

**TEHACHAPI VALLEY HEALTHCARE DISTRICT
STRATEGIC PLANNING COMMITTEE**

AGENDA

**November 10, 2022
Tehachapi CA 93561
12:30 pm
116 W E Street
Tehachapi, CA 93561**

- I. **CALL TO ORDER**
- II. **PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**
This portion of the meeting is reserved for persons desiring to address the Committee on any matter not on the agenda over which the District has jurisdiction. You may state your name and address for the record. Time is limited to 3 minutes per speaker. The Committee can take no action on your presentation, but can seek clarification to points made in your presentation or comments. Additionally, members can ask staff for factual information, refer the item to staff and/or calendar the item on a future agenda. Any person desiring to speak on an agenda item will be given an opportunity to do so prior to the Committee taking action on the item.
- III. **APPROVAL OF MINUTES**
A. October 13, 2022
- IV. **NEW BUSINESS**
A. Community Center Preliminary Plan Review – 4 Creeks – Will Ruoff
- V. **OLD BUSINESS**
A. TVHD Emergency Action Plan Draft
- VI. **REPORTS**
None
- VII. **BOARD COMMENTS ON BUSINESS NOT APPEARING ON THE AGENDA**
- VIII. **ADJOURNMENT**

TEHACHAPI VALLEY HEALTHCARE DISTRICT
STRATEGIC PLANNING
MINUTES
October 13, 2022
12:30 pm

Board Members Present: Christine Sherrill, Mike Nixon

Staff Present: Caroline Wasielewski, CEO

Guest Present: None

Transcribed by: Recorded and Transcribed by Caroline Wasielewski, CEO

Approval: _____ **Date:** _____
Mike Nixon, Chair

COMMITTEE ACTIONS AND DIRECTION SHOWN IN CAPS AND BOLD

I. CALL TO ORDER

II. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA
None

III. APPROVAL OF MINUTES

A. September 15, 2022

APPROVED by committee; SHERRILL/WASIELEWSKI

IV. NEW BUSINESS

A. Community Center Preliminary Plan Review – 4 Creeks – Will Ruoff

4-Creeks sent drawings for the Community Center. There are examples of offices, classrooms, and a large auditorium. The Committee should review and at the next meeting, Mr. Ruoff will be available for questions. Then the Committee will decide how many offices, meeting rooms, classrooms to include in the center. Also, will determine what size large room to include. Ms. Wasielewski has sent the drawings to Melissa Stockton, CEO of Mountain Pathways. Waiting on a response for what the vision is for their footprint. Director Nixon requested Ms. Wasielewski to get the plans copies for each member of the Board.

V. **OLD BUSINESS**

A. TVHD Emergency Plan – Phase 1

CEO Wasielewski presented the committee with a list of community groups and their contacts that would be advantageous to form mutual aid agreements with. The Committee determined that TVHD's part in an Emergency Preparedness plan would be that of central communication, coordinating center and using the new Community Center Facility. After reviewing the list, the committee advised that letters of introduction and intention to form agreements should be sent to each group. Ms. Wasielewski will attempt to attend any public meetings that take place. Director Nixon asked that the suggestion be made that this new consortium of preparedness groups run a tabletop drill, in about six months, that would be an example of what happens in a localized emergency or disaster. Ms. Wasielewski will delve deeper into the Action Plan and Checklist for the next meeting.

VI. **REPORTS**

None

VII. **BOARD COMMENTS ON BUSINESS NOT APPEARING ON THE AGENDA**

None

VIII. **Adjournment**

The meeting adjourned at 1:21 pm

Tehachapi Valley Healthcare District Emergency Action Plan

Introduction: The goal is for Tehachapi Valley Healthcare District (TVHD) to become a central location used for command center communication and resource deployment in the event of a community emergency or natural disaster. Healthcare District facilities will be used by and for the community in partnership with local agencies and groups.

Pre-Disaster Action Steps:

1. Provide emergency planning education on website.
2. Plan and execute an Emergency Preparedness and Disaster Exhibition Event.
3. Make contact and attend meetings of local agencies and groups on the Call Sheet.
4. Form mutual aid agreements to strengthen the emergency response in Tehachapi.
5. Plan and execute a tabletop drill involving members of the community and their respective groups.

Notification Action Steps:

1. Once notified of an emergency, TVHD will ensure that the district office will be available for set-up as a command center.
2. Agencies and groups that have agreed to partner with TVHD will begin to open communications.
3. Appropriate parties will occupy the district office. Set up for any public needs will take place.
 - a. Evacuation area
 - b. Food distribution
 - c. Equipment charging stations
 - d. Meeting rooms
4. Connection of generators will commence if necessary.

TVHD Ongoing Responsibilities:

1. Communication between agencies, groups, and hospital.
2. Ensure safety of any public on district property
3. Keep track of emergency updates, make available to entire team
4. Document all resources used

Group	Contact	Email/ Phone	Area of Jurisdiction
Bear Valley Emergency Preparedness Advisory Council	Greg Suttles, Chief of Police, Director of Public Safety	dsuttles@bvcsd.org, 661-821-3239	Bear Valley
Greater Tehachapi Valley Community Emergency Response Team	David Shaw, Communication Lead	tehachapicert@gmail.com	Bear Valley, Alpine Forest, Golden Hills, City of Tehachapi, Old West Ranch, Sand Canyon
Stallion Springs CERT	Dominque Dieken, Coordinator/ David Burt, Asst Coord.	stallionspringsCERT1@gmail.com windwarddb@gmail.com	Stallion Springs
City of Tehachapi	Corey Costello	661-822-220 Ext. 121/ ccostelloe@tehachapicityhall.com	City of Tehachapi
Tehachapi Unified School District	Stacey Larson-Everson	661-822-2100/ severson@teh.k12.ca.us	Tehachapi
Tehachapi Police Department	Chief Kent Kroeger	661-822-2222	City of Tehachapi
Adventist Health Medical Center- Tehachapi	Edward Martin	661-771-8600	Tehachapi-93561

Phase I - Activation Checklist

Phase I Activation – Alert/Notification and Relocation	
Item	Task
1	Receive notification of emergency - Activate Phone Tree
2	If necessary, conduct evacuation - Decision to be made by community leaders
3	Account for all groups/ members
4	If necessary, contact Emergency Responders (Fire, Police, EMS)
5	Ensure that employee health and safety measures are put into effect - Discussion with Hospital
6	Contact Building Maintenance for shutting down utilities to limit further damage
7	Direct and assist emergency personnel as required- Use Entity Contact List
8	Notify Executive Management and activate Continuity Plan as necessary -
9	If necessary, invoke Orders of Succession
10	Initiate notification of all staff including continuity community leaders
11	Convene Divisional meeting at assembly area or other pre-determined site.
12	Assemble supporting elements required for re-establishing and performing essential functions at continuity facility location: (Community Resource Center) or (116 W E Street) <ul style="list-style-type: none"> ▪ Establish over all operational objectives ▪ Prioritize MEFs and set Recovery Time Objectives (RTOs) ▪ Identify critical staffing requirements and health/safety concerns ▪ Identify critical resource requirements ▪ Identify communication concerns <ul style="list-style-type: none"> - IT & T-Comm.'s Systems and equipment - Required Vital files, records and databases ▪ Discuss the Public and Employee information message
13	Assemble remaining documents required for performance of all other essential functions to be performed at the alternate facility location
14	Notify all support agencies and critical contacts of the activation.
15	Prepare designated communications and other equipment for relocation
16	Take appropriate preventive measures to protect other communications and equipment that will not be relocated
17	Make computer connectivity and phone line transfers to designated alternate facility
18	Ensure go-kits are complete and ready for transfer
19	Continuity personnel begin movement to continuity facility
20	Evaluate the safety of the selected continuity facility prior to deployment
21	Develop and deliver status report
22	Notify remaining staff and appropriate agencies of movement to continuity location