

MINUTES | 8/9/2023 | 10:00 am – 11:00 am | via Microsoft Teams | [Click here to join the meeting](#) | Or call in (audio only) [+1 734-412-4629](tel:+17344124629), [65959950#](tel:+165959950)

Mission

Sustained subcommittee with individual leadership and charter. The subcommittee will be tasked to research, review, and recommend training, exercises, and equipment that will benefit the Region in future responses and to provide an advisory report to the planning board monthly or as needed.

Objective

THE PURPOSE OF THIS MEETING IS:

- For facilities to share information, updates, & best practices, share regional updates, discuss upcoming training and/or drills/exercises, inventory plan, MOUS.

Attendance

ROLL CALL- WILL BE GATHERED VIA TEAMS

Agenda

ATTACHMENTS

- LTC subcommittee meeting agenda, minutes, Contact Info Spreadsheet, Work Plan Activities, Communication Drills PDF.

ANNOUNCEMENTS

- Staffing Changes- in process of hiring Assistant Regional Coordinator.
- New email for R7 staff. Amanda Reed: areed@wmrmc.org
- New Calendar Invites-
- Communication Drill- **First Wednesday of May 2023 and November 2023**
 - New format to drills. See attachment.

LTC SUBCOMMITTEE

- NEW BUSINESS
 - LTC Go Kits- expired items, replacement, will need to create a project with funding and propose to the Planning Board for approval.
 - What items need to be replaced?
 - How many facilities would like replacement items for their go kits?
 - When would we like this project completed/go kits delivered?
 - Yes- IIIII
 - **Amanda will send out survey of need for go kits.**
 - Work Plan & training, education, and exercises See Work Plan Activities attachment.
 - Contact Information- spreadsheet
 - Action Item(s):
 - Update contact information and return to Amanda by August 31- areed@wmrmc.org
 - Regional inventory-
 - Action Item(s):

- Verify your facility still has the inventory listed in the spreadsheet. Note any damage/expiration/need for replacement, etc. Complete and return to Amanda by October 1.
 - Planning Board Meetings-
 - Opportunity for LTCs to request projects/training/exercise from the region that require funding. Ltc group has 1 vote in decisions made for the region at the Planning Board level. Training, education, exercises, plans, and activities that take place throughout the year are discussed during board meetings.
 - Action Item(s):
 - Ensure 1 representative is on the planning board by September 27th board meeting.
- OLD BUSINESS
 - ICS 300 & 400- for leadership at your facility who would manage/respond in an emergency- DON, Admin, other.
 - Action item(s):
 -
 - MOUS: need to update signatures. Please return by August 31.
 - Action item(s):
 -
- FACILITY UPDATES:
 - Planned Exercises (community or internal)–
 - COVID Updates / reporting / testing / supplies / etc-

OPEN DISCUSSION

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ACTION ITEMS

- If you need EM Resource/MIHAN/ other platforms access, please email R7 so you can do updates
-
-

MEETING SCHEDULE





















- Quarterly with Coalition at 10 am
 - August 9, 2023
 - November 8, 2023
 - February 14, 2024
 - May 8, 2024

Via Microsoft Teams. Link will be provided in the calendar invite.

ADJOURN






















- M:
- 2nd:

ATTENDANCE:

	Amanda Reed Organizer	
	Amanda- King N... (Guest) Meeting guest	
	Andrea Seese (Guest) Meeting guest	
	Ben McGuire (Guest) Meeting guest	
	Dawn Flores External	
	Joe Coleman (Guest) Meeting guest	
	John Kasben (Guest) Meeting guest	
	Lisa Ashley (Guest) Meeting guest	
	Middleton, Heat... (External) External	
	Roth, Jordan (External) External	

▼ In this meeting (11)

Mute all

-  **Amanda Reed**
Organizer 
-  **Jessica Hiar (External)** 
-  **Amanda- King N... (Guest)**
Meeting guest 
-  **Andrea Seese (Guest)**
Meeting guest 
-  **Ben McGuire (Guest)**
Meeting guest 
-  **Dawn Flores**
External 
-  **Joe Coleman (Guest)**
Meeting guest 
-  **John Kasben (Guest)**
Meeting guest 
-  **Lisa Ashley (Guest)**
Meeting guest 
-  **Middleton, Heat... (External)**
External 
-  **Roth, Jordan (External)**
External 