

**EMERGENCY PREPAREDNESS COMMITTEE
MEETING MINUTES
June 19, 2014
New Britain EMS**

Members Present: William Ackley – Committee Chair, Jonathan Best – DPH, Michele Connelly, Judi Reynolds, Alex Morisano, Robert Zeigler, David Bailey, Gary Allyn, Damian Rickard, John Reed, Art Groux

1.0 Call to order

Chair Bill Ackley called the meeting to order at 9:37AM.

2.0 Minutes

A motion was made to approve the minutes of the May 15, 2014 meeting, Connelly/Morisano, discussion followed. An amendment to the minutes was requested to reflect Damien Rickard, Joe Soto, John Reed and Joe Laucella as being excused from the meeting due to work obligations. There being no other changes, a vote was taken and the motion passed unanimously.

3. Initiatives for discussion

- Emergency Vehicle Response in Hazardous Conditions
Mark could not attend today due to a work obligation. As requested he put together the material that had been under review, developed an appendix and it was sent to CEMSAB for comment. None was received. Gary Allyn has spoken to Jeff Morrisette who along with Bill Higgins will be looking at integrating our document with the CFPC's document. Gary will have an answer on the status by the next meeting.

The following changes were discussed:

- Alex commented that in Appendix I, the last paragraph talks about storms, which is out of place in that section. Consensus was to remove everything from "the entire eastern seaboard" down.
- Appendix E has "footnote 32" which refers to nothing, will be removed.
- Dave Bailey noted that throughout the document there is reference to "fire", consensus was to change that to public safety where possible.
- Appendix G, after blackout there is a footnote reference that should be removed.
- Michele noted there are several footnote references on page 10 also.
- Dave Bailey commented that during cell phone failures text messaging can sometimes be retained, there was discussion on adding guidance to that effect.
- Pros and cons of GETS cards were discussed.

There was discussion on how to carry this document forward and how to integrate it into existing documents with the ultimate goal of a joint document. Mark was recognized for the extensive work he has contributed to the document.

There was discussion on suspension of service during a state of emergency and when a state of emergency has not been declared. Art Groux questioned the legality of suspending service prior to a state of emergency declaration. Jon Best noted safety is the priority and the ultimate decision rests with the Chief Operating Officer in the municipality. The development of standards was discussed and the importance of dispatch being included in the process. Dave Bailey questioned Page 3, #2, changing ensure priorities to reconfirm priorities, discussion followed. EMD algorithms and call prioritization matrixes were discussed. Alex gave a detailed overview of how New Britain EMS developed their current system. Consistency and objectivity are important.

- EMS Preparedness

- IAPS – Texas ICS Tool

Bill sent the tools out to the group for review. Alex noted NBEMS has switched to using the ICS forms 100% and it is working well. Others in the group noted their success with use of the forms. Gary noted the group that developed the tool allows changes, he urged care in changing some of the items which might impact the auto fill feature and linkage to their pages. Gary will be acquiring the password to make changes.

- Gary questioned if there are representatives at the SEOC when it is activated, Jon noted DPH is part of the core group and is present for partial and full activations. There was discussion on DPH ECC activation. Jon spoke about the upgrades to DPH communication capabilities and the new radio system now in place. Gary questioned if the OEMS Regional coordinators are being included in notification, consensus was currently that is not consistently done. Jon reviewed the current notification process overall and structural development, the admin prices are still being worked on. Cross notifications were discussed and the development of situational awareness/ operational group lists.

- Large scale events, resource management and special equipment requests were discussed. It was noted there are multiple large scale events that are handled well each year, the concern is for groups that do not regularly deal with these events. There was discussion on DMAT becoming a federal asset. When DMAT is activated, it is not the Connecticut team and federal activation is required. Other in state assets, development of a state based team and recruitment of appropriate people were discussed. The activation of the mobile field hospital was reviewed.

- Jon reviewed the status of the trailers and the equipment in each. There are two types of trailers, mass's care trailers and alternate care trailer (alternate care trailers have cots), they will be inventoried and stocked as appropriate. Jon requested that services present holding a trailer please send him an initial inventory list and any customization that has been done. Storage solutions inside the trailers was discussed. Jon noted that the mobile field hospital when requested is only a tent, the alternate care trailer carries cots, etc. for initial set up and can be sent as needed.

- Reporting Standards
 - Bill asked if anyone would like to work on reporting standards. The criteria were discussed. Jon Best reviewed current regulations on reporting. Thresholds were discussed, number of people and length of time of event. Jon will send current mass gathering documents to Bill.
 - The importance of community planning, IAP's and groups working together was stressed. Art noted there are directions available for the ICS forms and knowing which forms are key to an incident and proper use is essential. Training options were discussed.
- VEOCI

There was discussion on VEOCI, pros and cons, and services currently using it. WebEOC and VEOCI are not interchangeable. Jon gave an overview on the status of WebEOC and some beneficial changes that are being made.

4. Other Business

- Gary questioned if everyone across the state are using the LTC maps. All regions except Region 2. Gary questioned who has access to be able to view; Jon said requests could be made to access view only. There was discussion on group homes. LTC Plan use for recent events has proven the value of the system in the regions currently using it. The entire State of Connecticut (with the exception of Region 2), Massachusetts and Rhode Island are all participating in the LTC Plan.
- There was discussion on integration of an EMS liaison into planning with other groups.
- Task Force response, procedures and organization were discussed.
- Development of asset lists was discussed.
- EMS resources responding with a task force was discussed in regard to PSA's.
- Forward Movement of Patients Plan status was discussed.

5. Adjournment

Meeting adjourned at 11:35AM, Allyn/Rickard).

Respectfully Submitted:

Judi Reynolds
OEMS Region 2 Coordinator