

## Dallas Medical Operations Center (DMOC)

### Meeting Minutes

Location: BUMC, 4005 Crutcher Street, Suite 210

Date: April 20, 2016 1:30pm to 3:00pm

Agenda	Discussion	Responsible Individual	Action Plan
<b>1. Introductions, Attendance and Approval of minutes</b>	Chris Noah was not in attendance. Rob Monaghan, Vice Chair, started the meeting with welcomes and introductions. Mr. Monaghan called for approval of February's meeting minutes. Due to lack of attendance, the minutes were not approved and will have to be revisited at the May meeting.	Rob Monaghan	Start meeting. Bring February and April minutes to May meeting for approval.
<b>EVENT REVIEW</b>			
<b>2.1 Zika</b>	Rob Monaghan called for updates on the Zika Virus. Maurice Murray, with NCTTRAC, reported that some local health departments are shifting their DSHS awarded Ebola funding onto Zika educational items. Kaitlyn Cross reported that Parkland is still currently using a screening algorithm in EPIC to rule out Zika diagnoses in all patients.	Rob Monaghan	Continue to provide update.
<b>2.2 HVA's</b>	Mr. Monaghan reported that there is still a want for a DMOC specific HVA. DMOC chairs are researching potential platforms for agencies to share their HVAs, which will help with the DMOC HVA development. Mr. Monaghan went on to report that Baylor is finalizing their new system HVA format, which will include HVA summaries from their Central and North divisions.	Rob Monaghan	Continue to update. Group to provide HVAs once a share point tool has been developed.
<b>2.3 Contact Lists</b>	Kaitlyn Cross reported that a Google Docs survey went out to collect contact information. The list has 61 contacts, but is lacking public health and clinical representatives. The group suggested sending a mission statement to NCTTRAC's Maurice Murray, who will utilize their listservs to help with support and attendance. Ms. Cross went on to report that the link is still open if anyone is in need of joining.	Kaitlyn Cross	Send invitation email with mission statement to NCTTRAC to boost participation.
<b>2.4 DMOC Exercise</b>	Mr. Monaghan reported that DMOC would still like to facilitate an evacuation tabletop. The group suggested conducting an exercise seminar to familiarize the group with the exercise phases and then poll the group for needed injects.	Rob Monaghan	Continue to develop and provide update.
<b>2.5 DMOC Website</b>	Kaitlyn Cross reported that there is still a need for a document sharing	Kaitlyn Cross	

	platform, now that the DMOC website has expired. Ms. Cross suggested the group ask NCTTRAC to use their website, much like Zone meetings and RAC facilitated workgroups do, in order to share minutes, agendas, and important documents. Ms. Cross also recommended the use of a RAC hosted listserv to securely share important info. Mr. Murray, NCTTRAC, asked for a formal request to brief NCTTRAC leadership.		DMOC Chairs to request support from NCTTRAC for website and listserv use.
<b>Ann. / Updates</b>			
<b>3.1 Houston Flooding</b>	Javoszia Sterling, with the ESRD Network of Texas, was in attendance and provided an update on the recent flooding impacts to their Houston facilities. Ms. Sterling reported that the staff members were not able to travel into work, resulting in the relocation of over 1400 patients and more than 20 facility closures. As of April 20 <sup>th</sup> , they are still reporting 6 facility closures.		
<b>3.2 EMTF Exercise</b>	Rob Monaghan reported that NCTTRAC is facilitating an Emergency Medical Task Force exercise on April 28 <sup>th</sup> . This exercise will include activation of nurse strike teams, AMBUSes, ambulance strike teams, air medical strike teams, medical incident support teams, and mobile medical units. Baylor and Parkland are set to receive some of the inbound “patients” from the exercise.		
<b>New Items</b>			
<b>4.1 Bylaws Review</b>	Kaitlyn Cross reported that the Bylaws are in need of review. Handouts were distributed and the topic will be revisited in May.	Kaitlyn Cross	Send out Bylaws to group prior to next meeting.
<b>4.2 Meeting Locations</b>	Kaitlyn Cross reported that the Dallas County Health & Human Services room is not always available, and the DMOC meeting may need to be held at other locations. Ms. Cross suggested a traveling meeting at surrounding facilities.	Kaitlyn Cross	Add to agenda and review options at next meeting.
<b>ACTION ITEMS</b>			
<b>OPEN DISCUSSION</b>	Ms. Cross reported that DMOC is looking to facilitate presentations and asked the group to think about topics they would like to see discussed. Ms. Cross mentioned that one of the first options might be the new NCTTRAC patient tracking tools.	Kaitlyn Cross	Continue on agenda and poll group for needs/wants.
<b>NEXT MEETING</b>	The next meeting is scheduled for May 18 <sup>th</sup> , 2016. Location TBD.		
<b>MEETING ADJOURN</b>	Adjourn		

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Christopher Noah, Chair, Parkland Hospital

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Date

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Rob Monaghan, Vice Chair, Baylor Scott & White

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Date