



Wednesday, February 26, 2025 @ 1:30

Virtual Only Meeting

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

NCFHCC BOARD OF DIRECTORS MEETING AGENDA

*Requires approval of Board

Meeting Attendance Link: <https://nefrc.readyop.com/fs/4ci9/ca3bdf3b>

- I. Call to Order**
 - Validation of voting members present [accept proxy voters, if present]
 - Welcome & Introductions
 - *Approval of minutes from October 2024
- II. Financial**
 - *Finance Report – January 2025
- III. Management and Administration**
 - Project Funding Update
 - Conference Updates
 - Readiness Plan Review
 - Training & Exercise Plan Review
- IV. Business**
 - *New Member Requests
- V. Training & Exercise**
 - BOLDPlanning Workshops
 - Virtual Tabletop Exercise Opportunities
 - Medical Response Surge Exercise (MRSE)
 - Center for Independent Living of North Central Florida Disability Expos
- VI. Board Member/Discipline Reports & Open Discussion**
- VII. Adjourn**

Next Meeting:

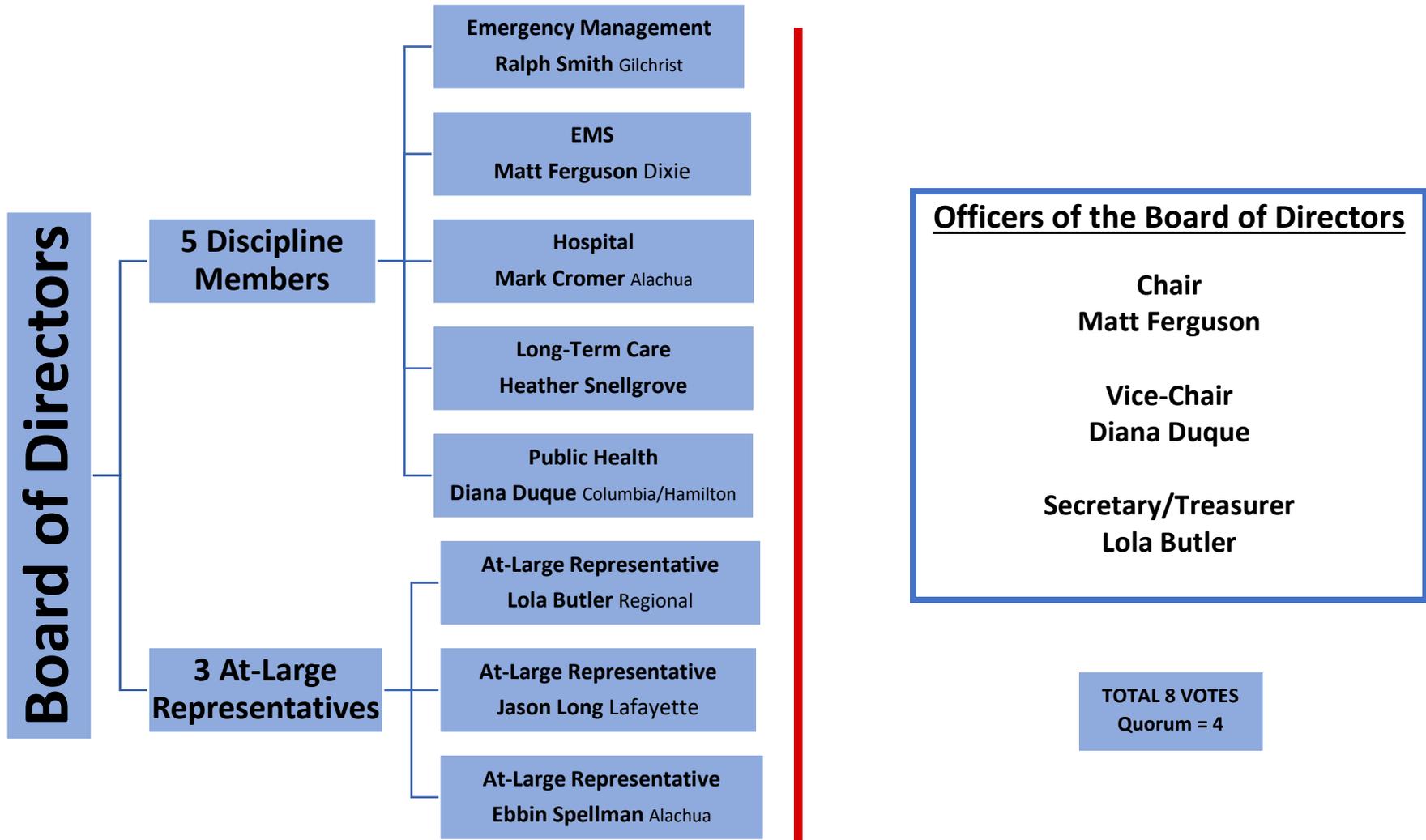
Alliance Board Meeting – Wednesday, March 19, 2025, at 1:00pm

Virtual <https://nefrc-org.zoom.us/j/82791464109>

All members are welcome to attend!



Board of Directors 2024-2026



A quorum is fifty percent (50%) of the total voting membership of the Board of Directors.
 The term of the Board of Directors is July 2024-June 2026.



NCFHCC Board of Directors Meeting

October 23, 2024

MEETING MINUTES

The North Central Florida Healthcare Coalition held its virtual meeting on October 23, 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 June 2024; Financial Report for July, August, and September 2024; New Member Requests.

CALL TO ORDER

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

EMS: Matt Ferguson

Hospitals: Mark Cromer

Public Health: Diana Duque

At-Large Representative: Jason Long

At-Large Representative: Lola Butler

Others in Attendance: See attendance report attached.

Absent:

Emergency Management: Ralph Smith

Long-Term Care: Heather Snellgrove

At-Large Representative: Ebbin Spellman

Welcome & Introductions

Chair, Matt Ferguson, welcomed everyone to the meeting.

Approval of Minutes

The minutes from June 2024 were provided to Board members via electronic mail and October Meeting Packet.

The Chair called for a motion of approval. Ms. Butler moved approval; Mr. Cromer seconded; Motion carried.

FINANCIAL

Fiscal Year 2023-2024 Close-out Report

Staff reported the last fiscal year ended on June 30th, and all annual funds were spent.

- **Pediatric Med Sleds**

Staff shared at the end of the fiscal year, one of the funded projects came in under their original grant total. Therefore, there was extra funding that had to be spent quickly during June. As pediatric related equipment for pre-hospital and hospital providers had already been previously approved by the State, staff purchased pediatric surge related equipment. Staff were able to procure 8 pediatric med sleds for the Alliance. Currently, the equipment is stored at UF Health Jacksonville. Staff asked members to share if they had any ideas on how to disperse or store the equipment (which would require Alliance Board approval), if other than keeping it at UF Health Jacksonville.

Finance Report

Secretary/Treasurer, Lola Butler, presented the finance report for the first quarter (July, August, and September of 2024).

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

MANAGEMENT AND ADMINISTRATION

- **New Contract (FY24-25) and Amendment** Staff reviewed the new contract with the Florida Department of Health. The contract is for level-funding (\$748,712), and is a one-year, renewable contract. The current contract is a continuation of last year's contract. Staff anticipate this will be the same process each fiscal year with amendments to the contract. This fiscal year's contract amendment was received mid-October, and the amendment is still under review as there are changes to the administrative portion of the contract and tight deadlines for deliverables.

Staff shared the strategy for funding allocations for this fiscal year, which resembles the same funding strategy as past years: staffing and operations of the Coalition, deliverables (including the MRSE), travel (EMAG conference or other), projects, training (BOLDPlanning, Center for Independent Living Disability Expos), and exercises (virtual tabletop exercises series).

- **Overview of Alliance Board Meeting** Staff shared the Region 3 HCC Alliance Board met on August 29, 2024. The Alliance Board is comprised of the officers from each of the 3 HCCs – Northeast, North Central, and CHAMP. However, all Board members were invited to attend, and there were about 20 attendees from across the coalitions who attended the meeting. During the meeting staff reviewed with the Board the new Administration for Strategic Preparedness and Response (ASPR) Notice of Funding Opportunity (NOFO) which is for fiscal years 2024 to 2029. Additionally, staff reviewed the new contract for this fiscal year (24-25) with the Florida Department of Health. With the review of the new documents there was a discussion on the future of the Alliance and the prioritization of regional needs.

- **November/December Meeting** As the November and December North Central meetings fall on holidays, staff shared the next meeting will be the Alliance meeting. The Alliance meeting will be virtual only on December 18 at 1:00pm. This meeting will provide the opportunity for members across the three coalitions to meet and discuss opportunities/issues, etc., occurring in their respective areas.
- **Project Funding** Staff reviewed the changes for future project funding based on Federal and State rules and stipulations. The Florida Department of Health must approve all potential projects, ASPR encourages HCCs to maintain a priority list of approved regional projects, and ASPR has provided guidance to HCCs and FDOH for types of projects to fund. Staff shared regional projects like the pediatric restraint project from the end of fiscal year 2022-2023 is an example of a regional project the FDOH and ASPR encourage.
- **Specialty Working Groups** Staff have developed the Regional Resources and Gaps Working Group to address the project funding changes. The working group will review and update the Alliance's HVA, along with HCC staff. The review and update of the HVA will allow for existing gaps to be identified and documented in the HVA. Updates will include the specialty surge areas outlined in the ASPR NOFO and State contract – pediatrics, burn, chemical, radiation, infectious diseases, cybersecurity, and downtime operations, as necessary. The specialty working group will be comprised of subject matter experts and those who work in the field daily and can develop regional project ideas. Staff sent an interest form to all members via ReadyOp. The project ideas developed by the specialty working groups would be brought for review and approval by the Alliance Board. The current budget has \$150,000 allocated towards project funding for this year. All projects will be reviewed by the FDOH and ASPR prior to Board review and voting.

Staff shared they have received interests forms from members across the Alliance, and the first meeting of this working group is Tuesday, October 29th at 10:00am.

BUSINESS

New Members

Eleven (11) new member requests were presented for membership.

The Chair called for a motion of approval. Ms. Butler moved approval; Mr. Cromer seconded; Motion carried.

TRAINING AND EXERCISE

BOLDPlanning

Staff report there will be more BOLDPlanning CEMP and COOP training coming soon, offered both by the Florida HCCs initiative and through the Region 3 Alliance.

CDP Virtual Training Offerings

Staff share the upcoming virtual training opportunities offered to anyone in Florida through the Center for Domestic Preparedness. Trainings include: Healthcare Facility Emergency Management Program, Autism Awareness for Emergency Services, Patient Management: Receiving a Highly Infectious Disease Patient, and Patient Management: Management of a Highly Infectious Disease Patient in a Healthcare Facility. The flyer with more course information and registration links is attached to the minutes.

Pediatric Disaster Response and Emergency Preparedness (MGT-439)

Staff shared the Region 2 HCC TEEX training opportunity. It is the Pediatric Disaster Response and Emergency Preparedness course, which is two days long in Tallahassee. The course will address pediatric emergency planning and medical response considerations through a combination of lectures, small group exercises, and a table-top exercise. The attached flyer has more details and the link to register.

When: October 31 & November 1 (All Day)

Where: Tallahassee State College, Workforce Development Building, 444 Appleyard Dr, Tallahassee, FL 32304

MEMBER REPORTS AND OPEN DISCUSSION

Hurricane Helene/Milton Discussion

Mr. Matt Ferguson (Dixie County) shared they are still in the recovery phase from Hurricane Helene, especially the coastal parts of the county, and the other neighboring coastal counties. Shared the gratitude for community and state partners who have provided lots of resources throughout this process.

Ms. Lola Butler (FDOT) shared how they have been activated for the last 14 months since the last storm season, tornadoes, etc. Shared the limited ability to acquire debris trucks, with there being devastating impacts across the southeast. The contractors/debris trucks are just not available due to all the areas impacted.

Hospitals – Mr. Mark Cromer with HCA North Florida Hospital had nothing to report to the group. Shared their hospital only received a few evacuated patients from down south.

Mr. Matt Ferguson shared their concern for transport during the large evacuations from south Florida. All the roads, including the small country roads, were inundated with evacuees, and would have been problematic if there was a critical need for transport to and from the Gainesville area.

Emergency Management – Nothing to report.

Public Health –

Mr. Jason Long (DOH – Suwannee) shared the storms provided staff with lots of experience on running and managing special needs shelters.

Ms. Diana Duque (DOH – Columbia/Hamilton) shared they fared well during the storm but felt the impacts from Helene a bit more. Shared the counties were in-between ambulance contracts, so they

had representatives from both agencies in their EOC during the storm. Reported they had to request an ambulance Strike Team, and shared how helpful their use of Pulsara was during Hurricane Helene. The county was mostly a host shelter site during Hurricane Milton.

EMS – Mr. Matt Ferguson (Dixie County EMS) shared they continue to face lag time issues with procurement of new ambulances and fire trucks, and other supply chain issues. Shared during both Hurricane Helene and Milton they had a Strike Team of 5 engines and 5 ambulances. This was especially helpful as they ran three times as many calls as they normally would, 24-hours post-impact.

Long-Term Care – Nothing to report.

At-Large Representatives – Mr. Drew Chubb with St. Johns County Emergency Management shared how they saw many long-term care facilities who struggled to find placement for their patients during evacuations. The places they had agreements/contracts with were already full due to the mass evacuation from southwest Florida.

CLOSING REMARKS AND ADJOURN

Next Meeting:

Alliance Board Meeting – Wednesday, December 18, 2024 at 1:00PM

Virtual <https://nefrc-org.zoom.us/j/82791464109>

All members are welcome to attend!

With no additional business, the meeting was adjourned.



Attendance Recorded in ReadyOp: Board of Directors Meeting – October 23, 2024

First Name	Last Name	Facility Name	Facility Type
Matt	Ferguson	Dixie County EMS	EMS (Including inter-facility and other non-EMS patient transport systems; Core HCC Member)
Freda	Vaughn	FDOH	Public Health Agencies (Core HCC Member)
Jim	Lyons	DOH – Bradford/Union	Public Health Agencies (Core HCC Member)
Lola	Butler	FDOT	Jurisdictional partners, including cities, counties and tribes
Diana	Duque	DOH – Columbia/Hamilton	Public Health Agencies (Core HCC Member)
Casey	Ditter	DOH – Lafayette	Public Health Agencies (Core HCC Member)
Mark	Cromer	HCA Florida North Florida Hospital	Acute Care Hospitals (Core HCC Member)
Jason	Long	DOH – Suwannee	Public Health Agencies (Core HCC Member)
Andrew	Chubb	St. Johns County Emergency Management	Emergency Management Organizations (Core HCC Member)
Robert	Linnens	DOH-Alachua	Public Health Agencies (Core HCC Member)
James	Carter	FDEM	Emergency Management Organizations (Core HCC Member)

CDP Virtual Training Opportunities Florida Healthcare Coalition September 2024-February 2025

- You **must** have a FEMA SID before applying for a course.
 - To register for a FEMA SID number, go to: <https://cdp.dhs.gov/FEMASID> and click “Register for FEMA SID” or “Forgot FEMA SID”
 - If you encounter any issues, please contact the FEMA SID help desk at: femasidhelp@cdpemail.dhs.gov
- Registering for a FEMA SID number **does not** register you for a class
- All students **must** register using the links below
 - If you encounter any problems registering, please contact VILT Support at: VILTSupport@cdpemail.dhs.gov

Healthcare Facility Patient Evacuation Planning and Preparedness (HCV12)

The Healthcare Facility Patient Evacuation Planning and Preparedness virtual healthcare topic imparts knowledge and lessons learned in the planning and execution of evacuating a healthcare facility in preparation for, during, or after a disaster or emergency to class participants. Students review essential components of an evacuation plan from conducting a hazard vulnerability assessment through recovery and repatriation of the facility with real world examples. Students leave the course with the knowledge to evaluate and revise their facility’s evacuation plan.

Date	Time	Class Name	Link
September 17, 2024	10:00 AM-12:00 PM EST	24NV-1045 HCV12	Click Here to Apply

Hospital Incident Command System (HCV7)

Introduction to the National Incident Management System and the National Response Framework. Explores the Hospital Incident Command System as a methodology for effectively applying the incident command system in a healthcare environment. The Hospital Incident Command System is discussed as it pertains to improving emergency management planning, response, and recovery capabilities for both planned and unplanned health and medical emergencies.

Date	Time	Promo Code	Link
October 10, 2024	1:00 PM-3:00 PM EST	25NV-0232 HCV7	Click Here to Apply

Healthcare Facility Emergency Management Program (HCV6)

Addresses the nine steps for the effective creation of a comprehensive healthcare facility emergency management program. Discusses considerations and procedures for designating an emergency program manager, establishing an emergency management committee, developing an all-hazards emergency operations plan, conducting, and maintaining a hazard vulnerability analysis, developing incident specific guidance or planning guides, coordinating with external entities, preparing individuals and teams through training, exercising the emergency operations plan, and conducting program review and evaluation and planning for improvement.

Date	Time	Promo Code	Link
November 5, 2024	1:00 PM-4:00 PM EST	25NV-0233 HCV6	Click Here to Apply

“Training the Best for the Worst”

Autism Awareness for Emergency Services (OLS-V19)

Discussing the behavioral complications of autistic adults and children. Identifying some of the subtle signs typically associated with autistic individuals, hazards associated with autistic individuals in a stressful emergency, calming techniques, dangers autistic individuals may put themselves, the public and responders into, recommendations for police and fire departments to better understand autism and the autistic individuals in their communities.

Date	Time	Promo Code	Link
December 5, 2024	10:00 AM-11:00 AM EST	25NV-0234 OLS-V19	Click Here to Apply

Patient Management: Receiving a Highly Infectious Disease Patient (HIDV3)

A discussion of infectious disease patient management processes for effectively receiving patients who are self-presenting, transported by EMS, or transferred from a community health provider.

Date	Time	Promo Code	Link
January 14, 2025	10:00 AM-11:45 AM EST	25NV-0235 HIDV3	Click Here to Apply

Patient Management: Management of a Highly Infectious Disease Patient in a Healthcare Facility (HIDV4)

A discussion of the critical processes, procedures, and considerations for safely managing a highly infectious disease patient in a healthcare facility.

Date	Time	Promo Code	Link
February 6, 2025	1:00 PM-4:00 PM EST	25NV-0236 HIDV4	Click Here to Apply

Healthcare Coalition
Financial Report
As of January 2025

Healthcare Coalition FY 24/25-Personnel						
	Budget	January 2025	Project To Date	% of Budget Spent	Funds Available	
Revenues						
State Contract	\$ 314,071.00	\$ 28,384.34	\$ 172,888.13	55%	\$ 141,182.87	
Revenues	\$ 314,071.00	\$ 28,384.34	\$ 172,888.13	55%	\$ 141,182.87	
Expenses						
Salaries	\$ 175,882.00	\$ 13,934.57	\$ 94,147.85	54%	\$ 81,734.15	
Fringe Benefits	\$ 63,318.00	\$ 7,098.00	\$ 35,867.58	57%	\$ 27,450.42	
Indirect	\$ 74,871.00	\$ 7,351.77	\$ 42,872.70	57%	\$ 31,998.30	
Expenses	\$ 314,071.00	\$ 28,384.34	\$ 172,888.13	55%	\$ 141,182.87	

Healthcare Coalition FY 24/25-Travel						
	Budget	January 2025	Project To Date	% of Budget Spent	Funds Available	
Revenues						
State Contract	\$ 33,900.00	\$ 1,539.12	\$ 3,143.58	9%	\$ 30,756.42	
Revenues	\$ 33,900.00	\$ 1,539.12	\$ 3,143.58	9%	\$ 30,756.42	
Expenses						
Travel	\$ 33,900.00	\$ 1,539.12	\$ 3,143.58	9%	\$ 30,756.42	
Expenses	\$ 33,900.00	\$ 1,539.12	\$ 3,143.58	9%	\$ 30,756.42	

Healthcare Coalition FY 24/25-Equipment						
	Budget	January 2025	Project To Date	% of Budget Spent	Funds Available	
Revenues						
State Contract	\$ 150,000.00	\$ -	\$ -	0%	\$ 150,000.00	
Revenues	\$ 150,000.00	\$ -	\$ -	0%	\$ 150,000.00	
Expenses						
HCC Projects	\$ 150,000.00	\$ -	\$ -	0%	\$ 150,000.00	
Expenses	\$ 150,000.00	\$ -	\$ -	0%	\$ 150,000.00	

Healthcare Coalition FY 24/25-Supplies						
	Budget	January 2025	Project To Date	% of Budget Spent	Funds Available	
Revenues						
State Contract	\$ 500.00	\$ -	\$ 36.99	7%	\$ 463.01	
Revenues	\$ 500.00	\$ -	\$ 36.99	7%	\$ 463.01	
Expenses						
Office Supplies	\$ 500.00	\$ -	\$ 36.99	7%	\$ 463.01	
Expenses	\$ 500.00	\$ -	\$ 36.99	7%	\$ 463.01	

Healthcare Coalition FY 24/25-Contractual						
	Budget	January 2025	Project To Date	% of Budget Spent	Funds Available	
Revenues						
State Contract	\$ 206,610.00	\$ 18,750.00	\$ 68,382.26	33%	\$ 138,227.74	
Revenues	\$ 206,610.00	\$ 18,750.00	\$ 68,382.26	33%	\$ 138,227.74	
Expenses						
Professional Services	\$ 206,610.00	\$ 18,750.00	\$ 68,382.26	33%	\$ 138,227.74	
Expenses	\$ 206,610.00	\$ 18,750.00	\$ 68,382.26	33%	\$ 138,227.74	

Healthcare Coalition FY 24/25-Other						
	Budget	January 2025	Project To Date	% of Budget Spent	Funds Available	
Revenues						
State Contract	\$ 43,631.00	\$ 2,546.93	\$ 19,747.60	45%	\$ 23,883.40	
Revenues	\$ 43,631.00	\$ 2,546.93	\$ 19,747.60	45%	\$ 23,883.40	
Expenses						
Telephone	\$ 1,300.00	\$ 57.70	\$ 406.10	31%	\$ 893.90	
Postage	\$ 100.00	\$ -	\$ -	0%	\$ 100.00	
Membership Dues	\$ 450.00	\$ -	\$ 245.00	54%	\$ 205.00	
Printing	\$ 2,000.00	\$ 1.22	\$ 78.78	4%	\$ 1,921.22	
Technology Services	\$ 12,500.00	\$ 807.66	\$ 6,093.09	49%	\$ 6,406.91	
D/O Insurance	\$ 680.00	\$ -	\$ 680.00	100%	\$ -	
Office Lease	\$ 19,600.00	\$ 1,680.35	\$ 12,205.63	62%	\$ 7,394.37	
Meeting Expense	\$ 7,001.00	\$ -	\$ 39.00	1%	\$ 6,962.00	
Expenses	\$ 43,631.00	\$ 2,546.93	\$ 19,747.60	45%	\$ 23,883.40	

New Members Alliance February 2025

Name (First)	Name (Last)	Title/Job Duty	Type of Organization	Name of Facility/Organization	City	County- Select all that apply
Brittney	Costello	Director of Quality and Risk	Other – Inpatient Rehabilitation	Encompass Health Rehab of Jacksonville	Jacksonville	Duval
Jessa	Collins	Administrator	Skilled nursing, nursing, and long-term care facilities	Life Care Center of Orange Park	Orange Park	Clay
Justin	Frisbee	Manager – Ambulance Services	Acute Care Hospitals (Core HCC Member)	HCA Florida Orange Park Hospital	Orange Park	Clay
Shawnesci	Barber	Safety Specialist	Acute Care Hospitals (Core HCC Member)	Baptist Health – Nassau	Fernandina Beach	Nassau
Doug	Eldridge	Director of Plant Operations	Behavioral Health Services and Organizations	Wekiva Springs	Jacksonville	Duval
Lou	Kalinowski	Director of Information Technology	Acute Care Hospitals (Core HCC Member)	Lake Butler Hospital	Lake Butler	Union
Matthew	Stalec	Government Operations Consultant	Public Health Agencies (Core HCC Member)	FDOH – Flagler	Bunnell	Flagler

Healthcare Coalition Alliance

Region 3

www.FLRegion3HCC.org