

**EMS Emergency Management Committee Meeting  
 Courtyard Marriott  
 10077 Brook Road  
 Glen Allen, VA 23059  
 May 9, 2013  
 10:00 a.m.**

<b>Members Present:</b>	<b>Members Absent:</b>	<b>OEMS Staff:</b>	<b>Guests:</b>
<b>David Hoback</b> , Chair	Bob Mauskopf (Excused)	Winnie Pennington	
<b>Melinda Duncan</b> , Northern VA EMS Council	Steve Ennis (Excused)	Karen Owens	
<b>Mike Player</b> , Virginia Fire Chiefs Association/VA -I DMAT		Frank Cheatham	
<b>Jack King</b> , Virginia Department of Emergency Management			
<b>Bubby Bish</b> , VAVRS			
<b>Judy Shuck</b> , HRMMRS/TEMS			
<b>Bryan McRay</b> , Richmond Ambulance Authority			

<b>Topic/Subject</b>	<b>Discussion</b>	<b>Recommendations, Action/Follow-up; Responsible Person</b>
<b>Call to order:</b>	The meeting was called to order by at 10:08 a.m.	
<b>Review &amp; Approval of the October 25, 2012 and the January 24, 2013 minutes:</b>	A motion was made to review and approve the minutes. The motion was moved by Mike Player and seconded by Melinda Duncan. Both minutes were approved as submitted.	<b>The minutes were approved as submitted.</b>
<b>Introduction of Guests and Committee Members:</b>	Everyone around the room introduced themselves.	
<b>Committee Chair Report:</b>	<p><b>Updates from Advisory Board:</b> No updates.</p> <p><b>Goals and Objectives for the Committee:</b> The goals and objectives were discussed in length at the last meeting. The committee discussed ways to track and manage resources so that they could be readily found during an emergency incident or weather event. Karen has worked with Richard, IT contractor for the office, but ran into some security issues. Winnie has gathered lists of resources from several of the Regional Councils and other EMS agencies. The Office of EMS wants to be proactive instead of reactive. David explained to the committee members who were not at the last meeting the significance of being able to get to resources efficiently. If committee members know of or have lists of resources, please send them to <a href="mailto:karen.owens@vdh.virginia.gov">karen.owens@vdh.virginia.gov</a> or <a href="mailto:winnie.pennington@vdh.virginia.gov">winnie.pennington@vdh.virginia.gov</a>. The committee discussed resource typing and how to manage them. Karen will represent OEMS on the kick off meeting with the Office of Homeland Security, Chris McIntosh. Mike Player would also like to be included</p>	<b>Please send your lists of resources to Karen or Winnie.</b>

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
	in this meeting.	
<b>Committee Member Reports:</b>	None.	
<b>Presentation(s):</b>	None scheduled for this meeting.	
<b>Old Business:</b>	<ul style="list-style-type: none"> <li>• <b>Triage Tag Changes - Karen</b> Karen distributed triage tag documents with recommended changes and pictures of additional tags. She asked the committee members to take this back and carefully review it and get other's opinions and provide feedback/comments, etc. at the next meeting.  Recommended Changes for Triage T.</li> <li>• <b>Follow-up Committee Membership - Dave</b> David reviewed the committee membership and added Bryan McRay of Richmond Ambulance Authority.</li> <li>• <b>2-1-1 EMSAT process - Karen</b> Terry Coy already has a full schedule of EMSATs. He usually schedules about six months in advance. Karen will keep the committee informed as this gets closer on Terry's list.</li> <li>• <b>Continuity of Business Template for Agencies – Winnie</b> At a previous meeting we had graduate students from VCU help create this plan, but it needed tweaking. The document has been condensed and the plan is to put segments of the template on the OEMS website and maybe do an EMSAT later down the road. The ultimate goal is to have a course with worksheets to help local agencies put together Continuity of Operations Plans. The audience for this will be the leadership of the agencies. Winnie will send the documents out to the committee via email and welcomes any suggestions or changes. Karen advised Winnie to work with Ken on this also for the communications portion of the template.  Business Continuity Planning for EMS Age</li> </ul>	<p><b>The committee will review the triage tag information and provide feedback at the next meeting.</b></p> <p><b>Winnie will send the documents to the committee via email for suggestions and changes.</b></p> <p><b>Winnie will also work with Ken Crumpler on the communications portion of the template.</b></p>
<b>New Business:</b>	<ul style="list-style-type: none"> <li>• <b>OEMS Resource Database - Karen</b> This has been discussed at great length under the Chair report and is still in progress.</li> <li>• <b>Governor's School Safety Initiative</b> The Chair mentioned the Governor's initiative on school safety. One of the items is planning for EMS response in the event of a school disaster. We need to be able to provide the agencies a template in regards to the response plan. The Department of Education has already put out a plan. The committee discussed how the schools and the EMS agencies need to communicate</li> </ul>	<p><b>Bryan and Bubby agreed to research the plans that are already being used.</b></p>

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	<p>who is responsible for what. Bryan said that you have to work with school boards and superintendents when developing plans. Does anyone want to work on this? It was suggested to see what is already available and then create something based on the findings. Bryan and Bubby agreed to research what is already being used by some of the schools.</p> <ul style="list-style-type: none"> <li data-bbox="510 386 1598 472"> <b>Hospital Preparedness Program – Patient Tracking - Winnie</b>  Winnie shared information from Jennifer Smock of VDH concerning Patient Tracking. Jennifer will be at the next meeting in August to provide more information. </li> </ul> <div data-bbox="632 483 688 532" style="text-align: center;">  </div> <p data-bbox="569 537 751 586" style="text-align: center;">HPP BP2 Objective - Patient Tracking.pdf</p>	
<b>Other Comments/Questions:</b>	None.	
<b>Next Scheduled Meeting:</b>	The next meeting will be Thursday, August 8, 2013 at 10 a.m.	
<b>Adjournment:</b>	The meeting adjourned at approximately 11:55 a.m.	