



Executive Board Meeting
February 15, 2023 @ 1pm
Meeting Notes

The February Executive Board Meeting of the Northeast Florida Healthcare Coalition was held via Zoom teleconference technology. The meeting commenced at 1:00 pm on Wednesday, February 15, 2023.

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 – Jose Morales
Clay County – Sonny Rodgers
Flagler County – Jaffy Lee
Duval County – Rochelle Civil
Nassau County – Ronnie Nessler, Michael Godwin
St. Johns County – Robert Snell
Emergency Management – John Blanchard
EMS – Tim Devin, Kevin Kotsis
Hospitals – Dave Chapman, Rich Ward
Public Health – Robert Snyder, Meaghan Crowley
Home Health – Susan Chapman

Absent:
Long-Term Care – Jeff Markulik

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

***Approval of Minutes**

The draft minutes from January 18, 2023, 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 Dave Chapman (Hospitals). A second was made by Sonny Rodgers (Clay County). Motion carries.

FINANCIAL

***Budget Report**

The finance reports for January 2023 were presented by Annie Sieger.

The Chair called for a motion. A motion was made to approve the financial report by Ronnie Nessler (Nassau County). A second was made by Jose Morales (Baker County). Motion carries.

Expenditure Requests

No expenditure requests at this time.

Management and Administration

EMAG 2023

18 individuals expressed interest and approval by their agency/organization to go to EMAG 2023. Last week, HCC staff were able to complete all conference registration and hotel reservations for the 18 individuals. Staff will send emails out to those individuals as the conference approaches.

2022-2023 Project Funding Update

Staff reports as reflected in the January 2023 finance report, one project was reimbursed in January. There are 3 projects awaiting reimbursement, and 6 projects are still in the process of procuring equipment but are on track to be complete before the end of the fiscal year.

HCC Task Force Meeting

As part of HCC contract requirements, staff attended the quarterly HCC Task Force meeting in Orlando in late January. Part of the discussion at this meeting was on the gaps in working with medically managed individuals during an emergency. This includes individuals whose medical needs exceed the capabilities of a special needs shelter. Staff will continue to share information as more discussion is made on this topic.

HCC RFQ 2022-2023

Staff report the HCC has results from the three RFQs they published for COOP workshops, pediatric tabletop exercises, and virtual tabletop exercise series.

- COOP – Contracting with a company that has a software program that will allow facilities to input their COOP plans/build out COOP plans. Staff are in the beginning stages of the contract but hope to have workshops this fiscal year to get membership engagement with this platform.
- Pediatric Tabletop Exercises – Contracting with a vendor to implement a pediatric surge event tabletop exercise. All members are invited to participate but the exercise will be primarily focused on the pre-hospital and hospital sector.
- Virtual Tabletop Exercises – Contracting with a vendor to develop and implement four virtual tabletop exercise scenarios. Each scenario will have two virtual offerings, making it a total of 8 virtual tabletop exercise offerings over this fiscal year and next fiscal year.

*Staff ask the Board and those on the call to start thinking about this summer and the new officer nominations/Board reaffirmations.

BUSINESS

***Approval of General Membership Requests**

As required in the bylaws, the Board must approve all membership requests. There have been four (4) 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 Ronnie Nessler (Nassau County). Motion carries.

New Home Health Representative – Susan Chapman

Mr. Chair introduced the Northeast Florida Healthcare Coalition's new Board member, Susan Chapman. Ms. Chapman has been appointed to serve as the Home Health representative on the NCFHCC Board of Directors.

HCC Preparedness Plan

Staff report they have made updates to the HCC Preparedness Plan, which is a living document that updates with major events (i.e., disasters, exercises, etc.). The draft of the updated plan is on the Alliance website and will be distributed to the Alliance membership through email. Staff encourage members to review and provide any feedback. The plan will require signatory approval from the core disciplines of the HCC (EMS, Acute Care Hospitals, EM, Public Health).

**2023 HCC Preparedness Plan approved by the Board through general consensus.*

TRAINING AND EXERCISE

PER-320 Course

Staff report they have finalized with TEEEX the dates and registration links for this course delivery. It is a full-day, in-person training. Individuals who attend this will train on PPE, with donning and doffing and other considerations during a biological event. The course flyer with more information and registration links will be attached to the meeting minutes and is on the Alliance website.

OPEN DISCUSSION

- Hospitals – Mr. Dave Chapman reported the next FCDC meeting is Thursday, February 23rd at 10:30 AM. The hospitals are preparing to participate in the airport’s triannual full-scale exercise, he said the initial planning meetings will start soon.
- Public Health
 - Flagler County – Nothing to report.
 - Clay County – Reports they have hired a new planner, Mr. James Moseley. Clay DOH is going through its PPHR recertification. Additionally, they are starting their initial planning for the back-to-school immunization drive.
- Long-Term Care – Nothing to report.
- EMS – Mr. Tim Devin reports the EMS Advisory and State-level meetings went well. During this time, the gaps in pediatric care/equipment at the pre-hospital level were discussed. An additional contact/resource is Dr. Phyllis Hendry, whom HCC staff is meeting with later this month to discuss gaps at this level, and the various methods to mitigate these issues.
- Emergency Management – Nothing to report.
- Home Health – Ms. Susan Chapman has nothing to report on home health at this time.

ADJOURN

The meeting was adjourned at 1:27 PM.

NEXT MEETING

March 15, 2023, at 1:00 pm
Executive Board Meeting

In-person at WJCT

DRAFT



Executive Board Meeting Attendance
February 15, 2023, @ 1pm

Name	Name (Last)	Facility Name	Facility Type	'other'
Dave	Chapman	Ascension St. Vincent's Southside	Acute Care Hospitals (Core HCC Member)	
Timothy	Devin	FC-EMS-AC	EMS (Including inter-facility and other non-EMS patient transport systems; Core HCC Member)	
Ronnie	Nessler	FDOH – Nassau	Public Health Agencies (Core HCC Member)	
Sonny	Rodgers	DOH-Clay	Public Health Agencies (Core HCC Member)	
Freda	Vaughn	FDOH	Public Health Agencies (Core HCC Member)	
Jose	Morales	DOH-Baker	Public Health Agencies (Core HCC Member)	
Darci	Lee	Florida Dept of Health - Flagler County	Public Health Agencies (Core HCC Member)	
Tracy	Collins	Woodland Grove Healthcare & Rehab	Skilled nursing, nursing, and long-term care facilities	
Ryan	Nash	FDOH – Nassau	Public Health Agencies (Core HCC Member)	
Diann	Jacobs	Baptist Health	Acute Care Hospitals (Core HCC Member)	
John	Blanchard	Baker County Sheriff's Office	Emergency Management Organizations (Core HCC Member)	
Kevin	Kotsis	St. Vincent's	Acute Care Hospitals (Core HCC Member)	
Michael	Godwin	FDOH – Nassau	Public Health Agencies (Core HCC Member)	
Rich	Ward	HCA Florida Orange Park Hospital	Acute Care Hospitals (Core HCC Member)	
Meaghan	Crowley	DOH-Baker	Public Health Agencies (Core HCC Member)	
Susan	Chapman	Brooks Rehabilitation Home Health	Home Health Agencies (including home and community based organizations)	
Brenda	Hoskins	East West Surgery Center	Outpatient health care delivery	
Philip	Hernandez	DOH – St. Johns	Public Health Agencies (Core HCC Member)	
Katy	Sawyer	Baptist Health	Acute Care Hospitals (Core HCC Member)	
Rochelle	Civil	DOH – Duval	Public Health Agencies (Core HCC Member)	
Robert	Snell	St. Johns County Fire Rescue	Local public safety agencies (e.g. law enforcement and fire)	

Robert	Linnens	FDOH	Public Health Agencies (Core HCC Member)	
Bob	Snyder	FDOH – Flagler	Public Health Agencies (Core HCC Member)	



Personal Protective Measures for Biological Events

PER-320

Personal Protective Measures for Biological Events (PPMB) is a one-day course focusing on the challenges faced by first responders and clinical health care professionals in pre-hospital and hospital environments as they deal with personal protective equipment (PPE) needs and potential contamination issues while dealing with highly infectious diseases. The course provides students with an overview of PPE, and includes experiential learning activities on donning and doffing PPE and technical decontamination. Additionally, students review the different types of decontamination.

This is the same training course, offered in 3 different locations across the region

June 12, 2023, 9 AM to 4 PM (Lake City)

Lake Shore Hospital Authority, 259 NE Franklin Street, Suite 102, Lake City, FL 32055

[Register Here](#)

June 14, 2023, 9 AM to 4 PM (Jacksonville)

Ascension St. Vincent's Southside, 4201 Belfort Road, Jacksonville, FL 32216

[Register Here](#)

June 16, 2023, 9 AM to 4 PM (Gainesville)

Haven Hospice, 4200 NW 90th Boulevard, Gainesville, FL 32606

[Register Here](#)

Suggested Participants

- Emergency Medical Services
- Law Enforcement
- Public Health
- Public Works
- Healthcare Personnel

CE Credits

- IACET - .08 CEUs
- 8.0 CEUs for Nurses

Prerequisites

- FEMA/SID Number

*Please see the attached guide on instructions to obtain your FEMA/SID Number

Questions? Please contact:
asieger@NEFRC.org



FEMA SID Guide

FEMA Student Identification (SID)

What is a FEMA SID?

FEMA Student Identification (SID) number is a unique number generated and assigned to anyone who needs or is required to take training provided by a FEMA organization. Your FEMA SID uniquely identifies you throughout the FEMA organization and all of its agencies. The goal is for your FEMA SID to serve as your personal identification number instead of your Social Security Number (SSN) in support of FEMA's effort to decrease/cease the use of SSN for identifying and tracking individuals.

Why do I need a FEMA SID?

A FEMA SID is required to register for and participate in any training provided by FEMA. All FEMA training providers' registration systems and enrollment procedures require a valid FEMA SID. The FEMA SID will serve as your unique identifier and be used to maintain the record of FEMA training you attended.

Do you have a FEMA Student Identification (SID) Number?

To register, go to the [FEMA Student Identification System](#)

Select "Register for a FEMA SID" in the middle of the screen. Follow the instructions and provide the necessary information to create your account. If you are a user with a Personal Identity Verification (PIV) card, enter your FEMA SID and select your certificate and enter your pin.

Forgot your FEMA SID?

If you already have a FEMA SID but forgot it, go to the [FEMA Student Identification System](#) and select the option: "Forgot Your FEMA SID." You will be asked to provide certain information. Your FEMA SID will be emailed to you along with a separate message that will ask you to reset your password.

