Region 1 Healthcare Coalition Steering Committee

FY 10-11 ACTION ITEMS

Red- to do
Blue- Done

REVIEW OF ACTION ITEMS
Action items are identified and assigned at each Healthcare Coalition Steering Committee meeting. Members have reviewed action items from previous meetings minutes, and any incomplete actions have been added to the current list. All action items will be followed until identified in Council as complete.

Wednesday, June 22, 2011 11:00-1:00pm, NREMS Conference Room
Action Item 1: Peggi will send Linda a list of possible exercise contractors.
Action Item 2: Linda will send Brittany the AAR template for MRC
Action Item 3: Brittany will send an email to all hospital Representatives asking if they have received a follow up from Russell Phillips.
Action Item 4: Brittany will bring Projector to HEPR meeting.
Action Item 5: Linda will talk to Mark about taking a break in meetings.

Thursday, April 14, 2011 11:30 a.m. – 1:00 p.m., NREMS Conference Room
Action Item 1: Mark will talk to Cascade and see what they want to do in regards to the Cache
Action Item 2: Brittany will contact Jim Garrow and get a list of all hospital facility meetings and send it to Mark.
Action Item 3: Mark will contact hospitals who do not have facility appointments set.
Action Item 4: Mark will contact Russell Phillips and make sure they know our grant cycle ends June 30th.
Action Item 5: Linda will send Brittany the Presidential Directing and Brittany will send it out.
Action Item 6: Brittany will contact Mr. T's trophy or Lasting Impressions and email quote to Linda.

Friday, March 11, 2011, 11:00 a.m.- 1:00 p.m., NREMS Conference Room
Action Item 1: Mark will attend the next DMCC meeting at St. Joseph Hospital to facilitate discussion of the Communication component of the exercise play with Amateur Radio Operators. (Update 4/14/11) Mark did not go to this meeting but will go to a future one. They run every two weeks.

Action Item 2: Linda will personally invite St. Joseph Hospital’s new Emergency Manager to attend future Coalition meetings.(Update 4/14/11) Linda said this has not been done yet. Contacted John Bidding about Lary and they are in limbo with his position as of now.

Action Item 3: Linda will contact John Bitting in an effort to identify a HCC representative for Whidbey General Hospital. (Update 4/14/11) This Position is not hired yet.

Action Item 4: Linda will set-up a conference call on Tuesday to discuss the ICS Command structure for the exercise. (Update 4/14/11) Linda said this will take place tomorrow at the exercise meeting.
Action Item 5: Linda will send an email explaining the reallocation requirements to TJ for distribution to the HEP committee members.

Action Item 6: TJ will collate facility representatives’ reallocation requests or responses and return the completed document to Mark and Linda.

Action Item 7: Nancy will send TJ a copy of the revised Regional Plan to distribute for the Steering Committee member’s review and final feedback before submission to DOH. (Update 4/14/11) Nancy was at meeting with the Regional Plan and we are currently half way done.

Tuesday, January 25, 2011, 11:00 a.m.- 1:00 p.m., NREMS Conference Room
Action Item 1: TJ will find or replace the November 19th Steering Committee meeting minutes, and will bring them to the next meeting for review and approval

Action Item 2: Robert and Chris will develop a 2011 SSR Exercise PowerPoint presentation for partners’ review.

Action Item 3: Donna will assign a scribe from the Skagit MRC to accompany the exercise photographer at the airport.

Action Item 4: All participating facilities will be asked to take photos for exercise documentation. (Update 4/14/11) Linda will contact PIO’s to take Pictures

Action Item 5: Bo will contact Russell Phillips to request a revision of the timeline to schedule 2-hour meetings at multiple facilities; and to provide a project timeline and overview for partners’ review.

Friday, July 23, 2011, 11:00 a.m. – 1:30 p.m., Burlington Fire Department
Action Item 1: Mark will send to committee members a power point presentation on the charter for Regional Catastrophic Preparedness Program with delineation of “who and what agency”.

Action Item 2: NREMS will send out to committee members on or before 5-24-10, Updated Charter and Strategic Plan.

Action Item 3: Anne suggested a motion to stagger the renewal of Chairs. Linda suggested when Mark gets back at the next Coalition that the committee develops this as part of their strategic planning. (Update 4/14/11) On Hold

Action Item 4: Once the Healthcare Preparedness Activities Worksheet is approved NREMS will forward out to the members. (Update 4/14/11) On Hold

Action Item 5: Steering Committee minutes will be sent out over the next couple of weeks.