

**The Connecticut EMS Advisory Board
Emergency Preparedness Committee
MEETING MINUTES
July 16, 2015
Danbury Hospital**

Present: William Ackley – Committee Chair, Michele Connelly – DPH/OEMS,
Judi Reynolds – DPH/OEMS, John Reed – Danbury EMS, Jonathan Lillpopp – DPH/OEMS (via call in),
Brian Baldwin – NC CT EMS CMED Operations, Joe Laucella – Trumbull EMS, Greg Priest –UCONN FD

1.0 Call to order

Chair Bill Ackley called the meeting to order at 13:00 at Danbury Hospital. Chair Bill Ackley asked for a motion to suspend the agenda and have a single discussion item for today's meeting, EMS and Active Assailant Incidents. Judi Reynolds so moved, Michele Connelly seconded and all were in favor.

2.0 EMS and Active Assailants

Bill noted at the beginning of the year he developed a priority list for the committee's projects, one of the top priorities with the EMS Preparedness Guidelines project was the EMS and Active Assailants section. John Reed has put in a considerable amount of work gathering information and drafting a document. With John's document and material Greg Priest has contributed there has been good momentum and Bill would like to develop a timeline for completion and submission to CEMSAB by year-end. He commented on the need for this guideline in consideration of recent historical events.

John Reed gave an overview of Danbury's EMS efforts in training for these types of events. John has been the lead for Danbury EMS involvement with those efforts. He reviewed his credentials and personal experiences. John has reached out to a subject expert in North Carolina for input and who has agreed to assist in any way he can as the committee moves forward.

John reviewed the document submitted to the group noting the document breaks down who the stake holders are, unified command elements, levels of training and equipment needs. He spoke about the differences in responding agencies, their abilities and their limitations.

Bill feels all agencies should be trained to a minimal level, discussion followed on different levels of training. Greg commented on credentialing and some form of identification and validation of levels of training and equipment. Bill commented on requiring a minimal level of training at an awareness level for all responders. Greg spoke about standardized levels. Discussion followed on the cost and time required for proper training. Greg spoke about having every responder at least trained in the basic tenants of TECC (tactical emergency casualty care).

Joe Laucella spoke about having some sort of validation through OEMS especially with equipment required for these types of responses and researching funding availabilities. Joe Laucella feels every town regardless of size or location is vulnerable to this type of incident and should be prepared.

Greg questioned if the focus of the committee is to develop a statewide document for guidance or is it to make regulatory changes, Bill feels it is both. Extended discussion continued on development of standardized training and specialized teams that could be mobilized as needed. Local efforts committee members have been involved in were discussed and other team concepts. Law enforcement has to be included in these discussions. Joe Laucella and Bill Ackley have reached out to their local law enforcement. Greg feels it is critical State Police are involved. The lack of uniformity in the use of ICS/NIMS especially with incidents involving police was discussed.

Bill asked what the group felt were the next steps for the committee. Greg suggested developing a core group of individuals to develop an instructor curriculum and then select a group of instructors that can deliver the courses consistently. Discussion followed on currently available courses, course development and delivery. Joe Laucella feels it may be difficult to have everyone attend a specialized course but current EMS courses could at least include basic level curriculum at the awareness level as a first step. Then more advanced course could be available for services wanting to go to that level.

Jono suggested speaking with Ray prior to bringing it to Advisory. Discussion followed on how the document could move forward, Bill reviewed how the Response to Hazardous Conditions document moved through the process to final approval by CEMSAB. Consensus was to identify and reach out to key players for their input and support. Joe Laucella suggested having key discussion points prior to meeting with other entities and developing a plan for phased roll out. There was discussion on funding issues for training and equipment.

Bill will reach out to Dr. Kamin and Ray and coordinate a meeting to include John Reed and Greg Priest.

3.0. Adjournment

Meeting adjourned at 14:30PM.

Respectfully Submitted:

Judi Reynolds

OEMS Region 2 Coordinator

**Meeting Notice
Of the
The Connecticut EMS Advisory Board
Emergency Preparedness Committee
Thursday, May 13, 2015
09:30– 11:30**

**Campion Ambulance Service
1969 South Main Street, Waterbury, CT**

Agenda

1. Call to Order
2. Approval of February meeting minutes
3. Initiatives for discussion:
 - EMS Preparedness
 - Update from Jon Best
 - Trailer Sub-committee Report
 - **EMS Preparedness Guidelines**

PRIORITY 1
PRIORITY 2
PRIORITY 3
PRIORITY 4

1	DPH Help Desk – Officer On-call
2	EMS Involved Incident / Accident
3	Death of Active EMS Member
4	EMS Operations During Mass Casualty or Multiple Patient Incidents
5	EMS Operations During Hazardous Conditions*
6	EMS Mobilization Plan
7	Forward Movement of Patients Plan
8	EMS Mass Gathering Plans & Requirements
9	EMS Command Decisions for Unusual Occurrences
10	EMS Response to Active Assailant Incidents
11	Incident Rehab for Public Safety Personnel
12	EMS Statewide Unit Identifiers*
13	Communications
14	EMS Operations at Haz-Mat Incidents

4. Other business
 - Exercises, Events, Education
5. Adjournment

**Meeting Notice
Of the
The Connecticut EMS Advisory Board
Emergency Preparedness Committee
Thursday, April 9,2015
10:00– 11:30**

**Trumbull Emergency Medical Services
250 Middlebrooks Avenue, Trumbull, CT**

Agenda

1. Call to Order
2. Approval of February meeting minutes
3. Initiatives for discussion:

- EMS Preparedness
 - Update from Jon Best
 - All-Hazards Guidelines for EMS

1	DPH Help Desk – Officer On-call
2	EMS Involved Incident / Accident
3	Death of Active EMS Member
4	EMS Operations During Mass Casualty or Multiple Patient Incidents
5	EMS Operations During Hazardous Conditions
6	EMS Mobilization Plan
7	Forward Movement of Patients Plan
8	EMS Mass Gathering Plans & Requirements
9	EMS Command Decisions for Unusual Occurrences
10	EMS Response to Active Assailant Incidents
11	Incident Rehab for Public Safety Personnel
12	EMS Statewide Unit Identifiers
13	Communications
14	EMS Operations at Haz-Mat Incidents

4. Other business
 - Exercises, Events, Education
 - Letter to Legislature (SB 5911)

5. Adjournment

**Meeting Notice of
The Connecticut EMS Advisory Board Emergency Preparedness Committee
Thursday, February 19, 2015
09:30 – 11:30**

**Hosted by New Britain EMS
NBEMS Headquarters**

Agenda

1. Call to Order
2. Approval of 01/08/2015 minutes
3. Initiatives for discussion:
 - Emergency Vehicle Response in Hazardous Conditions
 - Any updates? Legislative Committee and CFPA ?
 - 2015 Benchmarks & Goals
 - EMS Preparedness
 - Guidelines for EMS Response to Special Hazards
 - ❖ ?
 - ❖ Etc...
 - Reporting standard, policy & practice
 - ❖ Notification tree
 - ❖ Mass Gatherings
 - ❖ Stand-bys
 - ❖ Special or unusual events
 - ❖ Event incidents
 - MCI Trailers
 - ❖ Inventory
 - ❖ Storage
 - ❖ Deployment
 - Statewide unit identifiers
4. Other business
 - EMS Surge Capacity
 - Utilization of “Alternate Transport Vehicles” during local, regional or statewide disasters.
 - Executive Order 43
5. Adjournment

**The Connecticut EMS Advisory Board
Emergency Preparedness Committee
MEETING MINUTES
February 19, 2015
New Britain EMS**

Present: William Ackley – Committee Chair, Michele Connelly – DPH/OEMS,
Judi Reynolds – DPH/OEMS, Jon Best –DPH/Preparedness,
Alex Morisano – New Britain EMS, Jonathan Lillpopp – DPH/OEMS

1.0 Call to order

Chair Bill Ackley called the meeting to order at 09:00AM at New Britain EMS.

2.0 Minutes

A motion to approve the minutes of January 8, 2015 was made by Jon Best, seconded by Alex Morisano and approved unanimously.

Discussion moved to Jon Best commenting that prior to the last storm a waiver of regulations was issued, this action will be considered for all potentially serious weather events. Discussion followed on response issues related to the recent ice storm. Jon Best spoke on the need for developing uniformity of operations statewide, with consideration of personnel and patient safety in those situations. Bill questioned when the call center will be operational, Jon gave a brief update on the status.

Extended discussion followed on special circumstances, such as severe storms and law enforcement situations, the use of alternate transport vehicles in those situations and setting standards for those vehicles. Concern about possibly violating regulations and repercussions was expressed, it was noted that in some circumstances the use of alternate transport methods may be considered extrication. Inspection and licensing of specially designed patient care vehicles such as golf carts and ATV's was discussed.

Jono commented on starting with the alternative provision of EMS in hazardous conditions as discussed in the document developed by the committee, he then suggests communities establish a plan filed and reviewed by OEMS that allows for provision of services under that plan in special circumstances. Bill suggested possibly adding it as a section to local plans. Jono and Bill will work on suggested language for the next meeting and bring it back for further discussion. Jon Best noted they should review their thoughts with Director Barishansky.

3.0 Initiatives for discussion

- **Emergency Vehicle Response in Hazardous Conditions**
 - Bill noted he has had no comment on the draft submitted to CEMSAB.

- **2015 Benchmarks & Goals**
 - **Guidelines for EMS Response to Special Hazards**
Covered in previous discussion.

➤ **Reporting Standard, Policy & Practice**

- ❖ Notification Tree
- ❖ Mass Gatherings
- ❖ Stand-bys
- ❖ Special or Unusual Events
- ❖ Event Incidents

There was no new discussion.

➤ **MCI Trailers**

- ❖ Inventory
- ❖ Storage
- ❖ Deployment

Jon Best reviewed the status of the MCI trailers noting a meeting will be planned with the services currently housing the trailers to discuss equipment inventories and the possibility of replenishing equipment with available funding. There are issues with available space and inside storage capabilities. The location of each trailer was discussed.

Jon reviewed past deployments and use of the trailers. Deployment procedures, tow vehicle requirements, driver expertise, requests for special events and maintenance of the trailers were discussed. The ability to have the trailers respond quickly was discussed.

Bill asked how the committee could assist Jon regarding the trailers, he said they could begin to review the equipment list but have to keep in mind that some have been customized by the host. Bill asked Alex if he would work with Damian and Gary on a list of equipment they feel is essential for the trailers, he agreed. Jon commented their focus would be the MCI trailers. There are three alternate care trailers that would not be their focus. Discussion followed on what the alternate care trailers are utilized for and their locations. Currently they are located at UCONN (Storrs), Suffield and Middletown.

➤ **Statewide Unit Identifiers**

Bill distributed his first draft, which was reviewed and commented on. Comments will be integrated into the document and brought to the group next month for further discussion. There was discussion on how to move forward. Jon commented that a statewide unit identifier system would allow for better tracking of the utilization of resources and assist in securing reimbursements.

4. Other Business

➤ **Utilization of "Alternate Transport Vehicles" during local, regional or statewide disasters**

- ❖ **Executive Order 43**

Already covered in previous discussion.

- Bill reported the New Jersey/New York/Connecticut Interstate Task Force meeting will be held at FDNY Headquarters, Brooklyn, March 5, 2015.
- Jon spoke about grant activities related to Ebola and infectious diseases.

Tasks for next month:

- Trailer equipment list review, (Alex, Damian and Gary).
- MCI Plan check list for the next meeting, (Jono).
- Statewide Unit Identifier diagram update (Bill).

5. Adjournment

Meeting adjourned 11:30AM.

Respectfully Submitted:

Judi Reynolds

OEMS Region 2 Coordinator

DRAFT

**Meeting Notice of
The Connecticut EMS Advisory Board Emergency Preparedness Committee
Thursday, January 08, 2015
09:30 – 11:30**

**Hosted by New Britain EMS
NBEMS Headquarters**

Agenda

1. Call to Order
2. Approval of 12/04/14 minutes
3. Initiatives for discussion:
 - Emergency Vehicle Response in Hazardous Conditions
 - Submitted and discussed at the 12/17 meeting of CEMSAB.
 - To be sent to Legislative Committee and to CFPA for review and discussion
 - 2015 Benchmarks & Goals
 - EMS Preparedness
 - Guidelines for EMS Response to Special Hazards
 - ❖ ?
 - ❖ Etc...
 - Reporting standard, policy & practice
 - ❖ Notification tree
 - ❖ Mass Gatherings
 - ❖ Stand-bys
 - ❖ Special or unusual events
 - ❖ Event incidents
 - MCI Trailers
 - ❖ Inventory
 - ❖ Storage
 - ❖ Deployment
 - Statewide unit identifiers
4. Other business
5. Adjournment

**The Connecticut EMS Advisory Board
Emergency Preparedness Committee
MEETING MINUTES
January 8, 2015
New Britain EMS**

Present: William Ackley – Committee Chair, Michele Connelly – DPH/OEMS,
Judi Reynolds – DPH/OEMS, Damian Rickard – American Ambulance,
Gary Allyn – West Hartford Fire, Alex Morisano – New Britain EMS

1.0 Call to order

Chair Bill Ackley called the meeting to order at 09:37AM at New Britain EMS.

2.0 Minutes

A motion to approve the minutes of December 4, 2015 was made by Michele Connelly, seconded by Damian Rickard and approved unanimously.

3.0 Initiatives for discussion

- **Emergency Vehicle Response in Hazardous Conditions**
 - At the last CEMSAB meeting Bill presented the Emergency Response in Hazardous Conditions document for their review and discussion. Response was favorable. Chief Allyn commented the draft had gone to the Fire Academy for review, the person it was sent to has changed positions which is probably creating the delay in response. Chief Allyn feels we should move forward. There was discussion on the next steps for the document. Brenda Tenney, East Hartford Fire Department, and Chief Pendl of Cromwell Fire also will be taking the document to the Career Chief's for review and comment. Changes may be directed back to our committee.

- **2015 Benchmarks & Goals**
 - **Guidelines for EMS Response to Special Hazards**
 - **Reporting Standard, Policy & Practice**
 - ❖ Notification Tree
 - ❖ Mass Gatherings
 - ❖ Stand-bys
 - ❖ Special or Unusual Events
 - ❖ Event Incidents

 - **MCI Trailers**
 - ❖ Inventory
 - ❖ Storage
 - ❖ Deployment

At the last meeting there was discussion on setting benchmarks and goals for 2015. There was discussion on:

- EMS Response to Special Hazards
- Reporting Standards, policy and practice
- MCI Trailers
- Statewide Unit Identifiers.

Bill spoke on incorporating all those elements into a Special Operations All Hazards Guide. There is nothing statewide currently.

Discussion on the MCI trailers included the process to request them, currently those calls are done through the CMED's. Equipment and set up on each trailer differs, there is no set inventory for them and no process for restocking. Funding is an issue. Jon Best was unavailable for today's meeting, Bill will contact him to attend next month if possible. Alex noted the trailers were originally outfitted in 2006 and some equipment made be expired or no longer needed. ALS supplies will most likely be removed per comments made previously by Jon Best. Bill commented that without an inventory of each trailer there is no way to know what needs to be replaced or discarded, and we are unable to research how to request the needed funding for that equipment. Alex and Damian both noted they conduct an inventory of the trailers based with them each year.

Currently trailers are based at American for Region 1, New Britain EMS for Region 3, AMR New Haven for Region 2, Region 1's location is Access in Stratford but there is question whether it is being stored there or not, Danbury Fire holds Region 5's. The difficulty of storing the trailers inside was discussed. Actual deployment of the trailers to different areas of the state was discussed and issues with the areas they are staged in not always being optimum for use.

Bill will follow up with Jon Best on a possible Spring meeting at Camp Hartell and the possibility of the committee assisting with the inventory. Alex expressed concern over the lack of preventative maintenance and the difficulty in having repairs made. Minor repairs can take several months to have completed.

Bill suggested developing a proposal to Jon Best on better utilization of the trailers, he asked Damian and Alex to work on it since they hold trailers. In discussion of a deployment mode, Chief Allyn commented on inserting EMS assets into the State Fire Plan. The plan already includes other assets, adding available EMS assets would make it a more comprehensive response plan, and we wouldn't be reinventing a process already in place. Chief Allyn will forward the State Fire Plan to the Committee members for reference. Chief Allyn spoke about the importance of having all agencies work together. There was discussion on past experiences with multiple agency response. He will forward the Florida State Plan to the group for reference also. Bill feels the EMS Coordinator's should be point people on this.

There was question of who has authority and ownership of the trailers, Bill answered Emergency Preparedness/DPH.

Bill spoke about work being done in Region 1 to develop a regional EMS asset list. Discussion followed on development of an EMS Asset list statewide.

➤ **Statewide Unit Identifiers**

There was discussion on developing statewide unit identifiers and making this project a priority for the Committee. There was discussion on current methods used throughout the state for unit identification. Using town tax codes as a base for the identifiers and how to integrate the commercial services into the system was discussed. Bill will start to put together some preliminary ideas using the town tax codes as a base. Chief Allyn feels having identifiers in place is an important step in planning for other initiatives such as a Special Operations All Hazards Guide.

4. Other Business

- Bill informed the group that David Bailey has resigned from OEMS/DPH as Region 3 Coordinator, there is no replacement as yet. David has chosen not continue on the Committee, the group wishes him the best in his new position at Hartford Hospital.

The group discussed adding a hospital representative and police representative to the committee. Committee members will reach out to their contacts to see if there is interest.

Tasks for next month:

- Chief Allyn will send the Connecticut State Fire Plan and Florida Fire Plan to the committee members.
- The committee will review the Massachusetts, Virginia and New Jersey task force plans.
- Consideration of police and hospital representatives for the committee.

5. Adjournment

Meeting adjourned 11:00AM.

Respectfully Submitted:

Judi Reynolds

OEMS Region 2 Coordinator