

**Rappahannock EMS Council
Disaster Committee Minutes
August 7, 2012**

Call to Order: Mark Garnett called the meeting to order at 13:35 hours at the Rappahannock EMS Council Training Center.

Members Present:

Mark Garnett, Chair – Caroline
Phyllis McBride – Rappahannock Area Chapter Red Cross
Chip Hart – Spotsylvania
Ann Melle - Spotsylvania
Ray Harvey – Quantico
Scott Hudson – VDEM
Wayne Perry - REMS

Members Excused:

Steve Lynd
Richie Burke
Tracy Turman

Approval of Minutes: The June 5, 2012 committee minutes were approved as presented.

Reports:

Counties Present to Report:

Caroline County – Caroline participated in successful regional North Anna Power Station (NAPS) drills. This included a medical patient drill in June and Emergency Operations Center (EOC) and Evacuation Assembly Center (EAC) drills in July. From the drill, Caroline has developed a policy for the care of radiological contaminated patients. This is available to share with any interested agencies. Preparations are underway for the upcoming State Fair of Virginia in September. Caroline is still considering options for a new radio system.

Spotsylvania – Chancellor has consolidated services due to membership losses. Spotsylvania participated in a successful regional NAPS drill. All aspects of the drill went very well. Spotsylvania is working on a RFP to go out later this fall for a replacement radio system.

Other Agencies/Organizations:

Quantico – Quantico is installing a new computer aided dispatch (CAD) system. The Department took delivery of new multi-band radios to enhance communication and interoperability with Stafford and Prince William Counties.

Rappahannock Area Chapter of the Red Cross – The area office supported localities during the NAPS exercises. This year's drill utilized the new extended regional structure. This provided access to additional shelters, volunteers and resources.

REMS – New OMD contracts are in effect. The council will need to conduct a COOP exercise later this fall.

VDEM – no report

Old / Unfinished Business:

MCI Training – Stafford and Spotsylvania Counties experienced manpower changes that restricted their ability to help develop training materials. In light of this a draft orientation video was produced by Caroline. This draft was presented to the Committee for discussion and review. The draft included the original RHCC video segment. Overall, the committee supported the draft. An effort will be made to reach out to Orange County for assistance in utilizing their video production studio to produce a final video for the Council.

Health Department Sheltering Meetings – This discussion will continue on this once the District hires a new Emergency Coordinator.

HEAR Radio Narrowband Switch – no update. Will discuss again at the October meeting.

New Business:

Diversion Plan – the hospital diversion plan will be up for review. A copy will be distributed and discussed at the next meeting.

MCI Drill Evaluation – the Committee would like to evaluate any upcoming MCI drills against our regional plan. Any localities planning drills is asked to contact the committee.

Comlinec – there was a discussion about Comlinec technology to patch regional jurisdictions with the RHCC via Northern VA agencies. There remains limited information on which localities have this technology. Members are asked to check on the status of this technology for the next meeting. The future goal is to conduct a regional communications drill with the RHCC.

Committee Participation – There was a discussion about the declined attendance / participation in the committee. The Chair will poll the membership to determine if a new meeting time and/or date would enhance participation. Additionally the Chair will evaluate the current membership as appointed by the Board Chair.

Next Meeting: October 9, 2012 (Tuesday) at 13:30 hours – Rappahannock EMS Council Training Center. **This is a change to the regular meeting date**

Adjournment: The meeting was adjourned at 14:43 hours.

**Rappahannock EMS Council
Disaster Committee Minutes
October 9, 2012**

Call to Order: Steve Lynd called the meeting to order at 13:34 hours at the Rappahannock EMS Council Training Center.

Members Present:

Robert Green, Culpeper
Ray Harvey, Quantico
Steve Lynd, King George
Scott Hudson, VDEM

Phyllis McBride, ARC
Chip Hart, Spotsylvania
Wayne Perry, REMS

Others Present:

Pamela Scholl, Spotsylvania Regional Medical Center

Approval of Minutes: Motion to adopt August 7, 2012 minutes . Moved by Green. Second by Harvey. Motion passed.

Regional Reports:

King George- Notes from the August Active Shooter Exercise

Spotsylvania - 20K Run, Chili Feast events, Radio System procurement process started

Culpeper- Air feast event took place

Quantico- CAD system is online

VDEM – Nov 13 Epic Freeze Exercise. 15 out of 17 Region 2 localities are participating

ARC- Explained the “shelter push pack” concept- rapid deployment of shelter supplies

REMS- nothing to report

Old / Unfinished Business:

General question about a regional MCI plan- suggested that the exercise take place in Western part of REMS

New Business:

REMS Diversion Plan- Put off to next meeting

Adjournment: Meeting adjourned at 1356

**Rappahannock EMS Council
Disaster Committee Minutes
December 4, 2012**

Call to Order: Mark Garnett called the meeting to order at 13:35 hours at the Rappahannock EMS Council Training Center.

Members Present:

Mark Garnett, Caroline

Phyllis McBride, ARC

Victor Podbielski, Fredericksburg

Wayne Perry, REMS

Ann Meele, Spotsylvania

Pamela Scholl, SRMS

Approval of Minutes: Minutes from the October 7, 2012 meeting were approved as presented

Regional Reports:

Caroline – Caroline received a grant for a generator switchboard to be installed at the Caroline Middle School in support of shelter operations. Caroline is requesting a narrowband extension waiver from the FCC to obtain more time to review radio system options.

Fredericksburg – Fredericksburg is working closely with Stafford Co in preparation for an upcoming civil war battle reenactment – that will include the crossing of the Rappahannock.

Spotsylvania – nothing to report

ARC- ARC will be conducting updated shelter surveys at sites in the coming months. Local Emergency Managers will be contacted with additional details.

REMS- nothing to report

SRMC – Pamela Scholl introduced herself the new EMS Coordinator for Spotsylvania Regional Medical Center (SRMC). She will be taking over responsibilities from DeeDee Seidel.

Old / Unfinished Business:

General question about a regional MCI plan- suggested that the exercise take place in Western part of REMS.

General discussion of the Jan 1st transition to narrowband HEAR frequencies.

No progress to report on the MCI training video.

New Business:

REMS Diversion Plan received its annual review. No changes were recommended.

Adjournment: Meeting adjourned. Next Meeting – February 5, 2013

**Rappahannock EMS Council
Disaster Committee Minutes
February 5, 2013**

Call to Order: Mark Garnett called the meeting to order at 13:34 hours at the Rappahannock EMS Council Training Center.

Members Present:

Mark Garnett, Caroline	Phyllis McBride, ARC
Victor Podbielski, Fredericksburg	Wayne Perry, REMS
Ann Melle, Spotsylvania	Tracy Polivka, SRMC
Chip Hart – Spotsylvania	Jeffery Thomas, RAHD
Scott Hudson, VDEM	

Approval of Minutes: Minutes from the December 4, 2012 meeting were approved as presented

Regional Reports:

Caroline – Caroline will be moving its administrative offices the week of February 11th. Caroline's EOC will be remaining at its current location.

Fredericksburg – Fredericksburg is beginning work for spring and summer special events such as the Marine Marathon. They received their official NWS Storm Ready accreditation in January. They are currently in the bid process for a replacement citizen notification system / reverse 911 system.

Spotsylvania – Planning is underway for the upcoming Battle of Chancellorsville civil war re-enactment scheduled for this coming May. This event will draw between 25 and 50 thousand people. The County is finalizing their new radio contract with Harris. Like Fredericksburg, Spotsylvania is seeing an increase in festival permits for the upcoming summer. The County's Interagency Operations committee has finished a final draft of their traffic incident management operational guideline. Please contact Ann Melle if you would like a copy.

ARC- ARC is developing a new mass care team that will focus on sheltering, feeding, and health services. Teams will be made up of groups of volunteers from throughout the region. The ARC is partnering with faith-based churches and agencies interested in conducting sheltering operations at their facilities. Once finalized, the ARC will share this list with local emergency managers.

REMS- The Council needs to report the review of the following documents to OEMS this quarter: MCI Plan and Trauma Triage Plan. The staff has already updated the COOP plan. The

Committee already forwarded the Diversion plan review to the Board at their December meeting.

RAHD – Jeremy Thomas introduced himself as the new Rappahannock Area Health District Emergency Planner.

SRMC – Tracy Polivka, Sr. Leader of Radiology and Co-Chair of the Hospital Emergency Management Committee introduced herself. The hospital is planning several drills in 2013.

VDEM – no report.

Old / Unfinished Business:

The Chair plans to have the MCI plan orientation training video completed before the upcoming Board meeting.

Discussion about any upcoming drills in which the Committee can evaluate the MCI plan.

- Spotsylvania SO may be planning an active shooter drill. Chip Hart will keep us advised.
- Culpeper Co may be hosting a drill. Wayne Green will be contacted for further.

New Business:

MCI and Trauma Triage Plan Reviews - Due to the time constraints, committee members are asked to independently review the MCI and Trauma Triage plans and submit any recommended changes via email.

Adjournment: Meeting adjourned at 13:52. Next Meeting – April 2, 2013

**Rappahannock EMS Council
Disaster Committee Meeting
April 2, 2013**

Meeting brought to order at 1:30pm at the Rappahannock EMS Council Training Center.

Members Present: Chip Hart, Spotsylvania Co. F&R; Ray Harvey, Quantico Fire; Mark Garnett, Chair, Caroline Co. F&R via conference call; Ann Melle, Spotsylvania VRS; Pamela Scholl, SRMC; and Wayne Perry, REMS Executive Director

Chairman, Mark Garnett joined in by conference call – any committee members interested in doing this are more than welcome to do so.

Approval of Minutes: Motion made and seconded to adopt the minutes of the February 5, 2013 meeting. Motion carried. (A couple of members indicated they didn't recall receiving them, will ask Ms. Loveless to resend with current minutes).

Regional Reports:

Fredericksburg: Continuing planning for several major upcoming events – need for outside assistance not yet determined.

Spotsylvania County: Harris Radio contract has been signed by BOS. Pending agreements with them – will be able to talk to all surrounding jurisdictions and RHCC. More towers and repeaters. Radios are field programmable, multi-band and narrowbanded. Vendor does have mobile repeater after-market option for portables, but don't believe included. May 3-5 is at least two major events at two locations in the county for "Battle of Chancellorsville" anniversary – working with US Park Service.

Quantico: Completing acquisition of MDT's and electronic PPCR reporting/Toughbooks for all their apparatus. April 22 Active Shooter exercise planned at a school – observed planned and more are welcome. A full TX is planned for April 9 – primarily a law enforcement exercise/base resources only. Furloughs of affected personnel may affect exercises.

Caroline County – Radio system still on hold pending BOS approval due to questions about the contract. Farm Bureau bought out ownership of The Meadow Event Park and have told the County they still plan to use contract emergency services. Participated in AO Hill exercises last month – brush fire and helo crash. Waiting on after-action reports. This Friday is Dominion Power "Linesman Rodeo" for which County will be providing standby EMS.

Culpeper, SRMC, REMS and SVRS – no report.

Old Business:

- 1) MCI Plan Training Video – Chairman Garnett completed and it is now on the REMS web site on the main page under "news". Ms. Melle suggested moving link eventually to same page that MCI Plan is posted on so people see it when they seek out the Plan itself. The Chairman and group agreed and Mr. Perry will follow up to make this happen. Chairman Garnett mentioned

he had also sent to REMS about a year ago the extracted MCI forms and the RHCC Phone # stickers so they were available also and had not seen them posted yet. He will resend to Mr. Perry who said he would follow up and post these on the same page also.

Ms. Melle asked if the PPT show itself (sans video/narration) was available for training. Mr. Garnett said the PPT with voice is a huge (almost 1G) file so can't be mailed. But he could separate the voice back out, leaving just the PPT. Ms. Melle will follow up with him to obtain.

- 2) Drills for evaluation of MCI Plan: Culpeper and Caroline will continue to talk about possible shared MCI exercise, no firm plans yet. No other jurisdictions have plans other than Quantico listed above. Mr. Perry reminded us that there is one required, to test the MCI Plan.
- 3) Updating of Surge Plan: Surge Plan is outdated (2011), Committee Chair has been asked to do update. Those present agreed information was too complex to complete during the meeting. Group and Mr. Perry agreed: Carolyn Marsh will send out to all affected jurisdictions and committee members requested updated information, with a deadline of the end of April. After the deadline, Ms. Marsh will do the updates to the document and notify Chairman Garnett of those jurisdictions who have not responded for his followup.
- 4) MCI Plan Update: Chairman Garnett advised due to short turnaround and lack of concerns raised, he completed the required annual update by updating the cover, record of changes, and adding LifeCare resources. The updated plan was approved for 2013 at the February Board Meeting. He has provided a copy of the updated plan to the Council to be reposted on the REMS website. Mr. Perry checked and the new one is not yet posted, he will followup to check on this.

New Business:

None.

Adjournment: Meeting adjourned at 2:15pm. Next Meeting - June 4, 2013, 1330 hours at the REMS Council Training Center.

Respectfully submitted by:
Ann Melle

**Rappahannock EMS Council
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New Business:

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Adjournment: Meeting adjourned at 2:15pm. Next Meeting - June 4, 2013, 1330 hours at the REMS Council Training Center.

Respectfully submitted by:
Ann Melle