

Meeting Minutes
DEMHS Region 3
Public Health Preparedness Planning
ESF-8 Harmonization and Standardization Meeting
March 1, 2013
Central Connecticut Health District

Attendees: Allyson Schulz, Janet Leonardi, Juanita Estrada, Aimee Eberly, Nicole Hawley, Bill Turley, Bill Kramer, Bruce Lockwood, Judy Torpey, Maryann Lexius, Dave Boone, Marge Seiferheld, Tom Gavaghan, Francine Truglio, Patrick Turek, Michael Pepe, Jennifer Kertanis, Shane Lockwood, Rob Miller, Steve Huleatt, Melissa Marquis, Sampada Deshpande

Welcome – Melissa Marquis welcomed everyone to the meeting and thanked the Central Connecticut Health District for hosting.

Approval of Minutes –

There were two items that were noted for correction on the February 1, 2013 meeting minutes:

- The header “Agenda” needs to be changed to “Meeting Minutes”
- Under “Workgroup Reports”, the third bullet point, “The group was asked how many people have finalized POD agreements?” is missing the word “closed” and therefore should read “The group was asked how many people have finalized closed POD agreements?”

With those two corrections, Bill Turley motioned to approve, seconded by Judy Torpey. All were in favor.

Workgroup Reports:

- Local
 - CRI- see regional report.
 - PPHR – Melissa stated that once PPHR is completed, there will be a creation of workgroups that are more applicable to current projects.
- Regional
 - CRI- TAR update – Melissa reported that TARs are just about finished. She stated that they have been going well and that scores have been good.
 - The Everbridge / 3-deep LHD emergency contact list was distributed around the room. Melissa asked that everyone review and update the information, if necessary.
 - PHERP- no new updates.
 - The group discussed working on furthering the existing communications plan for the region. The plan as it stands is more of a protocol at this time. It could use additional detail to mirror the other regions’ communications plans. One of the points made was the importance of distinguishing between available personnel versus personnel available for deployment.

Also noted was that as the plan is developed, it is important that it not come in to conflict with RICS. One of the attendees asked whether the regional emergency support plan (RESP) orientation training was still available; to which the group replied that it is available on TrainConnecticut.

- One of the attendees asked whether there were still plans to do RealOpt training collaboratively to which the response was yes. Another question was whether Corrine Rueb had to this training or whether it is something that could be done independently. The group replied that RealOpt training may be able to be completed independently; however, the POD standards worksheet needs to be completed with Corrine.
- State
 - DPH- no updates
 - DEMHS – Tom reported that DEMHS has visited 169 towns and two tribal nations and noted that request for presidential declaration must be made within 30 days of event.
- Training, Drills and Exercises
 - Alan Boudreau is working with Charles Brown/CADH on RDS training. The first region wide trainings will be in Region 5 with New Milford and Torrington. The training will be hands-on. After the two trainings have been completed, training will be available at the DPH level and may be individualized. The training will involve practicing pallet jack use, as well as unloading and distributing of the pallet. There was discussion including whether there was an inventory management system, barcodes on bottles or boxes, and whether Pharmacy Association should be involved.
 - Distribution clarification- Melissa reported that she received clarification from Al Boudreau that there are eight tractor-trailers available for statewide use via contract. Additionally, there are a number of 25-foot box trucks which if stacked appropriately could fit 16 pallets. Al stated that the trucks have lift gates.
 - Melissa reported to the group that CADH is working with the five regions and DPH to develop a statewide CRI forum as one of the regional contract deliverables for this year. The forum is being planned for May 2 and will be about $\frac{3}{4}$ of the day. It will focus on best practices/identifying gaps. The planning team is hoping to get the FBI to be the keynote speaker. There will be breakout sessions on alternate dispensing methods, volunteers, and security, and also time for networking. The Yale Orange campus is being looked at a possible location and the Yale public health training center will be a co-sponsor for the event. CADH is hoping to get a broad audience. There will be panel discussions etc. Details are still being worked on. The planning team has been holding planning sessions by phone every other week. Save-the date communication will be sent out once the location and date have been confirmed.

- Steve spoke about the 5% budget sequestration. He also spoke about the no cost extension and asked the group whether everyone was planning to do this.
- Carmine Centrella was unable to attend the meeting and therefore provided an MMRS update by email which read as follows:
 - “1. Continue to participate on National Leadership Group – leading workgroup for National MMRS Best Practices
 2. Continue to participate on the planning team for the National Healthcare Coalition Conference being held in December – submitting abstract for presentations regarding local public health and MMRS partnership
 3. Everbridge – Have received on-site training from Everbridge – data format is different than anticipated. Much easier to manage, I will follow up with the 7 LHD that are participating to confirm points of contact and individuals who will be messaging to join the system. Will send out invite to training modules about 90 minutes total and then plan training session with group and individuals. Plan is to have all participating public health contacts in system and basic training by the end of April”
- CREPC Update- Bruce Lockwood reported the following info:
 - There have been 12 meetings held over the past 2 months.
 - The budget has gone from \$4.1 million in 2010, to \$400,000-\$500,000 in 2011, to \$160,000 this year.
 - EMAP baseline assessment is hoping to be conducted soon. This is an accreditation program for emergency management. There may be an available \$14,000 through DEMHS/FEMA... waiting on approval.
 - An Emergency Manager (EM) survey will be sent out to ask about interest in certification. If enough emergency managers are interested from the Region- there may be a possible 20% discount in certification charges.
 - Attendance at CREPC meetings was encouraged, meetings will be held quarterly now.
 - There was discussion about possibly having a hotline for CREPC/regional issues
- Other Business-
 - The CT Conference of Municipalities (CCM) annual meeting will be on May 8, 2013.
 - The statewide exercise has been postponed to April 2014.
 - The next Public Health Advisory Committee meeting will be on April 18.

*Next Meeting
April 5, 2013 hosted by East Hartford Health Department*