



## METRO FOOTHILLS HEALTHCARE COALITION

### MEETING INFORMATION

**Date:** Tuesday, January 2, 2018

**Time:** Lunch served 11:45 am, Meeting 12:00-1:30 pm

**Location:** Jefferson County Public Health, Parfet Building, 645 Parfet St, Lakewood, CO 80215

**Meeting Room:** Mt. Bierstadt Room, 1st floor to the right of the reception area

### MINUTES

- **Arrive, sign in, grab lunch**
- **Welcome & Introductions – Janelle (10 mins)**
- **Review Previous Action Items – Janelle (5 mins)**

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
If you are interested in becoming a Closed POD, contact the appropriate person for your jurisdiction: Christine Billings (cbilling@co.jefferson.co.us) for Jeffco & Gilpin; Cali Zimmerman (Cali.Zimmerman@dhha.org) for Denver; Megan Nies (meganlnies@gmail.com) for Broomfield; Donna Kline (dkline@co.clear-creek.co.us) for Clear Creek.	All	On-going
Member Spotlight - email Janelle and Lisa if you would like to be featured on the website. Large increase in the number of people joining. Volunteer to include yourself on the <a href="#">member spotlight webpage</a>	All	On-going
Contact Ginny Schwartz (ginnys@allclearmg.com) if interested in participating in a Disaster Book Club. Next book is <u>Heat Wave</u> by Eric Klinenberg. Meeting will be February 1 <sup>st</sup> at 5pm. Location is TBD.	All	2/1/18
MCI Homework assignment (see past Minutes and PPT)	All	On-going
Stay updated about new CMS emergency preparedness rule webinars, workshops, and training on MFHCC <a href="#">website</a> .	All	On-going
Send “Non response response” process to Jefferson County agencies	Janelle, Christine	1/30/18
Contact Diana Delgado (ddelgado@eatonsenior.org) if interested in serving as a volunteer Subject Matter Expert at active shooter exercise on Feb. 13th from 10am-12pm in Denver.	All	2/10/17
Email Janelle and Lisa if you are interested in any of these: (1) Serving as a minute taker for one month in 2018 or (2) You could host 60-70 people at an MFHCC meeting during any month in 2018.	All	On-going

### **Agency Updates - All – Lisa (15 mins)**

- Linda Underbrink – Foothills Regional Emergency Trauma Advisory Council (RETAC): The Foothills RETAC will be submitting a regional injury prevention grant to address fall prevention and overall home assessment for the elderly. If your organization is interested in participating, contact Linda at [linda.u@msn.com](mailto:linda.u@msn.com).
- Lisa Filipczak – Denver Public Health: Reminder about supply request from Children’s Hospital Colorado which was emailed to MFHCC members on Dec. 28th. They are still in need of saline and some pharmaceutical supplies. Contact [Sarah.Lorenz@childrenscolorado.org](mailto:Sarah.Lorenz@childrenscolorado.org) if you can assist.
- James Robinson – Denver Health Paramedic Division: Looking at submitting a regional provider grant for [AeroClave](#) which is a quick acting and relatively inexpensive decontamination system that uses an aerosolized solution. The solution has the potential to be used in the decontamination of rooms or other areas (work spaces), including vehicles/ambulances. James will be arranging a demo with the company and will pass along demo date to Lisa/Janelle to share.
- Donna Kline – Clear Creek: A two-week planned Continuity of Operations (COOP) event (relocation of offices due to HVAC work) was extended to five weeks. Lessons learned - For a COOP plan, anticipate having to move full offices; don’t rely on the assumption that you can work off of a laptop. Plan for time associated with the move. IT considerations – can take a significant amount of time to move them and they will need their own COOP plan.
- Suzanne Boccia – Denver Department of Public Health and Environment: NCR mass care committee is being revived and the first meeting will be Jan. 18th. Merging people and animal sheltering planning. Sheltering will be the initial focus. Relevant updates will be provided by Suzanne.

### **North Central Region Healthcare Coalition (NCR HCC) – Michelle Deland (5 mins)**

- See [Meeting PPT](#). NCR HCC Funding Opportunity documents were sent to members on 12/11/17. The application deadline is Jan. 15th so consider applying soon for project funding.
- NCR HCC Joint Risk Assessment was completed and submitted to CDPHE. It was sent to MFHCC members on 12/22/17.
- The Ancillary Healthcare Workgroup is now open to all ancillary healthcare providers in the North Central Region. Contact Michelle Deland at [mdeland@ncrhcc.org](mailto:mdeland@ncrhcc.org) to join.
- Michelle will begin to compile an NCR HCC Roster. Working with chapter leaders to standardize member types and the fields of contact information across the region. Expect a request to submit your information in the next few weeks.
- All Governance Board meetings are open to chapter member. However, the January 23<sup>rd</sup> meeting will be closed because governance board members will be reviewing funding applications.

### **Trainings and Events – Janelle and Lisa (5 mins)**

- Community Inclusion in Colorado (CICO) Maps Training will be held Feb. 6th from 1-3pm at JCPH. The MFHCC meeting will run from 12-1pm and the training will replace the NCR HCC Ancillary Healthcare Workgroup meeting that month.
- “Bronco Thunder” Weapons of Mass Destruction (WMD)/Radiological Incident exercise will be held February 8th at 8:30 am at the Hyatt Regency Hotel in Denver. Register [here](#) by February 5<sup>th</sup>.
- Review the numerous new training and exercise programs that have been added to the [MFHCC website](#).

### **Ancillary Healthcare Workgroup Update – Diana Delgado (5 mins)**

- Workgroup started in October of 2017 and will continue to meet monthly at 1:45 pm following the MFHCC meeting. A call in/remote video option will be offered for the workgroup.
- Now open to all ancillary healthcare providers in the North Central Region.
- Will bring in Subject Matter Experts (SMEs) to present at meetings, as needed.
- Goals:
  - Create Memorandums of Understanding (MOUs)

- Communication drills
- Compile list of available resources
- Address needs of members based on CMS rules
- Conducting trainings/exercises

**Member Agency Spotlight: Member Agency Spotlight: Colorado Department of Human Services (CDHS) – Charlotte Olsen (20 mins)**

- See [Prezi deck](#) for details.

**Public Health Emergency Operations Plan (PHEOP) Summary – Board of Health rule to have partners review the plan - Janelle and Christine (5 min)**

- All members should be aware of the PHEOP – Jefferson County condensed the plan for review into a PHEOP Memo and Summary.
  - Members should review the Responsibility section which includes responsibilities of public health and the healthcare coalition. It is included in the meeting minutes email and posted to the [website](#).
- Contact Christine and Janelle if interested in reviewing the entire PHEOP.

**MFHCC Chapter Planning for 2018 (20 min) - Janelle and Lisa**

NCR HCC:

- The MFHCC chapter aims to align with the movement and strategic vision of the NCR HCC.
  - Strategic planning on the regional level is in process, so the chapter would like to solicit members for ideas for 2018.

Ideas from MFHCC chapter members:

- Continue the member agency spotlight which allows members to get to know each other and learn about their organization.
- Tri-County Healthcare Coalition Chapter – piloting new meeting arrangement. At their quarterly meetings they will be breaking into small workgroups to facilitate discussion and then report back out to the larger group.
- HCC activities should go beyond checking boxes to complete deliverables. Think about the needs and determine what this group should focus on.
- Patient tracking will be a focus of the NCR EMS subcommittee. This aligns with the work Emergency Support Function (ESF) 6.
  - Uses of data – How can groups use the data that they have? (specifically in EMS)
  - Would like to see more participation from medical examiners and coroners
  - Concept of operations (CONOPS) for the Mass Casualty Incident (MCI) bus project. Received regional grant for a new bus to transport multiple non-ambulatory patients in a climate controlled vehicle. The configuration can be customized. This will be a shared resource for the region.
    - Questions to consider as this project moves forward: How does this get incorporated into the response? How do you request it? What is the cost, if any?
- Add an agenda item to share updates from EMS subcommittee at each MFHCC meeting. The EMS subcommittee meets every odd month.
- Surge planning – It would be beneficial to focus on trauma or pediatric surge planning.
- Evacuation planning – Test the practical aspects of communications and planning that goes with that.
  - Focus on ancillary healthcare evacuation plan – hospitals should have this in place already. So this could be addressed in the Ancillary Healthcare Workgroup.
- Include a report out from organizations that have been surveyed by CMS in the past month.
- Cyber-security – Topic would be interesting but more relevant to IT staff. Consider a joint exercise or training and ask MFHCC members to bring their IT staff.
  - Review consequence management of IT issues and not necessarily mitigation lessons.
  - Consider a general presentation on IT best practices – when to change passwords, not to open suspect attachments, etc.
- Training and information on the integration with Emergency Management. How are roles designated and how

are resources/needs determined and fulfilled?

Identify Needs for New and Long-Term Members:

- Lisa and Janelle are mindful of the need to make meeting agendas valuable to all. Members of the MFHCC have different levels of experience and needs related to emergency preparedness so there is a need to balance the content to many types of attendees.

November 7<sup>th</sup> Winter Storm Exercise After Action Report/Improvement Plan (AAR/IP) – refer to AAR/IP

- Regional communication and coordination – work in progress and will impact some of the action items on the AAR/IP
- Communication Drills: Consider a template for when we are communicating via a conference call drill. Set an agenda for what types of things will be discussed to set the expectation. This may be incorporated as we get more specific around when calls would happen, who is involved, etc.
- The AAR/IP was sent to all exercise participants, but Lisa and Janelle will make this available to all members, so they are aware of the Improvement Plan items.

New Winter Weather Bulletin

- Anjanette Hawkins of JCPH drafted a new “Preparing for Winter Weather in Colorado” document, that would be sent out to MFHCC members in advance of a coming winter storm. The draft will be sent to MFHCC members for input about the content later this month. Anjanette is open to all feedback but especially from facilities, maintenance departments and first responders. For those that attended the meeting and saw the preview, email Anjanette ([ahawkins@jeffco.us](mailto:ahawkins@jeffco.us)) if you have any feedback.

**Review New Action Items – Janelle**

NEW ACTION ITEMS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
North Central Region EMS Subcommittee agenda item to be added to MFHCC meeting agendas	Lisa and Janelle	2/6/18
James will be arranging a demo with the <a href="#">AeroClave</a> company and will pass along demo date to Lisa/Janelle to share with MFHCC.	James Robinson	TBD
Send JCPH PHEOP Memo & Summary to all members	Janelle	1/12/18
Send Winter Storm Exercise AAR/IP to all members	Lisa and Janelle	1/12/18
Send “Preparing for Winter Weather in Colorado” pdf to all MFHCC members for review	Lisa and Janelle	2/1/18

NEXT MEETING

February 6, 2018  
Jefferson County Public Health  
645 Parfet St, Lakewood, CO 80215  
Mt Bierstadt Room

**\*\*Note the February meeting will run from 12:00-1:00 pm and the CICO Maps training will be held from 1:00-3:00 pm\*\***