



GREATER SULLIVAN COUNTY PUBLIC HEALTH REGION

5 Nursing Home Drive, Unity, NH 03743 · cell 603-398-2222 · F: 603-542-2829
www.sullivancountynh.gov/publichealth · email: phn@sullivancountynh.gov

Regional Coordination Committee Meeting Wednesday, November 23, 2011 9:00 – 11:00 am 14 Main Street, Newport NH

MINUTES

Members Present: Wayne Whitford (Newbury,) Bob Wright (Sutton,) Jessica McAuliff

Those present discussed the CDC (Centers for Disease Control) requirements per the Fiscal Year 12 PHN Scope of Service:

- a. **Quarterly Call Down** - A call down drill will occur January, April, July and October. We are past due for the October drill, however Wayne pointed out that the MACE was activated during the August hurricane Irene event, which qualifies for a call down. Jessica will rite this up for our records. During the October snow storm event, the MACE was not activated, yet Jessica sent out emails to EMDs.
- b. **Facility Activation Drill** – The members decided that a MACE (Multi-Agency Coordination Entity) activation is the best option for our facility activation drill. This is in accordance with the May Operation MP4 Exercise Improvement Plan, which suggested we should re-drill MACE activation as a workshop or drill level event. Members decided upon the date for this drill – February 15th, 3rd Wednesday in Feb. Time will be 9 am – 12 pm followed by lunch. Jessica will call CHI (Amy Cullum) for technical assistance in getting this drill planning process going.
- c. **Facility Set Up Drill** – The members discussed setting up an ACS (Alternate Care Site), or at least doing a walk-through drill. It was suggested to try for Spring Break at the Hogan Sports Center (New London) ACS. Jessica will call Chad Denning, EMD and Peter Berthiaume of Colby Sawyer College to being arrangements for this event. Jessica will also consult with our liaison at CHI for technical assistance.
- d. **Radio test** – The members discussed doing a radio test between the ACS and Hospital and/or the MACE, during the proposed ACS drill this Spring. Jessica will get in touch with one of our fire dept dispatch center operations people and/or HAM radio operator from ARES to arrange technical assistance/ instruction, in use of this radio system prior to the drill/event. Members discussed inviting these partners as well as EMS partners to the March RCC meeting. Jessica noted this and will invite these partners. Another idea to test the radio operations is to take it to the Spruce Lodge POD site in Newbury and communicate to the fire station or Hospital. Due to the lodge location at the base of Mount Sunapee, members wondered if there would be adequate service, and this should be tested.



GREATER SULLIVAN COUNTY PUBLIC HEALTH REGION

5 Nursing Home Drive, Unity, NH 03743 · cell 603-398-2222 · F: 603-542-2829
www.sullivancountynh.gov/publichealth · email: phn@sullivancountynh.gov

Radio use: Members discussed how/when the 2 new Public Health radios can be best utilized by the region. A letter or notice should go out (Jessica will draft/send) to all pertinent regional partners (municipal fire/EMS/police and Hospital prep reps) notifying them that these radios are here and an asset for their use upon request to the Public Health Region. The radios can be used during parades, races (Turkey Trot, Prouty), or storms. For example Wayne Whitford pointed out that during the October snow storm New London dispatch went out and they could have used an alternate radio at that time. Wayne suggests storing one of these radios at the Newbury police station for easy 24/7 access. Members discussed where the other radio should be stored. It is currently in the locked safe at the Commissioner's Office at 14 Main Street Newport, yet this is not optimal for 24/7 access during an emergency event.

Review Future Dates:

January 18, 2011 (Wednesday) 5:00 pm – 7:30 pm

ANNUAL KICK OFF AND RECOGNITION DINNER – The Common Man, Claremont NH. Jessica will send out invitations this week.

There being no further business, the meeting was adjourned at 10:30 am.

Respectfully Submitted,

Jessica McAuliff, Public Health Network Coordinator