**Minutes**

CICRC – Meeting Service Area Coalition

Friday, September 30, 2016 0900 - 1100

**Service Area (11 County) Coalition Agenda**

Introductions and discussion re: new service area, concerns and questions. New Service Area Contact Document passed around.

Fiscal Agent – at this time no agency has expressed interest in the fiscal agent role. Polk County would agree to continue to be the overall FA and applicant if members agreed to have one agency in each county be the lead fiscal contact. The lead fiscal contact would be responsible for:

* Approving requests on a monthly basis for members within their county (any single item >$500 would need to go through Polk to IDPH for approval)
* Reimbursing these agencies for expenses.
* Entering this information into EEW supplied by IDPH/Polk and sending to Polk monthly. Reimbursement to county would within 30 days.

Counties will discuss and come up with a point of contact within the county. Each county that will be the contact for the county will also need to discuss within their agency how the billing and payment will occur locally. Scott Slater will f/u with IDPH to assure that the model presented will work for IDPH.

Hiring of FTE Planning Position - Brenda McGraw led a discussion that was supported by other members of the CICRC that there is not a need for a full time planner for the service area. All partners present agree that there is not a need at this time. Scott Slater and Lynn Royer will f/u with IDPH to discuss our plans and concerns. Alternatively the group discussed that there may be a need to contract or hire someone to conduct exercises for the coalition, as the CICRC has expressed a need for in the past- all present agreed.

Location of Meeting (Rotation of Sites) – idea is to meet as a large group quarterly with rotation of sites if needed. Polk County would be fine with all counties present if there is not another site available.

Officer set-up-Executive Committee - Chair, Vice-Chair, Secretary, Fiscal Agent

Rules Review / Bylaws (Handout Review)

Be On! Radio replacement discussed. Choose between tablet and desktop icon.

**Regular CICRC Meeting Agenda**

* Fiscal-Scott Slater (Polk)
* EMA Updates –
  + MCI plan is being updated for metro area
* EMS Updates – Brian Helland (Central Iowa EMS Directors)
  + Also working on MCI plan updates
* CRI - Pat Sweeney (Polk)
  + Next meeting will be set for November
  + Discuss the BP5 Action Plan
* Ebola PAPR - (All)
  + Madison Co Hospital approved to purchase 6 additional VersaFlow Units
* Capabilities Discussion - Stephanie (Adair)
  + #5 Fatality Management (PHEP/HPP) checklist in progress, see checklist for updates and comments
* Agency Updates
  + Oct 20 – Mercy DSM will complete and earthquake drill
  + Nov 4 – UP (all 3 hospitals) will complete MCI/Shooting drill
* Training and Education –
  + National Healthcare Coalition Conference <http://www.cvent.com/events/national-healthcare-coalition-preparedness-conference/event-summary-ea2f6f4196514a58a9bf30e64016c168.aspx>
    - Lynn will send Pre-approval form for all those requesting to attend this conference (3 Guthrie, 1 Warren, 2 Polk, 1 Dallas)
  + ICS 400 November 5/6 <http://homelandsecurity.iowa.gov/training/CalDetails.aspx?EventID=542&CourseID=177>
  + PIO G290 will be back in January. IDPH plans to host a class each month thru May 2017.
  + HSEEP will also be back in January. IDPH will be offering several times thru this grant year also.
* Next Meeting will be Thursday, November 17th 9-11 at the Dallas County Human Services Campus.