



HPP Governance Meeting

12 January 2023 / 2:00 PM

Minutes

Welcome/ Call to Order Karen Adams: Chair: 2:01 pm

Attendees:

Chair: Karen Adams – UT Health

Kenneth Webb -UT Health

Robert Graham, - Christus Health - Tyler

Dusty Gonzales – NET Health (Public Health)

Michael Johnson - RAC-G HPP Manager

Todd Duckett - RAC-G HCC Coordinator

Glenn House – RAC-F HCC Coordinator

Eric Bailey – EMTF-4 Coordinator

Michael Johnson – HPP Manager

Introduction: Glenn House, new RAC HCC Coordinator for Region-F

- Background includes working as a firefighter in Atlanta, TX. He also has worked for Life-Net and has experience working in hospitals

Updates:

- 1) Deliverables – Deliverables are current and were submitted two weeks before the due date
- 2) Documents – The Continuity of Operations Plan and the Governance Committee approved by e-mail and will be reviewed during the ASPR Audit on February 15th
- 3) The Executive Board has asked all committees to meet before the General Assembly to review minutes before the General Assembly.
 - Karen Adams noted the General Assembly meetings are scheduled for 1/19/23, 3/21/23 and 4/11/23 so please add to calendar

4) Education and Training:

- a) The RAC is required to complete a Burn and Pediatric TTX by the end of the 2023 budget year
- b) Kenneth Webb stated the need for deacon training at several UT Health facilities in 2023
- c) HSEEP training is an option; UT Health does not use HSEEP. Kenneth Webb will send the form used by UT as a point of reference.
- d) ICS 300 and ICS 400 classes are scheduled for March 28, 29, 30th (ICS 300) and April 26, 27th. The location is the RAC Training and Warehouse facility located on HWY 64 West in Tyler. Mark Weaver from TEEX will be the instructor for both classes. Participants can register at the TEEX website.
- e) MGT 346 EOC Operations Course is scheduled for May 16/17th.

5) Equipment

- a) The standards for a mobile morgue trailer need to be clarified regarding the required temperatures for body storage. Kenneth Webb will contact UT Pathology for input regarding standard temperature ranges and provide information to Michael Johnson

Todd Duckett - HCC Coordinator RAC-G

- Provided an update regarding the status and expectations regarding the ASPR and DSHS audit scheduled for 2/15/2023
- An informational VC was held with ASPR and DSHS representatives who will be conducting the audit. Feedback indicates that we are on the right track for a successful audit. The audit's intention is accountability; however, it is also an opportunity for acknowledgment of positive performance and identifying areas for improvement.

Eric Bailey - EMTF-4

- 1) Landscape Burn TTX Exercise for Mill Creek VFD scheduled for 2/21/23
- 2) Bataan Memorial Death March in White Sands, NM, beginning March 21st, 2023TMF
- 3) Work Groups scheduled for February 24th and 25th

- 4) Medical cache is being replaced as items expire – A new software/program will be available to track supplies, expiration dates, par levels, etc. This may be offered to RACs for use in the future.
- 5) The Regional Response Plan has been completed and is in the review process for approval
- 6) The Deployment Procedure SOP will be completed this month.

Aaron Wells– Data Systems Administrator

- 1) Working to identify a replacement for WebEOC due to changes by JUVARE. The primary reason is an expense and not receiving program updates when available if we opt out of EMResource.

Open Discussion

- 1) Michael mentioned finding additional money in the 2023 budget after completing budget revisions. More information to follow regarding the amount available and items to consider for purchase
- 2) Karen Adams summarized action items discussed during the meetings, including confirming morgue trailer temperatures, and Kenneth Webb will provide forms used by UT Health for Emergency management.

Next Scheduled Meeting

General Assembly – 1/19/2023 at UT Health Pavilion in Tyler

Meeting Adjourned by Chair Karen Adams; 2:34