



NCFHCC Board of Directors Meeting

December 6, 2023

MEETING MINUTES

The North Central Florida HealthCare Coalition held its combined November and December meeting virtually on December 6, 2023, at 1:30 via Zoom.

Documents provided to the NCFHCC Members via email:

Agenda; Validation of Board Members; Minutes from September 2023; Financial Report for September and October 2023; New Member Requests.

CALL TO ORDER

The meeting was called to order by the Secretary/Treasurer, Suzanne DeKay with the validation of a quorum, with the following Board members present:

Emergency Management: Ralph Smith

Hospitals: Suzanne DeKay

At-Large Representative: Jason Long

At-Large Representative: Misty Woods

Others in Attendance: See attendance report attached.

Absent:

EMS: Matt Ferguson

Public Health: N/A

Long-Term Care: N/A

At-Large Representative: Lola Butler

*It was shared by staff that Tom Moffses, the Vice Chair and Public Health representative has retired from FDOH, and that the vice-chair and public health representative positions are now vacant. Staff share per the bylaws, the Board can opt to appoint a vice-chair every month until elections this upcoming summer, or the Board can vote someone into the role for the remainder of the term.

Suzanne DeKay, Secretary/Treasurer, opted for the Board to wait until January to make the decision, so the Chair can be present and it allows time for a new health officer to fill the public health representative vacancy.

Welcome & Introductions

Secretary/Treasurer, Suzanne DeKay welcomed everyone to the meeting.

Approval of Minutes

The minutes from September 2023 were provided to Board members via electronic mail and December Meeting Packet.

The Secretary/Treasurer called for a motion of approval. Mr. Smith moved approval; Mr. Long seconded; Motion carried.

FINANCIAL

Finance Report

Ms. Suzanne DeKay along presented the finance report for September and October 2023.

The Chair called for a motion of approval. Mr. Smith moved approval; Mr. Long seconded; Motion carried.

MANAGEMENT AND ADMINISTRATION

- **Website Updates** Staff report they are in the process of reviewing received quotes with the NEFRC. The vendor should be selected by December 7th, and HCC staff share the websites should be functional again this January. HCC asked meeting attendees if they had any thoughts or suggestions with what should be included on the website, in addition, to the training and exercise opportunities, meeting minutes and agendas, etc.

Suggestions included: log-in section for members to access contact information for other members and to view an inventory of HCC purchased equipment across the Alliance, better calendar to show different opportunities, project submission page which includes all the documents + a fillable form to submit the project application.

- **National Conference & Presentation** HCC staff attended the National Healthcare Coalition Preparedness Conference at the end of November and early December, as part of contract requirements. Staff found value in the breakout sessions, meeting with other Florida partners and the other HCCs in FEMA Region 4, and hearing from HHS on the future NOFO for the next budget period. Additionally, Eric Anderson and Tyler Nolen, with the Local Emergency Planning Committee (LEPC), presented at the conference on their shelter-in-place train-the-trainer course.
- **Chemical Surge Annex** The focus area for this fiscal year's contract is chemical surge. As part of the contract requirements, staff have drafted a Chemical Surge Annex, in partnership with the other Florida HCCs. The Chemical Surge Annex Draft will be shared to the membership for feedback and suggestions this December and January. A special planning meeting will be set up for later January to review the plan, and staff hope local subject matter experts will join to provide feedback.

- **BOLDPlanning** Staff report the Florida contract is being 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 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 all MOAs have been fully executed, and projects are on track to be completed by their respective completion dates. Two projects have already submitted for reimbursement – Baptist Health and Flagler County Emergency Management.
- **EMAG Conference** The EMAG Conference in Savannah, GA will be held April 17-19, 2024. The HCC did budget to send a group of interested members again this year. If an individual is interested, there will be an interest form sent in January so HCC staff can plan and identify how many members they can sponsor to attend. As a reminder, the HCC covers the costs of conference registration, hotel, and hotel parking; conference attendees are responsible for their pay, meals, and mileage.

Staff shared the conference released their call for presentations and encourage members to apply if they feel there is something they would like to present. The link to submit/apply is below.

Call for presentations link: <https://www.cvent.com/c/abstracts/6dca8383-ea73-43f2-b4b5-52c7bb82bb00>

BUSINESS

New Members

Seven (7) new member requests were presented for membership.

The Chair called for a motion of approval of the members. Mr. Long moved approval; Mr. Smith seconded; Motion carried.

TRAINING AND EXERCISE

Virtual Tabletop Exercise Scenario Suggestions

Staff asked meeting attendees if they had any thoughts or suggestions on the upcoming virtual tabletop exercise series scenario. The last three scenarios have been active assailant, shelter-in-place/chemical based, and supply chain scarcity/CSC. This VTTX will occur during next spring. Staff added these exercises are planned with long-term care facilities, home health agencies in mind, to count towards their CMS 'Exercise of Choice' requirement.

Suggestions included: adding injects that incorporate the challenges with language barriers during an emergency, decontamination practices for persons with disabilities, service animals, and other special considerations and populations for decontamination.

Statewide Chemical Surge VTTX

This upcoming spring, the HCC is partnering with the other Florida HCCs to host a statewide chemical surge virtual tabletop exercise. It will be the same concept as last year's radiation surge VTTX. This year, it is planned for the All Clear Emergency Management Group to plan and facilitate the exercise for the entire state. This exercise is a contract requirement and is to test this year's Chemical Surge Annex.

Florida Week at CDP – April 14-20, 2024

Florida Week at CDP is this upcoming April 14th through 20th in Anniston, AL. There are several training opportunities, and is a great networking opportunity. Slots fill quickly, and anyone interested in attending is encouraged to apply quickly. The next Florida Week will be in 2026; the flyer with more information and the links to register will be attached to the minutes.

CDP Virtual Training Opportunity – One Left

Arranged through the state of Florida HCC group, there is one virtual training opportunity left this year, offered through the Center for Domestic Preparedness (CDP).

- Healthcare Facility Emergency Management Program
 - December 12, 2023, 10 a.m. to 1 p.m.

The link to register is on the Florida HCC website under 'Training,' the link is provided below.
<https://www.floridahcc.org/training/https://www.floridahcc.org/training/>

BOLDPlanning

Staff report there will be upcoming virtual workshops through BOLDPlanning for the COOP planning platform. Both workshops are initial trainings to have interested members learn the BOLD platform. There will be follow-up workshops scheduled, as midterm trainings for those learning the platform.

Offering 1 → Thursday, December 7th from 9 a.m. to 12 p.m.

Offering 2 → Friday, January 5th from 9 a.m. to 12 p.m.

The flyer and links to register are attached to the minutes.

MEMBER REPORTS AND OPEN DISCUSSION

Hospitals – Ms. Suzanne DeKay, from UF Health Gainesville, states the hospital is full with many patients with respiratory viruses and symptoms. Ms. Misty Woods with ACFR concurred, and shared the other area hospitals are also at capacity. Ms. DeKay shared they still face the same supply chain issues and shortages.

Emergency Management – Mr. Ralph Smith from Gilchrist County Emergency Management reports they are continuing the recovery process of Hurricane Idalia. Mr. Smith reported that the Fire/Rescue Department should be receiving new apparatuses during the first quarter of 2024.

Public Health –

Ms. Casey Ditter/Mr. Jason Long from DOH Suwannee/Lafayette stated there is nothing new to report but are continuing efforts on Hurricane Idalia clean up.

Mr. Caleb Hardee from DOH Gilchrist/Levy/Dixie appreciated the dissemination of the Florida Week at CDP information, and that they are planning to send some people. Reports they are working on the Community Health Improvement Plan, and that they recently acquired a mobile medical unit and will be using that as a resource in their area.

EMS – Ms. Misty Woods from Alachua County Fire Rescue shared they continue to face challenges with getting new equipment (trucks and apparatus), and currently have 10 ambulances on order. ACFR is currently having a FIDTN train-the-trainer. Additionally, reports the lack of staffing and neglect seen in local nursing homes, and how they are reporting these cases to the State.

It was noted that ACFR will be testing the Pulsara platform, as part of the new state contract with the Pulsara company. More to come as more partners are engaged, and after the agency has spent time utilizing the platform.

Long-Term Care – Nothing to report.

At-Large Representatives – Nothing to report.

CLOSING REMARKS AND ADJOURN

Next Meeting:

January 24, 2024 @ 1:30 PM – General Membership Meeting
Hybrid Meeting

Alachua County Health Department, Thomas Coward Auditorium
224 SE 24th Street, Gainesville, FL 32641

OR

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

With no additional business, the meeting was adjourned.



Attendance Recorded in ReadyOp: Board of Directors Meeting – December 6, 2023

First Name	Last Name	Facility Name	Facility Type
Suzanne	DeKay	UF Health Gainesville	Acute Care Hospitals (Core HCC Member)
Misty	Woods	Alachua County Fire Rescue	EMS (Including inter-facility and other non-EMS patient transport systems; Core HCC Member)
Chris	Westmoreland	DOH – Putnam	Public Health Agencies (Core HCC Member)
Heather	Gmitter	Human Potential Healthcare	Clinical Services Provider
Caleb	Hardee	DOH – Levy/Gilchrist/Dixie	Public Health Agencies (Core HCC Member)
Casey	Ditter	FDOH – Lafayette and Suwannee	Public Health Agencies (Core HCC Member)
Jason	Long	DOH – Suwannee	Public Health Agencies (Core HCC Member)
Ralph	Smith	Gilchrist County Emergency Management	Emergency Management Organizations (Core HCC Member)
Jim	Lyons	DOH – Bradford/Union	Public Health Agencies (Core HCC Member)



FLORIDA WEEK AT CDP

April 14-20, 2024

Join state, local, and tribal responders and other healthcare partners from across Florida at the Center for Domestic Preparedness (CDP) in Anniston, Alabama. This week-long event includes a variety of advanced all-hazards trainings that will ultimately culminate into an Incident Capstone Event (ICE) full-scale exercise.

COURSE OFFERINGS:

Environmental Health
Training in Emergency
Response (EHTER)
Operations

PROMO CODE:
118FLEHTEROPS

Hospital Emergency
Response Training (HERT)
for Mass Casualty
Incidents

PROMO CODE:
121FLHERT

Barrier Precautions and
Controls for Highly
Infectious Disease

PROMO CODE:
124FLHID

Healthcare Leadership
for Mass Casualty
Incidents

PROMO CODE:
119FLHCL

APPLY HERE:

<https://cdp.dhs.gov/apply>

QUESTIONS? CONTACT:

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Mitchell Carbajal
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THE CENTER FOR DOMESTIC PREPAREDNESS

The Center for Domestic Preparedness provides advanced, all-hazards training to approximately 50,000 emergency responders annually from state, local, tribal, and territorial governments, as well as the federal government, foreign governments, and private entities, as available. The scope of training includes preparedness, protection, and response.



Since opening its doors in 1998, the CDP has trained more than 1.3 million responders. Responders in 17 different disciplines – Emergency Management, Emergency Medical Services, Fire Service, Governmental Administrative, Hazardous Materials, Healthcare, Law Enforcement, Public Health, Public Safety Communications, Public Works, Agriculture, Education, Citizen/Community Volunteer, Information Technology, Security and Safety, Search and Rescue, and Transportation – train at the CDP.

The Noble Training Facility at the CDP is the only hospital facility in the United States dedicated solely to training hospital and healthcare professionals in disaster preparedness and response. The facility includes classrooms, exercise and simulation areas, an emergency operations center, emergency department, clinical ward, and an isolation ward for 'patients' with highly infectious diseases.



Visit cdp.dhs.gov for more information

Continuity of Operations Planning (COOP) Workshop With **BOLDPlanning**

This virtual workshop will guide you through developing a comprehensive COOP Plan using the BOLDPlanning Platform!

There is no cost for HCC members to use the BOLDPlanning platform.

Two Offerings:

Thursday, December 7, 2023, from 9 AM to 12 PM

[Click Here to Register](#)

OR

Friday, January 5, 2024, from 9 AM to 12 PM

[Click Here to Register](#)

Questions?
ASieger@NEFRC.org