

**Region 3 RESF 8  
Harmonization and Standardization Meeting  
May 6, 2011  
Bristol Burlington Health District**

**ATTENDANCE:** Bruce Lockwood, Tom Gavaghan, John Degnan, Jeremy Plossay, Charles Petrillo, Steve Huleatt, Allyson Schulz, Maryann Lexius, Marge Seiferheld, Dave Boone, David Kosciuk, Bill Kramer, Jeffrey Lim, Judy Torpey, Richard Matheny, Dr. Gerald Schwartz, Sylvia Dake, & Melissa Marquis

**WELCOME:** Melissa Marquis welcomes all to the Bristol Senior Center, and thanked Bruce Lockwood for hosting.

**HANDOUTS:** CRI Metric Sheets overview

**APPROVAL OF MINUTES:** Chuck Motes moves and Charles Petrillo seconds; all are in favor to accept the previous meeting's minutes.

**WORKGROUP REPORTS**

**Local:**

**CRI**

Melissa reported that the work groups have not been meeting (for about a month) in order to accommodate MDAs focusing on preparations for their TARs. Preliminarily, scores are looking very good. Corinne Rueb is focusing on those areas that scored 0 or 0.5 last year. Some general recommendations for those MDAs with upcoming TARs: Check your quarterly call down documentation, ensure signed security plans are in place, note that drills and exercises must continue in order to keep up the point totals in section 12.6.

Regional functional exercise "Operation THREAT" in June will be a big opportunity for points in section 12.6 of the TAR. Carmine Centrella suggests the LHDs get a small group together in their office and monitor WebEOC for the message traffic. Take the opportunity to discuss "What ifs" to make it a local table top exercise. DEMHS, DPH, and others are prepping injects. Maryann Lexius noted the 15<sup>th</sup> of June is also the CADH board meeting date. Melissa will discuss this conflict with Jennifer Kertanis at CADH. There will be several health directors who will not attend the membership meeting due to the exercise. Carmine noted that non-players can get a copy of the MESEL to plot some parallel play if they wish. WebEOC will key up the incident over a 2 to 5 day period (leading up to the exercise) to make it "real". Melissa will complete an "intent to drill" form for the region and encourages all LHDs to complete the short-form AAR after the exercise. Carmine would like to get a copy of the AARs since there may be additional information that is captured locally that the region could benefit from. Additionally, it is important to ensure that DPH deliverables are covered.

Bruce Lockwood is using the new guidance on first responder support and is planning an exercise (a drill) with the responders using the Head-of-Household form developed and sent out via SurveyMonkey. The data base located at the Department of Consumer Protection may complicate the process but the data must be handled carefully. Site selection POD by responders is part of the proposed approach.

Steve Huleatt prompted discussion about the C4 (acronym unknown- environmental health) meeting

that was held this week. Some good guidance on planning came out of it. Steve mentioned that guidance will be emerging soon on - food borne illness, epidemiology, and standardization techniques for these topics.

### **PPHR**

Melissa and Carmine described the work that has been done on the Regional PHERP (Public Health Emergency Response Plan). Carmine, Melissa and Sylvia Dake are meeting nearly every Friday on developing the language of the PHERP. They are working to draft the bones of the plan and will share sections drafted with the PHERP/PPHR work groups. The workgroups can then begin adding the details to it according to the PPHR criteria. We are hoping to have some sections ready for the work groups by the end of May. Contributors are needed. Please, let any of these workgroup members know what your interests are in terms of writing and reviewing this product. For example, if you have expertise in a specific area or if you have experience writing specific sections of a plan (like concept of operations, etc.) let the team know. Steve encourages everyone to take this opportunity back to their HDs. Get nurses, sanitarians and others involved in the process. We need their expertise. Melissa also reminded the group that in the interim period between now and when the groups come back together, to continue updating your local PHERPs; the regional plan points back to the local plan and vice versa.

### **Regional CRI**

As above in the local CRI report.

### **PHERP**

As above in PPHR.

### **State Work groups and reports:**

#### **PHP**

The Regional Advisers meeting with Pamela Kilbey-Fox covers a lot of the issues covered in this meeting. New CDC guidance - the new target capabilities for Public Health - is out. CADH Emergency Preparedness (EP) management team and DPH are reviewing them to help plan and determine the focus on funding streams. On the 17<sup>th</sup> of May, the application at the state is due. More updates, soon.

Are you ready for your CRI-TAR? Be patient and share your experience with those who are new to the process. Some departments are getting scores that don't match expectations but a lot of learning is going on. A survey was done at the semi-annual meeting. It appears that it is helpful to planners to get a target action list. This point had nearly a 100% response on the survey.

Public Health Preparedness Advisory meeting - Maryann describes it as a cross cutting membership that is changing its mode of operation to better reflect the work that needs to be done. They met on the 21<sup>st</sup> of April with DPH looking for input on the 5 year funding application. They are concentrating on the creation of a work list to focus efforts by identifying gaps state wide. How prepared are we in comparison to other states? Mary Pettigrew put together a current status document. Dr. J. Mullen attended. By Laws will be updated.

### **PPHR**

Identification of statewide gaps (as noted above) will help with PPHR, too.

## **TRAINING, DRILLS AND EXERCISES:**

The functional exercise on June 15th will have a communications component but listen for more details and save the date.

Steve Huleatt reports on his local MDA Distribution Site (RSS) drill. Lots learned! There was good response and support. Storage and layout issues will prompt a plan redesign due to new construction in Blue Back Square. Maryann asked about inventory systems and tracking. PHER money for this type of application has been repeatedly denied. Bruce notes his purchase of bar code system last year is a test bed. They will also use it with their school nursing program. This will help keep the software in practical use and help keep users familiar with the processes. There is a problem with nomenclature in the software. There is a need to define teams and equipment for the software. He expects roll-out by the close of the current contract. Software upgrades will follow. They will offer a workshop on how it operates. The goal is to share the experience with this system and get feedback.

Steve commented on the issue of roadblocks in moving toward more closed PODs. It's more difficult for some to consider turning over state assets to private companies. This issue is being addressed. The issue of units used must also be standardized – what is a dose? It will be important to track countermeasures (out and used) in order to track the leftovers. The cost is about \$3K for hand held platforms in the networked version. Other technology is in the region in regard to electronic patient tracking. Over the summer, the use of the patient tracking technology will be expanded. There is no licensing fee for this technology. The intent is that the region will buy all the software but the hand held devices may need to be purchased by locals. It could be ready for fall flu clinics. It can be use to track clinic attendance, as well. Dave Kosciuk is leading this electronic patient tracking initiative; please contact him if questions arise.

SNOW 2011 is the name of the local exercise being planned for Windsor. Allyson Schulz needs evaluators, players and others for the 22<sup>nd</sup> and 23<sup>rd</sup> of June. It will be a full scale exercise with 300 people moving through the POD. Since this is so close to the regional exercise, it might be a natural tie in or follow-on. Additional off-line discussion will ensue with Allyson, Steve, Carmine and Melissa.

## **CREPC UPDATE: NONE**

**STATE UPDATE:** The expectations are that there will be \$300K less in the DPH budget but, this is not final. There should be a PHER amendments update at the next meeting, according to Juanita Estrada.

Tom Gavaghan, of DEMHS, advised the group about a verbal update from the DEMHS Commissioner that the state reorganization will place them under the Department of Public Safety. (Several other units will also be reorganized under DPS.) The current commissioner will become a Deputy Commissioner in the new organization. Current personnel losses are significant - including the loss of much of DEMHS's grant writing expertise. OPM has stated that there will be no new hires. Union negotiations in the state will impact the budget. Sunday is the big deadline. Afterwards, layoffs may begin to insure that a balanced budget is achieved. The thought is that the State Police (and other unions) will vote no on concessions. It only takes one NO vote by one other union to cancel the deal. A lay off of more than 4000 state employees may be needed to make the Governor's budget goals – obviously, this is not a desirable outcome. Carmine asked about the grant management process and

funding stream changes if DEMHS is reorganized under DPS. Tom indicated that we will have to wait and see but since we are currently operating under Fiscal Year (FY)'08 and FY'09 funds, the bigger impacts might not be felt until FY'13.

Advisories have gone out to Emergency Managers and CEOs about potential increases in terrorist activities (in reaction to the death of bin Laden) from the CTIC (CT Terrorism Intelligence Center).

Tom reported that the CCM conference was a good one this year. Bruce Lockwood spoke about children in disasters. It was very well received. Tom also indicated that a new, state wide, mass care annex or appendix is in development.

The January 11-12th snow storm response will be covered by a FEMA award. Financial coverage of snow removal from roofs is still an issue. Some towns have insurance and others don't. The FEMA support may not cover these expenses.

Steve noted that DPH, if it is forced to make personnel cuts, will probably do it through the bump system. All of the resulting changes will probably not happen by the 1<sup>st</sup> of July because retirements (over the course of the next few months) will lead to more bumps and additional personnel changes. Juanita thinks lay offs will focus on newer employees.

#### **OTHER BUSINESS:**

Workshops – there are 2 regional CRI deliverables. The first CRI workshop will be covered through the SWOT analysis meeting that was held in January. There were considerable CRI discussions during that meeting. The 2<sup>nd</sup> workshop is a summary workshop that will offer all participants the chance to become familiar with the region's composite TAR score and begin to find solutions for common problems. Best practices will also be shared.

The PPHR workshop may be held as a state wide function during the last week of June. The West Haven Savin Rock Conference Center is under consideration as the location. More information will follow with exact date and location.

As a reminder, 3 local CRI exercises are needed. Again, you should consider using the June exercise to full fill at least one of these requirements.

Unlocked CRI metric sheets are available from Melissa.

Melissa gave a CRI Metric sheet overview presentation. She shared some examples from LHDs that have completed the metric sheets correctly. Allyson shared her approaches to using the sheets. The first page lets you fill in some generic data that the sheet will carry over to other similar entries.

Observers/Evaluators will get a copy of the sheet to collect data: In, Out, Patient ID, etc. The sheet calculates time thru based on the time hacks entered. There is a lot of flexibility on what you can track. The sheets are color coded.....yellow, you enter data; blue, the spread sheet does the calculation.

Watch for error messages and recheck your inputs. It is strongly suggested that you look at the forms before the event. This allows you to plan for what you want to get out of it. Extra spread sheets are available.

- Personnel call-down sheets are often used and are very easy. However, large numbers of personnel can be very time consuming to enter.
- The Pick list drill sheet (with start and end times) was discussed.
- The Supply Chain Management Game is considered very helpful. We should check with

Corrine to see what kind of output DPH wants from the game but you can do an AAR to get credit.

- A Site Activation drill is easy to conduct for credit - as well as a local call-down drill. In subsequent meetings, there will be more on the resource allocation sheet.
- The Decision Making Assessment Tool checks your approach to information gathering, situational awareness, personnel and equipment needs considerations, the evaluation of potential outcomes, awareness of lines of authority and other key considerations that must be reviewed prior to opening PODs. The use of this tool can be counted as a regional metric sheet deliverable.

Melissa asked if there were any questions, and if this short presentation was helpful.

Maryann asks if one drill with 3 metric sheets counts for 3 deliverables. Yes, if it is a well constructed drill that covers the required deliverables.

Bruce announces that the IAEM conference will be in Nashua, New Hampshire on the 13<sup>th</sup> of May and feature Rudy Giuliani as the keynote speaker. This year there will be a number of PH orientated break out sessions.

Note: Trailer purchases and funding streams – there is a 30 day incomberment on the funds. The 30<sup>th</sup> of July, 2011 is the ending date for the grant. Contracts are not ready and checks are not out. If you wish to make purchases immediately, you could “up front” the money.

Next meeting date: June 3, 2011  
Location: Blue Hills Fire Station, Bloomfield- WHBHD