



NCFHCC Membership Meeting

October 22, 2025

MEETING MINUTES

The North Central Florida Healthcare Coalition held its virtual meeting on October 22, at 1:30. The meeting was held virtually via Zoom.

Documents provided to the NCFHCC Members via email:

Agenda; Validation of Board Members; Minutes from September 2025; New Member Requests; September 2025 Financial Report.

CALL TO ORDER

The meeting was called to order by the Vice Chair, Diana Duque, with a validation of members, with the following Board members present. Quorum was met for voting.

Emergency Management: Ralph Smith

Hospitals: Mark Cromer

Public Health: Diana Duque

At-Large Representative: Jason Long

At-Large Representative: Francine Vincent

Others in Attendance: See attendance report attached.

Absent:

EMS: Matt Ferguson

At-Large Representative: Lola Butler

Long-Term Care: Heather Snellgrove

Welcome & Introductions

Vice Chair, Diana Duque, welcomed everyone to the meeting.

Approval of Minutes

The minutes from September 2025 were provided to Board members via electronic mail and October Meeting Packet.

The Vice Chair called for a motion of approval. Mr. Smith moved approval; Mr. Cromer seconded; Motion carried.

FINANCIAL

*Finance Report

HCC Staff, Annie Sieger, presented the finance report for September 2025.

The Vice Chair called for a motion of approval. Ms. Vincent moved approval; Mr. Smith seconded; Motion carried.

MANAGEMENT AND ADMINISTRATION

- **BOLDPlanning Update** Staff reported the BOLDPlanning software license is good through September of 2026. Due to lack of engagement across the state, the Florida HCCs have decided to possibly pull their funds from purchasing this annual license. More information to come for those members who have plans in the BOLD system, and next steps for acquiring the plans and agency/facility specific continuation of BOLD contracts.

There will still be virtual workshops through September 2026.

- **Strategic Facility Planning for Emergencies and Alternate Sites** - Wednesday, October 22nd from 3pm – 4pm
- **From Daily Operations to Crisis Response: Mapping Your Departmental Structure** – Wednesday, November 5th from 3pm – 4pm
- **How to Structure the General Information Section of Your CEMP** – Wednesday, November 19th from 3pm – 4pm
- **MRSE Exercise** Staff shared the MRSE exercise this fiscal year will be held in the North Central HCC region. More information to come as planning meetings are scheduled to assess which facilities want to participate.

BUSINESS

New Member Requests

Ten (10) new member requests were presented for membership.

The Vice Chair called for a motion of approval. Mr. Smith moved approval; Mr. Cromer seconded; Motion carried.

Resources and Gaps Working Group

Staff shared the Regional Resources and Gaps working group met on September 30th and developed regional project ideas. The Group identified three focus areas: hospital disaster stretchers and evacuation equipment, EMS pediatric restraint devices, and long-term care evacuation equipment. Surveys were sent to the applicable members and are due by October 24th. The Group will meet to follow-up on November 18th.

Meeting Schedule

Staff shared the upcoming meet schedule to account for the upcoming holidays and Alliance meeting in December.

- November – Canceled due to holidays
- December 17th – Virtual Alliance Meeting

TRAINING AND EXERCISE

CTOS Training

October 28-30 at the Clay County EOC CTOS (Counterterrorism Operations Support) will be delivering three days of training. The training will be for hospital and first responder personnel.

- PER-348 is designed for public safety personnel and first responders
- PER-370 is designed for EMS and Medical/Health Care providers

VTTX Opportunities

Staff shared there will be 3 virtual tabletop exercise series, with two offerings each, this fiscal year. The topics will include extended downtime, supply chain, and tropical weather.

- Sustaining Care: An Extended Downtime TTX
 - October 30th, from 1pm to 4pm
 - November 18th, from 9am to 12pm
- Supply Under Pressure: A Supply Chain TTX
 - February 3rd, from 1pm to 4pm
 - February 20th, from 9am to 12pm
- Storm Resilience: A Tropical Weather TTX → Registration Opens in December
 - April 30th, from 1pm to 4pm
 - May 13th, from 9am to 12pm

Shelter-In-Place Training & Exercise

Later this fall and in early winter there will be shelter-in-place training and subsequent exercise opportunities in conjunction with the LEPC. More information to come.

MEMBER REPORTS AND OPEN DISCUSSION

Hospitals – Mr. Mark Cromer with HCA Florida North Florida Hospital shared they have nothing major to share with the group.

Emergency Management – Mr. Ralph Smith with Gilchrist County Emergency Management shared they continue to monitor storms, but nothing major to share with the group.

Public Health – Nothing to report.

EMS – Nothing to report.

Long-Term Care – Nothing to report.

At-Large Representatives – Nothing to report.

CLOSING REMARKS AND ADJOURN

Next Meeting:

Virtual Alliance Meeting

Wednesday, December 17, 2025, at 1:00pm

Zoom Link:

<https://nefrc-org.zoom.us/j/82791464109>

With no additional business, the meeting was adjourned.



Attendance Recorded in ReadyOp: Membership Meeting – October 22, 2025

First Name	Last Name	Facility Name	Facility Type
Diana	Duque	DOH – Columbia/Hamilton	Public Health Agencies (Core HCC Member)
Jim	Lyons	DOH – Bradford/Union	Public Health Agencies (Core HCC Member)
Mark	Cromer	HCA Florida North Florida Hospital	Acute Care Hospitals (Core HCC Member)
Christopher	Westmoreland	DOH – Putnam	Public Health Agencies (Core HCC Member)
Francine	Vincent	Alachua County Emergency Management	Emergency Management Organizations (Core HCC Member)
Ralph	Smith	Gilchrist County Emergency Management	Emergency Management Organizations (Core HCC Member)
Casey	Ditter	DOH – Lafayette	Public Health Agencies (Core HCC Member)
Shane	Ross	DOH – Columbia/Hamilton	Public Health Agencies (Core HCC Member)
Robert	Linnens	DOH – Alachua	Public Health Agencies (Core HCC Member)
Jordyn	Del Vecchio	DOH – Dixie, Levy, Gilchrist	Public Health Agencies (Core HCC Member)
Sarah	Ratliff	University of Kansas Medical Center	Schools and universities, including academic medical centers
Jason	Long	DOH-Suwannee	Public Health Agencies (Core HCC Member)