

**Oklahoma State Department of Health
Catastrophic Health Emergency (CHE) Planning Task Force
December 18, 2018
1:00 PM
Room 1102**

MINUTES

Members Present:

Tom Bates	Robert Doke	Jane Nelson
Dr. John Call	Shimeka Mack	Scott Sproat
Debra Charles	Lyle Kelsey	Rick Zimmer
Steven Buck	Phil Maytubby	

Guest Present:

Alicia Etgen	Stana Friend
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Call to Order:

Steven Buck called the meeting to order at 1:00 pm.

I. Welcome & Introductions:

Introductions of all attendees

II. Roll Call:

Quorum present with 11 members in attendance.

III. Introduction of the Catastrophic Health Emergency Plan:

a. Discussion of the Plan by the Task Force

Scott Sproat outlined the changes made to the document. Scott said that Shimeka Mack went through the plan and outlined the changes that were made and sent out to all of the members. He suggested that she outline the changes.

Shimeka Mack -

Made some changes to the first one and moved the words around to be more easily read.

On the second one, it referenced our duty officer policy and procedure manual, that is purely instructional for the duty officers. The document that would be the better one to reference was the State EOP so I just simply switched it out.

The next page, I spoke to our Communications Division, and this is the wording that they recommended that would actually reflect what would happen in terms of communications.

The next one is adding that in keeping with our State EOP that we incorporate our local EM's.

The next one is just correcting the plan reference, putting in the EOP. I consulted our ESF6, the Individual Assistance Officer. What we do is we with the volunteer operational, we request them and they will do it. We just have to request them since they are a volunteer organization.

On comment nine and ten, this is just showing that we support our State Agencies. We recognize that the Department of Health is the SME and we will do whatever they need to help and support them.

The next change is just change the wording that we are requesting that our partners handle the mass sheltering and the mass feeding, we don't do that. I just wanted to make sure that is was clarified.

On item twelve, I just deleted the EOP in order to make sure that it reflected the correct information and got rid of the duty officer policy.

On the next page seventeen, just changed some wording to make sure it was accurate.

On page eighteen, just added the local. When it comes to the evacuation, in our EOP the locals are the ones that are in charge of determining the evacuation routes.

Rick Zimmer said that on page twelve they are listed as the OK Osteopathic Examiners Association, and we are the OK State Board of Osteopathic Examiners. Scott Sproat proposed to change the name, removing the Association and adding Examiners. It was agreed to do that.

On item thirty six, ODOT. ODOT is, while they are our ESF1, what we do is that they work with the local Emergency Management, **and** they have the charge. They have the responsibility for coming up with the evacuation route. And ODOT will support them.

Steven Buck asked if anyone had any specific comments that they would like to offer relative to the plan.

No responses.

Any comments on the document that was reviewed today?

Phil Maytubby commented that these are self-evident; this is how it really works. Steven thanked him for the comment.

b. Motion to Approve or Disapprove the Plan

The motion was moved by Robert Doke and seconded by Rick Zimmer to approve the CHE as written with suggested revisions.

Roll Call:

Voting in Favor: Buck, Bates, Zimmer, Call, Charles, Etgen, Doke,
Maytubby, Mack, Nelson, Kelsey

Opposed: None

**IV. Closing
Comments and Announcements:**

No response from attendees.

The motion was moved to adjourn the meeting. All approved; none opposed.

Meeting adjourned at 1:20 pm.