4-5-24 CFDMC EMResource Steering Committee Meeting

**Attendees**: Bertilus Bornelus, Beverly Cook, Lynne Drawdy, Scott Egan, Amanda Freeman, April McCleary, Matt Meyers, John Mulhall, Michelle Rud, Evan Spence, Kimberly Stephens, Daniel Tohorton, Sally Waite

**Welcome, Introductions & Updates**: Matt welcomed all to the meeting.

**New Facility Form:** Matt said the Coalition has a responsibility to capture certain items for new facilities. To make sure we are capturing all information properly, he has created a form for new facilities. He reviewed the form with the group. The form is posted to the Juvare page on the website.

**EMResource 4.19 Release Notes-Repeating Events**: Matt noted the new release allows for repeating events. These can be sent out if you have something done on a regular basis.

**Non-Emergency Status Update Alerting**: Matt shared that he discovered some facilities were utilizing the wrong template, causing alerts to go out to many that were not needed. He has drafted a new policy guideline and asked for all to review and be prepared to approve at the next meeting. The group reviewed the guideline, and Matt noted MCI and HazMat should be used on a limited basis. He showed other choices for alerts to stimulate hospitals/responses with notification to less people. Amanda asked if information has been sent out to hospitals or should the representatives be made aware for training. Matt has reached out to the EMS liaisons and those who do the alerting regularly. Those who have used the wrong template have been contacted as well. There has been no formal training done. Amanda said it would be good for hospital to train new staff on which template they should be using. Matt said we need to create a training committee to put together all the things that need to be trained. Not everyone can send alerts and not all EDs can send alerts and some have been altered by those who do have capability. He thinks we need to have a list of positions and what training they should have. Michelle agreed. Matt said they need one for dispatch and one for hospitals and Amanda agreed that two different training tracks may be needed. April volunteered to serve on a training committee for comms center/law enforcement and Michelle volunteered for hospitals. Matt will work with them and pull together a subgroup for the training curriculum. Anyone else can email him if interested in volunteering.

**Exercise Event Notices:** Matt stated that we will be pre-programming EMResource alerts for the upcoming exercise and will also be utilizing the attachments piece so make sure they can find the attachments and training for this is on the website so make sure ERs know how to access these.

**Chempacks**: Matt said Chempacks have been added to EMResource and lists all for the region, including contacts. ACS caches and EMS for mutual aid have also been added. If information has changed, he needs to be notified and if anyone notices something that is not correct, please let him know. He encouraged all to make sure contact information is up to date and accurate.

**Meeting Frequency/Next Meeting:** Matt reminded the group that we are moving to quarterly meetings. The next meeting would be July 5th and he asked the group if we wanted to move it due to the holiday. The group agreed to move to the following Friday, July 12th. Matt will send a corrected meeting invitation.

**Other Issues**: April said she was in a meeting yesterday with radio groups and Osceola mentioned they sometimes have difficulty with seeing information in real time in Osceola with bed counts not being updated. Michelle said hospitals have been directed to update information at least twice a day. April said they did not specify which hospital/system it was and wanted to know the process for notifying someone. Michelle said if HCA, they should notify her. April said from a comms center perspective, this information is helpful in certain situations. Amanda said she watches and there are some hospitals and one she needs to reach out to because it has not been updated since February 11th. We want to see every 4 hours during an event. She wants to start conversations with ED about system only working when it is updated. Michelle said updates are twice a day and that is the best deal she could make with facilities and she will reach out to make sure everyone is updating appropriately. If issues with any Orange and Osceola HCA hospital, please reach out to Michelle Rud. Matt said from a coalition perspective, we can assist with putting parties together to communicate and it is up to each county to establish if they want certain things updated during certain times. We do not tell users how and when to use it. If unsure who to reach out to when facility is not updating, we can assist with getting to correct person. Amanda Freeman said she is reaching out to ESF8 leads to engage them as they should be the conduit.

Lynne thanked all for their leadership in making sure that we are utilizing this valuable resource.

The meeting adjourned at 9:23 a.m.