

Attendees Present: (No signatures available as meeting was conducted on-line via GoToMeeting)			
• Daniel Norville, Norfolk Fire-Rescue		• Paul Hoyle, PEMS	
• David Long, HRMMRS		• Rick Baker, Virginia Beach EMS	
• Dennis Kean, Virginia Beach Fire		• Judy Shuck, TEMS/HRMMRS/EVHC	
• Glenn McBride, Eastern Virginia Healthcare Coalition			
• Judy Cooling, Eastern Region VDH			
BUSINESS TOPIC	FUTURE ACTION REQUIRED	ASSIGNED	DUE DATE
Minutes: A motion was made & seconded to approve the minutes from November 29, 2016 as printed.	None	NA	NA
PEMS & TEMS-OEMS Contractual Requirements Changes & Deadlines: Judy Shuck reviewed the contractual changes to the state contract that affect the work group and it's respective deliverables. This included changes to the delivery timeline for the regional MCI Guide. Judy reiterated that all changes to the MCI Guide must be submitted for review and entered into the final draft of the document NLT 24 FEB 2017 so that the Board of Directors would have time to review the document before their respective Board of Directors meeting. The requirement for the EMS Councils to submit AAR/IP within 60 days after an declared MCI and within 90 days after a regional exercises. Judy also reviewed the Pandemic or Infectious Disease Planning and COOP requirements.	None	NA	NA
2016 Hampton Roads Mass Casualty Incident Response Guide Review: Judy Shuck led the work group on a item by itme review off all of the requested edits to the MCI Guide that have been received to date. Each item was reviewed, discussed as needed and either approved, disapproved, or postponed for a future version of the MCI Guide. Please refer to the attached List of Edits for the detailed list of the items reviewed.	Incorporate approved edits into the draft of the 2017 MCI Guide.	Judy Shuck	15-Feb-17

<i>BUSINESS TOPIC</i>	<i>FUTURE ACTION REQUIRED</i>	<i>ASSIGNED</i>	<i>DUE DATE</i>
<p>Jurisdictional Rounds: Virginia Beach Fire & EMS - will be participating in an active threat exercise at Joint Expeditionary base Little Creek on 02 FEB 2017. Norfolk Fire-Rescue - NFR recently conducted a small MCI drill with Hampton Roads Transit on The Tide. PEMS - Will be conducting a multi-jurisdictional meeting to review the 2016 Tappahannock Tornado AAR and associated regional MCI Plans. The final date will be announced shortly. The remaining attending jurisdictions/agencies had nothing to report.</p>	<p>None</p>	<p>NA</p>	<p>NA</p>
<p>Next Meeting: The next meeting will be held via GoToMeeting on Tuesday, February 21, 2017 at 1330. Please join my meeting from your computer, tablet or smartphone. https://global.gotomeeting.com/join/853199133 Join the conference call: 1-800-566-2245 Participant Passcode: 934266 First GoToMeeting? Try a test session: http://help.citrix.com/getready</p>			



PEMS-TEMS MCI WORK GROUP MEETING

Tuesday, January 24, 2017

ATTENDANCE & AGENCY REPRESENTATION



MEETING MINUTES



HAMPTON ROADS MASS CASUALTY INCIDENT RESPONSE GUIDE REVIEW

PEMS & TEMS-OEMS Contractual Requirements Changes & Deadlines:

- The HRMCIRG must be reviewed annually & revised as needed.
- The HRMCIRG must be reviewed & approved by the Board of Directors for both PEMS & TEMS (on **March 15, 2017** & **March 9, 2017** respectively).
- The HRMCIRG must be delivered to OEMS NLT **March 30, 2017**. *
- To meet these deadlines the 2017 HRMCIRG must be completed NLT **February 24, 2017** to give the respective BODs time to review the document.

EXERCISES & AFTER ACTION REPORTS

PEMS & TEMS-OEMS Contractual Requirements Changes & Deadlines:

- Must provide evidence of development & execution of an exercise every 2 years that tests at least one aspect of the plan.
- Must be reported to OEMS in the 3rd quarter report. (March)
- The exercise AAR/IP must be submitted NLT 90 days after the exercise or included in the 3rd quarter report of the year it was tested – whichever comes first.
- The EMS Council(s) will submit an AAR/IP in a format provided by OEMS within 60 days following an event that requires activation of the MCI Plan or Regional Surge Plan.

PANDEMIC OR INFECTIOUS DISEASE PLANNING

PEMS & TEMS-OEMS Contractual Requirements Changes & Deadlines:

- EMS Councils will encourage & assist EMS agencies in their region to develop a plan of action for the H1N1 flu pandemic, & other pandemic events as declared by the Governor.
- All VDH Health Districts in the Council's service area must be included in the development & planning of said plans.
- The Councils will serve as a conduit of information for the planning & response related to a pandemic.
- All information must be consistent with CDC & VDH guideline disseminated by OEMS.

PANDEMIC OR INFECTIOUS DISEASE PLANNING

PEMS & TEMS-OEMS Contractual Requirements Changes & Deadlines:

- Councils will report unmet needs, planning activities, actual incident & responses related to pandemic or infectious disease events to OEMS &/or regional EP&R.

CONTINUITY OF OPERATIONS PLANNING

PEMS & TEMS-OEMS Contractual Requirements Changes & Deadlines:

- Councils shall encourage & assist EMS agencies in the development of a plan & procedure for the continuance of operations, in the event of cessation or reduction of services by the EMS agency.

HAMPTON ROADS MASS CASUALTY INCIDENT RESPONSE GUIDE REVIEW

Review of Requested Edits:

- Please open the current MCI Guide and the list of recommend edits that were sent to you in this meeting announcement.

JURISDICTION REPORTS

Please provide the work group with an update on any MCI initiatives being conducted by your organization. This may include:

- Active threat protocols
- New or changes to existing equipment &/or capabilities
- Upcoming training, drills, & exercises
- Anything else you think is pertinent to the members of this work group

NEXT MEETING

Next Meeting: Tuesday, February 21, 2017 at 1330 via GoToMeeting

Homework:

- Judy will incorporate the approved edits into the draft of the MCI Guide.
- *Work Group members will receive the draft MCI Guide via e-mail & are asked to review it in the requested time frame.*
- **Goal:** To have a final draft by the February 21st meeting.

