platform
    - i. RHCC developing a format for exercises/training to be uploaded into the RHCC website
  - j. Provide CEU's
    - i. Available and Advisory Council will improve on ensuring membership is aware of this
  - k. Give money back to hospitals
    - i. CIL-CARP has no control of this as IDPH is grantor of the HPP Grant
  - l. Ask for dietary restrictions on RSVP
    - i. Will be done on Survey Monkey for the October General Membership Meeting
- III. Discuss General Membership Meeting Distribution List
- a. Two representatives from State Farm Insurance expressed interest in participating and were added to the General Membership Distribution List
  - b. Advisory Council cross checking the invite list with the attendance list and will be attempting contact with those individuals who did not attend May General Membership meeting in addition to those recommended:
    - 1. FQHC's
    - 2. Illinois Primary HCA
    - 3. Private Sector such as Home Depot/Menards/Lowes/Walmart/Marquis Grain/etc.
  - c. Advisory Council will ask general membership to encourage coroner participation in the October General Membership Meeting due to inclusion of fatality management plans on the October agenda
- IV. Discuss General Membership Meeting follow-up survey comments
- a. October Agenda Possible Topics:
    - i. Regional Communications

1. Offer from Dave Tuttle of the Peoria Emergency Communications Center to assist. Advisory Council agreed to offer Dave Tuttle an opportunity to serve as an ad-hoc member of the Advisory Council
- ii. Having a SIMPLE, easy-to-use-platform to contact other partners and getting the necessary training at that meeting to operate it. If the meeting room or meeting time constraints would not allow the training--offer something up after the meeting at the White School for participants to use the computers there.
  1. RHCC developing a format for exercises/training to be uploaded into the RHCC website
- iii. HRSA funding process/requests/ideas
  1. Under consideration by RHCC on how best to move forward
- iv. COOP
  1. RHCC is considering possible training opportunities via the HPP Grant
- v. Non-pharmaceutical Interventions
  1. Future general membership meeting topic
- vi. "Show and Tell" of resources/equipment available in the region
  1. On draft October 11 agenda
    - a. Illinois Emergency Management - NOMAD
    - b. Regional Healthcare Coordinating Center - ??????
    - c. EMAT - ICP Trailer
    - d. Tazewell County EMA - UCP #10
    - e. Peoria City/County Health Dept. - Mobile POD Trailer
- vii. Mini TTX on Command/Control
  1. Future general membership meeting topic
- viii. National Weather Service
  1. On draft October 11 agenda
- ix. Fatality Management Plans
  1. On draft October 11 agenda
- b. Recommended locations:
  - i. Jump Center in Peoria and OSF St. Elizabeth Medical Center
    1. Advisory Council agreed to keeping the General Membership Meeting in Peoria area due to the fact it is a centralized location within the region
- c. What liked:
  - i. Interaction of ideas shared/ Information from other disciplines
    1. Advisory Council was pleased to hear that the meeting met its objectives
  - ii. Informative many different organizations/specialties at one "table"
    1. Advisory Council would continue to encourage engagement outside of normal "silos" and that members interact and sit with representatives of agencies they typically do not collaborate with
- d. Did not like:
  - i. I think that having a list of organizations that had been asked to attend would have been helpful to me, at least.
    1. Advisory Council will be providing a list of those who were invited and those who attended so they can encourage those not represented to consider participation
- e. Interest in serving on Advisory Council:
  - i. David Tuttle - with communications portions
    1. Jason Marks will reach out and extend invitation to become an ad-hoc member of the Advisory Council
  - ii. Maggi Thomas Maggi.J.Thomas@osfhealthcare.org O: 815-431-5359 C: 815-431-5359
    1. Troy will reach out and extend invitation to become member of the Advisory Council representing hospitals

- iii. Advisory Council agreed to seek an ad-hoc member to represent the coroners with inquiry being made to:
      - 1. Jamie Harwood - Peoria County
      - 2. James Jeff Baldi - Tazewell County
      - 3. William Wujek - LaSalle County
      - 4. Dr. Kathleen Davie - McLean County
    - iv. Advisory Council agreed it was necessary to ensure that the general membership understood that members are welcome to attend any of the Advisory Council meetings as it is not "closed door"; however attendance did not imply membership and decision making responsibilities. Advisory Council Meeting Minutes will be shared with general membership following approval of Advisory Council Members.
    - v. Advisory Council agreed it was necessary to control the size of the Advisory Council to ensure that it did not become too large and unmanageable leading to an inability to come to consensus and be productive.
    - vi. Advisory Council will include representation from the following disciplines (current member)
      - 1. Emergency Medical Services - Melissa Stokes (UnityPoint Health Proctor)
      - 2. Hospitals - to be determined
      - 3. Illinois Emergency Management Agency Region 6 - Robert Flemming
      - 4. Illinois Emergency Management Agency Region 7 - Iris Ducey
      - 5. Illinois Dept. of Public Health Hospital Preparedness Program - Mike Epping
      - 6. Illinois Dept. of Public Health Public Health Preparedness Program - Matt Ringenberg
      - 7. Local Emergency Management Agencies - Dawn Cook (Tazewell County EMA)
      - 8. Local Public Health Depts. - Jason Marks (Peoria City/County Health Dept.)
      - 9. Regional Healthcare Coordinating Center - Troy Erbenbraut (OSF Saint Francis Medical Center)
- V. Draft agenda for the October 11, 2017 General Membership Meeting to be held from 10:00a-2:00p at UnityPoint Health - Proctor in Peoria
  - a. National Weather Service Presentation
  - b. "Show and Tell" Presentations on equipment available for viewing following the afternoon discussion
  - c. Lunch
  - d. Fatality Management
  - e. "Show and Tell" equipment viewing opportunity
- VI. SurveyMonkey to be developed and utilized for R.S.V.P. for the October General Membership Meeting
  - a. Will include request of dietary restrictions
  - b. Disseminated in early August
- VII. Advisory Council discussed necessity and methods for consistent communication with the general membership. Agreed upon use of a newsletter with initial edition to be developed by Tazewell County EMA Intern

**NEXT ADVISORY COUNCIL MEETING: Wednesday August 09, 2017 at 10:00a in the Tazewell Co. EMA - Tremont**