



## **NCFHCC Board of Directors Meeting**

February 28, 2024

### **MEETING MINUTES**

The North Central Florida HealthCare Coalition held its virtual February meeting on February 28, 2024, at 1:30. The meeting was held virtually via Zoom.

Documents provided to the NCFHCC Members via email:

Agenda; Validation of Board Members; Minutes from January 2024; Financial Report for January 2024; New Member Requests.

### **CALL TO ORDER**

The meeting was called to order by Leigh Wilsey with a validation of members, with the following Board member present. Quorum was not met for voting.

Hospitals: Suzanne DeKay

Others in Attendance: See attendance report attached.

Absent:

EMS: Matt Ferguson

Emergency Management: Ralph Smith

Public Health: N/A

Long-Term Care: N/A

At-Large Representative: Misty Woods

At-Large Representative: Jason Long

At-Large Representative: Lola Butler

### **Welcome & Introductions**

Leigh Wilsey welcomed everyone to the meeting.

### **Approval of Minutes**

The minutes from January 2024 were provided to Board members via electronic mail and February Meeting Packet. Minutes were not voted on due to the absence of a quorum.

### **FINANCIAL**

#### **Finance Report**

Ms. Suzanne DeKay presented the finance report for January 2024. The financial report was not voted on due to the absence of a quorum.

## MANAGEMENT AND ADMINISTRATION

- **Website Updates** Staff report a website development company has been contracted and has begun the work of merging the existing Coalition websites. Staff are working to incorporate some of the member requests into the new websites (i.e., a member-only page that includes contact information for other members and a resource list of HCC purchased equipment). The website should be live in the coming month.
- **Chemical Surge Annex** The Chemical Surge Annex Draft was shared with the membership for feedback and suggestions this January and February. Staff have incorporated all feedback and suggestions into the annex and presented the final annex to the membership at the February meeting. The final chemical surge annex was approved by consensus.
- **BOLDPlanning** Staff report the Florida contract is finalized, and that any HCC member across the state will have access to the BOLDPlanning platform at no cost to them. BOLDPlanning has been working closely with the HCCs, the State, and other regulatory entities (i.e., AHCA) to ensure the platform/templates and contract will meet facility requirements. COOP planning workshops are in the works, and the CEMP workshops are intended to begin in the spring.
- **Project Funding Update** Staff report three projects have been reimbursed and completed – Flagler County Emergency Management (FirstNet miniCRD), Baptist Health System (PAPRs), and Baker County Emergency Management (Training Manikins for MCI Exercises). Additionally, three other projects are in the process of reimbursement: Baker County Fire and Rescue Department (MCI Trailer Replenishment), Lake Butler Hospital (Decon/MCI Equipment), and Dixie County Emergency Services (SimMan Training Manikin). The three remaining projects are still in the process of procurement due to delays in supply chain/shipping but remain on track to be completed by May.

Staff share the Florida Hospital Association (FHA) infectious disease spending that was received in 2020 is almost completely spent. The Board has used these funds to cover allowable projects with these funds, which is mostly for hospital entities. Staff will provide an itemized list once the funding is complete.

- **EMAG Conference – April 17-19, 2024** The EMAG Conference in Savannah, GA will be held April 17-19, 2024. Staff have registered all 24 individuals who expressed interest in attending. Staff look forward to having all these members in attendance, and to bring helpful information back to the entire membership following the conference.
- **Preparedness Plan Updates** Per contract requirements, staff must update the Preparedness Plan annually. The completed plan was shared with the membership via email in February for review and input. The final plan was discussed at the February meeting and was approved by

consensus.

- **Operational Response and Recovery Plan Updates** Per contract requirements, staff must update the Operational Response and Recovery Plan annually. Staff completed the update, which included the new deliverable addition of the recovery portion of the plan. The updated plan will be shared with the membership via email in early March for review and input.
- **MRSE Exercise** Staff share that every year the HCC is required to conduct an MRSE exercise. As a reminder, the exercise requires there to be a 20% surge of staffed beds in the exercise region, and the exercise is pre-hospital and hospital centric. This year the HCC is working with Marion County to conduct the MRSE exercise. Any member is welcome to attend.
- **Affirmation of Board of Director Representatives and Officer Nominations** Staff share it is time for re-affirmations of the Board of Director Representatives and Officer Nominations. It is a two-year obligation, and Officers are limited to 2 consecutive terms. The current Chair and Secretary/Treasurer have only served one term and are eligible to be re-elected. In March, staff will share a form to confirm discipline representatives and nominations for at-large representatives. At the April meeting there will be an election of the slated at-large representatives. In May, the new Board will be installed, and the Officers will be nominated, and in June, the Officers will be elected and installed.

#### BUSINESS

##### New Members

Ten (10) new member requests were presented for membership. General Membership Requests were not voted on due to the absence of a quorum.

#### TRAINING AND EXERCISE

##### Statewide Chemical Surge VTTX

The HCC is partnering with the other Florida HCCs to host a statewide chemical surge virtual tabletop exercise on March 6<sup>th</sup> from 1:00 PM to 5:00 PM. It will be the same concept as last year's radiation surge VTTX. This year, All Clear Emergency Management Group is planning and facilitating the exercise for the entire state. This exercise is a contract requirement and is to test this year's Chemical Surge Annex. Public health, hospitals, EMS, emergency management, and other public safety members are encouraged to attend.

##### BOLDPlanning

Staff report there will be upcoming virtual workshops through BOLDPlanning for the COOP planning platform, this will include initial and midterm planning workshops. Once made available, the HCC will also provide initial and midterm planning workshops for the EOP platform.

Mr. Kevin Towles with the Center for Independent Living shared the upcoming training opportunities through the agency's Emergency Preparedness Expos held in Marion County and Alachua County.

Alachua County – March 14, 2024, from 8:45 AM to 1:00 PM  
Marion County – March 26, 2024, from 8:45 AM to 1:00 PM

The flyer with the registration link is attached to the minutes.

**MEMBER REPORTS AND OPEN DISCUSSION**

Hospitals – Nothing to report.

Emergency Management – Nothing to report.

Public Health – Ms. Diana Duque introduced herself to the meeting attendees, as she is the Health Officer for DOH Putnam, and is currently the interim Health Officer for the Columbia/Hamilton health department.

EMS – Nothing to report.

Long-Term Care – Nothing to report.

At-Large Representatives – Nothing to report.

**CLOSING REMARKS AND ADJOURN**

Next Meeting:  
March 27, 2024 @ 1:30 PM – Board of Directors Meeting  
Virtual Meeting

<https://nefrc-org.zoom.us/j/89168661472> Or Call 1-786 635 1003 Meeting ID: 891 6866 1472

Staff let the meeting attendees know the April meeting will be canceled due to conference and schedule conflicts.

With no additional business, the meeting was adjourned.



## Attendance Recorded in ReadyOp: General Membership Meeting – February 28, 2024

First Name	Last Name	Facility Name	Facility Type
Suzanne	DeKay	UF Health Gainesville	Acute Care Hospitals (Core HCC Member)
Michelle	Thomas	DCI	Dialysis centers and regional Centers for Medicare and Medicaid Services (CMS)-funded end stage renal disease networks
Chris	Westmoreland	DOH – Putnam	Public Health Agencies (Core HCC Member)
Heather	Gmitter	Human Potential Healthcare	Clinical Services Provider
Sherrie	Brauda	DCI	Dialysis centers and regional Centers for Medicare and Medicaid Services (CMS)-funded end stage renal disease networks
Diana	Duque	DOH – Columbia, Hamilton, Putnam	Public Health Agencies (Core HCC Member)
Justin	Hurst	Lafayette County Emergency Management	Emergency Management Organizations (Core HCC Member)
Jim	Lyons	DOH – Bradford/Union	Public Health Agencies (Core HCC Member)
Kevin	Towles	Center for Independent Living	Non-governmental organizations (e.g. American Red Cross, voluntary organizations active in disaster, amateur radio operators, etc.)
Freda	Vaughn	DOH – Region 3	Public Health Agencies (Core HCC Member)
Mark	Cromer	HCA Florida North Florida Hospital	Acute Care Hospitals (Core HCC Member)
Sabrina	Wynn	FDOH	Public Health Agencies (Core HCC Member)



# Virtual Chemical Tabletop Exercise

Sponsored by the Healthcare Coalitions of Florida

**Date: Wednesday, March 6, 2024**

**Time: 1:00 PM - 5:00 PM ET**

**Location: Zoom**

## What to Expect

Join us for a virtual tabletop exercise that has been designed to evaluate Florida Healthcare Coalitions' surge annexes. Before the exercise begins, participants will hear from a guest speaker who will address topics related to chemical response. Following the presentation, participants will engage in exercise group discussion, working through a provided scenario and a series of questions.

*\*This exercise is designed to help meet your CMS "Exercise of Choice" requirement.\**

## Participating Healthcare Coalitions

- Big Bend Health Care Coalition
- Central Florida Disaster Medical Coalition
- Emerald Coast Health Care Coalition
- Keys Readiness Coalition
- Northeast Florida Regional Council
- Southwest Florida Healthcare Coalition
- Tampa Bay Health & Medical Preparedness Coalition



*At the time of registration, you will receive information on how to access exercise documentation through the online web portal and a Zoom login link for use on the day of the exercise.*

For questions or more information:  
ElainaH@AllClearEMG.com

**REGISTER**

# Frequently Asked Questions (FAQs)

**Who is recommended to attend?**

- Emergency Management
- Emergency Medical Services
- Fire
- Law Enforcement
- Long Term Care
- Healthcare Coalitions
- Hospitals
- Public Health
- Skilled Nursing

**What topics will be covered during the exercise?**

- Chemical emergency care assets.
- Agency and facility roles during a chemical incident
- Healthcare Coalition Chemical Surge Annexes
- Regional and statewide partnerships
- Sheltering-in-place

**How can I come prepared for the exercise?**

Prior to the exercise, we recommend printing the exercise Situation Manual to reference. On the day of the exercise, make sure that you have access to and are familiar with your chemical response plans. You will be asked to participate in groups and discuss your organization's response.

**Where can I find the exercise documents?**

At the time of registration, you should have received information on how to login to your web portal. To login to the web portal, [click here](#), and use the email and password you created at the time of registration to gain access. Once in the web portal, select 'statewide chemical exercise' and then select 'exercise documents.'

**How do I login to the exercise?**

Following registration, you should have received an email from Zoom containing your login link. You will use the information in this email to login to the exercise on March 6th. Those confirmation emails will be resent one week before the exercise and on the day of the exercise.

**For questions or more information:**

**ElainaH@AllClearEMG.com**

# 3RD ANNUAL ALACHUA COUNTY EMERGENCY PREPAREDNESS EXPO



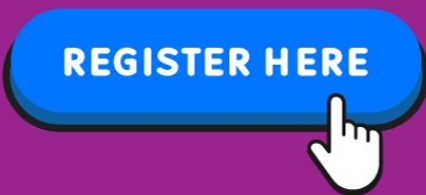
The FREE event will include a variety of vendors and speakers to help prepare people with disabilities in our community for any type of emergency.



**THURSDAY | MARCH 14, 2024**  
**8:45 AM - 1:00 PM**



**SENIOR RECREATION CENTER**  
**5701 NW 34TH BLVD, GAINESVILLE, FL 32653**



**[HTTPS://WWW.EVENTBRITE.COM/E/EMERGENCY-  
PREPAREDNESS-EXPO-FOR-PEOPLE-WITH-DISABILITIES-  
IN-ALACHUA-COUNTY-REGISTRATION-718046706027](https://www.eventbrite.com/e/emergency-preparedness-expo-for-people-with-disabilities-in-alachua-county-registration-718046706027)**



For more information about the event, please email Kevin Towles at [ktowles@cilncf.org](mailto:ktowles@cilncf.org) or call (352) 368 - 3788