

**RAPPAHANNOCK EMS COUNCIL**  
**Disaster Committee Meeting**  
August 14, 2003

- Call to Order:** Meeting called to order at 7:00p.m. by Chairman, Greg Leitz.
- Members Present:** Eddie Allen, Greg Leitz, Carol Shelton, Tina Skinner (REMS Director), Jimmy Watters
- Excused:** Steve Ennis, Dr. Stern/(Joe Saitta), Wendy Shepherd
- Approval of Minutes:** No minutes to approve

**Project Reports:**

Health District Report

Quarterly meeting with Regional Public Information Officer's was established following our review of the Region's response to Anthrax meeting.

BSJ Report

Tina Skinner and Doug Boggs will attend a work group meeting for BSA 2005 on August 27, 2003.

Tina highlighted BSA Public Safety Review from last meeting:

- Discussion about Fredericksburg H.M.R.T. cost
- Better education on evacuation plan from V.D.E.M.
- Discussion on representation in the E.O.C.
- Off-site transportation
- Pre-hospital interface with BSA tents
- Logistics, pharmacy, med boxes
- Housing, food, protocols
- Better designated ambulance routes
- Improving communications
- Traffic control

MCI Plan Report

Formation of a dedicated work group was established to finalize changes to MCI Plan. Goal to bring to Board of Directors at their October 2003 meeting.

## MCI Plan Report – continued

Much discussion on the working SOG's of the MCI Plan followed with agreement of committee that we review Plan and make up a check sheet for each section covered in the plan as a recommendation to be addressed in each jurisdiction's local plan or SOG rather than writing an SOG that some localities may not use. Carol Shelton made a motion to further Steve Ennis' lead in working on the SOG's by condensing them to checklist form. Seconded by Eddie Allen and carried. Plan will be reviewed by small workgroup over next few weeks. Eddie and Carol also agreed to develop the proposed check sheet before September 5<sup>th</sup>. It will be sent out to the committee for comments.

## Regional Disaster Drill

Greg reported that Dr. Garth would like to see an airplane accident at Stafford Airport with chemical hazard and twenty patients. Committee shared other ideas that will be discussed with Dr. Garth.

## New Business

- Carol Shelton motioned to meet on a monthly basis. Seconded by Jimmy Watters. Motion approved.
- Meetings will be 2<sup>nd</sup> Thursday, 7:00p.m. at Fredericksburg Fire Dept. Station 2, Altoona Drive, Fredericksburg.
- Chair will appoint a secretary for each meeting. Minutes must be sent to REMS within ten days following the meeting.
- **Next meeting scheduled for Thursday, September 11, 2003, 7:00p.m. at FFD Station 2.**

**RAPPAHANNOCK EMS COUNCIL  
Disaster Committee Meeting  
November 13, 2003**

**Call to Order:** Meeting called to order at 7:00p.m. by Chairman Jim Hurlock at the Fredericksburg Fire Department, Station 2.

**Members Present:** Jim Hurlock, Doug Boggs, Joe Saitta

**Excused:** Beverly Gage, Steve Ennis, Eddie Allen, Tom McCoy, Glen Rudner, Carol Shelton, Wendy Shepherd

**Reports:**

The Committee completed its work on the final changes to the Regional Mass Casualty Incident Plan. Several comments to the final draft were also submitted by members who were excused from the meeting.

The changes, as attached, will complete the final revisions. The document will be sent to the Board of Directors for adoption at their December 2003 meeting.

The next regular meeting of the Committee will be on **Thursday, January 8, 2004, 7:00p.m.** Location to be announced.

## Changes to MCI Plan per e-mail from Jim Hurlock, Chairman of Disaster Committee.

3.3 add to list and/or the Virginia Department of Health

8.1 delete naming the areas by name and replace with PD 9 and PD 16

12.2 .1 The disaster or MCI is of such magnitude that the locality should institute mutual aid to avoid exhausting its EMS resources.

12.2 .2 The disaster or MCI crosses local boundaries to other jurisdictions may need to institute mutual aid to avoid exhausting their EMS resources.

16.4 third line: Use R trademark after START --Capital S in START Triage system

18.1 add to end of sentence: Depending on the nature of the incident local, state, and federal Emergency Management, law enforcement officials, and others may be involved in activities such as morgue operations, suspicious death investigations, and so forth.

18.5 add to sentence: Under the direction of the Chief Medical Examiner or designee the State Funeral Directors MCI Plan may be activated.

19.1 line 4 add: the after reported to\_\_\_\_

add to end of paragraph: In addition, the infectious control officers for the involved public safety agencies and the appropriate hospital infection control personnel should be notified.

22.2 second line change: use the resources available from the local, state, and/or federal system.

23.3 We feel this should be referred back to Hospital representatives for proper statement since there are other hospitals involved.

24.1 .1 add to end of paragraph: CISM Team Peer Group can be activated and respond to the scene, as needed.

27.2 add not after should \_\_\_ be

28.3.1.2 order change start at line four: exposure to chemical or biological agents, radiation, nuclear, and secondary explosions. CBRNE acronym

29.2 add to line four after jurisdiction: If practical, whenever two or more agencies are involved in an incident, PIOs should use the Joint Information System concept. Then continue with This enables

### **CREATE NEW sub-head**

33. Post-Incident Analysis ( PIA )

33.1 Within six months of the conclusion of the incident the REMSC will facilitate a post-incident analysis, including

all agencies involved in the MCI. The purpose of the PIA is to analyze the incident to determine "lessons learned".

**Adoption of the MCI Plan Memorandum of Understanding now becomes 34 and so on.**

These are our last changes. Only Joe, Doug, and myself were present. You can forward the changes to the other committee members if you like. Any questions, please give me a call. Have a great day! Jim

**Rappahannock EMS Council  
DISASTER COMMITTEE MEETING  
January 8, 2004**

**Call to order:** Meeting called to order at 7:10 p.m. by Eddie Allen at Fredericksburg Fire Station 2.

**Members Present:** Eddie Allen, Joe Saita, Doug Boggs, Steve Ennis, Wendy Shephard, Dr. Phillips, Jimmy Watters.

**Staff:** Tina Skinner

**Excused:** Carol Shelton, Beverly Gage, Jim Hurlock, Glen Rudner

**Approval of Minutes:** November 13, 2003 minutes approved.

**Reports:** 2005 Boy Scout Jamboree Update

Tina Skinner reported that REMS continues to meet with the BSJ Public Safety Group we have been consolidated into. There have been two meetings to date at Fort A.P. Hill. This should help improve communication between the groups. We need to start working toward what our needs will be for the Jamboree and start discussion with local agencies on what support they can provide and their needs.

Rappahannock Region Task Force Update

Joe Saitta reported that the Health Department is already working with local food vendors to educate them on their responsibilities for the 2005 Jamboree. Joe also advised that the Health Department is looking at holding a 2 1/2 day Basic PIO class at Germana Community College in the near future.

**Unfinished Business:** MCI Plan

The MCI Plan was passed by the REMS Board at their December 2003 meeting, with the MOU to be mailed in the

MCI Plan - continued

near future. There was a great deal of discussion on Section 15 dealing with the hospital's responsibilities and also about other hospitals other than Mary Washington having decontamination capabilities.

Dr. Philips provided a video titled "Hats" that was provided by VDOT on Incident Management. This training video was very informative on how all agencies need to work together on all incidents not just the "Big Ones".

There was no report on the "Regional Drill" but there was discussion that we should have a tabletop drill to start off before we have a regional full-scale. There is a state drill in August called "Determined Promise" that should affect only the Tidewater area and a full-scale exercise with North Anna Nuclear Power Station in July. Wendy reported that King George is working on a drill in the July/August timeframe.

**New Business:**

Community Emergency Response Teams

There was an overview and discussion on a regional CERT Team. This will not work because each jurisdiction that has a CERT Team is required to setup a Council to oversee the budget and training requirements. King George has done this and Fredericksburg is in the process of getting this setup. A position paper on this was presented to the Council by Colt Hagmeier. REMS is interested in assisting with this process and will be discussed further at the next meeting.

Northwest Region Hospital Group HRSA Money update  
HRSA has no money for EMS funding. This money is for hospitals to get up to speed for Preparedness and related fields dealing with Terrorism.

Health Department – Rappahannock District:

The Health Department has put SOP's in effect for their staff when they respond to Emergency Operations Centers to help their staff become more effective during emergency operations.

Spotsylvania County

A Civil War Re-Enactment of the 140th Anniversary of the Battle of Spotsylvania will take place May 7-9, 2004 at Belvedere Plantation. At this time they are expecting 3000-5000 re-enactors and up to 20,000 spectators over this 3-day event. The county Special Events Committee is working closely with the applicant to ensure all public safety needs are adequately addressed.

**Adjournment:**

The meeting was adjourned at 8:40 p.m. with the **next meeting to be held on Thursday February 12, 2004 at Fredericksburg Fire Station 2 at 7:00p.m.**

**Rappahannock EMS Council  
Disaster Committee  
Meeting Minutes  
February 26, 2004**

**Present:** Jim Hurlock, Joe Saitta

**Excused:** Eddie Allen, Doug Boggs, Steve Ennis, Tom McCoy, Glen Rudner, Wendy Shephard

**Call to Order:** The meeting was called to order by Jim Hurlock, Chairman at 7:00p.m. at Fredericksburg Fire Department Station 2.

**Approval of Minutes:** The minutes of the January 8, 2004 meeting were approved.

**Project Reports:**

1. 2005 BSA Jamboree: No report
2. Counterterrorism Task Force: Joe Saitta provided the following information:
  - A. There will be a major Department of Defense and Virginia State exercise, Operation Determined Promise '04, which will be held from May 5 through May 10, 2004. As of yet, information is sketchy.
  - B. The "Basic Public Information Officer" class, March 8-9-10, 2004, has 20 students pre-registered.
  - C. The Medical Reserve Corps (MRC) of the Rappahannock Area Health District (RAHD) has received a grant to distribute 1000 free gun locks throughout Planning District 16. The gun locks will be placed at area health departments. In addition, the group would like to place the locks in fire stations (note: Spotsylvania Sheriff's Office and Colonial Beach Police Department have separate gun lock grants, so the MRC will work cooperatively with those agencies). Joe Saitta will be contacting fire/rescue representatives to determine their interest in participating in the program.

**Unfinished Business:**

1. CERT Team, King George: No report.
2. Plans for Tabletop Regional Drill: The attendees decided to postpone any action until more is learned about the Operation Determined Promise '04 exercise. Bruce Sterling, VDEM, should be able to add the needed information.

Disaster Committee Meeting Minutes



February 26, 2004  
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**New Business:**

1. Kathy Hatter is the new Emergency Planner in Rappahannock-Rapidan Health District, and will be participating in future Disaster Committee meetings, representing Dr. Lillian Peake.
2. Planning for the EMS Council's role in the Civil War reenactment that is to be held at Belvedere Plantation on May 7-8-9, 2004 was postponed until the next meeting.

**Next Meeting:** The next Disaster Committee meeting will be held on Thursday, March 11, 2004 at 7:00 p.m. at Fredericksburg Fire Station #2.

**Adjournment:** The meeting was adjourned at 7:22 p.m.

Joe Saitta, Bioterrorism Coordinator, RAHD  
Acting Recorder

**Rappahannock EMS Council  
Disaster Committee Meeting  
May 13, 2004**

**Call to Order:** The meeting was called to order by Vice Chair, Eddie Allen at 2:00 p.m. at the REMS Council Training Room, Medical Arts Bldg

**Members Present:** Eddie Allen, Beverly Gage, Doug Boggs, Tom McCoy, Joe Saitta, Carol Shelton

**Others Present:** Bruce Sterling, Regional Coordinator, VDEM

**Minutes:** March 11, 2004 meeting minutes that were previously emailed to Committee members were approved with two corrections:  
1) CERT Teams – King George County scheduled but did not conduct community training for their CERT Program; 2) complete title of program is: Operation Determined Promise 04

Vice Chair Allen welcomed everyone to the meeting.

#### PROJECTS/SUBCOMMITTEE REPORTS

##### Rappahannock Counterterrorism Task Force Update

Joe Saitta stated that beginning in August 2004, the Bioterrorism Task Force would meet jointly with the Regional Emergency Manager and REMS Disaster Committees.

##### Fredericksburg Citizen Corps Council Update

Eddie Allen and Joe Saitta stated that the grant would be submitted from the managing agency, Fredericksburg Fire Department on 17 May 2004. Presently, Fredericksburg Fire Department is identifying people or groups interested in attending training and/or participating in the Council. Some of the organizations that have been contacted are the Jaycees (they have a national initiative to participate in the Citizen Corps Council), HAM operators, Mary Washington College, REMS, Fredericksburg Neighborhood Watch, Fredericksburg Sheriff's Office, Virginia Department of Health, The American Red Cross, Rappahannock Area Community Services Board, Fredericksburg City School Board, United Way, Volunteer Organizations Active in Disasters, etc. The next meeting to discuss the Citizen Corps Council will be held at Fredericksburg Fire Department, Company 2 on June 17, 2004 at 1:00 p.m.

## UNFINISHED BUSINESS

### Regional Tabletop Drill and Future Projects Request from Committee Members

A motion was approved by the committee to document area jurisdictional drills, identify those jurisdictions in which rescue squads have not participated in drills, and inform and assist those with a drill(s) to satisfy the respective fiscal year drill for the REMS council. Request REMS Council administration provide a list of all rescue squads in the REMS region to the committee. As an example, Naval District Washington Dahlgren is having a full-scale exercise on August 25, 2004, and the scenario suggests victims being transported by one or a couple rescue squads. Additionally, on 8 and 9 June 2004, Spotsylvania, Orange, and Caroline Counties will be participating in the EAC drill. On 20 July 2004, area jurisdictions will be involved with VOPEX. The motion also included that the committee document the Bioterrorism drill of 19, 20, and 21 October 2003 in which Spotsylvania County, Caroline County, and Mary Washington Hospital opened their EOCs and admitted 75 patients on "paper." Basically, the committee felt that since there are numerous drills occurring in the region and much training is being gained from these drills, per REMS protocol, the committee should be documenting participation. Most importantly, the committee should be identifying those regions that have not participated in a drill in the reporting period and arrange/assist with a drill(s).

## NEW BUSINESS

### Health Resources and Services Administration

Tom McCoy discussed the U.S. Health and Human Services, Health Resources and Services Administration providing \$1.4 billion to states and hospitals for terrorism preparedness. The funds will be used to upgrade infectious disease surveillance and investigation, enhance the readiness of hospitals and the health care system to deal with large numbers of casualties, expand public health laboratory and communications capacities and improve connectivity between hospitals, and city, local and state health departments to enhance disease reporting. Mary Washington Hospital has received \$168,000 toward these goals. Additionally, Tom is interested in what the Northern Virginia Hospital Association Alliance is bridging with the rescue squads and he hopes to bring that information and training to the Rappahannock area. Tom said that he hopes to have an update at the committee's July meeting.

Consolidated Meeting Proposal

The committee agreed that it is in the best interest of all emergency preparedness-meeting groups to combine the meetings on the same day each month. It was decided that in June and July 2004, the Emergency Manager meeting will be held at 1100 and the REMS Disaster Committee Meeting will be held at 1300. Beginning in August 2004, the Emergency Manager meeting will be held at 1100, Counterterrorism Task Force at 1300, and REMS Disaster Committee meeting at 1400. Tom McCoy offered to forward the announcement for the meetings. It is requested that the following personnel provide member names to Tom McCoy so that he can forward the meeting announcements: Wendy Shepherd - Emergency Manager members, Joe Saitta – Counterterrorism Task Force members, and Debby – REMS Disaster Committee members.

All business being completed the meeting was adjourned at 3:00 p.m.

**Rappahannock EMS Council  
Disaster Committee Meeting  
June 2, 2004**

- Call to Order:** The meeting was called to order by Vice Chair, Eddie Allen at 1:00 p.m. at the Mary Washington Hospital First Floor West Conference Room.
- Members Present:** Eddie Allen, Tina Skinner, Tom McCoy, and Carol Shelton
- Others Present:** Bruce Sterling, Regional Coordinator, VDEM  
Mark Bledsoe, Fredericksburg Fire Department
- Minutes:** Minutes from the May 2004 meeting were approved as printed and distributed.

Vice Chair Allen welcomed everyone to the meeting.

**PROJECTS REPORTS**

2005 Boy Scout Jamboree – VDEM Participation

Tina was contacted by Mr. Harry Colestock, VDEM, Interim Operations Officers for the Boy Scout Jamboree. Mr. Colestock relayed, that at this time, there is a possibility that state funds will not be available to staff past jamboree positions. The reason for his call was to gather information on how this possible shortage could affect the jamboree's emergency services. Tina mentioned to the committee members that VDEM had provided funding to provide positions that dispatched the ambulance(s), provided the command bus, and loaning of radios and communications. Tina relayed to Mr. Colestock that a possible funding shortage would severely affect the jamboree's emergency services. Vice Chair Allen requested Bruce Sterling to discuss this issue at the VDEM Division Meeting for regional coordinators, which is scheduled for 3 June 2004 in Fredericksburg and then to meet with Tina, after the 3 June 2004 meeting, and assist her with drafting a letter to, as requested by, Mr. Colestock. **Action: Tina and Bruce**

Jamboree Facilities Questions

Jamie Shaw, VDEM, contacted Tina by email regarding EMS facilities at the jamboree. Tina addressed the committee with the following questions: 1) Flexibility in the location of the EMS facility; 2) List of materials/items needed in the trailer(s); 3) The need for the command center for EMS. **Action: Tina will contact Jamie and provide requested answers/information as discussed by committee.**

## UNFINISHED BUSINESS

### Regional Drill

Tina provided a list of agencies as requested at the last meeting. Carol offered to make a chart, and with other committee members' assistance, indicate on the chart if and when EMS agencies have participated in drills. **Action: Carol will provide this list at July's meeting for committee members' review.**

### MCI Plan

Tina discussed and handed out some of the MCI plans, other have been mailed. She requested the members, to provide at the next meeting, to provide suggestions how to "test" the plan and how informational training should be conducted so all providers understand the many facets of the MCI plan. **Action: All Members**

### Health Resources and Services Administration

Tom McCoy discussed the U.S. Health and Human Services, Health Resources and Services Administration again stating that funding had increased from \$165,000 to \$180,000 which is provided for surge capacity issues. The initial funding will be used toward decon (two tents – 1 decon and one mobile triage). Tom also discussed that the Northern Virginia Hospital Association Alliance is looking into the possibility of providing a Level C ensemble for rescue squads. **Action: Tom thinks this Level C gear is an interesting concept and will keep the membership current on upcoming trends and recommendations.**

There being no new business, the meeting was adjourned at 2:30 p.m. The next meeting is scheduled for Wednesday, 7 July at 1:00 p.m. at Mary Washington Hospital.

Recorder: Carol Shelton