



## KCER: KIDNEY COMMUNITY EMERGENCY RESPONSE COALITION

### ATTENDEES

<i>Brenda Dyson</i>	<i>Peter Traub</i>	<i>Seth Holloway</i>	<i>Andrea Fichtner</i>
<i>Vernon Silva</i>	<i>Amy Williams</i>	<i>Lesley Dyer</i>	<i>Shar Carlyle</i>

### KCER MEETING MINUTES

<b>Date: March 8, 2011</b>	<b>Time: 2:00 p.m. EST</b>	<b>Location: Teleconference</b>	<b>Team: Patient Assistance Team</b>	
TOPIC	DISCUSSION	PLAN OF ACTION	RESPONSIBLE	DUE
Review of Minutes from February 2011 Meeting	Motion was made by Brenda to accept Minutes. Peter moved to approve the motion and was seconded by Vernon.	Seth will distribute meeting minutes to team and post on KCER website	Seth	4/15/11
Review of Team Members	<p>Seth reported sending an e-mail to team members absent at recent meetings to determine their interest/ability in remaining on the team. Few responses were received from communication, and Brenda recommended reaching out to organizations previously represented on the team (i.e. AAKP, NKF, ect...) to identify additional individuals interested in participating.</p> <p>Team further discussed the need to update and redistribute the team call tree to all current members.</p> <p>Additionally, Vernon reached out to Network 18 in regards to having a representative join as a part of the team.</p> <p>Brenda inquired of team if current meeting time</p>	Seth will compose and send an e-mail to renal organizations previously represented on the Patient Assistance Team to inquire about possible current representatives. Seth will also update the team Call Tree with currently confirmed team members and distribute to the group prior to the April team meeting	Seth	4/15/11

	(.i.e. second Tuesday of each month at 2:00 p.m. EST) presented an issue. Team indicated meeting time would work.			
Review of Team Charter	Team revisited discussion of Charter from previous meeting in February 2011. Prior discussion included possibly amending portions of the Charter (i.e. “kidney community” to “Stage 5 community including Transplant and Dialysis Recipients”). Mention was made to review other response team charters prior to implementing change to ensure uniformity across coalition. After further discussion, team decided not to adopt changes to Charter wording and that the term “Kidney Community” encompasses all “Stage 5” members including transplant and dialysis recipients.	No changes will be made to the Patient Assistance Team Charter at this time	N/A	N/A
Review of Team Activation Plan	Team discussed that no revisions needed to be made to the Patient Assistance Activation Plan aside from updating the date in the corner of the document.  Request was made for team to be sent the Visio Call Tree document to determine if it should be used as the new template for the call tree.	Seth will update the Patient Assistance Team Activation plan with the current date  Seth will send the Visio Call Tree document to team members for review	Seth  Seth	4/15/2011  4/15/2011
File of Life Resource	Peter introduced the File of Life card as a resource that may be useful to patients particularly in a home setting. The card is intended to be filled out with important health related information and placed in a secure place on a refrigerator door where it can be easily accessed by emergency medical service (EMS) personnel during an emergency/disaster situation. Peter had previously sent the team an initial draft of the card and requested the team review the card and provide him with recommendations for further improvement. Team further discussed posting a final version of the card to the KCER website next to the Lavender Patient card originally developed by Network 13. A brief paragraph describing uses for	Team members will review File of Life card and provide Peter with feedback on possible improvement to incorporate into the final product	Team	4/15/2011

	<p>each card would also be posted to the website. Further discussion explored the concept of the also encouraging patients to place a File of Life card in both their vehicle and emergency kit in addition to their refrigerator.</p>			
Patient Preparedness Video	<p>Shar discussed a potential opportunity to house funding for the Patient Preparedness Video through the organization Community Action Marin, a non-profit 501 (c) 3 organization. Community Action Marin would require a 10% administrative fee to house the funds and setup a General Ledger, Coding, and check writing function. Team identified the need to run this option by Darlene Rodgers, NW 15/17 Executive Director, Martha Hanthorn, NW7/KCER Executive Director, and Glenda Payne, KCER CMS Project Director for approval.</p> <p>Team also discussed whether any Patient Preparedness Video(s) targeting the Kidney Community had already been developed. No team members were aware of such video(s) in existence. Vernon volunteered to touch base with LDOs to see if any such resource is available to dialysis patients.</p>	<p>Seth will relay information regarding Community Action Marin acting as potential housing entity for Patient Preparedness Video funding to Darlene, Martha, and Glenda</p> <p>Vernon will touch base with LDO to determine if any Patient Preparedness Video(s) similar to that being developed the team are already in existence</p>	Seth / Vernon	4/15/2011
Great Central ShakeOut	<p>The Great Central U.S. ShakeOut Central Shakeout is scheduled to take place on April 28<sup>th</sup> and 29<sup>th</sup>. The drill is focused on the New Madrid Seismic Zone which is primarily located on the Missouri/Tennessee boarder, but KCER is encouraging organizations and facilities from across the country to participate. Currently 970,000 people nationwide are registered to participate.</p> <p>Peter discussed the Dialysis ShakeOut poster he developed along with the accompanying drill manual. Both items will included as part of an e-mail sent out by KCER on March 15<sup>th</sup> to the Kidney Community.Com</p>	<p>Seth and Peter will work to develop ShakeOut Poster and materials for distribution to the kidney community on March 15<sup>th</sup></p> <p>Seth with continue conversations with Rachel Shaffer of the American Society of Nephrology Disaster Relief Task Force on potential collaboration in promoting the drill</p>	Peter / Seth	3/15/11

**NEXT CALL:**

**Next call is will be held on Friday, April 15, 2011 at 2:00 p.m. EST (1:00 p.m. CST, 11:00 a.m. PST) \*Rescheduled from Tuesday, April 12<sup>th</sup> to accommodate team availability.\***