

## November 15, 2016 CFDMC Board Meeting Minutes

Board Members Participating: Eric Alberts, Sheri Blanton, Dr. Mike Gervasi, Alan Harris, Dan Harshburger, Randy Hartley, Dr. Vincent Hsu, Jim Judge, Aaron Kissler, Eric Mock, Wayne Smith, Dr. Peter Pappas, Clint Sperber, Lynda W.G. Mason, Steve Wolfberg

Others Participating: Lynne Drawdy, Todd Stalbaum

Call to Order, Welcome, Roll Call & Introductions: Randy Hartley called the meeting to order at 4:03 and welcomed those present. Dr. Vincent Hsu was introduced as a new board member. A quorum was reached.

Review & Approval of October 2016 Minutes: Dr. Gervasi moved to approve the October 2016 minutes was submitted; Lynda W.G. Mason seconded the motion. There was no discussion and the motion passed with no dissent.

Approval of September 2016 Treasurer's Reports: Lynne reported that Bob Sorenson reconciled the September statement and approved the treasurer's report. Lynne advised that due to the reconciliation process, it is likely that the treasurer's reports will always have a lag time; she expects the October report soon and will send it out as soon as it is received. Dan Harshburger moved to approve the treasurer's report as submitted; Dr. Gervasi seconded the motion. There was no discussion and the motion passed with no dissent.

### Old Business:

- November Traffic Light Report: The November report was sent to the Board prior to the call and contains updates on projects and deliverables. Lynne reported that there was a good turnout at the mass fatality training held in early November, and the second round of Medical Examiner mass fatality equipment has been ordered. A demonstration of the TRAIN triage and evacuation tool was held last week; this is being piloted at one of two units at the three children's hospitals and the results will be shared with the Board. Dr. Pappas reported that the initial workshop with the Regional Trauma Agency Executive Committee held October 28 was very successful. He stated that a follow-up phone call has been held with the Department of Health to seek additional guidance. He stated that a follow-up call will be held with the Executive Committee in November, and the first full meeting of the Executive Committee is planned for early February in Vero Beach.
- Electric Daisy Concert: Todd Stalbaum reported that the event was a resounding success. The regional medical assistance team sponsored by the Coalition provided medical assistance to 230 patients during the two-day event; only 70 patients were transported to a hospital (as compared to 168 the previous year) and there were no deaths this year. The City of Orlando and Orlando Regional Medical Center expressed their appreciation for the team. Lynne reported that the new regional medical assistance team also brought in 65 new Coalition members.
- Orlando Mass Shooting After Action Reports: Lynne reported that the City of Orlando has not yet begun creation of the after action report. Todd advised that they are waiting for clearance

from the Department of Homeland Security. Lynne will follow-up to secure and provide the Board with a copy of the report when ready.

- Annual Update to Governance Policies: Lynne reported that she and Karen van Caulil took the input from the last Board discussion and made revisions to the draft; a copy was provided to the Board prior to the call. Lynne asked for Board approve to send the draft to Coalition members for input prior to Board approval. The Board members concurred.
- Hurricane Matthew Lessons Learned: Lynne distributed results from a survey securing member feedback on the Coalition's information sharing and resource management during Hurricane Matthew. 97% of Coalition members felt that the information provided by the Coalition during the event was the right amount and content. Five members stated that they requested resources from the coalition and these requests were met to the member's satisfaction; no one reported any unmet resource requests. Lynne reported that the hospitals have expressed appreciation for the State Medical Response Team support during the event. A coalition newsletter containing details on the hurricane will be published this month.
- SMRT Renovations/Lease: The draft of a lease between the Coalition and the potential buyer of the Suddath warehouse was previously sent to the Board for review. Lynne advised that at the approval of the Board, the Coalition attorney drafted this new lease which includes favorable terms for the Coalition and provides reimbursement for renovations approved by the Board over the terms of the lease. Lynne asked the Board for Board approval for Dave Freeman to finalize and sign the lease prior to the sale of the warehouse. Clint Sperber made this motion, and Lynda W.G. Mason seconded the motion. There was no additional discussion and the motion passed with no dissent.
- New CMS Preparedness Rule: Information on the new CMS rule was previously distributed to the Board. Randy Hartley reported that he receives requests from vendors on a regular basis to provide training on the new regulations. Lynne stated that we receive regular updates from the state and from member associations. She stated that that this information will impact several Coalition projects. Eric Mock stated that these new requirements will be included in both long-term care projects. We will continue to share information with members as we receive it.
- 2017-2022 Healthcare Preparedness and Response Capabilities: The new ASPR capabilities for the next five years were previously sent to the Board. These were previewed at the last statewide healthcare coalition task force meeting, and will be included in upcoming contract deliverables.

#### New Business:

- SMRT Administrative Officer: Lynne presented a request from the SMRT 5 to hire an administrative officer at \$100 per week. This position will be responsible for managing the team sustainment contract deliverables and ensuring that warehouse costs are reimbursed. Todd Stalbaum advised that he has managed this out of his office in the past but it has become an overwhelming task for a volunteer, and without a dedicated position we jeopardize funding and reimbursements. Lynne reported that this is an allowable expense under the team contract, and most of the state teams pay a similar fee for this service. Randy asked about the cost vs. the contract amount. Lynne stated that the cost would be up to \$5,200 per year;

the team sustainment contract is \$34,500 per year and the warehouse reimbursement contract is approximately \$60,000 per year. Dr. Pappas moved to approve this expense; Clint Sperber seconded the motion. There was no additional discussion and the motion passed with no dissent.

- Draft December Coalition Meeting Agenda: The Board previewed the draft agenda for the December 15 coalition meeting. Clint Sperber advised that he has invited the returning Division Director Cindy Dick to speak, and we will encourage Coalition members to attend. Clint asked that the county ESF8s/CHDs be added to the Hurricane Matthew agenda item. There were no other additions to the agenda; this will be sent out to members.

Announcements & Upcoming Events: Trainings, exercises and other events continue to be posted on Coalition calendar on the website.

Next Board Call: Lynne reported that most updates will be provided at the December 15 Coalition meeting. Eric Mock moved to cancel the December 20 Board call; Dan Harshburger seconded the motion. There was no discussion and the motion passed with no dissent. Lynne will send out a survey to Board members to determine the Board call date/time for 2017.

Adjourn: The call adjourned at 4:42 pm.