**Meeting Minutes**

**Healthcare Coalition of Northern Maine**

**Date:** Wednesday, June 12, 2019

**Time:** 9:00 a.m. – 12:00 p.m.

**Location:** Maine Veterans’ Home-Bangor, 44 Hogan Rd., Bangor, ME 04401

**Time: Topic:**

**9:00 am** **Welcome, Introductions and Facility updates:**

**Virtual attendance:**

Al May, Maine CDC, Downeast District Liaison- no updates

Heidi Perreault, Penobscot Valley Hospital- no updates

Mark Bourgoin, Northern Light Health- no updates

Ginny Schwartzer, CEO, All Clear Emergency Management Group- no updates

Barbara Carey, Community Health and Counseling Services- no updates

Shelley Bodkin, Calais Regional Hospital- no updates

Michelle Humphrey, Community Health and Counseling- no updates

Hannah James, All Clear Emergency Management Group- no updates

Marylin Hughes, Regional Medical Center at Lubec- no updates

Nate Riethmann, Maine CDC, Communications- no updates

Kristen Simas, American Red Cross- no updates

Denise Raymond, Northern Maine General Mercy Home- no updates

Jennifer Sullivan, St Joseph Hospital- no updates

Rob Barnett, Maine Veterans’ Home, Caribou- no updates

**In-person attendance:**

Andrew Braley, Hancock EMA- no updates

Andrew Cassidy, Elizabeth Levinson Center- no updates

Ashley French, Independence Advocates of Maine- no updates

Peter Carter, Pen Bay Medical Center/Waldo County General Hospital- no updates

Laurie Beckwith, Pen Bay Medical Center/Waldo County General Hospital- no updates

Brian Mullis, Mayo Regional Hospital- no updates

Cassandra Byorak, Eastside Center for Health & Rehabilitation- no updates

Chantel Kin, Colonial Health Care- no updates

Don Grinnell, Knox County EMA- no updates

Douglas Macarthur, Westgate Center- no updates

Drexell White, Maine CDC Mid Coast District Liaison- no updates

Ed Molleo, Maine CDC, Medical Volunteer Coordinator- Volunteers are a vital part of emergency response and facilities should promote membership and remember to work with Coalition coordinators to request them in time of need.

Frank Theriault, Maine Veterans’ Home, Machias- no updates

Greg Urban, Maine Veterans’ Home, Bangor- no updates

Jackie White, Houlton Regional Hospital- no updates

Jessica Fogg, Maine CDC, Penquis District Liaison- no updates

Joel Farley, Northern Light- no updates

Kathleen Wescott, Maine CDC, DBH- no updates

Lori Paradis, Redington Fairview General Hospital- no updates

Mark Faulkner, Dorothea Dix- no updates

Matt Griswold, Tall Pines- no updates

Mathew Gray, Redington Fairview General Hospital- no updates

Mike Seymour, Stillwater Health Care- no updates

Nicole Buswell, Downeast Surgery Center- no updates

Raymond McNemy, Ross Manor- no updates

Shawn Rigby, Eastside Health for Health & Rehab- no updates

Stan Kosinski, Yesterday’s Children- no updates

Tamera Leland, Brewer Center for Health & Rehab- no updates

Cynthia Levesque, Westgate Center- no updates

Selena Kenney, Westgate Center- no updates

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

**9:15 am** **HCCNM CST After Action Review (AAR)**

Megan reviewed the LEAD tool after-action report from the CST exercise held on June 7, 2019. She reviewed the completion statistics tied to the performance measures. All performance measured were met successfully.

Evacuating facilities includes Mayo Regional Hospital, Maine Veterans Home – Bangor, and Westgate Center for Rehab and Alzheimer’s Care.

Totals included 262 patients/residents to be evacuated at the start of the exercise:

* 86 patients/residents were discharged to home
* 176 patients/residents were placed
* 5 vehicles identified to transport patients/residents

The coalition had a success rate of 100 percent.

**Strengths:**

**Mayo Regional Hospital:** Encountered a real-world event during the exercise and went into lock down during the exercise. They returned late in the exercise period to complete the requirements of the drill. The command team worked well together.

**Westgate Center:** Preplanning and computer updating done before the exercise helped immensely in completing the goal of the exercise.

**Maine Veterans Home-Bangor (MVH):** Very strong leadership team despite the fact that many of their Leadership staff were out at the time of the exercise.

**Also noted:** Good use of MOUs.

Good use of sister facilities.

 MVH activated an alternate care site/facility.

 Crisis standards of care were observed in one facility.

 Facilities were strong on patient transportation means.

**Weaknesses:**

**Mayo Regional Hospital:** Noted that when they called a facility it went to voicemail with no call-back received. MOUs may be able to be developed that provide better phone numbers for disasters.

**Westgate Center:** It was unclear what they were supposed to do about contacting the Coalition, EMA, and the CDC/PHEP. They prioritized evacuation instead.

**Maine Veterans Home:** A few facilities with an MOU did not answer their phones making it hard to place residents. The MVH did not have alternate contact numbers.

**Also noted:** HAN and EMResource were not activated.

Facilities want more warning of the exercise.

Facilities did not engage the Coalition.

Education for scribes needs to be revised.

MVH has legal issues with who they are allowed to accept (patients/residents).

Corrective actions will be written up based on these findings and the AAR document will be released to the Coalition membership.

**10:00 am** **Break**

**10:15 am Other Business**

* Fire Marshal Update
	+ Greg Day is no longer working for the Fire Marshal’s Office. He has taken a position at Northern Light.
* Reminder: July HCCNM Coalition Meeting
	+ There will not be a meeting in July.
* Steering Committee
	+ The steering committee has been formed and met for the first time. They reviewed the Emergency Response Plan. The names and contact information for the Steering Committee will be posted on the Maine HCC website.
* Emergency Response Plan (ERG)
	+ A brief discussion was held on changes to the Emergency Response Plan. Members were in favor of the changes.
* Member Feedback Results
	+ Megan presented slides to provide a brief overview of the preliminary results of the Member Feedback Survey. The top three priorities identified by the coalition members completing the survey are information sharing, upcoming training and exercises and networking in that order. Many requests are made for training and projects.

The survey was completed by 7 facilities. The survey will remain open for facilities to complete in the future.

* Resources/Assets Survey Monkey Results
	+ 7 Surveys were sent out to coalition members. Some of the facilities found it hard to complete the survey due to complexity. It was suggested that the survey be accompanied by a PDF version so participants can preview the survey and have answers and documentation ready.
	+ There were 27 total respondents. Megan shared some of the data that was received. A Resource Plan will be created to contain all the data gathered and released to the Coalition membership.

**11:00 am** **EMSC for Maine -Marc Minkler, Program Manager, EMS for Children**

A lively presentation was given by Marc Minkler from Maine EMSC detailing the gaps in healthcare delivery for children, especially in emergency medicine. All facilities should have an emergency plan for children even if they do not usually deal with children. Everyone is affected by children as they comprise 25% of the population. Planning and exercises should take children into consideration in all facilities.

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

 **Next meeting:** August 10, 2019

9:00 am to 12:00 pm

 A.R. Gould Medical Center

Presque Isle, Maine