

**OSF SAINT FRANCIS MEDICAL CENTER
DISASTER PREPAREDNESS**

**REGION 2 HEALTHCARE COALITION MEETING
August 5, 2016**

I. CALL TO ORDER

The Region 2 Healthcare Coalition (R2HC) meeting was called to order by Troy Erbentraut, Disaster Preparedness Manager at 10:00 a.m.

II. ATTENDANCE

MEMBERS PRESENT

| | |
|--------------------|------------------------------------|
| Albrecht, Bethanie | LaSalle County Health Department |
| Arnold, Rick | Grainger |
| Atchley, Nuiel | Graham Hospital |
| Beagle, Tobey | Pekin Hospital |
| Bitner, Jason | OSF Saint Luke Medical Center |
| Brandt, Linda | OSF Saint Paul Medical Center |
| DelMastro, Kevin | OSF Saint Francis Medical Center |
| Epping, Mike | IDPH |
| Erbentraut, Troy | OSF Saint Francis Medical Center |
| Ferguson, Dylan | McLean County EMS |
| Fish, Nicholas | Illinois Valley Community Hospital |
| Loeffelholz, Al | Genesis Medical Center - Aledo |
| Matson, Julie | Peoria Area EMS |
| Mull, Trent | UnityPoint Health Trinity |
| Napier, Cindy | OSF Saint Mary Medical Center |
| Rigenberg, Matt | IDPH |
| Salamon, Tim | OSF Saint Joseph Medical Center |
| Sorenson, Amy | Perry Memorial Hospital |
| Springer, Richie | Galesburg Cottage Hospital |
| Stecher, Tom | UnityPoint Health Methodist |
| Stokes, Melissa | UnityPoint Health Proctor |
| Tippett, Dale | Peoria Area EMS |
| Webster, Chris | Genesis Illini Medical Center |
| Wood, Deb | Perry Memorial Hospital |

MEMBERS ABSENT

Advocate Bromenn Medical Center
Advocate Eureka Community Hospital
Dr. John Warner Hospital
Hammond Henry Hospital
Hopedale Medical Complex
McDonough District Hospital
OSF Holy Family Medical Center
OSF Saint Elizabeth Medical Center
OSF Saint James Hospital
St Margaret's Hospital

III. APPROVAL OF MEETING MINUTES

- A. Meeting minutes approved with one correction
1. IEMA will be hosting a HSEEP training June 29-30, 2016.

IV. UPDATE FROM STATE WIDE RHCC MEETING

- A. Troy attended the meeting in Springfield. There wasn't much discussed. The main topic was about a CEMP program being used in Leola, the HPP site visits and the guidance template used for hospital site visits. If there's a change in the site visit information he will inform the hospitals. The state decided on a work plan for meeting deliverables in the grant document. Everyone should be following the work plan submitted by your hospital.

B. QUARTERLY REPORTS

1. There are at least twenty-two hospitals that are having trouble with their grant document.
2. The new grants can't be approved until the old grant requirements are complete.
3. Greg named the hospitals that have missing information:
Advocate Eureka-CPG
Galesburg Cottage-HVA, CPG, Q4 report
Genesis-Silvis-Q4 report
Hammond Henry-HVA, CPG
McDonough District-HVA, CPG
OSF Holy Family-HVA, CPG
OSF Saint Elizabeth-Q4 report
OSF St Mary-Q4 report
UnityPoint Health Proctor-Q4 report
4. Greg informed everyone to check to be sure that their hospital information has been added. You will need to save and hit the publish button in order for your documents to be submitted.

C. HPP GRANTS

1. Applications
 - a. Troy has received all the applications. If there are any questions, contact him or Greg. The due date was July 29th, 2016.
2. Paperwork/IDPH request
 - a. IDPH has given some paperwork to be completed for the Illinois Grant Accountability Transparency Act. The due is August 12th, 2016.

D. CARRY-OVER FUNDS-PROJECTS

1. There was no funding requested for carry-over funding due to Troy not receiving feedback on ideas to use with the funds. Please share your ideas with him if you come up with one.
2. There was a discussion on having two mandatory exercises for the grant requirements. The coalition members agreed to continue to just have an annual exercise.

V. COALITION WORK PLAN

1. The strategic work plan format has been changed. There are some new committee members assigned to each plan. The names of the committee member that volunteered to assist with the work plan are placed under each plan.
2. Troy will be in contact with the members that wasn't present at the meeting to assign them to one of the committees. He will also send out an email to inform each committee member on what plan they're responsible for.

B. HEALTHCARE SYSTEM PREPAREDNESS

1. Deb Woods and Melissa Stokes
2. There are some urgent items needed within the next few months
3. The responsibilities for this plan are update coalition plans and identify education gaps.

C. HEALTHCARE SYSTEM RECOVERY

1. Julie Matson and Al Loeffelholz
2. The responsibilities for this plan are draft COOP plan, education and COOP/BCP/DRP.

D. EMERGENCY OPERATIONS COORDINATION

1. Linda Brandt, Cindy Napier and Nuiel Atchley
2. The responsibilities for this plan are creating the TICP, regional OEM OB plan, and RFR review.

- E. FATALITY MANAGEMNT**
 - 1. Deb Wood and Jason Bitner
 - 2. The responsibilities for this plan are review and update the region plans and ARC.
- F. INFORMATION SHARING**
 - 1. Tobey Beagle and Matt Rigenberg
 - 2. The responsibilities for this plan are to write a plan for Sitrep and education.
- G. MEDICAL SURGE**
 - 1. Tim Salamon, Tom Stecher, Richie Springer and Trent Mull
 - 2. The responsibilities for this plan are the RMERT plans and sustainability.
- H. RESPONDER SAFETY AND HEALTH**
 - 1. Chris Cunningham, Trent Mull and Tim Salamon
 - 2. The responsibilities for this plan are creating the regional chempack plans.
- I. VOLUNTEER MANAGEMENT**
 - 1. Bethany Albrecht and Linda Brandt
 - 2. The responsibilities for this plan are training and education for IL helps accounts.

VI. REGIONAL INFORMATION

- A. STARCOM INFO/DRILLS**
 - a. The next drill is scheduled for September 6, 2016
 - b. Troy would like to have a regional TICP created for the Region 2 Plan that will show all the proper channels to use.
- 1. **REGIONAL EXERCISE 2017**
 - a. The next regional exercise will be scheduled sometime in March or April of 2017.
 - b. The agreement was to only have one exercise a year for the grant requirements. Troy gave everyone the option to agree on a good topic to have for the regions next exercise.
 - c. The committee members agreed to continue using Dan Riley. The previous format will stay the same. Some members just asked for Troy to inform him to be careful on updating the documents because they were the same as the previous year.
 - d. Troy will be getting more information on how to get a regional active shooter drill together.
- B. CONTACT INFO IN CEMP**
 - 1. Troy will look into having Josh create a document that you will be able to fill in updated contact information for your hospital. You will need to keep your hospitals information updated.

VII. AROUND THE REGION

- A. Bureau and Putnam County will have their active shooter and hostage full scale exercise on September 24, 2016. Volunteers are needed.
- B. LaSalle County Health Department will be hosting a dispensing bio bug 210 drill on August 31, 2016.
- C. IDPH emergency hotline is not for rabies or bite calls, those calls should be directed to the local health department.
- D. Woodford County's county wide functional drill will be October 8, 2016. There are thirty to forty volunteers needed. Kevin will also send out an email with this information at a later date.

VIII. OLD BUSINESS

- 1. Kevin is still waiting for the regional AAR to be turned in from the last drill. He just needs information on strengths and weaknesses.

IX. NEW BUSINESS

- 1. Troy sent out the 2017 Healthcare preparedness and response capabilities. The four capabilities are the foundation for healthcare & medical readiness, healthcare & medical response recovery coordination, continuity of healthcare services & service delivery and medical surge. Under each capabilities are three objectives and under the objectives are six activities. You will need to read through it and make a comment. He also sent the directions on what will need to be put on the spreadsheet in the comment section.
- 2. Troy asked for the opinion of others that attended the DRI training held at the Disaster Preparedness Office. He suggested maybe hosting another one or he would like to go over some of the materials and create a business continuity plan template to share with the hospitals. He will be scheduling a meeting with the eleven members that attended the training. More information to come within the next few months.

X. ADJOURNMENT

Meeting adjourned at 11:58 p.m. by Troy Erbenraut, Disaster Preparedness Manager.

The next meeting is scheduled for October 7, 2016 10 a.m. at the Disaster Preparedness Office.

Respectfully Submitted by:
Niki Lloyd
OSF Disaster Preparedness Secretary