

**Apache County**  
**Special Needs Population Subcommittee**  
**Summary Meeting Minutes**  
**May 6, 2010 1:00 PM**

**Present:**

Jean Wilson, Gaylene Kirkhorn, Laura Simms, Kellie Monterrosa, Robbie L Grimsley, Tracey Shumway, Kerry Pena, Erin Howard, Lillian Chavez

**Call to Order:**

Meeting was called to order by Gaylene Kirkhorn, Secretary at 1:15 pm at the Eagar Town Hall Council Chambers. It was confirmed that there were enough voting LEPC members to make a quorum.

**Approval of Meeting Minutes for November 2, 2009:**

Kellie Monterrosa motioned for approval, Jean Wilson 2<sup>nd</sup>. Vote was unanimous.

**New Business:**

**Change Animal Focus group to Outreach group**

Jean Wilson motioned for the change in the name of the focus group, Gaylene Kirkhorn 2<sup>nd</sup>. Vote was unanimous.

Kellie Monterrosa asked for information on what the objectives were for the outreach focus group. Discussion among the attendees revealed that it had not been clarified. Kellie suggested that a mind maps model be created for both focus groups prior to the next meeting in order to organize the mission of the outreach group and the medical group. Need to also decide who will be the medical lead and who will be the outreach lead.

**Discussion and Review of State plans and plans from other counties**

This had been a project Harry Cordova was working on. Kellie Monterrosa suggested Kerry Pena take this project and have a presentation ready for the next meeting.

**Guidelines on steps to order and receive medication in emergency events**

Presentation was to be made by Velda Wiltbank. This was moved to the next meeting to assign action steps.

Group discussed methods of receiving medical information from citizens in case of an emergency. It is difficult to obtain information due to HIPAA guidelines also people are wary of giving out their personal information.

Need to find a way to let people know why the information is being requested and it will not be sold. The information will remain with the county for emergency events in order to know the needs of the individual.

Kellie Monterrosa stated that there are magnets available to be placed on a refrigerator to show documents are in freezer with the medical information. The Department of Economic Services (DES) provides bracelets, necklaces and shoelace clips with a number that provides medical information on the

person.

It was agreed by the group that mass mailing is not a productive way of obtaining information.

Reverse 911 would be beneficial for sending out emergency information but the county currently does not have this capability. The Sheriff's office has been looking into this system. We need to look into writing a grant in order to have funds to purchase this system.

### **Use of Census for special needs forms.**

Toni Preder was looking into this but was unable to attend the meeting. She spoke with Gaylene Kirkhorn who stated that the Census said they would be unable to do this.

Possible suggestion was to use utility company to insert form in with monthly bill.

Kellie Monterrosa stated that Navapache has a list of residents who are on oxygen and power dependent. Question was raised on how we can get this information.

### **Report of oxygen refills through fire districts**

Robbie Grimsley stated White Mountain Ambulance Service cannot compress oxygen but can refill. WMAS will fill small bottles in an emergency but is limited.

Need to write a grant for a cascade system and put in trailer to refill oxygen bottles. These need to be strategically placed throughout the county.

Kellie Monterrosa inquired as to how much oxygen we need in order to be self sustaining for 7 days.

Robbie Grimsley had spoken with Jason Kirk (St Johns fire and EMS) during the winter event on the ability to receive oxygen but the suppliers were unable to reach us.

We need to find out the number of citizens in our county that are oxygen dependent.

During discussion committee was unable to confirm how much oxygen is needed to be self sustaining for 7 days. Need to find out how much oxygen would be needed based on the amount of residents needing oxygen.

How many cascading systems can fit in a trailer? What size trailer would we need.

Eagar Fire has a trailer but it is equipped for mass casualty. St Johns fire has a trailer and it is unknown if it is being used. During an audit last year it was at the St Johns airport being used for storage.

Kellie Monterrosa stated that White Mountain Ambulance would let us use a bay at the Ambulance barn to store Cascade systems. We could place a secure cage in a bay for the oxygen.

### **Call to LEPC**

Robbie Grimsley stated that Jason and Jean Kirk know of someone in St Johns who is interested in starting a Teen CERT program and would be willing to be the coordinator for the Citizen Corps Council under the LEPC.

We need buy ins at schools and more volunteers to help coordinate. Need to meet with individual interested in starting the Teen CERT program to get training courses started. Will also need parents to sign permission forms for the 4 day course. The parents would more than likely be interested in becoming involved as well.

Need to work with NAVIT.

Kellie Monterrosa spoke with the Principal at the Round Valley high school and he stated that we would need to get the student council to approve Teen CERT as a club and get a teacher as a sponsor. He stated that we, Public Health Emergency Preparedness (PHEP) would have to do the majority of the work but we could use the school's facilities.

### **Call to Public**

Kellie Monterrosa would like to see this committee moving forward. It has been in PHEP's lap and we have been in the middle of H1N1 and the Winter Storm event.

**Date and Time of next meeting:** July 15, 2010 1pm at Eagar Town Hall

Motion to adjourn by Gaylene Kirkhorn, 2<sup>nd</sup> by Kellie Monterrosa. Vote was unanimous.