Connecticut LTC-MAP Regional Steering Committee (RSC) Meeting

ALL MEETINGS VIA CONFERENCE CALLS

January 2018

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<th>All Regions</th>
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<td>Time: 9:00 AM – 10:30 AM</td>
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Minutes

1. Attendance
   a. Region 1: 7/11 Plan Members = 64%
   b. Region 2: 8/12 Plan Members = 67%
   c. Region 3: 5/6 Plan Members = 83%
   d. Region 4: 3/6 Plan Members = 50%
   e. Region 5: 4/10 Plan Members = 40%
   f. **Statewide: 27/45 Plan Members = 60%**

2. CT LTC-MAP Executive Oversight Team Report
   a. Status of LTC-MAP Memorandum of Understanding (MOU)
      i. A follow up meeting with DSS has not yet occurred. The CT LTC-MAP Executive Oversight Team is scheduled to meet on Friday, January 26, 2018. Barbara Cass to follow up with Kate McEvoy from DSS.

3. Old Business
   a. 2017 Annual Exercises – After Action Report / Improvement Plan Review
      i. Reviewed the open items on the 2017 Annual Full-Scale Exercises After-Action Report Improvement Plan. Actionable items for the Regional Steering Committees are:
         1. Regional GIS maps for the LTC Coordinating Centers.
         2. Improved Emergency Reporting System compliance through Annual Education and Steering Committee members following up with plan members.
         3. Alternate communications strategy between the LTC Coordinating Centers and RAFs for receipt of Tracking Sheets to “Close the Loop”. Utilizing the [CTLTCMAP@mutualaidplan.org](mailto:CTLTCMAP@mutualaidplan.org) e-mail address.
b. 2017 CT LTC-MAP Annual Report – Standards & Benchmarks  
i. Reviewed draft 2017 Year End Report and developed preliminary goals and objectives for 2018. Highlights from the 2017 Year End Report include:
   1. Annual Education Attendance = 67%
   2. Annual Full-Scale Exercises Participation = 50%
   3. Emergency Reporting Drills
      a. Reporting within 30 minutes = 33%
      b. Reporting within 2.5 hours = 64%
   4. Steering Committee Attendance = 41%
   5. Facility Data Management
      a. Contacts = 71%
      b. Generator Information = 9%
      c. Transportation / Evacuation Survey = 25%
   6. Plan Activations = 9 (3 included activation of the LTC Coordinating Center)

4. New Business  
a. 2018 Standards & Benchmarks to Measure  
i. Annual Education Attendance: Proposed goal is 85% representation of plan member facilities  
ii. Annual Full-Scale Exercises: Proposed goal is 75% representation of plan member facilities  
iii. Emergency Reporting Drills
   1. Reporting within 30 minutes: proposed goal is 50%
   2. Reporting within 2.5 hours: proposed goal is 85%
   iv. Facility Data Management
      1. Contacts: Proposed goal is 90%
      2. Generator Information: Proposed goal is 50%
      3. Transportation / Evacuation Survey: Proposed goal is 75%
   v. Steering Committee Attendance: Remove this metric as the approach to Steering Committees / Responders is changing in 2018.

b. 2018 Annual Calendar  
i. Reviewed the 2018 Annual calendar with emphasis on restructuring of Steering Committee meetings as conference calls (see CT LTC-MAP Reorganization Structure document) and 3 Face-to-Face Responder Training sessions throughout the year.
   ii. Annual Education Conference: 1 day event on Wednesday, May 23, 2018 at Maneley’s in South Windsor. Two guest speakers from Florida will join us for the day and present on their experiences with Hurricane Irma and their facility evacuations. Steering Committee members will be called upon to assist with follow up to assure an excellent attendance at this year’s annual education.
5. Healthcare Coalitions / ESF#8 Reports
   a. Region 1: The HCC has 90 people representing 45 organizations, which is significantly expanded from prior years. The HCC has developed and reviewed by-laws, formed a Steering Committee and is reviewing their current deliverables and working on budgets for CT DPH. Planning a 320 bed surge exercise.
   b. Region 2: The HCC is reviewing their by-laws. They are considering a new electronic notification system as DPH is not renewing the Everbridge contract as of June 30, 2018.
   c. Region 3: Planning a redundant communications exercise and a surge exercise in the spring of 2018. Promoting online and classroom ICS classes being offered by Yale. Looking at options for electronic notifications systems with the Everbridge funding ending June 30, 2018.
   d. Region 4: Planning for the spring surge exercise. Discussion as to the role of the LTC-MAP in the exercise. HCC is reviewing their by-laws. They used VEOCI for recent Winter Storm Grayson (chat rooms).
   e. Region 5: Passed their by-laws. Currently looking at budgeting process and how to divide funds. Noticing an increase in participation by many new provider types.

6. Recent Mutual Aid Plan Activations / Case Studies
   a. Winter Storm Grayson / Multi-Day Severe Cold Weather
      i. Pre-Storm Activation to determined baseline situational awareness.
      ii. Regular e-mail updates to key stakeholders (Statewide Advisory Team).
      iii. Reviewed Emergency Reporting System results (within 30 minutes)
         1. ERS activated Wed 1/4/2018 at 0830 hours
            a. Region 1: 10/39 = 26%
            b. Region 2: 11/51 = 22%
            c. Region 3: 50/99 = 51%
            d. Region 4: 14/26 = 54%
            e. Region 5: 20/39 = 51%
         f. **Statewide: 105/254 = 41%**
      2. 100% of facilities accounted for by 1400 hours same day
      3. **No facilities reported in on generator only**
      4. Multiple minor and moderate operational issues reported
         a. Burst pipes with minor / contained flooding
         b. Bed issues / outbreaks (flu)
         c. Staffing issues due to storm
         d. Heating issues due to cold