**Meeting Minutes**

**Healthcare Coalition of Southern Maine**

Date: Friday May 31st, 2019

Time: 8:30 a.m. – 1:15 p.m.

Location: Maine Medical Center- Classroom 9

Conference Line: +16465588656,,317742362# US

**Time: Topic:**

**8:30 am** Welcome Message and Introductions

* Members introduced themselves and their facility/organization

**8:45 am** Purpose of TEPW

* *Please see attached presentation*

**9:00 am** Review of HPP Capabilities & PHEP Capabilities

* *Please see attached presentation*

**9:15 am** MYTEP, Training & Exercise Breakdown- Chris Wheeler *Training & Exercise Coordinator, Cumberland County Emergency Management Agency*

* *Please see attached presentation.*

**9:45 am** MYTEP State Level/Maine CDC- Patrick Furey *Training & Exercise Coordinator, Maine CDC*

* *Please see attached presentation.*

**10:15 am** Lessons learned from Facility Incidents/Trainings

1. 10:45 John Hume *Facilities Regulatory Coordinator, Spring Harbor Hospital*
2. 11:15 Caity Hager *Emergency Management Coordinator, City of Portland*

* *Please see attached presentation.*

**11:45 pm** Workshop Breakout Sessions- Working Lunch

1. Training Capabilities 1&2 Group
2. Training Capabilities 3&4 Group
3. Tabletop & Full-Scale Exercise Group

* At this point of the meeting members were divided into three groups to help identify training and exercise needs for the Coalition, as well as what will benefit the members and their facilities.

**12:45 pm** Update from Breakout Sessions

* Group 1- focused on training and exercises associated with the capabilities of the Coalition #1 & 2. Some examples of training and education needs in this group were; new member Coalition orientation, basic introduction to the incident command system, and active assailant training based on a smaller-facility level.
* Group 2- focused on training and exercises associated with the capabilities of the Coalition #3 & 4. Some examples of training and education needs for the group were; recovery training, evacuation and placement of patients/patient tracking, and exercise design training.
* Group 3- focused on full-scale exercises and tabletop exercises for the Coalition. Some ideas that were discussed include; coalition surge test developing into more hands-on exercises over time, how to design an exercise training, and games/tabletops to allow facilities to build relationships with one another.

**1:00 pm** Action Items

* MYTEP- Following the compilation of notes and discussions of this meeting, a final draft of the HCCSM MYTEP for 2019-2024 will be sent to Coalition members for review
* CST- The two-week reminder and awareness email was sent out, be prepared for this exercise and what your facility needs to do in order to participate
* Response Plan- This working group will be meeting soon to further develop the Coalition Response Plan. If you would like to join this working group, please reach out to Allyssa.
* Coalition Resource Assessment Surveys- Thank you to those who have responded to the survey already. Please respond if you have not yet done so and let Allyssa know if you have any questions about it.
* EMResource Survey- Please fill out this survey as soon as you can. This data is being used to help us at the Coalition and for the CDC to further develop the layout of EMResource.
* Healthcare Coalition of Maine Structure- This meeting will be Wednesday June 5th from 1:00-2:30 via zoom. It would be great to have representation from the Southern region as this meeting is discussing the Coalition boundaries from a state perspective. If you are unable to attend, but have some suggestions/concerns, please reach out to Allyssa who will present them at the meeting.
* Newsletter- Allyssa is looking for some feedback from the first newsletter. If you would like to supply an article for the next newsletter or advertise a training or exercise, please let her know.
* June Coalition Meeting- An after action review of the Coalition Surge Test will be presented and discussed during this meeting.

**1:15 pm** Adjourn