

CFDMC Board Meeting Minutes
Tuesday, March 17, 2015 at 4 pm

Board Members Present: Eric Alberts, Dr. Michael Gervasi, Randy Hartley, Doug Healy, Jim Judge, Bill McDeavitt, Cory Richter, Davian Santana, Jeff Sparks, Lynda W. G. Mason

Others Present: Lynne Drawdy, Matt Meyers

Call to Order, Welcome, & Introductions – Randy Hartley called the meeting to order at 4:04 p.m. A quorum was present. Randy stated that with the loss of Larry Lee, the Board lost a valuable member of the team, but Larry left a legacy of service to the community without equal. Randy asked for a moment of silence for Larry and his family.

Board Appointments: Randy advised that the Board received a nomination for Mike Hilliard, representing EMS and Lake County. Mike's bio and photo were previously distributed to the Board. Jim Judge moved to appoint Mike; Doug Healey seconded the motion, which passed unanimously.

Approval of January 2015 Minutes: Eric Alberts moved to approve the January 2015 minutes; Lynda W.G. Mason seconded the motion which passed unanimously.

Approval of Treasurer's Report (November & December 2014, January 2015). The reports for these months were previously distributed to the Board. Randy reported an ending balance of \$75,000. Dr. Gervasi moved to approve the Treasurer's reports as submitted; Cory seconded the motion. There was no discussion and the motion passed unanimously.

Old Business:

- SPOT & Statewide Healthcare Coalition Task Force Update. Lynne provided an update on Dave Freeman's behalf. The three priorities identified by SPOT for the Hospital Preparedness Program were #1) healthcare coalitions, #2) state medical response system/teams, and #3) Medical Reserve Corps. The coalition will receive the same amount of base funding and should receive an increased amount of special project funding this year. The statewide healthcare coalition task force met in February and there was a renewed spirit of cooperation. The group discussed the ASPR guidance on coalition developmental factors and Mike McHargue has provided Florida's interpretation of that guidance. There was robust discussion around the coalition's need to develop partnerships with and fully integrate into the local emergency management structure and the RDSTF structure. The minutes of the meeting will be distributed to the Board when received.
- Debrief from Toxic Knight Exercise: Lynne advised that the coalition managed the Barnett Park volunteer reception center which processed 600 student victims and chaperones and transported these safely to and from 15 area hospitals. She reported that we learned some valuable lessons, and the After Action Report is being developed by UCF with input from all players, and will be shared with the Board. Eric Alberts stated that Orlando Health hospital participated and exercised medical surge, decontamination and the hospital incident command. He stated that as always the number one issue was communication. Lynda W.G. Mason stated that she participated and the event was well planned and problems were minimal. Randy advised that he observed at UCF and Nemours handled 42 victims during

the exercise. Doug Healey asked if there were any issues regarding pharmacies that need follow-up. Matt explained that in this scenario pharmacies were not an issue, but he will add Doug to the planning team for the fall Strategic National Stockpile exercise. Randy thanked the team for a job well done.

- Draft Strategic Plan: Lynne advised that with the discussion at the February coalition task force and the Florida direction received from Mike McHargue, we are ready to move forward in finalizing the coalition's strategic plan. She asked for Board approval to incorporate the Florida direction into the strategic plan, forward a final draft to the Board in early April, and present for member input at the April 14 meeting. The Board agreed with this approach.
- Update on Accountant: Lynne announced that Carmen Weatherford has asked to resign as Treasurer and the Board due to personal reasons. The coalition has hired an accountant who will now begin handling all financial transactions for the Board, including bill paying and preparing Treasurer's Reports and taxes. There was discussion regarding electing a new Board Treasurer. Randy asked that this be deferred until the next meeting when Dave could be present.
- Update on Deliverables: Lynne Drawdy reported on progress of deliverables. These include:
 - a spending plan due 4/15/15 (expenditures during quarter)
 - a second face-to-face coalition meeting (to be held April 14)
 - two trainings (the first is the Ebola seminar held in February, and the second will be an ICS awareness training to be provided by Eric Alberts just prior to the April 14 coalition meeting)
 - a risk /resource assessment (we will use the information developed by the coalition last spring as we there was been no special project funding to develop capabilities for this deliverable. Going forward, we will tie the risk-resource assessment to the project funding process as outlined at the November 2014 coalition meeting)
 - an AAR/IP (will submit the Toxic Knight AAR/IP when received)

The Board agreed to these approaches to meeting the deliverables.

New Business:

- Agenda for April 14 Coalition Meeting: The Board previewed and approved the agenda for the April 14 meeting.

Announcements & Upcoming Events:

- Randy reminded the Board of the upcoming Leesburg Bikefest. Eric advised that the event draws 200,000 to 300,000 annually and SMRT 5 is responsible for treatment green and yellow patients.
- Lynne reported that this year's Governor's Hurricane Conference will be held in four phases. The first phase is a tabletop for Regions 1 and 2 on April 29, and second is a tabletop for Regions 3-7 on May 6. The third is a full-scale exercise to be held May 19-21. The fourth is a tabletop on post-event recovery. Additional information on how to engage in these will be provided to the Board when received.

- Randy reminded the Board that other trainings are posted on the Coalition website Calendar.

Next Meeting: The Board agreed to move the April meeting to 4 pm on April 14, following the Coalition meeting.

Adjournment: The Board adjourned at 4:38 p.m.