**Meeting Minutes**

**Healthcare Coalition of Northern Maine**

Date: Wednesday, April 17, 2019

Time: 9:00 a.m. – 12:00 p.m.

Location: 1 City Hall Plaza, Ellsworth, Council Chamber room

**Time: Topic:**

**9:00 am** **Welcome and Overview**

Called to order with 13 attendees via Zoom platform:

Shelly Bodkin- Calais Regional Hospital

Dale McLaughlin- Millinocket Regional Hospital

Hal Cote- Millinocket Regional Hospital

Hannah James- All Clear Emergency Management Group

Michelle Humphrey-Community Health & Counseling Services

Mark Bourgoin- Northern Light, Home Care & Hospice

Marylin Hughes-Medical Center at Lubec

Cynthia Light- Eastport Health Care

Andrew Cassidy-Elizabeth Levinson

Maura Goss- Aroostook, Downeast and Tribal Public Health Districts

Missy Martin- Millinocket Regional Hospital

Sue Bouchard- Fish River Rural Health

Jennifer Sullivan- St. Joseph Healthcare

**9:15 am** **Introductions and facility updates**

* Lessons learned from recent exercises or incidents
* Survey lessons learned
* Upcoming trainings or exercises

Frank Theriault, Machias VA- a new LTC ResCare facility, groundbreaking happening in Augusta.

Shawn Rigby, Eastside Center- gathering information for a tabletop exercise, survey window opens in July.

Joey Deweese, National Health Care Brewer Rehab- renovations are in progress and they have recently completed a survey.

Doug McArthur, National Health Care, Westgate Center- a facility rehab begins in 4 weeks, survey completed in January and are now planning exercises. Offered to share Fire Marshal E-tag document with the group.

James Rodia, Tall Pines- fire in-services have been done recently including a comprehensive fire drill. They are in their survey window.

Mike Seymour, Stillwater Health Care- in survey window.

Ken Huhn, Seaport Village- survey 3 weeks ago with no deficiencies.

Stan Kosinski, Yesterday’s Children- Facility is an ICF/ID and was surveyed last month.

Brett Seekins, Bangor Nursing & Rehabilitation Center- experienced an event and will write up an AAR.

Heather Lewis, Mt Desert Nursing- conducted a tabletop in December.

Barbara MacPike- Mount Desert Hospital- in survey window, holding an FSE with the Acadia National Park.

Laurie Beckwith, Pen Bay, and Waldo County Hospital- Active shooter TTL exercise in May with EMA, Police and Sherriff’s Dept. Also participating in the planning process for the Lobster Festival (run by the Feds). As well as a Tabletop being planned around water supply in Knox County.

Drexel White, ME CDC- POD planning being done in 4 counties.

Kathleen Wescott, ME CDC DBH-training being offered in behavioral response at Franklin Memorial Hospital, Moose River and the Mayo Hospital. Handouts provided.

Mark Stewart, Courtland Rehab & Living Center- survey window in May.

Matt Gray-Redington Fairview Hospital- in survey window.

Missy Martin, Millinocket Regional Hospital- sharing ideas.

**9:30 am** **Situation Report, Newsletter, and Website Update**

**Situation Report:** Reviewed the situation report with the group and explained that it is to be used by facilities to send information about a disaster to the Coalition Coordinator and the HCCAT. The form can also be used to send information out to Coalition members to seek help or to keep them informed about a situation. This can be sent out by HAN as an attachment or sent out in regular email. We should have an abbreviated list of essential contacts for the document, so it is not sent out to people who do not need it. The Situation Report will be available for download on the Coalition website once finished.

**Newsletter:** Informed the members that a draft newsletter has been developed and will be sent out within the next week. Newsletters will include Coalition activities, training and other key information for Coalition members.

**Website**: Shared that Hannah James is currently working on the development of a website for the Healthcare Coalitions of Maine. Members will be able to access the site soon. Stay tuned.

**9:45 am** **Deliverables Update/Member Feedback**

* **EMSC:** The Coalition Coordinators met with the program Director Mark Minkler back in March and discussed how to better assist children needing medical care. Mark will be speaking at the next coalition meeting. Scenarios were discussed to describe the disparities that exist with children and EMS. A handout was provided.
* **Coalition Activity Report:** This deliverable requires sharing information with District Liaisons and at District Coordinating Councils meetings (DCC). Megan attends the DCC meetings and has been asked to be added to the Agenda to provide an HCCNM activity update. The HCCNM newsletter will also be a source of sharing Coalition activity updates.
* **EmPOWER:** Megan and Mike recently attended a seminar at the Emergency Preparedness Summit that described several improvements to the program including GIS mapping and artificial intelligence. A handout was provided with links for education and more information.
* **CST:** Is an exercise for assessing and improving healthcare readiness. The exercise tests the Coalition’s ability to locate appropriate destinations for patients and residents in a simulated evacuation of three or fewer patient care facilities. It is a low/no notice exercise. The exercise will be conducted between June 1 through June 17, 2019. A Survey Monkey was circulated to members to gather information which will be helpful in the planning process.
* **MYTEP:** The Multi-Year Training and Exercise Plan was briefly discussed. The MYTEP provides a breakdown of the trainings and exercises planned for the next five years. It was noted that the charts are a work in progress and will be edited as plans change. Members were encouraged to review the document as well as provide feedback/suggestions. Handout provided.
* **Memorandum of Understanding (MOU):** Reviewed the Memorandum of Understanding document and format. A change will be made to where the document regarding supplies and human assets to read, “Facility Resources” to encompass all types of resources. In the last paragraph dates will be removed and will specifically state that the document will automatically renew annually unless either party withdraws from the MOU during the previous year. The membership approved the document unanimously.
* **Governance/Bylaws:** Reviewed the bylaws. These will serve as the Coalition governance document and will be reviewed annually. As explained by the members, the current practice is to review and approve as a group at meetings or via email. Discussed whether a steering committee should continue its work and the Coalition members voiced that they would like to see the committee continue. If anyone is interested in being on the Steering Committee to please reach out to Megan. A question was raised about the tribal district liaison and asked about their inclusion in planning. Megan will reach out to the Tribal DL and cement a solid relationship with the coalition.
* **Emergency Response Plan (ERG):** Distributed draft ERP for comment. Coalition will need to approve the ERP by June 30, 2019. Please review the document and be prepared to discuss at the next meeting.

**10:45 am Break**

**11:00 am** **Focus Groups**

Megan shared that the HCCNM is currently setting up focus groups to get feedback from the members on how to best serve a large geographic area. A brief discussion about the options that will be discussed at the focus group meetings:

* Option 1: Current format, one coalition
* Option 2: Two Chapters, with a North district and a Down East district under one coalition. They would have their own governance, steering committees and the documents (i.e. Emergency Response Plan) would remain common.
* Option 3: Two Coalitions

Members were supportive of rotating meeting locations around Coalition boundary area and voiced fear that dividing up an already small Coalition could result in very small numbers of members to accomplish work, exercises, etc. Details regarding the focus group meetings will be sent out to the members soon.

**11:05 am EM Resource Review and Registration** (bring your laptop)

Nathaniel Riethmann, Communications Officer, Maine CDC PHEP, provided education on the Health Alert Network (HAN) and EM Resource. He reviewed how to become members of each and how to decipher the data that each system provides. He also presented a beta EMResource site that will make it easier to use the system during a disaster situation and end the requirement to enter data daily. He is in hopes to make that change before the CST exercises.

All members are strongly urged to go to the HAN website and enroll in the system. If a member does not already have an account in EM Resource, they need to contact Megan or Nate to get their facility set up. Many already have accounts. The Coalition Coordinators can supply you with your username and reset the passwords if needed.

**12:00 pm Action Items/Adjourn**

* Review the Emergency Response Plan and be ready to discuss at the next Coalition meeting. Draft policy attached with the meeting minutes.
* If new to HAN, and EM Resource: please sign up
* EM Resource, and HAN: ensure your agency contact information, etc. is up to date
* Provide contact information for EMA Directors:

**Knox County EMA**

* Ray Sisk, Director email: [rsisk@knoxcountymaine.gov](mailto:rsisk@knoxcountymaine.gov)
* Don Grinnell, Ops and resources Planner email: [dgrinnell@knoxcountymaine.gov](mailto:dgrinnell@knoxcountymaine.gov)

**Waldo County EMA**

* Dale Rowley, Director email: [emadirector@waldocountyme.gov](mailto:emadirector@waldocountyme.gov)
* Olga Rumney, Deputy Director email: [deputyemadirector@waldocountyme.gov](mailto:deputyemadirector@waldocountyme.gov)

**Hancock County EMA**

* Andrew Sankey, Director email: [ema@co.hancock.me.us](mailto:ema@co.hancock.me.us)
* Andrew Braley, Deputy Director email: [ema2@co.hancock.me.us](mailto:ema2@co.hancock.me.us)

**Washington County EMA**

* Lynn Dwelley, Director email: [wnema@washingtoncountymaine.com](mailto:wnema@washingtoncountymaine.com)

**Penobscot County EMA**

* Michelle Tanguay, Director email: [mtanguay@penobscot-county.net](mailto:mtanguay@penobscot-county.net)
* Brad Nuding, Deputy Directory email: [bnuding@penobscot-county.net](mailto:bnuding@penobscot-county.net)

**Piscataquis County EMA**

* Thomas Capraro, Director email: [tcapraro@piscataquis.us](mailto:tcapraro@piscataquis.us)

**Aroostook County EMA**

* Darren Woods, Director email: [darren@aroostookema.com](mailto:darren@aroostookema.com)

**Somerset County EMA**

* Mike Smith, Director email: [Mike.Smith@Somersetcounty-me.org](mailto:Mike.Smith@Somersetcounty-me.org)

**Next meeting: Wednesday, May 8, 2019 at A.R. Gould Hospital, Presque Isle, Maine**.

Note: Appendix Z Update-deferred, note: New agenda items highlighted