**5-24-24 CFDMC Board Retreat Minutes**

**Board Members Present**: Eric Alberts (proxy for Ken Peach), Lynne Drawdy, Olive Gaye, Alan Harris, Dr. Vincent Hsu, Reggie Kornegay, Clint Mecham, Dr. Peter Pappas (proxy for Chief Kammel), Chief Aaron Rhodes, Wayne Smith, Clint Sperber (proxy for Aaron Kissler and Christina Proulx), Lynda W.G. Mason (proxy for Maria Bledsoe)

**Others Present**: Beverly Cook, Manuel Soto, and members from ASPR and the Taiwan Delegation joined the Board from 11 am to 1 pm

**Welcome**: Reginald Kornegay welcomed all and called the meeting to order at 9:35 a.m. A quorum was reached.

**Approval of February 2024 Board Minutes**: Reggie reminded everyone that the minutes were previously distributed and asked if there were any changes or additions. Chief Rhodes made a motion to approve the minutes as submitted and Eric Alberts seconded the motion. There was no opposition and the motion carried.

**Approval of February, March, April 2024 Treasurer’s Reports**: Lynda W.G. Mason stated she reviewed and balanced the three treasurer’s reports and reported the Coalition is in excellent financial standing. She said the coalition staff are good stewards of the funding. She advised the required single federal audit for 2023 is underway and is scheduled to be completed by June 30th with no issues expected. Lynne pointed out that we typically spend more in the last quarter, including exercise travel and hospital equipment, so our ending balances in June will be lower. Olive Gaye made a motion to approve all reports and Chief Rhodes seconded the motion. There were no objections and the motion carried.

**Executive Committee Update**: Reggie provided an update from the May Executive Committee meeting. Most of these items will be covered during today’s agenda, including updates on the regional medical assistance team and a budget revision.

**Old Business**:

**Board Engagement**: Reggie advised that the Board Engagement report was sent to Board members and stated that overall the Board is doing well with engagement. There are two Board members who have not been engaged. We have reached out to these individuals with no response. Lynne asked if this could be delegated to the Executive Committee to handle. Clint Mecham moved that the Executive Committee be delegated to manage this. Clint Sperber asked what was in the bylaws, and Lynne reported that the Bylaws state if Board members miss more than a quarter of the meetings in a term or three consecutive meetings, the Board may remove and replace that Board member. Clint seconded the motion. Eric suggested that we move forward with this today. Clint Mecham amended his motion to remove and replace these individuals and Clint Sperber seconded the amendment. There were no objections and the motion passed. Lynne will send thank you letters to those leaving and will seek replacements for presentation to the Board.

**March Meeting Update**: Lynda said the survey results were provided to the Board and satisfaction and engagement rates were both at 100%. She stated that an opportunity identified was to encourage members to attend in person. Eric said the presenter was great. Lynne asked Board members to let her know if they know of someone who has a presentation that would be beneficial to Coalition members. Chief Rhodes suggested that electrical vehicle fires would be a good topic.

**Traffic Light Report**: Clint Sperber advised this was sent out to the Board. He reported that all Quarter 3 deliverables were submitted and approved and all Quarter 4 deliverables have been accomplished and are being submitted. He stated that we are submitting both SHSGP and UASI projects to re-skin the tents in the alternate care site caches. Clint advised that patient tracking during Hurricane Ian was problematic and is a high priority gap. Pulsara will help to close that gap and the Coalition will be working with the Trauma Preparedness Committee and other healthcare coalitions on a statewide MCI coordination plan. Eric reported that the State Domestic Security Task Force Executive Committee has asked for a presentation on Pulsara. Chief Rhodes stated that they have added this presentation to the PRR committee in September and he agreed this should be elevated to the state level so that we can ensure buy-in and sustainment. There have been concerns expressed about funding and Lynne stated that the funding is state general revenue, not grant funding, and it is in statute, so the only way we would lose the funding is for the Governor to veto this. Chief Rhodes emphasized this is why we need policy makers to be advocates.   
  
**RMAT Updates:** Lynne stated that we have made a lot of progress in updating our vehicles over the past few months. We sold the oldest F-350 for above market value ($5,000). There are two other vehicles (another F-350 and a box trailer) which we plan to sell; we are holding these now for potential storage during the move and will move forward with selling these after the move. We received approval to use grant funds for vehicle maintenance and the two F-250s and F-450 have been fully rehabbed, giving us three vehicles in good shape. The state is providing a new incident command trailer funded through the grant by the end of June. We also purchased through grant funds a new trailer for the team.   
  
Lynne advised that Orange County has informed us that we need to move our equipment by the end of August. The Lake County mall property is available but has no A/C or restrooms and Lake County cannot make any renovations on the property until after the November election. Eric stated that he has a team member whose spouse works in commercial real estate and they are helping us look for other properties. Lynne stated that Lake County is holding this space as a backup if we cannot find an alternative before August.   
  
We will be working on mimicking the new IMT credentialing process and will update background screenings on team members over the coming year. Lynne reported that the Sanford Air Show went well and she will share the after action report with the Board when received. Lynne asked the Board to let her know of any events that the team could support. Clint Sperber asked if there is any criteria regarding event size or type. Lynne will get with the team commander to develop a flyer. Eric stated that he has raised the issue of getting the team recognized as a state team and this will be further discussed at the next state meeting. Our team is the only team left from the state medical response system; the other teams have been disbanded. Other states such as North Carolina and Texas are supporting these teams. Lynne reminded the Board that the team deployed for 18 months under state missions during COVID and the state was very pleased with their performance.

**Exercise Updates**: Eric shared the Coalition held or participated in four exercises since February: On February 14th, the Crisis Standards of Care tabletop exercise was held at Orlando Health Horizons West. There was great participation by hospitals, EMS, emergency management, public health, and other partners. The draft AAR was sent out to the workgroup for review and then to the Board. Eric advised that on March 6th, the Coalition participated in a virtual statewide Chemical Surge Annex tabletop that included a regional breakout. Again, there was great participation from our partners, and the AAR was sent out for member review and then to the Board. Both AARs will be presented for Board approval later in the agenda.  
  
Eric reported that on April 18th, several Board and Coalition members participated in the Division of Emergency Management Region 5 tabletop exercise. He advised that these exercises are being held in each region and are designed to identify regional gaps in response coordination and communication. We will share the after action report with the Board when received.

Eric advised that on April 25th, the regional full scale medical surge exercise was held. The scenario was a complex coordinated terrorist attack with truck bombs at various high traffic intersections and high risk facilities across the region (including detonations at Millenia Blvd. and I-4 and a high rise building on West Church Street in downtown Orlando). The trucks contained hydraulic fluid, requiring decontamination. Most hospitals within the region participated. During the exercise, hospitals demonstrated their ability to surge 20% (with more than 1,700 live victim volunteers and more than 500 paper victims). Hospitals also practiced the Hospital Incident Command System. Many hospitals exercised infrastructure protection with FBI sending in “bad guy” actors to try to get past hospital security. We assessed the region’s ability to share and receive timely communications to support security, provide situational awareness and support operational decisions (including EOC connectivity with hospitals and each other). ORMC and Orlando Fire Department also piloted Pulsara during the exercise, tracking and reunifying 34 patients using the app. Eric advised that new elements for this year were a focus on an escalating event and the need for longer-term response, and a cyber incident late in the exercise. This will set the stage for a follow-up cyber exercise we are coordinating with the FBI and CISA. Seminole County Emergency Management also participated in the full scale exercise, fully activating and coordinating with local partners as they would in a real event. Alan stated that first responders simulated activation and response and he would loke to look at this regionally with multiple incident command posts. Lynne advised that regional communication and coordination was identified as a gap in the state Region 5 tabletop. Chief Rhodes stated that a missing piece is engagement by decision-makers and we need to engage them in exercises. Eric stated that more than 100 partner agencies supposed the exercise. He advised that the after action meeting was held on May 10th and overall, hospitals improved over last year. Dr. Hsu stated that he has students and is incorporating emergency management into their curriculum; he would like them to participate in the exercise next year. Lynne will add Dr. Hsu to the planning team. We are working on the after action report/improvement plan and this will be sent out to the planning team for review next week. We will then ask the Board to review and approve via email. We also debriefed on exercise planning and execution and identified things we can do better next year.

**Final FY 23-24 Budget Revision:** Lynne shared the final proposed budget revisions for this year. The document was shared with the Board prior to the meeting and changes are highlighted and discussed. Some categories were underfunded (including $3500 in salaries due to additional hours for the administrative assistant in support of the exercise and travel due to the number of out of state evaluators this year. There are always gaps in equipment and hospital supplies. Lynne asked for approval to move unused funding to close the gaps in salary, travel and use any leftover funding to reduce the gap in hospital equipment and supplies. She stated that after many years, we are close to being caught up with hospital equipment and supplies. Eric made a motion in support of this recommendation and Lynda seconded the motion. There was no further discussion or objections and the motion carried.   
  
**Approval of Final FY 23-24 Deliverables:**

* **Chemical Surge AAR**: This was sent out to the exercise participate for review and comment and was attached to the Board calendar invitation. Olive Gaye moved to approve and Eric seconded the motion. There was no discussion or opposition and the motion carried.
* **Crisis Standards of Care AAR**: This was sent out to the exercise participate for review and comment and was attached to the Board calendar invitation. Lynda moved to approve and Clint Sperber seconded the motion. There was no discussion or opposition and the motion carried.
* **April 25th Full Scale Regional Medical Surge Exercise**: Lynne reported we are working on the after action report and this will be sent out to the planning team for review next week. She will send out to the Board for approval via email.

Lynne advised that the improvement actions from these will be added to the traffic light report.

**Meeting with Taiwan Delegation**: ASPR escorted a delegation from Taiwan health care to the Coalition and Board members presented on collaboration and partnerships (see attached PowerPoint Presentation). Questions and discussion included how patient data are shared via electronic health records, care for special needs children, and behavioral health. Alan Harris shared the Seminole model for caring with children on vents, and Lynne advised that Florida Crisis Response Team provides individual and group counseling.

**New Business**:

* **Capabilities Review**: The Board reviewed the capabilities assessment, moved Information Sharing to a high priority, and approved the review.
* **Strategic Plan:** The update was sent out to the Board in advance, along with the SWOT results. Lynne reported that some strategies have not yet been completed. We also do not yet have the new ASPR capabilities and will need to update the strategic plan once we have assessed these and identified gaps. She suggested that we extend the current strategic plan for one year and she will draft additional objectives for Board approval using the SWOT results. Dr. Hsu made a motion to extend the plan and review additional objectives and Eric seconded the motion. There was no further discussion and the motion carried.
* **Governance Update**: Lynne reminded the Board that the succession plan is for the vice chair to serve two terms and then become chair for two terms. We have been unable to recruit a vice chair for the past year and a half so we do not have a chair to take over in 2025. The current bylaws allow an RDSTF co-chair to serve in an officer vacancy and Eric has been serving as the vice chair. Eric reminded the Board that they can self-nominate as vice chair. Alan stated that the RDSTF is looking at reducing members, and Eric advised that at the regional level we will still have the health and medical co-chairs. Eric moved to amend the bylaws to make the two RDSTF co-chairs as chair and vice-chair unless there is a nomination for these. Dr. Hsu asked about the time commitment and Lynne explained that it is not huge; there is an executive committee meeting every other month and the executive committee is contacted on urgent operational issues. Lynda agreed and stated that is not a huge commitment. Lynne advised that the Treasurer position is the one that takes the most time. Lynda has served as the Treasurer for several years and must review and approve credit card statements, bank statements and Treasurer’s Reports. Clint Mecham stated that he would be willing to serve as vice chair with the understanding that his role as emergency manager must be his primary responsibility. Eric moved that he serve as chair beginning in 2025 with Clint Mecham as vice chair; Lynda seconded the motion. There was no opposition and the motion carried. No other updates were needed.
* **Board Appointments**: Lynne reported that we are losing Erin Mullen as she has a new job out of state. Erin recruited Dustin Williams as Pharmacy representative on the Board and his bio was sent out to the Board. Clint Sperber moved to appoint Dustin and Alan seconded the motion. There was no discussion or opposition and the motion carried.
* **Approval of New Contract, Work Plan & Budget**: Lynne reported we are waiting on the new contract that will begin July 1st. We saw the draft and it is the same deliverables as this year with items that have been completed removed. We are required to submit a new annual work plan and budget for July 1, 2024 through June 30, 2025 and she provided a draft of both to the Board for review and discussed proposed changes. The Board excused staff to discuss a potential 3% pay increase. There was discussion regarding fringe and Lynne advised this includes only payroll taxes; there are no benefits provided. Dr. Hsu moved to approve the annual work plan and budget as submitted and Alan seconded the motion. There was no further discussion or opposition and the motion carried. Lynne advised that we are expecting the new ASPR funding opportunity announcement soon and the state will then develop a new state work plan. The coalition contracts will then be amended and we will adjust our work plan and budget accordingly and bring those back to the Board for approval.
* **June Coalition Meeting**: The agenda was sent out for review and there were no additions or changes. Alan asked if we can add cyber security to a Coalition member meeting. Lynne advised that we are working with the FBI and CISA on a cyber tabletop and we will include a Cyber presentation at a Coalition meeting.

**Next Meeting**: August 20 at 4 pm

**Adjournment**: The meeting adjourned at 2:15 p.m.