

CFDMC Board Minutes
Friday, May 22, 2015

Board Members Participating: Eric Alberts, Sheri Blanton, Dave Freeman, Mike Hilliard, Clint Sperber, Karen van Caulil, Lynda W.G. Mason

Others Participating: Lynne Drawdy, Matt Meyers

Call to Order, Welcome, and Roll Call: Dave called the meeting to order at 4:04 p.m. and noted participants. Dave thanked everyone for their patience in rescheduling the call. He stated that the Coalition and the Region lost a champion as Bill McDeavitt passed away on Tuesday. The Board held a moment of silence in remembrance of Bill. He stated that as the Board call had to be quickly rescheduled, absences for today's call will not be noted. A quorum was reached.

Board Appointment: A bio for Dr. Peter Pappas was previously distributed to the Board. Dave advised that Dr. Pappas has a long history in the region and the state in preparedness. Lynne advised that several Board members unable to attend voted via email to appoint Dr. Pappas. The Board members present unanimously appointed Dr. Pappas to the Board, representing Brevard County and the hospital essential partnership group. Lynne reported that we are currently seeking other nominees to fill county and essential partnership gaps.

Review & Approval of April 2015 Minutes: Karen van Caulil motioned to approve as submitted; Eric Alberts seconded the motion and the minutes were unanimously approved.

Approval of Treasurer's Report (April 2015): Dave reviewed the April Treasurer's Report, which was previously distributed to the Board. Dave has met with the new accountant and will be revising the report to streamline and make it easier to understand. He stated that the Coalition currently has five bank accounts and these will be consolidated into one checking account and one savings account, with the Treasurer's Report capturing expenses and revenues by contract type. Karen van Caulil moved to approve the April Treasurer's Report and Lynda W.G. Mason seconded the motion, which passed unanimously.

Old Business:

- April Coalition Meeting Survey Results: Lynne distributed the results from the April Coalition meeting survey. Only 11 responses were received, with overall meeting satisfaction at 90%, likely to attend next meeting at 100% and likely to recommend Coalition to others at 90%. The only improvement comments were to offer more training and develop goals/objectives, which are underway. Lynne stated that for the next meeting paper surveys will also be available to increase the response rate.
- Toxic Knight After Action Report: Eric Alberts provided a summary of the Toxic Knight After Action Report. The most significant opportunity is coordination in managing large, complex incidents. The report was distributed to the Board.

- Update on Final Contract Deliverables: Lynne advised that the final deliverables will be submitted by the end of May (including reporting performance measures, providing evidence of two trainings, the After Action Report, and the member COOP Assessment). The Coalition will then receive its final payment for this fiscal year of \$33,334.
- Infection Control Assessment and Response Program (ICAR) Project: A summary of the ICAR project was previously distributed to Board members. The Coalition has been selected by the state to participate in a project to assess hospitals using CDC standards for their ability to handle highly infectious diseases. The project will also allow the Coalition to develop a hospital area command concept of operations. We are in the process of identifying hospitals that will participate, and the Coalition expects to receive this contract by August.
- Coalition Strategic Plan: Lynne advised that based on new performance measures distributed in May, NIMS compliance was added to the strategic plan. Mike Hilliard provided comments on these and no other comments were received. Eric Alberts moved to approve the strategic plan, and Sheri Blanton seconded the motion, which passed unanimously. The plan will be posted to the website and updates will be discussed at each Board and Coalition meeting.

New Business:

- Bioshield Exercise: Matt reported that this is a series of exercises to ensure capability to receive and distribute the Strategic National Stockpile (SNS). Last fall, the Coalition hosted a tabletop. In May, the county health departments completed a functional exercise regarding receiving the SNS. In November, the Coalition will host a regional, full scale exercise to request, receive and distribute the SNS. An initial planning meeting is scheduled on May 27 in Viera. Lynne reported that this exercise will count as the Coalition's fiscal year 2015-2015 exercise and will also meet the requirements for the ASPR developmental factors demonstration exercise required by June 30, 2017. The Florida Department of Health, Bureau of Preparedness and Response Training and Exercise Unit will provide technical assistance and funding to support this exercise.

Announcements & Upcoming Events:

- Dave Freeman advised that the State Medical Response System is hosting a demonstration of all its capabilities, including the mobile field hospital, in Tallahassee on June 3 for Department of Health and Division of Emergency Management executives, county health department staff, and other stakeholders. Dave and two Region 5 SMRT members will participate and will demonstrate the SMRT Com (mobile communications) capability.
- The Board is invited to participate in a retirement ceremony for Dr. Garavaglia on May 28.
- Dave reminded the Board that other trainings and events are posted to the Coalition website calendar.

Next Meeting & Adjournment: The next Board call is scheduled for June 19, 2015. The meeting adjourned at 4:54 p.m.