

NE Regional Hospital Preparedness Group
Executive Committee Meeting Minutes
March 9, 2009 ♦ Blackwoods

Attendees: Beth Bilden, Marilyn Cluka, Roy Holmes, John Jordan, Pat Lee, Mary Matthews, Andrea Peterson, John Simpson, and Cheryl Stephens

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

| Agenda | Discussion | Recommendation/Action |
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| I. Welcome & Meeting Minutes | Approval of January 12, 2009 Minutes Deb Radi, MDH Representative for NE, SC & SE Regions for “Pandemic Influenza Collaborative Planning Grant” | Minutes approved Deb to give a presentation to the Group at the 10:30 meeting |
| II. Open Issues | <ol style="list-style-type: none"> 1. EMS Conference: “Going the Distance for EMS” Jan 23-24 2. Decon Nozzles will be sent out by Revees 3. “2nd Annual Partnering in Response” Conference Wednesday, November 4, 2009 at Timberlake Lodge 4. February Deliverables were submitted 5. Grand Itasca was trained in MNTrac 6. Replacement for Wayne (mid-sized hospital) 7. Ethics in Pan Flu Report requesting comments; and MDH to set up two meetings, one in Duluth) | <ol style="list-style-type: none"> 1. Very successful – Over 800 in attendance 2. John Jordan to receive and distribute the nozzles 3. Contract is confirmed and deposit paid; need a Chair and committee 4. Cheryl reported on MNTrac alerts and updates on bed count – some hospitals not yet in compliance 5. Lyndsay will be working with MNTrac updates and necessary training 6. Cheryl will approach Cher Maki from Fairview Range Regional in Hibbing 7. Comments deadline March 16 (More information to follow) |
| III. Finance | <ol style="list-style-type: none"> 1. Expenses – Attached 2. Equipment purchases should include bar code identification: “Purchased by NE Regional Hospital Emergency Preparedness Group” | <ol style="list-style-type: none"> 1. Request to add columns: Obligated funds & budget totals 2. Hospital Reps were given the bar codes to affix to equipment \$500+ |

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| | <ol style="list-style-type: none"> 3. Lab funds for MLS Chemical Lab Exercise State 1, 2, 3 4. ICS 300 Training April 28 & 29th Hermantown Public Safety Building 5. Audit Request: Put specific amounts for purchases made by HHS 6. Lithium batteries that need replacing | <ol style="list-style-type: none"> 3. Send receipts to be reimbursed for related costs 4. Training reimbursement for hotel and mileage available with the receipts 5. Refers to facility purchases – record amounts in the minutes 6. Each facility to take inventory; submit a request for the batteries, the purchase amount and provider name – bring back to committee |
| New Business | <ol style="list-style-type: none"> 1. MDH update <ul style="list-style-type: none"> ➤ Red Binder complete – being emailed to PH and Hospitals Reps, MAC, BH reps ➤ Flood toolkit coming with fact sheets prior to flood season ➤ Mass dispensing plans assessed for each LPH & Tribal Health ➤ All Hazard Plan Complete – submitted to MDH – CDs to CHIC and on MNTrac knowledge base 2. Radiation training to be offered following discussion 3. Medical Advisor report – will be meeting 4x year <ul style="list-style-type: none"> ➤ Sample document; Medical/surgical & PPE supplies by disaster type and category of hospital emergency services – Kirste Taipale ➤ Beth to meet with Marilyn and Cheryl monthly | <ul style="list-style-type: none"> ➤ Michelle Jordan from MDH to report 3/16/09. ➤ Will be distributed 3-16-09 on CDs <ol style="list-style-type: none"> 2. Marilyn, Beth, Cheryl, Adam and Mike Martaurano to discuss on-going planning 3. Discussion of pediatric preparedness – what equipment is needed an how to use; <ul style="list-style-type: none"> ➤ Therese to request electronic copies to send to Reps ➤ First Monday of the month after the HHS Conference call |
| Next Meeting | April 13, 2009 Executive meeting 8:30 am – 10:30 am | Proctor, MN |