

**Rappahannock EMS Council
Disaster Committee Meeting
July 7, 2004**

Call to Order: The meeting was called to order at Mary Washington Hospital by Eddie Allen at 1:05 p.m. in the absence of the Chairman.

Members Present: Eddie Allen, Steve Ennis, Tom McCoy, Glen Rudner, Wendy Shepherd

Others Present: Tina Skinner, REMS Council Director
Mark Bledsoe, Fredericksburg Fire Department
Ed Fuzy, Caroline County Fire & Rescue
Bruce Sterling, Virginia Department of Emergency Management
Chuck Thompson, Stafford County Fire & Rescue

Minutes: The minutes of the June 2, 2004 meeting that were previously emailed to the Committee were reviewed.

PROJECT REPORTS

2005 Boy Scout Jamboree

At our last meeting there was discussion regarding a telephone call that Tina received from a representative at VDEM questioning the impact we would have if they did not participate in the Jamboree based on budget concerns. This was strictly a “what if” question and to date VDEM has not officially announced that they would not be able to participate. Bruce Sterling noted that at their last VDEM meeting there were no discussions on this. He will again follow up on his end but the group agreed to move forward with sending a letter to VDEM outlining the negative impact on our EMS system should they not be present and able to provide their services.

The group also discussed working towards a Memorandum of Understanding with Mary Washington Hospital for restock of EMS supplies at the Jamboree. Having this in place up front should help eliminate the problems which occurred last jamboree when the BSJ ran out of certain needed medical supplies early on in the two week event.

Discussed alternate helicopter landing sites as James Monroe High School has begun construction of a new school facility and this construction will interfere with our alternate landing zone on their property. Tina will follow up with Tom McCoy on this to obtain the facts needed and ensure a backup landing zone is identified for the increase in medevac use during the jamboree.

Regional MCI Plan

Tina reminded the Committee that all localities and hospitals have been mailed the Memorandum of Understanding and copy of the approved Regional MCI Plan. To date she has received many telephone calls in follow up from hospitals and localities, indicating that they are currently reviewing the document for signature.

Chuck Thompson indicated that he would be meeting with his Chief's Group and wanted to be able to answer their question of why there is a need for a Regional MCI plan when the localities do have their own Emergency Operations Plans and mutual aid agreements in place. Tina and committee members responded with several comments in support of the regional plan. The Virginia office of EMS and Regulations governing EMS in Virginia require that a Regional MCI Plan be put in place and as such this task was given to all eleven regional councils in their contracts with the State. Secondly, the regional plan provides specific information and guidelines on how hospitals and localities will operate in a large-scale disaster. This information is not generally written into your standard mutual aid agreement. The regional plan was not intended to replace your EOPs – rather review your EOP and include reference to the regional plan in it. The committee was supportive of the Regional MCI Plan and encouraged Stafford County to participate and recognize the importance of such regional agreements and relationships.

Regional Drills

With the Regional MCI Plan moving forward the committee turned their discussions once again to developing a tabletop exercise/drill. The committee agreed to begin work on a draft template that would be presented to the Regional Operational Medical Director for review and approval. Information was shared with the committee that was prepared by Carol Shelton listing those agencies who have completed drills in the past year. The attempt is to track which localities and hospitals are conducting drills and focus the committee's efforts on those who are not doing drills and need assistance.

NEW BUSINESS

Eddie announced that Kevin Dillard had been reappointed to serve as President for the next two years with the Council. Each year with the election of the president, all council standing committees are reappointed for two years. Current committee members and others present were encouraged to express their interest to the Council in continuing to serve. Eddie announced that Jim Hurlock would no longer be able to serve as committee chair due to other work commitments, and REMS Board member Billy Shelton was being asked to serve as Chair. A new committee listing will be announced in early August by the Council President, and all committee members will receive written notification.

The committee discussed the current meeting structure. They would like to continue meeting at 1:00 p.m. rather than moving to the new proposed time of 2:00 p.m. at Mary Washington Hospital. Wendy indicated she would see that the request was granted.

Discussed the Health Department's role in disaster preparedness and the additional subgroup meetings that have evolved. The committee would like for Joe Saitta to more clearly define what their role is. Steve Ennis referred to a proposed regional plan being worked on through the Northern Virginia region. The committee will seek more clarification from Joe at the next meeting.

Tina shared with the committee an email she received from Roger Cooper, Northwest Regional Planner, Virginia Department of Health. He was asking for assistance from all Regional Council's in getting the word out that the VDH is looking for hospital and EMS organizations that would be willing to act as a host organization to store a portion of the chemical antidotes (Chempak) which the Center for Disease Control is forward deploying from the Strategic National Stockpile to locations throughout Virginia. Tom McCoy stated he believed Mary Washington Hospital was already working on this and would follow up as to whether the hospital would store both an EMS container and hospital container. In looking at the listed requirements for storage and administration, the committee members present felt it would be difficult to identify an appropriate location through our EMS agencies and felt Mary Washington Hospital would be an obvious location and choice. A meeting of the Northwest Hospital Coordinating Council was being held on July 8th. Steve Ennis would be attending and will give report.

Tom McCoy expressed concerns with our EMS agencies seeming unprepared for handling a hazmat or terrorist incident. He indicated that Mary Washington Hospital has in the past, received exposed patients who were not decontaminated upon arrival to the hospital. Suggested the Committee help to coordinate regional programs to educate our agencies in Hazmat and Terrorism. The council has hosted such classes in the past with poor response. Discussions then ensued on how to get the providers interested in this important training. It was suggested that the State Office of EMS make a requirement that 8 hours of HazMat Awareness training be required in the EMT-B curriculum and certification program – ensuring that the correct competencies are taught and met. Chuck Thompson shared information on the Orientation Program that Stafford County conducts when students enroll in their EMT-Basic courses. This orientation includes CPR and HazMat Awareness. Tina will check on some dates with area instructors and ask our Regional Education Coordinator to assist in setting up such courses in support of our sponsored EMT-Basic programs. Will also bring to the attention of the Council's Guidelines & Training Committee.

With no further business the meeting was adjourned at 2:30 p.m.

**Rappahannock EMS Council
Disaster Committee Meeting
August 4, 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 - City of Fredericksburg Fire Department
Mark Bledsoe - City of Fredericksburg Fire Department
Ed Fuzy – Caroline County
Mark Garnett – Caroline County
Joe Saitta - VDH
Billy Shelton – VDFP
Carol Shelton – Naval District Washington (Dahlgren)
Wendy Shepherd - King George County
Tina Skinner - REMS
Jimmy Watters - City of Fredericksburg Fire Department

Others Present: Bruce Sterling, Regional Coordinator, VDEM

Minutes: Minutes from the July 2004 meeting were approved.

Vice Chair Allen welcomed everyone to the meeting and introduced guest, Billy Shelton, who will be the committee's new chairperson beginning at the September 2004 meeting.

PROJECTS REPORTS

2005 Boy Scout Jamboree

Tina discussed two issues regarding the Boy Scout Jamboree: She had sent correspondence to VDEM on their participation and is awaiting a response. Staffing and communications were also discussed. Additionally, the SOG for the 2005 Jamboree needs to be finalized by the committee. **Action: Bruce to contact his supervisor, clarify staffing support, and provide status at September 2004 meeting. Action: Tina to provide the previous Jamboree's SOG by email to all members for their review prior to September 2004 meeting.**

Rappahannock Regional Counterterrorism Task Force meeting - Update

Joe stated that the City of Fredericksburg Police Department was present at their 4 August 2004 meeting, and plans to extend the invitation to attend the meetings to other law enforcement agencies in the area. Joe reminded everyone about the Centers for Disease Control/Virginia Department of Health "Forensic Epidemiology" class which will be on 13 and 14 September 2004 at The University of Mary Washington campus, and will provide CEUs for the area of investigation. Joe displayed identification cards for kids which he obtained from Culpeper County, and thinking about a regional project for the Fredericksburg area. The next meeting will be on 1 September 2004 at 2 pm.

Citizen Corps Council

Area Citizen Corps managers spoke about their area's progress: Wendy will be teaching a second training class the week of 2 August 2004 in King George County, and she brought the invitation to attend classes to the Home Owners' Associational meeting. Mark Garnett noted that Caroline County now has a CCC formed and is also scheduling Citizen Corps classes, and they have invited members from area churches and civic groups. The City of Fredericksburg has appointed Herbert Pritchett as their Citizen Corps organizer. Joe suggested that the University of Mary Washington might be a good resource and he will discuss this option to the committee.

UNFINISHED BUSINESS

Regional Drill

Wendy suggested that basic training and equipment should be recommended to the REMS rescue squads prior to a mass casualty drill or tabletop exercise. **Action: Wendy to provide equipment and training recommendations to Tina for her distribution prior to the September 2004 meeting.**

MCI Plan

Tina reported on the jurisdictions that have returned the MCI Plan's MOU signature page. Per their request, she met with Fauquier Hospital to discuss the plan, which she expects them to sign. She recommended that the committee begin to develop a training plan and nominate a member to lead the MCI Plan training, which should take place in the very near future. Mark Bledsoe suggested producing a CD ROM or videotape where jurisdictions could train at their convenience. **Action: Tina and Joe to provide options at the September meeting.**

NEW BUSINESS

VDH Assets - Ed asked Joe about VDH responsibilities during an incident. Joe mentioned that he couldn't expend personnel from the Emergency Communications Center (ECC); however, jurisdictions are welcome to call the ECC, when activated, for assistance. Joe outlined the Health Department's responsibilities in disaster preparedness: communicable diseases, food safety, water quality, vector control, surge capability, and quarantine. Each jurisdiction's EOC will always have a Health Department employee to staff the "health desk". In addition, if two or more EOCs open in our area the Health District will also open its Emergency Coordination Center. This is where the Health Director, and his senior staff, will be located during a disaster. **Action: Closed**

MWH Chempaks – Joe and Tom Ryan suggest chemical agent antidotes be located at MWH in the existing pharmaceutical supply with a possible supply for 10,000 people. Mark suggested Mark I kits in ambulances to supply the providers. **Action: Tina to contact Old Dominion EMS Council, request their related protocols, and provide information regarding, if and**

NEW BUSINESS – continued

how they stock antidotes, and provide an update at the September 2004 meeting. Action: Tom to verify if storage space is available in MWH's current pharmaceutical storage.

New Chairperson, Billy, stated that he looks forward to actively participating with the committee members.

The meeting was adjourned at 2:40 p.m. **The next meeting is scheduled for Wednesday, 1 September at 1:00 p.m. at Mary Washington Hospital.**

Recorder: Carol Shelton

Agenda
Rappahannock EMS Council
Disaster Committee Meeting
September 1, 2004

1. Welcome and introductions:
2. Approval of minutes:
3. 2005 Boy Scout Jamboree:
 - a. VDEM and Department of Health- issue on public safety answering point (PSAP).
Participation from both agencies is vital.
 - b. Staffing and communications-two areas of concern.
 - c. Jamboree's SOG- Tina Skinner
4. Forensic Epidemiology Class- September 13-14, 2004
at UMC- Joe Saitta
5. Regional Drill-basic training and equipment needs-
Wendy Shepard
6. MCI Plan options- Tina Skinner
7. Unfinished Business- Chempak Protocols- Tina
Skinner
8. New Business
9. Next Meeting date

**Rappahannock EMS Council
Disaster Committee Meeting
September 1, 2004**

Call to Order: The meeting was called to order by Chairman Shelton at 1:00 p.m. at the Mary Washington Hospital First Floor West Conference Room.

Members Present: Eddie Allen, Fredericksburg Fire Department
Doug Boggs, Spotsylvania County Fire & EMS
Steve Ennis, Fredericksburg Rescue
Ed Fuzy, Caroline County Fire & EMS
Kathy Hatter, Rappahannock-Rapidan Health District
Tom McCoy, Mary Washington Hospital
Joe Saitta, Rappahannock Area Health District
Billy Shelton, Chairperson
Carol Shelton, Naval District Washington (Dahlgren)
Wendy Shepherd, King George County Fire & EMS
Tina Skinner, REMS Council
Chuck Thompson, Stafford County Emergency Services

Excused: Glen Rudner, Virginia Dept. of Emergency Mgmt.
Gene Monago, Fauquier Hospital

Unexcused: Dr. Garvie

Visitors: Mark Bledsoe - Fredericksburg Fire Department
Harry Colestock, Virginia Dept of Emergency Mgmt
Scott Delay, Fort A. P. Hill Fire Department
Paul Demm, Virginia Dept of Emergency Mgmt
Mark Garnett, Caroline County
Dan Glembot, Fort A. P. Hill Fire Department
Rick Johns, Rappahannock Chapter, American Red Cross

Chairperson Shelton welcomed everyone and introductions followed. The previous meeting minutes, August 2004, were approved as printed. The chairperson followed the agenda as follows:

1. 2005 Boy Scout Jamboree

Visitors from VDEM stated that they could provide minimal personnel to support their Command Trailer for the 2005 Jamboree due to lack of funds in their approved budget for the next two years. Dan Glembot stated that he had communications

with BSA, as recently as 22 July 2004, and understands that VDEM is unable to provide sufficient support to staff VDEM's Command Trailer. Chief Glembot stated that he would speak with his Commander and encourage dialogue with Governor Warner. Chairperson Shelton requested the following personnel make contact with the following POCs and provide options at the next meeting:

- a. Tina Skinner to contact BSA and request attendance at the committee's November 2004 meeting. Also request Tina to request assistance from Senator Chichester and Speaker Howell.
- b. VDEM to provide a list, to the committee, identifying what manning they can provide under their current budget for the 2005 jamboree
- c. Ed Allen to contact B. Hoovler, Motorola, ref use and practicality of their communications trailer

4. Local Training Available

Joe Saitta provided projected numbers (91 of 100 slots reserved) for those personnel enrolled in the Forensic Epidemiology Class, September 13 and 14, 2004, UMW.

5. Regional Drill – Basic Training and Equipment

Wendy provided a list of *suggested* "baseline" equipment and training for rescue squads to follow so that they may be prepared for all types of situations (Attachment A). As a timesaving measure, some of the courses may be obtained through self-study formats. **Members are asked to review the list and if they suggest changes, please email Tina by Friday, 10 September 2004, which will give enough time to have a final recommendation document by the October meeting.**

6. Regional MCI Plan Training

Tina and Joe met as requested at the September 2004 meeting and provided a training proposal at today's meeting (Attachment B). The Train-The-Trainer program outlines work group sessions lead by committee members and volunteers who are subject-matter experts. **The following personnel volunteered to provide a training outline by the October 2004 meeting:**

IMS – Billy Shelton

Bioterrorism – Joe Saitta

Haz Mat – Doug Boggs and Mark Bledsoe

START Triage - Mark Garnett

7. Boy Scout SOGs

Tina requested everyone to review the jamboree SOG and forward comments to her prior to the October 2004 meeting. The October 2004 meeting will be used to discuss the suggested changes and finalize the SOGs prior to the BSA representatives being present at the November 2004 meeting.

8. Committee Charter & Goals

A committee charter form to be used to identify the Disaster Committee's mission and goals for the next two years was mailed to all members. Billy asked that they be completed and returned to him as soon as possible so he could forward a final document to the Council office.

UNFINISHED BUSINESS

1. Chempak Protocols

Tom McCoy stated that the Commonwealth is interested in placing chempaks (hospital and EMS kit) in the hospital; and the hospital may select the items that they prefer in the kit. Tom also stated that he feels that it would be a good idea to have EMTs knowledgeable in basic haz mat so that they do not contaminate themselves or patients. Tina stated that Glen Rudner said he is available to teach haz mat awareness at the council's EMT-B class. Tom was requested to contact the health department to determine status of kits, and provide an update at the next meeting.

Tina reported that the Protocol Committee has met since last Disaster meeting and began looking at developing protocol for Mark I Kits. They would like some more direction from the Disaster Committee on this. Please email Tina your suggestions before next meeting.

The meeting was adjourned at 2:15 p.m. The next meeting is scheduled for Wednesday, 6 October 2004, **1:00p.m.**, Mary Washington Hospital, **Fourth Floor West Conference Room** not the First Floor West.

Recorder: Carol Shelton

**Rappahannock EMS Council
Disaster Committee Meeting
October 6, 2004**

Call to Order: Chairman Shelton called the meeting to order at 1:00. P.M., 4th Floor conference room, Mary Washington Hospital.

Present: Steve Ennis, Fredericksburg Rescue
Ed Fuzy, Caroline County Fire and Rescue
W. G. Shelton Jr., Chair
Wendy Shepard, King George County Fire and Rescue

Excused: Kathy Hatter, Virginia Department of Health (CDH)
Tom McCoy, Mary Washington Hospital (MWH)
Gene Monago, Fauquier Memorial Hospital
Joe Saitta, Virginia Department of Health
Carol Shelton, Naval District Washington West Area
Tina Skinner, REMS Council
Chuck Thompson, Stafford County Fire and Rescue

Chairman Shelton welcomed the attendees to the monthly meeting. The minutes were approved as distributed electronically prior to the meeting. The following agenda items were discussed:

1. 2005 Boy Scout (BSA) Jamboree:
 - a. Tina Skinner and Kevin Dillard have been assured by Senator Chichester and Speaker Howell that the Virginia General Assembly will provide funding for VDEM's communications system/trailer to support the BSA jamboree in 2005.
 - b. The BSA SOG requires additional review and comments from members. Action by all members: Please provide comments/recommendations/changes to Tina prior to the November Meeting.
2. The Forensic Epidemiology Class (September 2004) was very successful. The committee members appreciate VDH assembling such excellent presenters.
3. Additional comments are needed from the members concerning the baseline equipment and training for rescue squads. Action by all members: Please forward any comments to Tina Skinner prior to the November Meeting.
4. Due to today's light attendance, the MCI Plan Options were delayed until the committee meets in November. Billy Shelton reported that the instruction length for the Incident Management System segment would be 30-45 minutes.
5. Only a few Committee Charter/Mission Statements have been returned. Action by all members: Please review and return to Tina as requested.

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October 6, 2004
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6. Discussion on the chempak will be postponed until next meeting when Tom McCoy is present.
7. Ed Fuzy expressed concern for the BSA jamboree because he understands that the U.S. Army Medical Detachment at Fort A. P. Hill may eliminate the emergency medical mission/dispensary services prior to the jamboree. No action at this time.

The next meeting will be held on November 3, 2004 at 1:00 p.m. at MWH. Since the present schedule conflicts with members' schedules, discussion on time or day change will be discussed at the November meeting.

Recorder: W. G. Shelton, Jr., Chairman

**Rappahannock EMS Council
Disaster Committee Meeting
November 3, 2004**

Call to Order: Doug Boggs (standing-in for Chairman) called the meeting to order at 1:00 p.m. at the Mary Washington Hospital First Floor West Conference Room.

Members Present: Eddie Allen - Fredericksburg Fire Department
Doug Boggs – Spotsylvania Emergency Services
Steve Ennis – REMS Board Member
Tom McCoy – Mary Washington Hospital
Joe Saitta – Virginia Department of Health
Carol Shelton – Naval District Washington Dahlgren
Tina Skinner – REMS

Others Present: Mark Bledsoe – Fredericksburg Fire Department
Bruce Sterling – Virginia Department of Emergency Management
Rob Fines – Fredericksburg Emergency Medical Alliance
Rob Phillips – Virginia Department of Emergency Management

Excused: Ed Fuzy, Glen Rudner, Billy Shelton, Drew Garvie

Unexcused: Kathy Hatter, Gene Monago, Wendy Shepherd, Chuck Thompson

Minutes: Minutes from the October 2004 meeting were approved.

Doug Boggs welcomed everyone.

2005 Boy Scout Jamboree

a. Tina mentioned that there have been no additional SOG updates received since last meeting. Carol provided a hardcopy of her SOG comments. Attendees reviewed the BSA Jamboree SOG. REMS Council staff to make appropriate changes from today's discussions and those previously submitted comments. **Action: REMS**

b. Tina to confirm from BSA their communications' plan and back-up plan. **Action: Tina**

c. VDEM has been assured that funding will be available through the up-coming General Assembly. No additional information on this issue since October meeting.

d. Joe indicated that a letter from the Rappahannock Area Health District would be sent to the REMS Council requesting formal coordination with on-site Jamboree medical personnel and the U.S. Public Health Service. The Virginia Department of Health would like to be in the informational-loop on Jamboree issues that might involve off-site implications, such as foodborne outbreaks. **Action: Joe to request that REMSC forward the letter to the BSA.**

e. There will be an In-Progress Review (IPR) for the Jamboree on November 5, 2004 in Fredericksburg and November 6, 2004 at Fort A. P. Hill. Under the Public Safety umbrella, Tina is the Chair and Doug is the Co-Chair of EMS Division and will attend the meetings.

f. Neither Dan nor Ed was in attendance today to update on the elimination of the EMS component through the Dispensary sometime in April 2005 at Fort A. P. Hill. Tom McCoy was interested in any impact this closing might have on Mary Washington Hospital. **Action: Tina will follow up with Chief Dan Glembott on Friday when she attends the IPR.**

g. Members suggested that copies of the SOG be available on-site at the Jamboree, final copy be posted on the REMS website, and an in-person meeting of those EMS personnel involved in the Jamboree be held to review the final SOG prior to the Jamboree. **Action: Agenda item at next meeting.**

Regional Drill

There was no additional information provided to Tina prior to today's meeting; however, Doug suggested that IS700 EMI be added to the Basic Training and Equipment recommendation. A motion by Steve as followed, "Members have 15 calendar days from the date of this meeting to submit any additional information to Tina. After that time, Tina will provide Basic Training and Equipment recommendations to the Chairman and he shall submit to the Board. The motion was seconded. **Action: 1) Doug to send an email to Tina outlining his input; 2) Chairman to forward to Board.**

MCI Plan Options – The MCI Plan has been signed by many localities; however, some are still outstanding and the REMS staff will be contacting those organizations to check on status. The second phase of the MCI Plan program is to provide Train-The-Trainer training. Members agree that the committee needs to move forward on the training outlines from each who was assigned or volunteered to train/teach. **Action: It was suggested and agreed by all members present that the training outlines should be forwarded to Tina by 5 January 2005 (the day of the January committee meeting or prior to the meeting). These training outlines should be fully inclusive with noting references and visual aids, etc. that the train-the-trainer would need. To those with this assignment, the outline submitted on or by 5 January 2005 should be thorough and self-explanatory in describing what will be taught. Those with assignment are: IMS – Billy Shelton, Bioterrorism – Joe Saitta, Haz Mat – Doug Boggs and Mark Bledsoe, START Triage - Mark Garnett.**

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Committee Charter/Mission Statements – Motion by Steve, “Tina to forward all charters and statements received and any others within 5 days of this meeting, to the Chairman and at his discretion, he shall formulate a final Committee Charter and a final Mission Statement and submit to the Board. Seconded by Tom. **Action: Chairman.**

The meeting was adjourned at 2:45 p.m. The next meeting is scheduled for December 1, 2004, 1:00 p.m. at Mary Washington Hospital.

Recorder: Carol Shelton

**Rappahannock EMS Council
Disaster Committee Meeting
December 1, 2004**

Call to Order: The meeting was called to order by Carol Shelton, Acting Chairperson, at 1:00 p.m. at the Mary Washington Hospital First Floor West Conference Room.

Members Present: Doug Boggs, Spotsylvania County Fire & EMS
Steve Ennis, VDH
Ed Fuzy, Caroline County Fire & EMS
Tom McCoy, Mary Washington Hospital
Gene Monago, Fauquier Hospital
Glen Rudner, Virginia Dept of Emerg Mgmt
Joe Saitta, Rappahannock Area Health District
Carol Shelton, Naval District Washington
Wendy Shepherd, King George County Fire & EMS
Tina Skinner, REMS Council

Excused: Billy Shelton, Chairman
Eddie Allen
Kathy Hatter

Unexcused: Dr. Garvie
Chuck Thompson

Visitors: Bruce Sterling, Virginia Dept of Emerg Mgmt

Carol Shelton welcomed everyone and introductions followed. The previous meeting minutes, November 2004, were approved as printed. Carol followed the agenda as listed below:

1. 2005 Boy Scout Jamboree

- a. Changes being finalized to Jamboree SOGs by REMS staff. At the Jan or Feb meeting, members will decide if the SOG should be available on-site, website, or an in-person meeting. REMS staff will also forward a copy to Fort A. P. Hill for their review.
- b. Boy Scouts will be printing a guide in January.
- c. A bill will be presented in the upcoming General Assembly to approve funding for VDEM and their jamboree support.
- d. During the In-Progress Review meeting at A.P. Hill last month, the following were discussed: Two communications systems have been donated: 800 MHz trunk system and radios; VDEM equipment will be a backup; inventory list was finalized; trailers at EMS posts and shoreline with supplies; adding a station at Travis Lake.
- e. DOD's support of BSA will not be impacted by the ACLU Lawsuit for the 2005 Jamboree per the Boy Scout Association.

Glen asked about Virginia or Military support during Jamboree in support of a possible terrorism incident(s). Action: Tina will check who might support this preparedness measure.

The possible closure/reduction of military medical support on Fort A.P. Hill in spring 2005 will not impact the Jamboree or area hospitals.

The attached letter from the Rappahannock Area Health District was forwarded to REMS concerning the lack of coordination with the BSA relating to the upcoming Jamboree. The Health District hopes to hear from BSA within the next month or so to begin coordination.

2. Regional Drill – Basic Training and Equipment

Final report to be forwarded to the Board on December 15, 2004.

3. MCI Plan Options

Due: START Triage and NIMS by January 5, 2005. (Attention: Shelton and Garnett)

4. Committee Charter/Mission Statements

Any changes to the written charter/statement provided at today's meeting are requested to be submitted to Tina by 3 December 2004. A discussion was held regarding whether charter should appoint committee members by disciples or jurisdictions.

5. Chempak Protocols

Tom stated that a site visit is planned for December 10, 2004. After the site visit, Tom will provide an update at the next committee meeting. Fauquier is also being considered as a site.

New Business

1. Rappahannock Area Health District is sponsoring a Core Disaster Life Support (CDLS) class tentatively scheduled for January 7, 2004 at the department's conference room (608 Jackson Street, Fredericksburg) from 12:30 p.m. to 4:30 p.m. Registration will be through the department's website. Also, VCU has a Basic Disaster Life Support course available.

2. There was a motion to move the current meetings from Wednesdays to Tuesdays, beginning January 4, 2005, to afford other members the opportunity to attend on Tuesdays due to heavy commitments previously scheduled on Wednesdays. Approved by all in attendance.



BSA coordination.doc

Recorder: Wendy Shepherd

**Rappahannock EMS Council
Disaster Committee Meeting
January 4, 2005**

Call to Order: Billy Shelton called the meeting to order at 1:00 p.m. at the Mary Washington Hospital First Floor West Conference Room.

Members Present: Eddie Allen - Fredericksburg Fire Department
Doug Boggs – Spotsylvania Emergency Services
Steve Ennis – REMS Board Member
Ed Fuzy – Caroline Fire & Rescue Department
Kathy Hatter – Virginia Department of Health (Rappahannock-Rapidan)
Tom McCoy – Mary Washington Hospital
Joe Saitta – Virginia Department of Health (Rappahannock)
Billy Shelton – REMS Board Member and Chairperson
Carol Shelton – Naval District Washington Dahlgren

Others Present: Mark Bledsoe – Fredericksburg Fire Department
Bruce Sterling – Virginia Department of Emergency Management
Rob Fines – Fredericksburg Emergency Medical Alliance

Excused: Drew Garvie, Gene Monago, Wendy Shepherd

Unexcused: Glen Rudner, Chuck Thompson

Billy welcomed everyone. Previous meeting minutes were approved as presented.

2005 Boy Scout Jamboree - Tina Skinner provided a written report as she was unable to attend:

- a. A letter has been mailed to all EMS agencies in our Council region announcing the upcoming Jamboree and seeking EMS coverage sign-up. We will need five ambulances during the daytime and two ambulances at nighttime. We also would like 14 ambulances for the arena show-nights. **Action: REMS/Carolyn Marsh handling agency sign up. A member asked to have daytime and nighttime hours defined. Action: Hour answer at next meeting.**
- b. REMS has completed the changes to the Jamboree SOGs as discussed by Committee and forwarded a draft to Dan Glembot at Fort A. P. Hill for his input. REMS has also forwarded a copy to Jamie Shaw our BSA contact. REMS continues to work on including a “definitions” section to the final SOG as suggested. We received 20 2005 National Scout Jamboree binder notebooks from the BSA which will be used to house our SOG document, maps, MCI Plan, and other important documents our participating agencies will require. We will distribute these notebooks at our mandatory orientation meeting just prior to the Jamboree. **Continued Action: REMS**

- c. REMS remains waiting to hear which Army Medical Unit will be assigned to the Jamboree. In the meantime, REMS is working with LT Roark of the 1st U.S. Army Unit to complete preplans for the incoming medical unit. Tina has reviewed his written plans and forwarded our SOG to ensure the resources and needs of the Army Medical Unit are met.

Virginia Department of Health from BSA Jamboree

Tina has been provided Paul Young's name, Director of Public Health as a contact for our local Health District. Once they reopen their offices (closed for the holidays), Tina will provide Mr. Young's phone number and email address to Joe Saitta. **Action: Tina**

Regional Drill – Basic Training and Equipment

Approved by the Board of Directors at the December 2004 meeting. Joe suggested that a regional drill take place prior to the jamborees. Eddie Allen suggested a tabletop and another suggested a communications-check with VDEM's trailer at the end of the school year but prior to the jamboree. Possible dates and sites were Sunday 6 or 13 March 2005 at the Holiday Inn Select and UMW Campus at Route 17 site. **Action: Bruce Sterling to check on availability of the trailer and report at next meeting. Action: Billy appointed a workgroup comprised of Joe, Steve, and Doug to outline date, facilitator, target attendees, and suggested scenarios to be presented at the next meeting.**

Regional MCI Plan Training

Ed Fuzy stated that Mark Garnett needed additional information on what is needed for his MCI outline submission. Need to discuss at the next meeting how the MCI training program will be implemented. **Action: Billy Shelton to contact Mark and clarify and receive submission and forward to Tina.**

Committee Charter Statement

Completed. Each member should receive a copy. **Action: REMS**

Chempak Protocols

Tom to hear from the CDC to see if the chempaks will be stored at MWH's 2300 Fall Hill Avenue location. Tom to update at next meeting. **Action: Tom**

New Business

- a. Core Disaster Life Support, through VCU's federal grant, will be provided on 16 February 2005, 12:30 p.m. to 4:40 p.m. which was previously scheduled for 7 Jan 05, at Rappahannock Health District Conference room. Joe will provide web site information by email when it becomes available. Other supporting classes will follow (Joe will provide information as it comes available). **Action: Joe**
- b. Quantico Marine Corps Base has scheduled their annual Antiterrorism/Force Protection drill for 10 March 2005. POC is CAPT Rice, 703.784.2475 for information.

The meeting was adjourned at 2:00 p.m. The next meeting is scheduled for February 1, 2005, 1:00 p.m. at Mary Washington Hospital.

Recorder: Carol Shelton

**Rappahannock EMS Council
Disaster Committee
February 1, 2005**

Call to order: Billy Shelton called the meeting to order at 1:15 P.M. at the Mary Washington Hospital First Floor West Conference Room.

Members Present: Steve Ennis-VHHA
Tom McCoy-MWH
Mark Bledsoe-City of Fredericksburg
Edward Fuzy-Caroline County
Wendy Shepherd- King George County
W. G. Shelton Jr.-REMS Board and Chairman
Chuck Thompson- Stafford County
Bruce Sterling- VDEM

Excused: Doug Boggs- Spotsylvania
Carol Shelton-NDW
Joe Saitta-VDH
Kathy Hatter-VDH
Glen Rudner-VDEM
Eddie Allen- City of Fredericksburg

B. Shelton welcomed the attendees. The previous minutes were approved on the recommendation of Steve Ennis.

MCI Tabletop Exercise:

The MCI Committee presented its draft for the exercise and a proposed date of March 6, 2005 at the University of Mary Washington Campus (City of Fredericksburg) if the projected attendees exceed 100, or at the Graduate Center on Warrenton Road in Stafford if the projected numbers are less than 100. Some of the attendees felt that this was too quick and the respective memberships could not respond by the date of the exercise. We also need to provide Ruth Lovelace with the logistical requirements and lock in the date as soon as possible. Questions were raised whether Homeland Security Grant Fund could be used to offset the costs incurred e.g. photocopying, beverages and snacks, logistics etc. Steve Ennis and Joe Saitta need to refine the scenario for the drill ASAP.

Action: Steve Ennis and Joe Saitta refine the scenario.

Should the drill be geared only to the top officers in the Rescue units? It was suggested that no more than two per organization to streamline the tabletop exercise and allow for injects. There was also a suggestion to delay the drill until

March 27th or April 3rd. B. Shelton asked all of the attendees to contact him on their respective organization's decision.

Boy Scout Jamboree 2005:

Bruce Sterling, VDEM, reported that the VDEM Command Trailer would be available for the BSA Jamboree. B. Shelton reported that REMS has not received too many advance sign-ups for ambulances to date. Please ask your respective counties/cities to sign up soon. Joe Saitta reported (via e-mail) the VDH is now on-line with the BSA Leadership for coordination purposes. There was no additional information regarding the medical detachment from Fort A. P. Hill for the Jamboree.

Action: Everyone-Assist with Schedule of ambulances for the Jamboree.

Core Disaster Life Support:

The class is scheduled for February 16, 2005 at the Fredericksburg Fire Department Station 2. The fee for the class is \$ 30.00 and you'll need to register through Virginia Commonwealth University. Please contact the REMS Office or Joe Saitta's Office for additional information.

Action: It was suggested that REMS blast fax this information out as soon as possible.

New Business:

Quantico MCB is conducting a full-scale exercise on March 10, 2005 involving both Mary Washington Hospital and Potomac Hospital. Patients will be transported to both medical facilities. Stafford County will be conducting a tabletop exercise simultaneously on the 10th.

VDH is conducting a five state drill October 24-26, 2005.

Incident Command Class (ICS) will be conducted April 19-20, 2005 at the University of Mary Washington with Ed Fuzy as the instructor. VDEM and VDFP are sponsoring the class.

Adjournment:

The meeting adjourned at 2:00 P.M. The next meeting is scheduled for March 1, 2005 at Mary Washington Hospital First Floor West Conference Room at 1:00 P.M.

**Rappahannock EMS Council
Disaster Committee
March 1, 2005**

Call to order: Billy Shelton called the meeting to order at 1:00 P.M. at the Mary Washington Hospital First Floor West Conference Room. All attendees were welcomed to the March Meeting.

Members Present:

Joe Saitta-VDH
Tom Mc Coy-MWH
Rob Fines-FEMA
Diana Wills-
Eddie Allen- Fredericksburg Fire
Edward Fuzy-Caroline County
Mark Bledsoe- Fredericksburg Fire
Bruce Sterling- VDEM
Wendy Shepherd-King George County
Doug Boggs- Spotsylvania County
Tina Skinner- REMS
Billy Shelton-REMS Board

Excused:

Carol Shelton-NDW
Kathy Hatter-VDH
Glen Rudner-VDEM

Minutes:

Eddie Allen motioned to approve the minutes as printed and mailed. Accepted unanimously.

MCI Tabletop Exercise:

The consensus was to delay the tabletop exercise to May or even after the Boy Scout Jamboree. There was virtually no interest in conducting the drill in March or April as suggested by the MCI Sub-Committee. Ennis, Saitta, and Boggs were asked to review the scenario for refinement.

Boy Scout Jamboree:

Ambulances are still needed to staff the event; only a few agencies have expressed they will be able to support the event to date – it's still early. The BSA Jamboree will be more secure than in previous years. All units will be required to register in advance. First Army Command has not identified the Army Medical Unit for the Jamboree. BSA now has an SOG that parallels REMS' SOG. The Army Medical Unit will provide the

supplies; this should correct the problems encountered four years ago. Tina Skinner did recommend a contract with Mary Washington Hospital (MWH) to provide medical supplies to offset the Army Medical Unit's Logistics System.

Virginia Department of Health (VDH) has established a liaison with the Center for Disease Control (CDC) on the Federal Level in California. MWH needs to be involved closer with the FEDS too. Previous Jamborees have been slow in tracking supplies. Saitta expressed concern with SARS and their local involvement with such cases since this is an international event.

Ed Fuzy suggested that all agencies (Health, Military, BSA, Caroline County, Fort A.P. Hill and Hospital) involved in the Jamboree conduct a tabletop exercise on their functional areas. Tina offered to bring this up at the IPR on March 17-18, 2005 with the BSA Management Team. There is a possibility that CERT could be a resource for Caroline County. The POC is Heather King from VDEM. Tina will also explore this with the Management Team at the IPR.

VDEM has met with Fire Chief Danny Glembot at Fort A.P. Hill regarding preparations for the 911 Center; VDEM is locked in place for the communications aspect. Life Care will also be providing resources.

The military will provide the helicopter support for medical evacuations, but the MWH Landing Zone (LZ) may not accommodate the larger UH-60's due to the weight factor (<12,500 pounds for MWH LZ). James Monroe High School is under construction so the alternate site is not available. Dr. Fines expressed concern on the transport from an alternate LZ; this will require additional ambulances. Tina Skinner reported she has already identified this problem to the military and will work to continue to plan an alternate landing site.

The Jamboree has not been declared a National Special Security Event (NSSE) so the Federal involvement is limited at this point.

Train-the -Trainers for MCI:

Boggs, Bledsoe, and Rudner need to complete the Haz Mat segment. (Action Item for Boggs, Rudner, & Bledsoe.) The suspense is March 10, 2005.

New Business:

The Chempacks arrive at MWH on March 18, 2005 from CDC. Each county needs to decide how much they need and the hospital will color-code their portion. Tom Mc Coy needs this information as soon as possible. Tina will blast fax the jurisdictions for their requirements for Planning District 16. Information on the contents and the appropriate use will be provided by CDC instruction. MARK 1's are provided, but not pediatric. Dr. Fines stated that coordination with the OMD's is vital including an authorized transfer. Saitta reported that Chempacks might be on individual ambulances in the future.

Protocols and goals will have to be prepared. Dr. Garth and Dr. Fines will coordinate with REMS. The Chempaks are stored at the old MWH on the Washington Avenue side loading dock (James Monroe High School Side). The ETR Doctors will be the POC's for any release.

Tina Skinner reported that she would be on extended medical leave beginning March 21, 2005.

Executive Briefing on Bioterrorism will be held at the University of Mary Washington, The Great Hall, Woodward Campus Center on May 4, 2005 from 8:00 A.M. to 4:30 P.M. Pre-registration is required through VDH at 540-899-4797 extension 111 or at Joe.Saitta@vdh.virginia.gov by April 18, 2005.

Next Meeting:

May 3, 2005 (No meeting in April due to scheduling conflicts)

**Rappahannock EMS Council
Disaster Committee
May 3, 2005**

Call to order: Billy Shelton called the meeting to order at 1:00 P.M. at the Mary Washington Hospital Private Dining/ Conference Room. All of the attendees were welcomed to the May Meeting. Each attendee introduced himself or herself.

Members Present: Diana Wills, Joe Saitta, Tom McCoy, Eddie Allen, Ed Fuzy, Wendy Shepherd, Carol Shelton, Steve Ennis, Chuck Thompson, Glen Rudner, and W. G. Shelton Jr.

Excused: Doug Boggs

Guest: Marianna Bedway, Director Mary Washington Hospital Emergency Department.

Minutes: The March 2005 Minutes were approved as printed on a motion by Joe Saitta, and Glen Rudner.

Boy Scout Jamboree: The BSA Jamboree is scheduled for July 22-August 3, 2005 (includes early start-up) with show night scheduled for the 27th and 31st. Additional ambulances are needed for all nights and especially on the show nights. There has been little activity on signing-up to date. Each jurisdiction was encouraged to recruit ambulances and personnel for staffing the Jamboree. Caroline County will staff-up 24 hour crews to cover the county. The BSA Jamboree has not been declared a National Security Special Event (NSSE) since no confirmation has been received on VIP visitation. It is anticipated that VIP's will attend.

Tom McCoy requested statistical information on the last Jamboree from REMS so the Emergency Department can plan for the event. (Action item-REMS Staff)

There will be 39 nations attending the Jamboree and the Virginia Department of Health and the Communicable Disease Center (CDC) want to be well prepared per Joe Saitta. There will be an EMS related meeting with the BSA Staff on May 19, 2005 to discuss Strategic National Stockpile (SNS) and reserve components provided by CDC. Action item for REMS Staff to provide information in re-supply for pharmacy and linens. There was lengthy discussion on the availability of commercial laundries in the event of major thunderstorms. How will this be handled since most commercial laundries are not in the immediate area? Is there a plan to use Virginia Corrections? Another source?

Train-the-trainer for MCI: There was no follow-up report from the committee assigned the task; however, a lengthy discussion ensued regarding the need for the training and where it originated. Chuck Thompson expressed concern that since most personnel already have MCI 1 & 2 was there any need to repeat the process. Thompson stated that he did not have a copy of the MCI Plan and would like for REMS to provide a copy. Action Item for REMS-provide Stafford County a copy of the multi-page MCI Plan.

The Disaster Committee needs to move forward with the planned training exercises.

Chempac's: Tom McCoy reported the Chempacs are in the 2300 Fall Hill Avenue location and are secure. No color-coding for jurisdictions has taken place to date. There are only three keys to gain access to the secure site. The Chempacs will be inventoried monthly as per CDC requirements.

Old Business: The NIMS-ICS Class at the University of Mary Washington was conducted and successful thanks to a job well done by Ed Fuzy. Most attendees were from the Virginia Department of Health and the University of Mary Washington.

New Business: CERT classes are scheduled to start in Fredericksburg on May 14th and on May 19th in King George County. Please encourage volunteers to attend this worthwhile class. The classes are exciting and educational. Joe Saitta will contact Darrell English, Stafford Sheriffs Department, concerning a CERT Program in the county.

King George County will be hosting a tabletop exercise on May 25, 2005.

Training Opportunities: May 4, 2005 Bio-terrorism LSU Class at UMW. June 13-15, 2005 Emergency Response to Domestic Biological at UMW Graduate Campus on Warrenton Road - Class is free and limited to 40 enrollees. June 20-21 Hospital Disaster Forum in Charlottesville at the Doubletree concerning security issues, ventilation, surge capacity, and liability issues plus more.

The meeting adjourned with the next regular meeting scheduled for June 7, 2005, 1:00 p.m. at Mary Washington Hospital.

**Rappahannock EMS Council
Disaster Committee
June 7, 2005**

MINUTES

Call to order: Billy Shelton called the meeting to order at 1:00 P.M. at the Mary Washington Hospital 1st Floor West Conference Room. All of the attendees were welcomed to the June Meeting. Each attendee introduced himself or herself.

Members Present: Tom Mc Coy, Joe Saitta, Edward Fuzy, Tina Skinner, Wendy Shepherd, Robert Fines, Mark Garnett, and W. G. Shelton Jr.

Guests: Marianna Bedway, Glenda Gotshell, Paula Shaver, and Bruce Sterling.

Excused: Eddie Allen, Diana Wills, Gene Monago, Steve Ennis, Glen Rudner, and Carol Shelton.

Minutes: The May 2005 Minutes were approved as printed on a motion by Joe Saitta and Tom McCoy.

REMS Executive Director Report: Tina Skinner has attended numerous meetings concerning the upcoming Boy Scout Jamboree (BSA). The BSA proposed a tabletop exercise for June 21-22, 2005. BSA and Mary Washington Hospital (MWH) are working on the re-supply issues and pharmacy needs. Statistics were provided to MWH as requested in the May Meeting. Agencies are beginning to sign up for standby time at the BSA Jamboree. Eleven volunteers have signed up for the Command Center. July 22, 2005 will be a planned Mass Casualty Incident (MCI) rehearsal for the Jamboree (Some ambulances will be needed for this exercise – Tina will coordinate). MWH desires to participate in the MCI Drill prior to the opening of the Jamboree. The American Red Cross has been tasked with sheltering plans and to work with VDEM on this for the Jamboree if needed.

Jurisdictional Reports: Caroline County-NIMS ICS Class cancelled for this week. VAVRS is hosting a Management Class in the future.

MWH- North Anna Drill will be re-done in the next 90 days. MWH wants to participate in an MCI Drill prior to the Jamboree. There have been no dates set for the CHEMPAK Training.

Virginia Department of Health- There are openings for the Emergency Response to Domestic Biological Emergencies at the UMW Graduate Campus on June 13-15, 2005.

Mary Washington Hospital- explained recent cases involving infection controls.

Virginia Department of Emergency Management- evacuation plans for the BSA Jamboree have been updated. There are potentially 49 shelters needed. The Joint Operations Center will open on the 21st with Bruce Sterling and Vic Buissett staffing the operation. The Hurricane Exercise Vertex was successful and must be conducted annually as required by the General Assembly. Each region must conduct two exercises per year. Interstate Exercises are planned for the future involving three states. Joe Saitta requested VDEM conduct an EOC Exercise for new VDH employees. Out of state travel has been restricted for VDH employees. (Sterling was tasked to check with VDEM Training Chief). Bruce Sterling will also check on conducting an MCI Drill in the REMS Area.

Counter Terrorism Task Force (CTTF): Two CERT Programs are on going in the area (King George and the City of Fredericksburg). Hopefully, a program can be established in Stafford County soon with Sgt English of the Sheriff's Department. Joe Saitta questioned whether a CHEMPAK could be moved closer to the BSA Jamboree somewhere in the Bowling Green Area during the jamboree event. It was noted that the Fredericksburg Agriculture Fair is ongoing during the same timeframe. Tom McCoy mentioned that the CHEMPAK must be secure as per CDC requirements. NIMS Training should be considered by all agencies.

Unfinished Business: Motion by Saitta and Shepherd to include ARC as a member of the Disaster Committee. Passed unanimously. Committee's request will be forwarded to the Council President for consideration of an appointment.

New Business: Printing of the CERT Manual by Corrections was discussed. Billy Shelton agreed to assist.

Next Meeting: July 5, 2005 at MWH