



## INTER-HOSPITAL COORDINATING COUNCIL MEETING MINUTES

**Friday, June 8, 2018**

**Washoe County Health District Conference Room B  
1001 East Ninth Street, Reno, NV**

**Present: Chair, Brian Taylor (REMSA); Vice-Chair, Sean Applegate (Northern Nevada Medical Center)**

<b><u>VOTING MEMBERS:</u></b>	<b><u>GUESTS:</u></b>
<b>Incline Village Community Hospital</b> – Myra Tanner	<b>Advanced Health Care of Reno</b> – Johnny Hunt
<b>Northern Nevada Adult Mental Health Services</b> –Andy Chao, Laurie Flannigan	<b>American Home Companion</b> – Not present
<b>Northern Nevada Medical Center</b> – Sean Applegate	<b>Barton Memorial Hospital</b> – Not present
<b>Renown Regional Medical Center (including Renown Rehabilitation and Renown South Meadows)</b> – Tammy Harding, Deon Miles, Amy McCombs	<b>Carson City Health &amp; Human Services</b> – Not present
<b>Saint Mary’s Regional Medical Center</b> – Kent Choma	<b>Carson Valley Medical Center</b> – Not present
<b>Tahoe Pacific Hospital</b> – Teresa Schumacher	<b>CERT</b> – Not present
<b>REMSA</b> – Brian Taylor	<b>City of Reno Emergency Management</b> – Not present
<b>Reno Fire Department</b> – Nathan Goins, Dennis Nolan	<b>Department of Public Safety</b> – Not present
<b>Washoe County Emergency Manager</b> – Not present	<b>Donor Network West</b> – Not present
<b>Washoe County Health District</b> – Andrea Esp, David Gamble, Stephen Shipman	<b>Grainger</b> – Not present
	<b>Human Behavior Institute</b> – Not present
	<b>Inter-Tribal Emergency Response Commission</b> – Not present
	<b>Lakes Crossing</b> – Not present
<b><u>NON-VOTING MEMBERS:</u></b>	<b>Liberty Dialysis</b> – Not present
<b>ARES</b> – Bob Miller	<b>Maxim Healthcare</b> - Not present
<b>American Red Cross</b> – Gail Alexander	<b>National Weather Service</b> – Not present
<b>Belfor Property Restoration</b> – Brian Foote	<b>Nevada Air National Guard</b> – Not present
<b>Carson Tahoe Regional Medical Center</b> – Not present	<b>Nevada Hospital Association</b> – Not present
<b>Community Health Alliance</b> – Sabrina Brasuell	<b>Nevada Medicaid LTSS</b> – Not present
<b>Life Care Center of Reno</b> – Lindsay Gay	<b>Nevada Pacific</b> – Not present
<b>ManorCare Wingfield Hills</b> – Not present	<b>Northern Nevada Hopes</b> – Not present
<b>Nevada Division of Public &amp; Behavioral Health</b> – Melissa Whipple	<b>NV Energy</b> – Liz Breeden
<b>Northern Nevada Infection Control</b> – Jennifer Connolly	<b>Pyramid Lake Health Clinic</b> – Not present
<b>Quail Surgery Center</b> – Cathy Retterath, Tara Larramendy	<b>Renown Hospice</b> – Sarah Keys
<b>Reno Orthopaedic Clinic Surgery Center</b> – Jacob Lujano	<b>Renown Skilled Nursing</b> – Not present
<b>Reno-Sparks Indian Colony HHS</b> – Daniel Thayer	<b>Reno Police Department</b> – Not present
<b>Summit Surgery Center</b> – Not present	<b>Reno Tahoe Airport Authority Fire Department</b> – Not present
<b>Surgery Center of Reno</b> – Not present	<b>Sparks Fire Department</b> – Ed McDonald
<b>Tahoe Forest Hospital</b> – Myra Tanner	<b>Summit Estates Senior Living</b> – Not present
<b>VA Sierra Nevada Health Care System</b> – Brian Passow	<b>Truckee Meadows Fire Protection District</b> – Joe Kammann
<b>Washoe County Medical Society</b> – Not present	<b>Truckee Meadows Water Authority</b> – Not present
	<b>Washoe County Medical Examiner’s Office</b> – Not present
	<b>Washoe County School District Police</b> – Not present
	<b>West Hills Hospital</b> – Jeffrey Garcia
	<b>Willow Springs Hospital</b> – Ben Kellogg

**I. INTRODUCTIONS – Group**

**II. REVIEW OF ASSIGNMENTS AND APPROVAL OF May 2018 MINUTES – Brian Taylor**

The May 2018 minutes were approved.

**III. SPECIAL EVENTS UPDATE – Group**

- Kid's Free Fishing Day – Sparks Marina - June 9
- Super Crawl – Wild West Motorsports Park – June 9-10
- Pylon Racing Seminar – Reno Stead Airport – June 9-10
- High School Graduation Ceremonies – Lawlor Events Center – June 12-16
- Reno Rodeo – June 14-24
- BBQ, Blues and Brews – Eldorado – June 15-16
- Preparedness Expo – Downtown Reno – June 21
- Sierra Nevada Lavendar and Honey Festival – Downtown Sparks – June 24
- US Open of Watercross – Sparks Marina – June 29-July 1
- Lantern Fest – Wild West Motorsports Park – June 30
- Reno Art Festival – Downtown Reno – June 30-July 1
- Artown – Bandaloop at City of Reno - July 1
- 4th of July at Artown – Downtown Reno – July 4
- Biggest Little City Wing Fest – Silver Legacy – July 6-7
- Star Spangled Sparks – Victorian Square – July 4
- Food Truck Fridays - Idlewild Park – ongoing
- Reno Aces Baseball - ongoing
- 1868 Soccer – ongoing

**IV. FINANCE SUBCOMMITTEE – B. Taylor**

Brian Taylor discussed that all of the previously approved items have been purchased and receipt of all items will be complete soon.

He brought up the rotation of the IFAKS throw bags and the Alpha kits, which this group needs to determine and agree upon. The suggestion is that the expirations dates of the supplies will be tracked and, six months before expiration, the hospitals, fire departments and REMSA will be notified with the request that these be rotated into their stock. This will keep the contents of the kits updated and usable in the event of such an incident. All voting members agreed to sign an agreement to rotate the stock as indicated above.

The subcommittee asked that anyone interested in being involved with the Finance Subcommittee let Andrea know or start coming to the meetings. The next meeting is June 28 at 8:30 a.m.

**V. REVIEW OF GOALS AND OBJECTIVES – A. Esp**

Andrea Esp mentioned that nearly 100% of the funds had been spent and 100% of the grant deliverables will be met by the end of the grant period, which is about 61 items for this period.

**VI. RESPONSE PLAN AND ALTERNATE CARE SITE PLAN UPDATE – A. Esp**

Andrea discussed two of the additional goals that the group chose to add to the grant deliverables. The group is on track to complete these plans by December.

The Response Plan has had its outline approved and the meetings for review begin June 18<sup>th</sup>. This will cover section 1 of the plan. Section 2 will be June 27, Section 3 July 13 and the Final will be completed by the end of July. Anyone interested in being involved, please plan to attend the meetings.

The Alternate Care Site Plan will have an outline completed by the end of July. This plan addresses that we have surpassed the capacity of the MAEA and we don't need a Federal Medical Station, but how do we set up Alternate Care Sites in the regions and work under one roof together. This includes credentialing, sharing of vendors, supplies, resources, State involvement. Leadership will follow up with the workgroups this fall, to keep things on track and progress moving forward.

**VII. DECON TRAINING – A. Esp**

LEPC provided the funding for this training, which was provided at each of the main hospitals, with orientations for first responders. This training was considered as timely, due to the area being previously determined that decon training was lacking. It was well received by the participants and would be something that they would be interested in doing annually, to keep in practice. Practical skills were reviewed and the knowledge of the instructor was appreciated. The training was kept short and to the point. Brian Passow recommends the two day class, as there is more opportunity for participation and training, and the second day of class is all hands on. The consideration will be made to go back to LEPC for additional assistance with this type of training or to see if we could get assistance with Train-the-Trainer training, to allow the community to provide locally on a regular basis.

**VIII. WASHOE COUNTY HEALTH DISTRICT UPDATE – A. Esp**

Brittany Dayton discussed the MCIP and Alpha Plan revisions. They have been completed and will go to DBOH for possible approval on June 28. Some of the revisions were used during the last two MCI events. One of the more recent updates to the plan includes the addition of a pre-alert if there are 10 or more anticipated transports, rather than an MCI declaration for 10+ patients. This will allow the hospitals to be notified of the potential for an MCI, with an activation notification after a better patient count is determined. Brittany will be updating the training and will provide training to any facility in need of it. The Alpha Plan is a completely new plan for multi-location or very large MCI events where we would be using the strategically located medical equipment and looking at moving stable patients from hospitals to long term care facilities and potentially using Law Enforcement for transport if there are hundreds of patients. She will be going to the board in June, but is asking to make these plans effective in October, allowing for the response agencies to train personnel. If anyone needs her to come in and do any training, she would be happy to do so. **When the agenda for the DBOH meeting is finalized, she will send it to the group for support of these revisions.**

Stephen Shipman reviewed the CRC exercise that will be taking place at the Preparedness Expo on June 21. There are many different partners working in conjunction with the CRC, all doing different activities. The object of the exercise will be population monitoring for post nuclear radiation exposure. All are invited to attend and walk through or view the process.

Stephen also will be doing a POD Command Course training at the Reno Sparks Indian Colony on June 13 from 1:30pm-3:30pm. If you are interested in attending, send an email to Stephen, who will forward it to Daniel Thayer.

In conjunction with the CRC exercise at the Preparedness Expo, David Gamble will be doing an MRC exercise. This will be for the Volunteer Reception Center.

Andrea Esp discussed the Access and Functional Needs training she has been working on with direct service providers. Several of the trained direct service providers will be participating in the exercise as well.

The OSCAR board in WebEOC is up. Please practice filling out the items on the board and providing input, to allow Andrea to continue making adjustments.

Home Health, Hospice and Dialysis facilities participated in a no notice exercise earlier this week. All dialysis centers and almost all Home Health and Hospice participated. Earlier in the year, they developed protocols on how to get information to the county in a certain time frame. Part of this exercise is to map what the community looks like in a Dialysis, Home Health and Hospice perspective, so we would know from a planning perspective what to expect. About 80% of the facilities participated. Renown Hospice was one of the facilities that participated and Sarah Keys indicated that it went well for them and they felt that the series of exercises they completed were good for the facility. This allowed them training and they found items in their policies, procedures and plans that need updating. They will continue to practice within their own facility, if the County does not continue to do so.

Ambulatory Surgery Centers will be having a community based exercise July 25. The planning meetings will be June 18, June 29 and July 18. Their biggest assets are staff and supplies and they would like to figure out how they give staff or supplies to a hospital. As there are currently no procedures or protocols currently in place, a goal is to help develop protocols in the region. They expect to find many gaps and use this to develop protocols for the region.

Contact information updates are being sent out to facilities. Please update the information, including contacts for the MCIP, MAEA, POD, IHCC, etc., for each person listed on the form. There may be different contacts for different things, and we are trying to streamline the process, rather than have multiple contact lists. A minimum of three contacts per facility is requested. Text messaging will also be tested, so we are asking for a cell phone provider, if you are interested in receiving a text message.

Updates to the Preparedness Planning Guidelines that were approved in January will begin soon. Updated HVAs and a new survey will be requested from the facilities this fall.

The Isolation and Quarantine table top exercise will be June 26 from 9:00am-12:00pm. The scenario will have a patient presenting at Saint Mary's, but all hospitals will gain knowledge of the process, as it includes the Courts, Hospitals, Public Defenders and Law Enforcement. This exercise will go over what our legal authorities are to hold someone against their will. There has been a lot of confusion on how this works and what each participant needs to do to make this happen. Revisions

have been made to the plan, based on NRS statutes. Andrea is working on a flow chart of the process to add to the plan, to make a reference chart for ease of use.

**IX. WASHOE COUNTY EMERGENCY MANAGEMENT UPDATE** – Not present

**X. REVIEW HVAs** – Group  
No HVAs to review.

**XI. NEW BUSINESS AND FUTURE AGENDA ITEMS** – Group

The request came up to invite Reno Police and Sparks Police Departments to IHCC meetings periodically, especially prior to big events for street closure information (i.e. Hot August Nights, Street Vibrations, etc.). If anyone has contact with any Law Enforcement, please invite them or collect information and bring back to meeting. **Brian Taylor asked for this to be an agenda item for the next meeting.**

LEPC participation and attendance was mentioned. Kurt Green is still a contact for LEPC, representing IHCC, but since he is no longer with IHCC, his name should be removed and Margo Baxter should replace it. A letter needs to be sent to Aaron Kenneston to request this change. Tammy Oliver has offered to be a representative in Margo's absence, so should be added as well.

Brian Passow indicated that the NDMS Full Scale exercise they were planning has been reinstated. On August 28, a C130 will be landing at the air guard base and about 50 patients will be evacuated to local facilities. If there are any volunteers for this, please send your names to Brian for vetting and clearance, as he will be putting in the request for crews to assist. Brian will send Brian Taylor a request and he will enlist to participate. **Brian will send updates and keep the group aware of the exercise as the planning progresses.**

The group voted to add Summit Surgery Center as a non-voting member.

The meeting was adjourned at 9:10am.

Gaumard Scientific was on site for the meeting and provided an educational period with their simulations for health care mannequins. He demonstrated some of the features of the different models they offer.