

**CARROLL COUNTY COALITION
FOR PUBLIC HEALTH**

Regional Coordination Committee

MEETING

Wednesday January 20, 2016, 3 – 5:30 pm, Conway Village Fire Station

AGENDA

1. Welcome and Introductions
2. Public Health Annex on E Studio
3. Signatory Sheet_ language
4. CDC Medical Countermeasure Operational Review
5. Up coming Exercises
 1. Quarterly Call Downs
 2. Site Activation Ex (MACE or POD)
 3. Facility Set Up Ex (POD)
 4. August 6th Statewide Full Scale Ex – MACE AND POD
6. MRC business
7. Roundtable / Other business

MINUTES

3:00 pm: Welcome and Introductions. Members present Jessica Rosman (C3PH), Kelley Bousquet (Memorial H), Steve Solomon (Conway Fire), Matthew Leavitt (Conway Fire), Bob O'Brien (MRC/CERT), Jane O'Brien (MRC/CERT), Teri Fraser Hooper (MRC), Bill Briggs (Chatham), Linda Burns (MRC/CERT), Emily Benson (C3PH), Cheri Sullivan (C3PH), Amy Cullum (joined via call from CHI).

Emily Benson, Public Health Advisory Committee Coordinator, and Cheri Sullivan, Continuum of Care Facilitator, both from C3PH, introduced themselves and gave a bit of background as to what they do at C3PH. Emily discussed the 2-1-1 system and handed out 2-1-1 info cards.

Review minutes of 10/22/2015 –the minutes from the October meeting were reviewed.

E Studio – Jessica shared the E Studio document sharing system to access the plans. To access, go to <http://nh.same-page.com/studio/v7/>

Signatory Sheet – Proposed language on Annex signatory sheet was introduced: *BY SIGNING BELOW, YOU AGREE THAT: "In the event of a public health emergency that could include the set-up and maintenance of a MACE and a Point of Dispensing site that may need to remain operational for a timeframe exceeding 48 hours, You agree that that facilities and personnel under your direction from all departments but specifically from fire, police, city/town including schools staff and any other medical staff that may be under your leadership may be called upon to assist with this type of operation."*

Members discussed this. Steve Solomon suggested that the Town of Conway might not go for language that states that resources or staff may be called upon to assist.

We revised the statement to the following, and Jessica will bring this to Vicki Carrier at DHHS to see if it is sufficient: " BY SIGNING BELOW, YOU AGREE THAT: In the event of a public health emergency that could include the set-up and maintenance of a MACE and a Point of Dispensing site that may need to remain operational for a

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timeframe exceeding 48 hours, you have received the Regional Public Health Emergency Annex, and you have an understanding of the roles and responsibilities therein for a regional response to a public health emergency.”

MACE Appendix 3-Deep Activation – The group reviewed the MACE Activation process and the 3-deep call tree. This was clarified; Jessica will share the 3-deep call tree details with the sheriff’s department dispatch team. Mike Santuccio was unable to attend the meeting.

CDC MCM ORR – Jessica explained the process of our CDC Medical Countermeasure Operational Readiness Review, which was completed for our region this December. The applicable 15 CDC Capabilities were reviewed. (C1 – Community Preparedness, C3 – Emergency Operations Coordination, C4 – Emergency Public Info and Warning, C6 – Information Sharing, C8 – MCM Dispensing, C9 – Medical Material Mgmt & Distribution, C14 – Responder Safety and Health, and C15 – Volunteer Management.)

Community Preparedness: Behavioral Health - We discussed *C 1 Community Preparedness* in more detail. In particular, *Function 3: Engage community organizations including mental/behavioral health networks*. The group read and reviewed the Emergency Preparedness section of the Regional Community Health Improvement Plan (CHIP). Goal 2 from page 32 of the CHIP states that we will “Incorporate preparation for mental health needs into mass casualty and sheltering plans,” and that we will “develop the workforce needed for behavioral health support in shelters.” Although the Disaster Behavioral Health Response Team (DBHRT) has nearly 60 members who can be deployed to Carroll County (according to Jennifer Schirmer, Director of DBHRT), the group present at the RCC meeting questioned if we can contact these folks, and whether they are trained to act in a Point of Dispensing or Public Health Emergency. We identified that specific interaction with the DBHRT members is needed, and also POD Specific training for DBHRT members. Jessica will talk to Jennifer Schirmer about this. Members completed a question to this topic on their meeting-evaluation-forms. Evaluation results will be attached to the minutes.

Responder Safety and Health - We discussed C 14 Responder Safety and Health in more detail. Specifically, if we have folks trained as a safety officer, and if we could incorporate this role into an exercise.

Information Sharing – We discussed Information Sharing and the role of a PIO. In the last RCC meeting in October, members suggested that PIOs for regional public health emergencies here in Carroll County should come from the Hospitals, which each have specifically trained PIO Personnel. At this RCC meeting, Kelley Bousquet of Memorial Hospital stated that actually the PIO personnel at Memorial are asking for more training, and they would like to take a PIO Course. Jessica said a PIO Course through CHI may be able to be arranged. Jessica will plan this through CHI. Steve Solomon stated that the role of a PIO at the MACE should be exercised. If we exercise, the PIO should actually write a press release. All agreed. There was some discussion about past challenges with Information Sharing, as in a EEE situation which occurred earlier in 2015 when Paul Whalen was with the public health network.

POD Security – Members discussed the security function during a public health emergency. If we were to exercise, we should exercise the ability to control an unhappy crowd, or secure the medication.

Upcoming Exercises: August 6th Statewide Full Scale EX – On August 6th, the State of NH will conduct a State-Wide full scale exercise during which up to 50 Points of Dispensing in NH will be asked to be activated. In our region we have 3 PODs. We may be asked to activate one or more PODs as a part of the statewide Ex. Amy Cullum, consultant from CHI (Community Health Institute), joined us via call. Amy led us through a discussion of what capabilities we would focus on if we were to exercise.

Building the Public Health Infrastructure of Carroll County through Community Partnerships

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As preliminary planning for an August 6th Exercise, members present answered a few questions, and brought up some additional questions we do not yet have answers for.

- First, we decided that we would have the Exercise at the Kennett Middle School POD. The logistics of having it toward the south may be harder, because it is the Huggins Hospital Fair weekend on August 6th.
- We do have an MOU signed with Kennett, and the school administration is familiar with our POD process. Linda Burns will work on reserving the gym for that date.
- We would like to have actual flow-through of patients, and give out mock medication (skittles, jelly beans, or tick tacks). Steve suggested we can contact the Key Club to be our patients.
- We would like to also stand up our MACE in person, as the region has not exercised this. This should be done separately the day before. We would like the MACE to make a decision as a part of the exercise and to write an IAP and a Press Release. A possible decision can be an inject such as the medication running late to arrive.
- Objectives we would like to include in an Exercise are: POD Security, Information Sharing, have Behavioral Health on scene, and activate Responder Safety and Health by having an inject the Safety Officer can respond to.
- Unanswered questions include: Will the State provide any funding to the regions, how will we pay for Controllers, Evaluators, food, materials, staff time, etc. Will we have to open more than one POD? – The consensus is that we are not able to open more than one POD. Will we have Behavioral health volunteers? Will MRC volunteers be able to attend? Can an exercise planner “play” too? Who will be the Exercise Planning Team?

MRC business –

There will be a Statewide MRC/CERT/Red Cross integrated training conference in April. A POD Exercise scenario will be integrated as part of the event. Jessica will send out info on registration for the conference, as it becomes available.

Related to Medical Reserve Corps, Jessica asked for consensus from the group that this RCC group is in fact the governing body to make leadership decisions for the MRC Unit. (In the October meeting, that was the consensus, however this is a different group of faces at the January meeting). Since only two towns are present (Conway and Chatham), members here felt that the RCC as a whole is *not* a consistent enough group to make leadership decisions --- there perhaps should be the same folks every time, on this group who will make leadership decisions for the MRC. Steve suggested that Jessica contact Heidi Lawton who will be holding a meeting of all EMDs in the near future. This could be brought up to all of the EMDs at that forum, through Heidi.

Next, members present discussed the Medical Reserve Corps’ role in the community. Asked for a useful way that MRC members can fulfill a role on a routine basis. Steve suggested that there used to be Fire Auxillary groups who would help firefighters on scenes. He suggested it’d be good if we can request MRC volunteers for this purpose. For example, firefighter rehab: checking vitals on fire fighters at scenes, monitor when firefighters exit buildings, keeping accountability for men in and men out, and monitoring their health as they exit and ensuring all firefighters are well and good before the department leaves the scene. [After the RCC meeting, Jessica contacted Jennifer Frenette our Regional Director about this concept and she said it is do-able, and encouraged for the MRC to serve a rehab function for responders. She says there are a few other MRC Units who do serve this function. All we’d need is the training and the buy-in from fire depts. Jessica will follow up with fire departments on this.] Linda

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Burns asked if MRC can serve the needs of a family who has been a victim of a fire, for example bringing them cookies or food. This is a function of the Red Cross Disaster Action Team, yet has not been a function of our MRC.

Terri shared an upcoming series of 8 new courses, which will be a part of a CERT COURSE – if attendees attend all 8 courses (to be held on Wednesdays in Feb and March) they will be eligible to become CERT Members. At the first day, they will receive the basic Medical Reserve Corps orientation.

Members present discussed the differences in the mission of CERT and MRC. MRC has more of a public health function, to share health education and serve as a resource for responders. Members questioned whether the MRC Core Competencies (IS 100, 700, Psych FA, HIPAA in Emergencies, IS 200 Personal and Family Preparedness) are sufficient to fulfill the MRC true function. Linda Burns felt she is not a health educator nor a medical professional, so would align more to the functions of a CERT Team. Bob O'Brien talked about the CERT Team functions in New Jersey where he used to live and work.

Bob and Steve Solomon suggested that because of the differences, a CERT could be led by a separate organization and we might contact the Ossipee Valley Mutual Aid association about this.

The next step for the MRC is to complete a strategic plan for the unit's future development. This will include components of recruitment, retention, member sustainability, trainings, exercises, and a plan for community activities. Jessica will send an inquiry out asking for members to be on a Strategic Planning team, to meet and make these decisions.

Next steps and timeline – Members reviewed assignments.

Jessica will:

- Bring Exercise related questions to the State during her February PHEP meeting in Concord
- Contact Heidi Lawton about the EMD meeting coming up
- Contact Jennifer Schirmer about getting in touch with our area DBHRT members
- Send out invitation to a strategic planning meeting for MRC
- Send a Save The Date for August 6th to all Carroll County volunteers
- Contact Mike Santuccio at the Sheriff's office with the 3-deep Dispatch instructions for MACE activation

Kelley will:

- Reserve the gym at Kennett Middle School for August 6th

The meeting was adjourned at 5:30 pm.

Respectfully Submitted,

Jessica R. Rosman