

Texas ETN Advisory Group Minutes

Texas Emergency Tracking Network Advisory Group		
3.7.2011	10am to 3 pm	TDEM SOC
Meeting called by	Texas Division of Emergency Management (TDEM)	
Type of meeting	Kick-off meeting	
Facilitator	Lesia Dickson (Radiant RFID)	
Attendees	Dede Powell (TDEM) Phillip Mongeau (Mesquite) Juan Ortiz (Fort Worth) Dave Lebsack / Sharen Arnold (FEMA) Mike Elliott (Austin) Jay Hall (RLO SETx) Christopher Moore (TDEM) Mike Widfelt (DSHS) Fidel Calvillo (Cameron County Health Dept) Ruben Alonzo (Tx Military Forces) Curtis McDonald / Russell Kaiser (SETTRAC) Ed Shaefer (CAPCOG) Dr. Gordon Wells (UTCSR) Lesia Dickson (Radiant RFID) Jeff Newbold (STRAC)	
Attending by phone	Christopher Perkins (Houston)	
Absent	Karen Adkins, Donetta Murphy, Kevin Starbuck, Nancy Bass, Jorge Jalomo, Pat Grimes, Wanda Helgesen, Jay Webster, Eric Epley	
Deployment of ETN Equipment for Hurricane Response		
	Lesia Dickson	
Discussion	After a general overview of ETN, Lesia Dickson presented the 2010 equipment dispersal plan for review by the committee. The following items were discussed as potential changes to the plan.	
	<ol style="list-style-type: none"> 1. Rapid Deployment plan sends equipment to the coastal areas prior to knowing which area will be impacted by the storm. This is an unavoidable situation because ship time will not allow for better knowledge. Concern was raised over stranding equipment in locations where the storm does not impact. Decision was made to distribute to the DDC first and then to jurisdictions as they actually begin evacuation preparations. This will keep the equipment together longer and facilitate re-deployment if the storm turns. Adopted by group. Jay Hall will advise his jurisdictions of this change; Lesia Dickson will confirm with Matagorda and Victoria areas. No change for Coastal Bend and Valley. 2. Shelter equipment is currently set to go to directly to the impacted communities rather than DDC / RLO. Discussion was given to changing this policy and sending to the DDCs for distribution. Positives of doing it this way is that the RLO is more involved and can make changes or decisions as necessary based on regional needs or changing circumstances. Difficulty of this is that the communities may be widespread and taking the hardware to them is unrealistic given the duties of an RLO during an evacuation preparation time. Decision was made to leave this as a case-by-case basis for now. Can be re-visited later. 3. Determining sheltering jurisdiction ship to addresses is difficult and challenging to maintain. If the ship to contacts are not accurate, this could greatly impact system deployment. Decision was made to have RLOs in all areas provide ship to contact information to Radiant and keep it updated. 4. Discussion of communities procuring their own ETN hardware. Lesia Dickson advised that many communities are either finding laptops or barcode scanners which they already own or they are procuring devices for use with ETN. Benefit of having their own equipment – at least in small quantities – is the ability to get started with evacuating or receiving functions and then have state equipment supplement their shortfalls. Equipment, especially the primary components of laptops and usb barcode scanners, do not have to be procured through Radiant. Decision was made to ask RLOs to encourage local communities to locate hardware that is usable on the system if possible and use state equipment to supplement. Homeland Security grant money can be used for this purpose. 	

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<p>5. Phillip Mongeau indicated that not all DFW jurisdictions have committed to use the tracking system. He will receive all DFW equipment and disperse to those who need/want it and who are sheltering.</p>		
<p>6. All jurisdictions are responsible to return equipment provided by the State. Radiant receives commitment of receipt at main contact point with the jurisdiction but does not track where jurisdiction sends hardware from there.</p>		
<p>Conclusions</p> <p>After review, the group agreed that the plan was generally sound but could use some improvements. Changes indicated in red per item above.</p>		
<p>Action Items</p> <p>Person Responsible</p> <p>Deadline</p> <p>Changes indicated in red per item above.</p> <p>As indicated</p>		
<p>Additional supported fields/information in ETN</p>		
<p>Group Discussion</p>		
<p>Discussion</p> <p>A discussion of what fields might need to be added to ETN in order to make it more functional for both embarking and sheltering communities as well as equip sheltering communities to deal with FNSS requirements.</p>		
<p>1. Discussed the fields which City of Austin has requested be added to ETN which include: middle name, name suffix (jr., sr.), phone number, primary language, disability, special diet, emergency contact name, emergency contact number. Mike Elliott indicated that the sheltering community needs these basic fields and if ETN will not hold them then the sheltering community must establish another system to do so which adds to the time, personnel and evacuee irritation when in-processing.</p>		
<p>2. Lesia Dickson displayed the Red Cross shelter in-processing form. Most of the fields which currently require the evacuee to write information are also in ETN. Suggested that ETN could have a print screen which was formatted like the Red Cross form that would fill in the information which is available in ETN so that the evacuee does not have to handwrite it. Fields which would need to be added to support this are: Primary language, need translator?, phone number.</p>		
<p>3. Discussed what was needed in ETN for functional needs support. Dede indicated that both her and Phillip are on the FNSS committee and will bring the topic up with that working group. FNSS related fields can be added to ETN but need to be determined by the FNSS committee and then coordinated across all ETN systems (EvacCenter, WebEOC, EMTrack, SNCA, etc.)</p>		
<p>4. Red Cross form has 9 intake questions which may be relevant to FNSS as well. These could possibly be check boxes in ETN, if desired. Red Cross form attached.</p>		
<p>5. Concern was voiced that additional information gathering at the coastal community (in hurricane scenario) would slow down intake for transportation processing. Lesia Dickson indicated that Radiant supports a separate expanded enrollment/additional information screen. This would allow the initial enrollment person to use the existing abbreviated form OR go to the more expanded form depending on the time that they have to process the individual. Additionally, the receiving jurisdiction would need to be able to go to the expanded enrollment screen and scan the individual's band to see what information had previously been taken and then add to or modify that information.</p>		
<p>6. Jeff Newbold indicated that many of these fields are also in WebEOC so they would simply be mapped to the EvacCenter database to exchange this data as well as the data which is currently passed.</p>		
<p>7. Evacuees which move to hotels was brought up as a point of consideration. This is a problem for sheltering jurisdictions because they still need to account for these evacuees. Should hotel related information be in ETN? Sharen Arnold indicated that there is a FEMA system which jurisdictions can also access to see this information.</p>		
<p>8. Should bus accessibility be another field added to the bus staging information?</p>		
<p>Conclusions</p> <p>Additional information should be uniform for all jurisdictions and cover the primary sheltering requirements with a short version for quick enrollment and an expanded version to add other information.</p>		
<p>Action Items</p> <p>Person Responsible</p> <p>Deadline</p>		

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<p>Mike Elliott will chair an Additional ETN Fields Committee which will discuss the above items (and other as needed) and make an initial recommendation to the committee on the following: 1) What information do sheltering communities need in the system to avoid the necessity for a duplicate tracking systems locally, 2) Should the Red Cross form be made into a print screen? 3) What fields will be needed for FNSS (item 3 may take longer to determine as the FNSS committee will need to further define their needs before this determination can be made.)</p>	<p>Additional ETN Fields Committee, Mike Elliott - Chair</p>	<p>April 27, 2011, HLS conference</p>

Additional ETN Uses

	Group discussion	
Discussion	Many communities have asked about using the system for additional uses. How can ETN's hardware and software resources be leveraged to gain more value for the investment that has been made.	
	<ol style="list-style-type: none"> Juan Ortiz stressed that data related to re-entry is key information which the sheltering communities do not have in a timely manner and asked if ETN might be a way to get better information related to who can come back, services which have been restored, local long term sheltering that is available, etc. Possibility of using ETN as a method of keeping up with volunteers and other responders was briefly discussed. Do we have a plan in place that lets jurisdictions use the system for shelter-in-place applications? Other functions mentioned as potential system uses are asset management, credentialing, and pandemic response. 	
Conclusions	Advisory Group decided that the issues are less critical than the ones which impact the immediate need to prepare for hurricane season. Will table and work on most pressing issues first and then return to these.	
Action Items	Person Responsible	Deadline
None - tabled for future discussion		

GPS Bus Tracking

	Dr. Gordon Wells	
Discussion	Dr. Wells made a presentation on the current status of bus tracking and the views/information which jurisdictions will have access to in the 2011 Hurricane Season.	
	<ol style="list-style-type: none"> The suggestion to link shelter and embark locations to the bus tracking maps was made. This will give visibility of these stationary locations along with the mobile assets on the same view. Jeff Newbold asked if the information could be linked to WebEOC for display in Mapper program. Dr. Wells indicated that it could. Recommendation was made to have a view of ambulances only. 	
Conclusions	Positive feedback on 2011 enhancements of bus tracking	
Action Items	Person Responsible	Deadline
Research how to add evacuation related locations to the map and ambulance only view	Dr. Wells	April 27, 2011 HLS Conference
Investigate how to link ETN bus tracking with WebEOC	Dr. Wells / Jeff Newbold	April 27, 2011 HLS Conference

Training

	Group discussion	
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Discussion	Training has been identified as a major concern for ETN users per the survey done in late 2010.	
1.	Do jurisdictions know about the videos which are available on-line? How can we improve the use of these resources?	
2.	What form should hands-on training take and how can the cost of delivering training be kept low?	
3.	Local trainings have been poorly attended in the past. What can we do to be sure that any locally provided events are better attended? Should we make jurisdictions who request state hardware verify that they have been trained? If so, how should that program be administered?	
4.	Should a train-the-trainer program be implemented and how should that program work?	
5.	What form should exercises take? Recommendation was made to make exercises more "real-life" so as to truly test all components of the system in advance.	
Conclusions	Training is a pressing need and may require funding to implement. Fidel Calvillo agreed to chair a ETN Training Committee to make recommendations on how best to address this issue.	
Action Items	Person Responsible	Deadline
ETN Training Committee formed. Committee will make recommendations to the Advisory Group at the next meeting at the HLS conference.	ETN Training Committee, Fidel Calvillo- Chair	April 27, 2011, HLS Conference

Improved Communications with ETN Users/Increased Adoption of ETN		
Group discussion		
Discussion	Disseminating timely and relevant information about ETN has been a shortfall of the system to this point. Many communities have not adopted the system because of old information or incorrect information. Additionally, communication during an actual incident will be critical. What preparations should be taken to set up a communication path with jurisdictions during these times?	
1.	Comment that name change will help as jurisdictions see the system in a new light and re-evaluate its relevance.	
2.	Recommendation was made to have ETN information come through TDEM rather than Radiant so that jurisdictions see it more as a "state" system versus a "vendor" system.	
3.	DDC Captains and Regional Coordinators need to understand the system and its relevance to their operations. Recommendation that Lesia Dickson speak to these groups as they are brought together for briefings or training.	
4.	Can we leverage various communications tools. Ideas included TDEM On-Line, Facebook, Twitter, direct email, RLO contact.	
5.	Longer term, how can we involve non-hurricane jurisdictions to see the value of the system for major event planning.	
Conclusions	Improved interaction with ETN users is absolutely critical to adoption and success. Committee established to address this issue immediately.	
Action Items	Person Responsible	Deadline
Chris Moore of TDEM agreed to chair ETN Communication/Adoption Committee and make recommendations back to the Advisory Group on how to improve this aspect of the ETN program.	ETN Communication/Adoption Committee, Chris Moore - Chair	April 27, 2011 HLS Conference

Committee Assignments – Additional ETN Fields Committee	
Group discussion	

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Chair - Mike Elliott	Phillip Mongeau Dede Powell Gordon Wells Curtis McDonald Nancy Bass Dave Lebsack Sharen Arnold Jeff Newbold or STRAC representative Lesia Dickson	
Action Items	Person Responsible	Deadline
Mike Elliott will chair an Additional ETN Fields Committee which will discuss the above items (and other as needed) and make an initial recommendation to the committee on the following: 1) What information do sheltering communities need in the system to avoid the necessity for a duplicate tracking systems locally, 2) Should the Red Cross form be made into a print screen? 3) What fields will be needed for FNSS (item 3 may take longer to determine as the FNSS committee will need to further define their needs before this determination can be made.)	Additional ETN Fields Committee, Mike Elliott - Chair	April 27, 2011, HLS conference

Committee Assignments - ETN Communication/Adoption Committee		
Group discussion		
Chair - Chris Moore	Mike Whitfield/DSHS Jay Webster Jay Hall Jorge Jalomo Kevin Starbuck Pat Grimes Christopher Perkins Jeff Newbold or STRAC representative Lesia Dickson	
Action Items	Person Responsible	Deadline
Chris Moore of TDEM agreed to chair ETN Communication/Adoption Committee and make recommendations back to the Advisory Group on how to improve this aspect of the ETN program.	ETN Communication/Adoption Committee, Chris Moore - Chair	April 27, 2011, HLS conference

Committee Assignments - ETN Training Committee		
Group discussion		
Chair - Fidel Calvillo	Juan Ortiz Ruben Alonzo Karen Atkins Wanda Helgesen JayHall Donetta Murphy EdSchaefer Jeff Newbold or STRAC representative Lesia Dickson	

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Action Items	Person Responsible	Deadline
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**Next Meeting: April 27, 2011, Wednesday Night following workshops – Room TBD
Committees will meet in the meantime on issues and provide reports at HLS meeting.**