

**NE Regional Hospital Preparedness Group
Group Meeting Minutes
December 14, 2009
Black Woods Conference Center**

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|-----------------------------|----------------------------------|----------------------------------|
| √ American Red Cross | √ Deer River Healthcare | √ Minnesota Department of Health |
| √ Arrowhead EMS | √ Ely Bloomenson Community | √ Rainy Lake Medical Center |
| √ Bigfork Valley Hospital | √ Fairview Range | √ Riverwood Healthcare Center |
| √ CHIC | FDL Human Services | √ SMDC Health System |
| √ Community Memorial | √ Grand Itasca Clinic & Hospital | St. Luke's Hospital |
| √ Cook Area Health Services | HSEM NE Region | √ St. Louis County Public Health |
| √ Cook City EM | √ Lakeview Memorial Hospital | Virginia Regional Medical Center |
| √ Cook County North Shore | √ Mercy Hospital | √ White Community Hospital |
| √ Cook Hospital | √ Miller Dwan | |

Respectfully submitted: Therese Campbell ◇ tcampbell@medinfosystems.org ◇ 218.625.5515

I. Welcome & Minutes	Approval of minutes –October 12, 2009 Welcome to Rhonda Vedder, Riverwood Healthcare Center	Minutes accepted To replace Mary Matthews
II. <u>Business Meeting</u>	<ol style="list-style-type: none"> 1. Mary Matthews announced this was her last meeting. She will move to Oregon with a new job. Leaving Friday 12-18-09 2. H1N1 successful delivery of antivirals around the region for the underinsured, the uninsured – suspension option was given for 88lbs and was helpful to the pharmacists 3. Announcement today: MDH - All Minnesotans can now receive the H1N1 vaccine provided they have enough vaccine and can still meet the needs of high risk patients who want to be vaccinated 4. Congratulations to Jo Thompson: Medical Reserve Corps project named her as a regional coordinator for the existing Capacity Building Workgroup 5. Work Plan and deliverables due January 8, 2009 – Information on temporary storage location for human remains was discussed with the Group meeting Each hospital responded with the information recorded by Therese Campbell (attached) 6. NIMS/HICS tent cards (Bob Norlen) with job descriptions 7. EMS Conference January 14-17 – Exhibitor fee \$475 	<ol style="list-style-type: none"> 1. Executive committee commended Mary for her service and for providing Rhonda Vedder to replace her in the Group 2. Marilyn reported the cooperation of the pharmacies was unprecedented 3. The new recommendations will take effect on Dec. 16. MDH officials emphasized that that the decision to broaden the vaccine effort needs to be made by each individual health agency or provider, based on their own needs and resources 4. Appointment by the National Association of County and City Health Officials. 5. Cheryl reviewed the deliverables for 1-8-09. Most have been completed. The Group agreed to assign the hospital reps to be named the “Lead Worker” for Fatality Management Plan 6. Pat Lee, EMS offered to print and laminate cards for 18 facilities 7. Group approved NE MN Region, MNResponds to host an Exhibit table near the NE MN trailer

III. Finance	<ol style="list-style-type: none"> 1. Budgets: Standard and Pan Flu; \$61,171 partnership/coalition development 2. Funds for mass vaccination for employees are available – Funds must be obligated by April 16 3. ICS classes for 300 and 400 need to continue to be offered – Grants can be obtained to help fund the classes (Adam to give list of names who have completed 300 and 400 to Pat Lee and Cheryl Stephens) 4. NE MN Trailer: Radio update was completed; Pat would like to order rolling shelves carts 	<ol style="list-style-type: none"> 1. Budgets approved; Partnership coalition deliverables will be available next meeting 2. Group approval of Exec. Committee’s recommendation for employees’ vaccinations - Each facility will receive \$500 3. Pat Lee is certified to conduct classes and will schedule them in 2010 with the help of Adam Shadiow 4. EMS expenditure from their dedicated funds was approved
IV. New Business	<ol style="list-style-type: none"> 1. Ventilators were sent to St. Luke’s and will remain – 2 at St. Luke’s and 3 at St. Mary’s 2. Some facilities interested in purchasing respirators 3. Courier for antiviral delivery to pharmacies was paid for by St. Louis County PH (\$800)– The committee thanked Julie Burns for the payment 4. MNTrac Alert type – Executive committee recommended Tammy to attend a NE MN Regional meeting in January or February 5. Pat Lee would like access to MNTrac – the present procedure compels him to contact Bob Norlen to update EMS information 6. <u>Emergency Management & Bioterrorism Manual</u> - Submit to Group for input – cost for each facility to obtain a site license is \$229.99 annual cost 7. Communications committee: Kim Garrett, Mike Vaneps and Andrea Peterson 	<ol style="list-style-type: none"> 1. For training on respirators – Check with Mike Vaneps &/or Shari Mlodozymec, SMDC 2. Group to revisit this request 3. Send a thank you note to the courier service a 4. Group would like Tammy to attend meeting for update training on MNTrac 5. Cheryl and Lyndsay to coordinate to give Pat direct access to updating the EMS information 6. If Group approves, Cheryl will contact the vendor to negotiate a price for access to the manual for our facilities 7. First meeting after 12-14-09 meeting
V. Reports	<p><u>Mercy Hospital - Keith Carlson</u>: Sponsored a hostage/shooter drill with the city; H1N1 procedures went well</p>	
<p><u>Deer River Hospital – Mike Vaneps</u>: Ran out of masks; H1N1 procedures went well</p>		
<p><u>Cook County North Shore Hospital</u> – Jim Wiinanen & Darrell Smith: Emergency & clinic/drills; applying for sprinklers grant; H1N1 went well; ICS courses</p>		
<p><u>Behavioral Health – Bill Maloney</u>: 1600 trained in Psychological First Aid. Passed out palliative care document; working on vaccination tool kit for clinics; Called in for deaths related to H1N1; Could partner with Mercy and their drill for BH</p>		
<p><u>LTC, Clinics – Theresa McDonald</u>: Provided a conference call with LTC re: H1N1 issues; Updating clinic</p>		

personnel and information; will schedule a teleconference and set up a schedule for 2010

White Community Hospital – Cindy Loe: Hospital is combining with the Clinic; issues to be resolved. H1N1 went well

Fairview Range – Char Maki: Ran out of masks; working on communication issues; building HICS training on administrative side

SMDC and Miller Dwan – John Jordan Had some H1N1 deaths and a number of ill patients; Clyde and John did Decon training with the staff

Education – Adam Shadiow: Formed an education committee – Keith Carlson, Cindy Loe, T. McDonald, & Stacey Ruschmeier; ICS 400 training; Working on making Decon training flexible to report Jan or Feb; Did a tabletop for dirty bomb;

MNResponds – Jo Thompson: MNResponds volunteers were used in three counties for H1N1 vaccinations and assistance – up to 100 hours of volunteer time.

Lakeview Memorial – Kathy Zellers: H1N1 went well; hospital and pharmacy are not connected; working with ambulance emergencies;

Cook Area Health Services – Mike Holmes: Working on Electric Health Records and HIE requirements

Ely-Bloomenson – Kim Garrett: Working on education regarding H1N1 with cable TV/radio/and Red Cross; Developing a regional plan with community; Held a tent set-up drill;

Riverwood Healthcare Center – Mary Matthews: H1N1 went well; ordered kiosks for supplies; wondered if they are practical; They are rethinking the order. Call Market Lab for information

Community Memorial – Andrea Peterson: Challenge when doctors want to release patients from isolation; ran out of masks; Had quite a few H1N1 cases;

Grand Itasca – Jeff Andrie: Working to integrate groups for emergency preparedness;

Rainy Lake Medical Center – Laurie Whitfield-Trautlein: Integration issues; over 90% of personnel was vaccinated

Next Meeting

January 11, 2009 Proctor, MN

Group Meeting 10:30am – 2:00pm
Executive meeting 8:30 am – 10:30

Deliverable:

Temporary storage location for human remains is identified:

Bigfork Valley Hospital	Local Funeral Home
Community Memorial	Hospital morgue; Refrigerated truck
Cook County North Shore Hospital	Portable morgue; Curling club
Cook Hospital	Local funeral home
Deer River Healthcare Center	Funeral home; For Mass Bodies we use the Loading Area
Ely Bloomenson Community Hospital	Funeral home; Ice arena
Fairview Range	Hospital morgue; Ice arena
Grand Itasca Clinic and Hospital	Hospital morgue; Refrigerated truck
Lake View Memorial	Ante-room; Contracted refrigerated truck
Mercy Hospital	Local Funeral Home
Rainy Lake medical Center	Hospital Morgue; Refrigerated truck
Riverwood Healthcare Center	Funeral home; Maintenance garage
SMDC Health System	Hospital morgue; Ice arena
SMDC Medical Center Miller Dwan	Hospital morgue; Ice arena
St. Luke's Hospital	Hospital morgue; Ice arena
Virginia Regional Medical Center	Hospital Morgue; Refrigerated truck
White Community Hospital	Local Funeral home; Hoyt Lakes Arena