

# NORTHEAST FLORIDA HEALTHCARE COALITION



Northeast Florida  
**Healthcare**  
COALITION  
For Disaster Preparedness  
Achieve a health and medical system that  
is efficient and resilient in an emergency.

Hybrid Meeting  
In-Person: Clay County EOC,  
2519 State Road 16 W, Green Cove Springs, 32043 OR

**NEW ZOOM LINK:** <https://nefrc-org.zoom.us/j/82791464109>

Or Call 1-786-635-1003 Code: 827 9146 4109

## Agenda – Executive Board Meeting

Wednesday, September 18, 2024 @ **1pm**

Meeting Attendance: <https://nefrc.readyop.com/fs/4cho/4e41ff55>

- **Call to Order**
  - Validation of Voting Members (*accept designees, if required*)
  - \*Approval of Minutes from the May Meeting
- **Financial**
  - Fiscal Year 2023-2024 Close-out Report
    - Pediatric Med Sleds
  - \*Budget Report – July and August 2024
  - Management and Administration
    - New Contract (FY24-25)
    - Overview of Alliance Board Meeting
    - Project Funding
    - Specialty Working Groups
- **Business**
  - \*Approval of General Membership Requests
  - Public Health Representative
- **Training and Exercise**
  - BOLDPlanning Workshops
  - CDP Virtual Training Offerings
  - Pediatric Disaster Response and Emergency Preparedness (MGT439)
- **Member Reports**
  - Board Member Reports (*call on each discipline for a report*)
  - Open Discussion

**Adjourn**

**Next Meeting**

**November 20, 2024 @ 1:00 PM**

The October meeting is canceled due to staff attending the required State HCC Task Force meeting.  
All members are welcome to attend the virtual North Central HCC meeting on October 23<sup>rd</sup> @1:30 PM.

<https://nefrc-org.zoom.us/j/89168661472>

# NEFLHCC Executive Board

**Executive Board**

A quorum is 50% of the total voting membership (Executive Board)

Six Voting Members = Quorum

**Membership by County**

- Baker – 2
- Clay – 2
- Duval – 2
- Flagler - 1
- Nassau – 1
- St. Johns – 1
- At Large – 2

**TOTAL = 11**

**Tiebreak Vote**

Regional Emergency Response Advisor

**Executive Board**

Chair: Tim Devin, EMS

Vice-Chair: Dave Chapman, Hospitals

Secretary/Treasurer: Susan Chapman, Home Health

6 County Reps	4 Discipline Reps	2 At-Large Reps
<u>Baker County</u> Kassie Knoll	<u>Emergency Management</u> John Blanchard	<u>Long Term Care</u> <i>Vacant</i>
<u>Clay County</u> Sonny Rodgers	<u>EMS</u> Tim Devin	<u>Home Health</u> Susan Chapman
<u>Duval County</u> Rochelle Civil	<u>Hospital</u> Dave Chapman	
<u>Flagler County</u> Jaffy Lee	<u>Public Health</u> <i>Vacant</i>	
<u>Nassau County</u> Ronnie Nessler		
<u>St. Johns County</u> Gavin Butler		

\* As of 5/10/2024



Northeast Florida  
**Healthcare**  
COALITION  
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## Northeast Florida Healthcare Coalition Voting Members & Designated Alternates (5/10/2024)

**Six Voting Members = Quorum**

<b>Representation</b>	<b>Voting Member</b>	<b>Alternate Name</b>	<b>Voting Member Agency</b>	<b>Appointing Authority</b>
Baker County	Kassie Knoll	John Blanchard	FDOH - Baker	ESF 8 Partners
Clay County	Sonny Rodgers	Donald Weatherby	FDOH - Clay	ESF 8 Partners
Duval County	Rochelle Civil	Katherine Jones	FDOH – Duval	ESF 8 Partners
Flagler County	Jaffy Lee	Bob Pickering	FDOH - Flagler	ESF 8 Partners
Nassau County	Ronnie Nessler	Mike Godwin	FDOH - Nassau	ESF 8 Partners
St. John County	Gavin Butler	Lana Sample	St. Johns County Emergency Management	ESF 8 Partners
Emergency Management	John Blanchard	Jonathan Lord	Baker County Emergency Management	Regional Emergency Managers
EMS	Tim Devin	Kevin Kotsis	Clay County Fire Rescue	First Coast EMS Advisory Council
Hospitals	Dave Chapman	Rich Ward	Ascension St. Vincent's Southside	First Coast Disaster Council
Public Health	<b>Vacant</b>	<b>Vacant</b>		Regional Public Health Officers
Long-Term Care	<b>Vacant</b>	<b>Vacant</b>		Florida Health Care Association – District IX
Home Health	Susan Chapman	Netasha King	Brooks Rehabilitation Home Health	

**Chair: Tim Devin, EMS**

**Vice-Chair: Dave Chapman, Hospitals**

**Secretary/Treasurer: Susan Chapman, Home Health**



**Executive Board Meeting**  
**May 15, 2024 @ 1pm**  
**Meeting Notes**

The May Executive Board Meeting of the Northeast Florida Healthcare Coalition was held in-person at the WJCT Building and virtually via Zoom. The meeting commenced at 1:00 pm on Wednesday, May 15, 2024.

**CALL TO ORDER**

The meeting was called to order by the Chair with a validation of members, with the following Executive Board members present. Quorum was met for voting.

Baker County – Kassie Knoll  
Clay County – Sonny Rodgers, Don Weatherby  
Duval County – Katherine Jones  
Flagler County – Jaffy Lee, Bob Pickering  
St. Johns County – Lana Sample  
Emergency Management – John Blanchard, Jonathan Lord  
EMS – Tim Devin, Kevin Kotsis  
Hospitals – Rich Ward  
Home Health – Susan Chapman

Absent:

Nassau County – Ronnie Nessler  
Public Health – N/A  
Long-Term Care – N/A

A digital sign-in link was provided to attendees. The sign-in sheet is attached to the minutes.

**\*Approval of Minutes**

The draft minutes from the March 20, 2024, General Membership Meeting was provided as part of the meeting packet.

*The Chair called for a motion. A motion was made to approve the draft minutes by Sonny Rodgers (Clay County). A second was made by Kevin Kotsis (EMS). Motion carries.*

**FINANCIAL**

**\*Budget Report**

The finance report for March and April 2024 were presented by Leigh Wilsey.

*The Chair called for a motion. A motion was made to approve the financial report by Sonny Rodgers (Clay County). A second was made by Kevin Kotsis (EMS). Motion carries.*

## Management and Administration

### **Project Funding Update**

Staff report seven projects have been reimbursed and completed – Flagler County Emergency Management (FirstNet miniCRD), Baptist Health System (PAPRs), Baker County Emergency Management (Training Manikins for MCI Exercises), Baker County Fire Rescue Department (MCI Trailer Replenishment), Lake Butler Hospital (Decon/MCI Equipment), Dixie County Emergency Services (SimMan Training Manikin), and AdventHealth Palm Coast Parkway (Decon Equipment). The two remaining projects are still in the process of procurement due to delays in supply chain/shipping but remain on track to be completed by June.

### **EMAG Conference Recap**

The EMAG Conference in Savannah, GA was a success with 23 members across the Alliance in attendance. Members report it was a great learning opportunity, with training ranging from cybersecurity, weather-related threats, and other valuable and pertinent topics to emergency management and healthcare.

Ms. Jaffy Lee with DOH-Flagler shared EMAG always provides an opportunity to collaborate and train with folks in similar roles in different parts of the country.

### **New Contract (FY24-29)**

Staff share they have not received the new contract yet but have heard from the State to expect level funding for the new contract. Once the contract is made available to HCC staff, there will be a strategic planning workshop with the Alliance Board's to review and discuss the five-year contract. Staff share there may be changes to project funding based on the new contract language, as future projects may have to be more regional in focus.

### **June and July Meeting**

Staff report the June meeting date falls on the Juneteenth holiday, and the meeting will be canceled. All members are welcome to attend the virtual North Central HCC meeting on June 26 at 1:30 PM.

Additionally, the Northeast Florida Regional Council office is moving to a new location in July. Therefore, HCC staff and Board agree to cancel the July meeting during the move and will resume the meeting in August.

### **New Website Demonstration**

HCC staff shared the new website is not available yet but did have a test site to demonstrate to meeting attendees. HCC staff welcomed any feedback and suggestions.

Chair, Tim Devin, suggested adding a link to SERT TRAC under the training page.

### **MRSE**

Staff report the MRSE exercise held in Marion County on May 7<sup>th</sup> was a success, and there was information and learning opportunities to come from the exercise. Further, the information and lessons learned from the TTX was implemented one week later in Marion County as they had a real-world MCI, and the hospital and EMS partners utilized the techniques used during the MRSE to distribute patients across the local healthcare and transportation system.

## **BUSINESS**

### **\*Approval of General Membership Requests**

As required in the bylaws, the Board must approve all membership requests. There have been eight (8) membership requests since the last meeting. The list was provided in the meeting packet.

*The Chair called for a motion. A motion was made by Sonny Rodgers (Clay County) to approve the new members. A second was made by Jaffy Lee (Flagler County). Motion carries.*

## **TRAINING AND EXERCISE**

### **BOLDplanning Workshops**

Staff report shared BOLDplanning and the Florida HCC's have launched the CEMP platform which is free and available to any HCC member in Florida. Below are the Region 3 HCC funded training workshops and the Florida HCC funded virtual workshops. More CEMP and COOP workshops to come in next (early) fiscal year. The flyer with registration links is attached to the minutes.

- Region 3 HCC Alliance Offerings
  - Initial CEMP Workshops
    - Thursday, May 23, from 1pm to 4pm
    - Wednesday, June 5, from 9am to 12pm
  - Statewide Offerings
    - Initial CEMP Workshops
      - Thursday, May 30, from 9am to 1pm
      - Thursday, June 20, from 1pm to 5pm

### **CDP Virtual Training Offerings**

Staff share the upcoming virtual training opportunities offered to anyone in Florida through the Center for Domestic Preparedness. Trainings include Active Shooter/Assailant: Behavioral Indicators and How to Respond, Special Needs Population Considerations During Emergency Response, and Psychological Preparedness for Responders. The flyer with more course information and registration links is attached to the minutes.

### **Tropical Tango – Virtual TTX Series**

Staff share the last virtual tabletop exercise opportunity for the fiscal year which will be held in June. This scenario will be weather-based and will help participating facilities think through a possible evacuation. The flyer with more information and the registrations links is attached to the minutes.

Offering 1: June 11, 2024, from 1:00-4:30pm

Offering 2: June 13, 2024, from 9:00am-12:30pm

## **OPEN DISCUSSION**

- Hospitals –Mr. Kevin Kotsis with Ascension reported that Ascension National experienced a cyberattack last week, and hospitals are currently operating using downtime procedures. Shares that other hospitals should practice downtime with their staff during the day to test their COOP

and EOP, as it would be good practice if they had to be in a period of extended downtime.

Ms. Jenn Silvey-Cason shared she is facilitating a full-scale exercise for UF Health Downtown and North with a pediatric evacuation scenario. This exercise will consist of a full evacuation (with pediatric training manikins) and practice a set-up of an alternate care site. The exercise will be on July 31<sup>st</sup> and she will share more information as it approaches for partners.

- Public Health –

Mr. Ryan Nash from Nassau County DOH shared they are preparing for hurricane season.

Mr. Sonny Rodgers from Clay County shared they are still working to move all of their services to the Fleming Island location and hope to move over WIC and other services soon. Clay DOH is hosting an LSU training on June 11 and 12, and there are seats still available. Reports they have their hurricane prep week approaching, and shared one of those days is dedicated to county health and care facilities. In addition, the health department will have SpNS training with the regional SpNS nurse in June or July. Clay DOH also continues to prepare for their back-to-school immunizations. Mr. Rodgers also shared once BPR releases their requirements for next fiscal year, they will start scheduling and planning training and exercises.

Ms. Katherine Jones from Duval County DOH shared they will be doing shelter training as they prepare for hurricane season. Reports Duval DOH is wrapping up their PPHR submission.

Ms. Kassie Knoll from Baker County DOH shared that next Tuesday (5/21), Baker DOH will be conducting a mass prophylaxis full-scale exercise, and if anyone is interested in volunteering reach out to DOH-Baker.

Ms. Jaffy Lee from Flagler County stated there is a strong interest from Flagler County EM to have their healthcare facilities use the BOLDplanning platform for CEMPs and COOP plans. Reports their school walk-through went well in planning and preparing for special needs sheltering.

- EMS – Mr. Kevin Kotsis shared that EMS Week is next week, with multiple events happening throughout the region. Shared that the First Coast EMS Advisory Council formed a subcommittee on Pulsara. This subcommittee will go out to individual EMS agencies to see where gaps or issues are, and bring this compilation to Pulsara, for Pulsara to address. Pulsara will be presenting at the next FCDC meeting, as well.

Mr. Kotsis shared that regionally, EMS/Fire student numbers are increasing, but now there are not enough instructors due to pay issues, etc.

- Emergency Management –

Mr. Tim Devin with Clay County Emergency Management shared that the Governor's Hurricane Conference is currently underway in West Palm Beach. Additionally, FDEM is hosting a free training conference June 10-14 at the World Golf Village in St. Augustine, and they are looking to expand seat capacity in the trainings. Shared that all county grants are receiving a 10% deduction, and that the disaster grants derived from the COVID-19 pandemic are closing out at the end of this fiscal year. Chair Devin also urged meeting attendees to attend county-support training offerings, so counties can continue to offer the EM training courses at

no cost.

- Home Health – Ms. Susan Chapman shared that last week’s inclement weather provided an opportunity for staff to practice communications practices during emergencies. It also provided an opportunity for them to conduct a TTX internally to review notification processes during inclement weather.
- Long-Term Care – Nothing to report.

Chair Devin asked meeting attendees and Board members to think about Board disciplines, like long-term care. Long-term care has not had a representative on the Board in over one year, if not more. The Chair suggested the membership come back in August and review if long-term care should still be a named discipline on the NEFLHCC Board structure.

**ADJOURN**

The meeting was adjourned at 2:00 PM.

**Training**

- De-escalation and workplace violence training was offered following the meeting (in-person only).

**NEXT MEETING**

**June Meeting is CANCELED.**

June meeting is canceled due to it falling on a holiday. The NEFLHCC will meet again in July. Any member is welcome to attend the virtual North Central Florida HCC meeting on June 26 at 1:30PM.





**Executive Board Meeting Attendance**  
**May 15, 2024, @ 1pm**

<b>Name</b>	<b>Name (Last)</b>	<b>Facility Name</b>	<b>Facility Type</b>	<b>'other'</b>
Timothy	Devin	Clay County Fire Rescue	EMS (Including inter-facility and other non-EMS patient transport systems); (Core HCC Member)	
Kevin	Kotsis	Ascension St. Vincent's Southside	EMS (Including inter-facility and other non-EMS patient transport systems); (Core HCC Member)	
Jennifer	Silvey-Cason	UF Health Jacksonville	Acute Care Hospitals (Core HCC Member)	
Freda	Vaughn	FDOH	Public Health Agencies (Core HCC Member)	
Jaffy	Lee	Florida Dept of Health - Flagler County	Public Health Agencies (Core HCC Member)	
Joe	Daraskevich	Duval County Medical Society	Local chapters of health care professional organizations (e.g. medical society, professional society, hospital association)	
Sonny	Rodgers	DOH-Clay	Public Health Agencies (Core HCC Member)	
Kassie	Knoll	DOH-Baker	Public Health Agencies (Core HCC Member)	
Craig	Tompkins	River Garden	Skilled nursing, nursing, and long-term care facilities	
Don	Weatherby	DOH-Clay	Public Health Agencies (Core HCC Member)	
Bob	Pickering	Flagler County Emergency Management	Emergency Management Organizations (Core HCC Member)	
Lana	Sample	DOH-St. Johns	Public Health Agencies (Core HCC Member)	
Katherine	Jones	DOH-Duval	Public Health Agencies (Core HCC Member)	
Ryan	Nash	DOH – Nassau	Public Health Agencies (Core HCC Member)	
Jonathan	Lord	Flagler County Emergency Management	Emergency Management Organizations (Core HCC Member)	
Leah	Guthrie	Mental Health Resource Center	Behavioral Health Services and Organizations	
Mary	Boutte	DOH-St. Johns	Public Health Agencies (Core HCC Member)	
John	Blanchard	Baker County Emergency Management	Emergency Management Organizations (Core HCC Member)	
Jerry Lynn	Daniels	Senior Living at The Greens	Skilled nursing, nursing, and long-term care facilities	
Rich	Ward	HCA Florida Orange Park Hospital	Acute Care Hospitals (Core HCC Member)	

Susan	Chapman	Brooks Rehab Home Health	Home Health Agencies(including home and community based services)	
Ashley	Merryman	BPHL	Public Health Agencies (Core HCC Member)	
Steve	Viola	AdventHealth Palm Coast	Acute Care Hospitals (Core HCC Member)	

## New Members Alliance September 2024

Name (First)	Name (Last)	Title/Job Duty	Type of Organization	Name of Facility/Organization	City	County- Select all that apply
Mandy	Hunter	Administrator	Home Health Agencies (Including home and community based services)	Underhill Staffing Inc.	Jacksonville	Duval



Healthcare Coalition Alliance

Region 3

[www.FLRegion3HCC.org](http://www.FLRegion3HCC.org)