

Dallas Medical Operations Center (DMOC)

Meeting Minutes

Location: Dallas County Medical Society

Date: April 26th, 2018 2:00pm to 4:00pm

Agenda	Discussion	Responsible Individual	Action Plan
1. Call to Order /Introductions	Derek Trabon started the meeting, welcomed guests and reported that Kaitlyn Cross distributed the March minutes electronically.	Derek Trabon	Continue with meeting.
2. Committee Business / Updates			
2a. DMOC Bylaws	Derek Trabon briefed over the new requested Bylaws changes and the authority of DMOC. Mr. Trabon discussed opportunity of aligning with DCHHS or DHSEM. Other changes include formalizing officer positions to two year terms, individuals are appointment by their facility and not the committee, required meeting participation for officers, and open records requests. Mr. Trabon is request all members review and bring forth and edits to the next DMOC meeting.	Derek Trabon	Send out Bylaws. Group to review and bring any changes to June meeting.
2b. MCI Framework	Samuel Gray reported that REPC awarded \$15k of HPP dollars to go towards a mass casualty framework, in conjunction with NCTCOG and DSHS HSR 2/3. NCTCOG has released a survey to help identify key players and roles. They have also sent out a request for proposal to land a vendor to manage the project. Mr. Gray emphasized that the intent of the project is to not yield a 1000 page plan, yet develop a framework that outlines responsibilities. Mr. Gray encouraged participation in the next planning meeting on May 1 st at NCTTRAC. The meeting will review some templates from around the country, look at some local plans, and discuss contact management.	Derek Trabon	Continue to provide update.
2c. Planning Subcommittee	Derek Trabon discussed the new approach to have subcommittees that report out at DMOC, and align with some of the regional planning efforts. Mr. Trabon reported that this will start with a shelter group and communications focused group. The group went on to discuss some of the specific sheltering needs and the use of NCTTRAC's Everbridge notification system.	Derek Trabon / Kaitlyn Cross	Continue to provide update.
2d. MOC Integration Discussion	Mr. Trabon reported that DMOC held a meeting with partners from Collin and Tarrant County MOCs to attempt to align and coordinate as a region. Moving forward, Mr. Trabon plans to include them in planning and exercise initiatives.	Derek Trabon / Kaitlyn Cross	Continue to provide update.

3. Group Announcements			
5.1	<p>The group reported the following upcoming announcements and activities:</p> <ul style="list-style-type: none"> • NCTTRAC – <ul style="list-style-type: none"> ○ Maurice Murray discussed Everbridge capability and users, reporting that there is currently 323 users out of 700 available licenses. He suggested scheduling a meeting with additional staff to see if the system would benefit DMOC. Mr. Murray also reported that \$346,000 left of HPP spend down money was enough to cover just about all funding requests and the remainder of the money would fund stop the bleeds supplies. Mr. Murray stated that the REPC SOP was finalized, moving from 31 to 49 members and that the RAC would be participating in the upcoming Active Shooter Seminar. • Baylor – <ul style="list-style-type: none"> ○ Rob Monaghan reported that the 2018 Baylor Scott & White Health Emergency Management Symposium is scheduled for September 14th at City Place Tower in Dallas, TX. Registration info to follow. • UTSW – <ul style="list-style-type: none"> ○ Derek Trabon reported that they have a Senior Business Continuity position now open. • BioTel – <ul style="list-style-type: none"> ○ Lu Ann McKee discussed recent Zone 8 meeting and the development of a county mass casualty plan. 	Group	Information will be forwarded to email group if available.
7. NEW BUSINESS			
7.1 Upcoming Events	Derek Trabon and Kaitlyn Cross discussed the migration of the DMOC list serv to the COG’s hosted system and the website update. They also discussed upcoming events including the NRA convention, NFL draft, and the planning meetings for a shelter exercise in June.	Derek Trabon / Kaitlyn Cross	Continue to leave on agenda for public comment.
NEXT MEETING	The next meeting will be scheduled the 4 th week of June from 2PM – 4PM. Announcement to come.		
MEETING ADJOURN	Adjourn – 3:55 PM		

Derek Trabon, Chair, UT Southwestern Medical Center

Date

Kaitlyn Cross, Vice Chair, Parkland Hospital

Date