



## NCFHCC Board of Directors Meeting

February 26, 2025

### MEETING MINUTES

The North Central Florida Healthcare Coalition held its virtual meeting on February 26, 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 October 2024; Financial Report for January 2025; New Member Requests.

### CALL TO ORDER

The meeting was called to order by the Vice-Chair, Diana Duque, 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: N/A

### Welcome & Introductions

Vice-Chair, Diana Duque, welcomed everyone to the meeting.

### Approval of Minutes

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

*The Vice-Chair called for a motion of approval. Mr. Long moved approval; Mr. Cromer seconded; Motion carried.*

## FINANCIAL

### \*Finance Report

Secretary/Treasurer, Lola Butler, presented the finance report for January 2025.

*The Vice-Chair called for a motion of approval. Mr. Long moved approval; Mr. Cromer seconded; Motion carried.*

## MANAGEMENT AND ADMINISTRATION

- **Project Funding Update** Staff shared there is currently \$160,000 budgeted for this year's project funding. The Alliance Board met in January to review and approve project ideas developed by the Alliance's Specialty Working Group on Regional Resources and Gaps. The Alliance Board voted to focus on member long-term care facilities this fiscal year. Equipment purchased will include evacuation sleds and then evacuation stair chairs funding permitting. Pending funding availability, stretchers for hospitals may also be purchased. Staff is working with member facilities and DOH planners to gather information on need prior to purchasing equipment for facilities who are interested.

The deadline to complete the interest form is extended to March 4<sup>th</sup>.

Vice-Chair, Diana Duque, added that the preparedness planners have a working relationship with their area LTC facilities. Planners can assist in reaching out to the facilities who have not responded, when HCC staff share the list of responses.

- **Conference Updates** Staff shared they are sponsoring 16 members to attend the FHA conference in Orlando this April. The Alliance is unable to send members to EMAG this year as the conference moved from Savannah to Jekyll Island, GA. The conference hotel rooms exceeded the State allowance per one night of hotel stay.

Additionally, the Florida HCCs are planning a healthcare specific conference for March 9-11, 2026. More information to come.

- **Readiness Plan Review** The 2024-2025 Readiness Plan was shared with meeting attendees. The Readiness Plan is a deliverable prepared by Alliance staff and is a template provided by ASPR. The document is an administrative function of the HCC program, and incorporates the tasks required by the State and ASPR. The final copy will be available on the Alliance website under "Members Only."
- **Training & Exercise Plan Review** The 2024-2025 Training & Exercise Plan was shared with meeting attendees. The Training & Exercise Plan is a deliverable prepared by Alliance staff, and includes training and exercise projected for the 5-year funding period. The Training & Exercise

Plan is one of the tabs of the Readiness Plan spreadsheet provided by ASPR. The final copy will be available on the Alliance website under “Members Only.”

## BUSINESS

### New Members

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

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

## TRAINING AND EXERCISE

### BOLDPlanning Workshops

Staff shared that 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 Florida HCC funded virtual workshops. More CEMP and COOP workshops to come this fiscal year. The flyer with registration links is attached to the minutes.

- Alliance Offerings
  - CEMP Workshops
    - March 11, from 1pm to 4pm (initial)
    - March 27, from 1pm to 5pm (enhancement)
  - COOP Workshops
    - April 15, from 9am to 12pm (initial)
    - April 30, from 1pm to 4pm (initial)
    - May 22, from 9am to 12pm (midterm)
- Statewide Offerings
  - CEMP Workshops
    - March 5, from 1pm to 5pm (initial)
    - April 17, from 1pm to 5pm (initial)
    - May 20, from 1pm to 5pm (initial)
    - June 18, from 1pm to 5pm (initial)
  - COOP Workshops
    - March 24, from 1pm to 5pm (initial)
    - May 8, from 1pm to 5pm (initial)

### Virtual Tabletop Exercise Opportunities

Staff shared the virtual tabletop exercise series launched in January. These exercises are beneficial and can be used to meet facility’s CMS ‘Exercise of Choice’ requirement. As a reminder, each scenario is offered two times.

- Evacuation Scenario
  - March 19\* & March 25
- Loss of Water
  - April 28 & May 6

### Medical Response Surge Exercise (MRSE)

The Medical Response and Surge Exercise (MRSE) is an annual requirement and is designed to test the region's capability and capacity to manage and support a surge of patients equal to at least 10% of their licensed general medical/surgical bed capacity. The exercise will be held in the Northeast region this fiscal year. Planning meetings have commenced, and the exercise will take place on May 8. Interest in participating forms have been sent to area hospitals and other core partners necessary for exercise play.

### Center for Independent Living of North Central Florida Disability Expos

Each year the Alliance partners with the Center for Independent Living of North Central Florida to sponsor disability expos throughout parts of the HCC region. This is a free event for all community partners to support those with disabilities before, during and after emergencies.

Expo Locations:

- Alachua County
- Marion County
- Putnam County

### MEMBER REPORTS AND OPEN DISCUSSION

Hospitals – Mr. Mark Cromer with HCA North Florida Hospital shared his hospital had nothing major to report to the group. Reports they are monitoring the continual rise in workplace violence within healthcare and urging staff members to remain vigilant.

Emergency Management – Nothing to report.

Public Health –

Ms. Diana Duque (DOH – Columbia/Hamilton) shared they are preparing for the upcoming hurricane season. Additionally, the State has hired a company to conduct security assessments of all the county health departments. The assessment results will be shared with the individual facilities to mitigate security risks.

EMS – Nothing to report.

Long-Term Care – Nothing to report.

At-Large Representatives – Nothing to report.

### CLOSING REMARKS AND ADJOURN

Next Meeting:

**Alliance Board Meeting/Virtual Tabletop Exercise – Wednesday, March 19, 2025 at 1:00PM**

**Virtual**

All members are welcome to attend!

With no additional business, the meeting was adjourned.



## Attendance Recorded in ReadyOp: Board of Directors Meeting – February 26, 2025

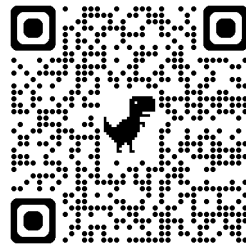
First Name	Last Name	Facility Name	Facility Type
Matt	Ferguson	Dixie County EMS	EMS (Including inter-facility and other non-EMS patient transport systems; Core HCC Member)
Freda	Vaughn	FDOH	Public Health Agencies (Core HCC Member)
Jim	Lyons	DOH – Bradford/Union	Public Health Agencies (Core HCC Member)
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)
Cory	Hunte	UF Health Shands	Acute Care Hospitals (Core HCC Member)
Robert	Linnens	DOH-Alachua	Public Health Agencies (Core HCC Member)
Suzanne	DeKay	UF Health Shands	Acute Care Hospitals (Core HCC Member)
Shane	Ross	DOH – Columbia/Hamilton	Public Health Agencies (Core HCC Member)
Caleb	Hardee	DOH – Dixie/Gilchrist/Levy	Public Health Agencies (Core HCC Member)
Aurelio	Perea	DOH – Region 3	Public Health Agencies (Core HCC Member)

# BOLDPlanning CEMP Workshops

## Initial CEMP Workshops:

February 25, 2025 from 9:00am to 12:00pm

[Register Here](#)



March 11, 2025 from 1:00pm to 4:00pm

[Register Here](#)



## Enhancement CEMP Workshop:

*(must have attended an initial workshop)*

March 27, 2025, from 1:00pm to 5:00pm

[Register Here](#)



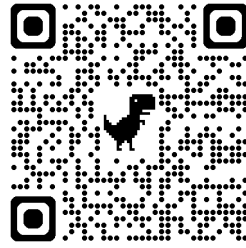
Questions?  
[ASieger@NEFRC.org](mailto:ASieger@NEFRC.org)

# BOLDPlanning COOP Workshops

## Initial COOP Workshops:

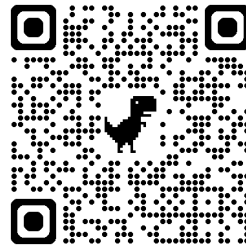
April 15, 2025 from 9:00am to 12:00pm

[Register Here](#)



April 30, 2025 from 1:00pm to 4:00pm

[Register Here](#)

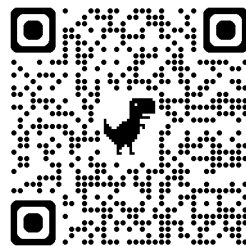


## Midterm COOP Workshop:

*(must have attended an initial workshop)*

May 22, 2025, from 9:00am to 12:00pm

[Register Here](#)



Questions?  
[ASieger@NEFRC.org](mailto:ASieger@NEFRC.org)



FLORIDA HEALTH CARE COALITIONS

# Comprehensive Emergency Management Plan (CEMP) Development Workshops WITH BOLDPLANNING



**Tuesday, February 11th** from 1pm - 5pm

**Wednesday, March 5th** from 1pm - 5pm

**Thursday, April 17th** from 1pm - 5pm

**Tuesday, May 20th** from 1pm - 5pm

**Wednesday, June 18th** from 1pm - 5pm

These virtual workshops will guide you through developing a Comprehensive Emergency Management Plan (CEMP) using the BOLDPlanning Platform!

**Click on the date above to register.**

**(The workshops are the identical - just choose one!)**

*Provided at no cost to you by the Florida Health  
Care Coalitions!*





FLORIDA HEALTH CARE COALITIONS

# Continuity of Operations Plan (COOP) Development Workshops

WITH BOLDPLANNING

[Monday, March 24th](#) from 1pm - 5pm

[Thursday, May 8th](#) from 1pm - 5pm

These virtual workshops will guide you through developing a Continuity of Operations (COOP) Plan using the BOLDPlanning Platform!

**Click on the date above to register.**  
(The workshops are the identical - just choose one!)

*Provided at no cost to you by the  
Florida Health Care Coalitions!*



# 2025 VIRTUAL TABLETOP SERIES

Prepare for an exciting series of virtual tabletop exercises sponsored by the Region 3 Healthcare Coalition Alliance. This series includes six comprehensive, discussion-based sessions aimed at helping partners evaluate and strengthen their response plans, policies, and procedures.

Dive into various engaging topics through interactive discussions and scenarios, gaining invaluable insights with each exercise. After each session, participants will receive a detailed After-Action Report/Improvement Plan and a Certificate of Participation.

**Don't miss this opportunity to enhance your preparedness and connect with partners in your region!**



## TOPIC #1: ACTIVE THREAT

TWO OFFERINGS:

- JANUARY 30TH, 2025 | 1 PM - 4 PM ET
- FEBRUARY 4TH, 2025 | 9 AM - 12 PM ET

## TOPIC #2: EVACUATION

TWO OFFERINGS:

- MARCH 19TH, 2025 | 1 PM - 4 PM ET
- MARCH 25TH, 2025 | 9 AM - 12 PM ET



## TOPIC #3: WATER DISRUPTION

TWO OFFERINGS:

- APRIL 28TH, 2025 | 1 PM - 4 PM ET
- MAY 6TH, 2025 | 9 AM - 12 PM ET

**REGISTER NOW!**

CLICK AN OFFERING DATE/TIME TO REGISTER

**QUESTIONS?** CONTACT [GINNYS@ALLCLEAREMG.COM](mailto:GINNYS@ALLCLEAREMG.COM)

# 4TH ANNUAL ALACHUA COUNTY EMERGENCY PREPAREDNESS EXPO



**THURSDAY | MARCH 13, 2025**  
**8:45 AM - 1:00 PM**



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



## HELPING OTHERS, AFTER THE DISASTER

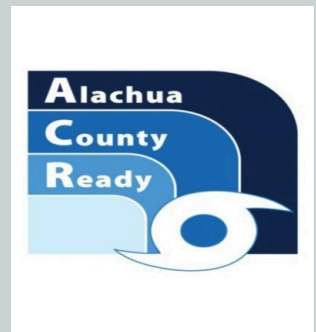
The FREE event will include a variety of vendors and speakers to help prepare people with disabilities in our community for any type of emergency.



**ASL INTERPRETERS  
WILL BE PROVIDED**

**REGISTRATION:**  
**[WWW.CILNCF.ORG](http://WWW.CILNCF.ORG)**

Thank you to our generous vendors for their support and contributions in making this expo possible.



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

# 8TH ANNUAL MARION COUNTY EMERGENCY PREPAREDNESS EXPO



**TUESDAY | MARCH 25, 2025**  
**8:45 AM - 1:00 PM**



**COLLEGE OF CENTRAL FLORIDA, EWERS CENTURY CENTER**  
**3001 SW COLLEGE ROAD, OCALA, FL 34474**

## HELPING OTHERS, AFTER THE DISASTER

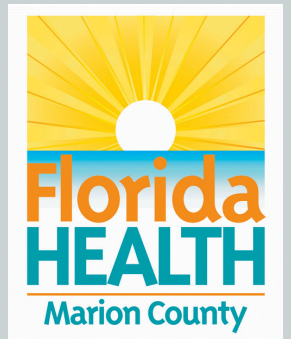
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For more information about the event,  
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# 2ND ANNUAL PUTNAM COUNTY EMERGENCY PREPAREDNESS EXPO

The Free event will include a variety of vendors to help prepare our community for any type of emergency.

## HELPING OTHERS, AFTER THE DISASTER



**APRIL 24, 2025**  
**3:00 PM - 7:00 PM**



**PUTNAM COUNTY FAIRGROUNDS**  
**118 FAIRGROUNDS RD,**  
**EAST PALATKA, FL 32131**



**ASL INTERPRETERS  
WILL BE PROVIDED**

Registration information will be provided at a later date

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