

Minutes of July 15, 2016
Carroll County Regional Public Health Network
Regional Coordination Committee/Exercise Planning Meeting
For Statewide Strategic National Stockpile Exercise on August 5, 6, 2016

Attendees:

Jessica Rosman, C3PH
Randy Burbank, Effingham EMD
Heidi Lawton, NHHSEM
Jane O'Brien, C3PH CERT/MRC
Bob O'Brien, C3PH CERT/MRC
Adam Thompson, Tufonboro Fire/Rescue EMD
Keith Brown, CCSO Communications Center
Michael Santuccio, CUSD
George Walker, Conway PD
Linda Burns, Kennett Middle School, C3PH MRC/CERT
Theresa Hill, DHHS ESO
Domenic Richiardi, CCSO
Rich Young, CCSO
Ken Robichaud, CC Administrator

Jessica Rosman opened the meeting at 9:00 a.m.

Introductions

Public Health on E-Studio

All plans pertinent to this exercise can be found online on E-Studio. Jessica explained how to use E-Studio.

WEBEOC

Jess asked everyone if they were familiar with WEBEOC. The group was. Jessica reminded folks to sign in and make sure they have a current sign-in.

Review of MACE Appendix

The group discussed the MACE staffing and operations as per the MACE Appendix.

MACE Communications – Test phones, fax, internet, copier

MACE Phones: First, Sheriff Lieut Mike Santuccio and Sheriff Dominic Richardi, pulled down the multi-line phone plugs from the conference room ceiling, and we plugged in the phones to ensure the MACE numbers are correct. They are correct and working.

With preliminary testing done, testing the phones will be done again as part of the exercise at that time

Review of Exercise Plan for August 5,6 State Full Scale SNS Exercise

After introductions were made around the room, Jessica explained that she will be the Exercise Controller for the Full Scale Exercise on August 5th and 6th, 2016.

MACE Play for August 5th will take place in this room (CCSO 2nd Floor Delegation Room) 10 am – 12 pm.

Jessica reviewed the detailed POD Action Schedule for Saturday August 6, 2016. Set-up at the Kennett Middle School in Conway starts at 7:00 a.m. Most players will arrive at 08:30 am. The POD Exercise ends at noon.

The scenario:

A natural disaster (hurricane) moves up the Merrimack Valley, creating flooded roadways, impacting critical infrastructure, and resulting in an infectious disease outbreak of an unknown illness, requires deployment of the SNS to the Carroll County Public Health Network Region. State level Logistics will “determine” that a POD is needed for August 6.

After the state “informs” us of the need for a POD, by activating dispatch (confirmed numbers are correct at 539-2284), the state will test redundant communications.

Keith Brown is the Dispatch Supervisor and has trained his staff. They are prepared for State notification. Dispatch will then call the three-deep tree per MACE plan. Members present at meeting went over this. Jessica tested the MACE conference call number listed in the plan and it did not work.

ACTION ITEM: Jessica will initiate a new [FREECONFERENCECALL.COM](https://www.freeconferencecall.com) number for the Activation Team to use.

Jessica took the group through the details of the Exercise Plan.

The landing site for the Blackhawk Helicopter was changed from the sports field to a portion of the parking lot to improve delivery access to the building and eliminate possible damage to the playfield.

[Jess will email an updated MACE Plan to RCC members.](#)

[Jessica will set up FreeConferenceCall.Com](#)

It was noted by several attendees that Carroll County has some challenges involving turnover, continuity and availability of willing people to fill positions. Attendees identified the following challenges:

- Jessica is the fourth person to hold her position in a short period of time. This is her first POD in Carroll County yet she is experienced in POD procedures.
- George Walker just acquired the position of Conway EMD and has worked at a POD Exercise just once this past April.
- While MRC has been around for a few years and now has 46 MRC volunteers, we only began establishing a CERT Team program seven months ago. (We have graduated two classes totalling 20 CERT team members, and they have accomplished a lot of training in a short time, including Incident Command, POD training at the 2016 NH Integrated Emergency Volunteer Training at NHTI on April 2, 2016, and a POD training walkthrough at Kennett M.S. on April 26.)
- Janet Williamson is unavailable on August 6 due to a Hospital Fair at Huggins. The Memorial Hospital Prep Rep has left her position Jessica is attempting to get a hold of another contact from Memorial. Theresa noted that there must be someone from one of the hospitals participating, and suggested that Jess reach out to Deb Yeager. Heidi may know someone and will let Jess know.
- Steve Solomon, Fire Chief from Conway has not committed to anything (and is not in attendance today).
- We need to identify a PIO. No press is allowed in the POD. They should be in a separate room or ideally even in another building. For security reasons we don't allow the POD set-up to be made public. A press release will go about the exercise.

It was noted that the redundancy plan for key positions needs improvement, with the turnover of municipal staff. Key positions should be three deep, but it has been difficult to find people three deep in each POD position. Adam explained that if there was major fire or accident, fire and law enforcement personnel would be pulled away from the MACE and the POD, whether a drill or a real world POD. Without redundancy, you have no people. Much of Carroll County is sparsely populated and there are not enough people per town and we can't draw from other towns.

Funding: Members present discussed the following challenge: There is almost no funding for this exercise. The only funding C3PH has been allowed, from HSEM, is for two police officers. An invoice is all set and sent to HSEM for this in advance. Adam and others discussed that there is no provision to pay professionals who are needed to participate in this and it boils down to taxpayer expense. Departments have no budget for this kind of thing. Heidi added, "And they expect all this with no funding".

Regarding physical arrangements at the school, George Walker brought up that the school will not welcome us again if we damage their gym floor. It was suggested we cover the floor. Jessica said we will use gaffers tape, which is removed easily, for taping anything to the floor. George said rolled paper will be helpful.

96 boxes will arrive by helicopter at about 10:00 a.m on August 6.

We will have to run two objectives at the same time. We have volunteers coming at 10:00 to play "clients". Since the "medicine" will still be on the helicopter when the "clients" arrive, for the purposes of this exercise, we will process them as if we have medication on hand. We will have "skittles" for dispensing. At the same time, we will have personnel unloading the helicopter, bringing the meds into the building, taking inventory, and then releasing product to the POD dispensing stations.

ACTION ITEM: Jess will put plans on thumb drives.

It will be crucial to the evaluation that we have a Safety Officer who knows what they're doing to take care of the volunteers.

Adam has a truck with a lift gate that he will provide to help securely transport meds from the helicopter to the building.

Randy said he was not getting emails until around April, and is therefore new to the group.

Jessica is awaiting MSEL from the State.

Review of POD Appendix

The group went through the POD Appendix projected on the screen and reviewed Job Action Sheets.

Round Table/Other Business

Roundtable comments were solicited before closing the meeting. Comment reiterated items discussed above.

The meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Jane O'Brien