



## NCFHCC Membership Meeting

January 28, 2026

### MEETING MINUTES

The North Central Florida Healthcare Coalition held its virtual meeting on January 28, 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 October 2025; New Member Requests; December 2025 Financial Report.

#### CALL TO ORDER

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

EMS: Matt Ferguson

Hospitals: Mark Cromer

At-Large Representative: Lola Butler

At-Large Representative: Jason Long

At-Large Representative: Francine Hubbs

Others in Attendance: See attendance report attached.

Absent:

Emergency Management: Ralph Smith

Public Health: Diana Duque

Long-Term Care: Heather Snellgrove

#### Welcome & Introductions

Chair, Matthew Ferguson, welcomed everyone to the meeting.

#### Approval of Minutes

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

*The Chair called for a motion of approval. Ms. Hubbs moved approval; Ms. Butler seconded; Motion carried.*

## FINANCIAL

### \*Finance Report

Secretary/Treasurer, Lola Butler, presented the finance report for December 2025.

*The Chair called for a motion of approval. Mr. Cromer moved approval; Ms. Hubbs seconded; Motion carried.*

## MANAGEMENT AND ADMINISTRATION

### **Project Funding**

Four Project Focus Areas:

1. Pediatric Restraint Devices for EMS
2. Hospital Disaster Stretchers
3. Evacuation Equipment for Long-Term Care
4. Evacuation Equipment for Hospitals

Based on survey results, the direction of the working group, and Board approval, staff are working to fulfill all EMS, LTC, and stretchers for hospitals. Any remaining funds will be used to purchase med sleds for hospitals. Once staff receive approval for the purchase by the NEFRC Board of Directors, large equipment will be directly sent to facilities in late winter and early spring.

## BUSINESS

### New Member Requests

Six (6) new member requests were presented for membership.

*The Chair called for a motion of approval. Ms. Butler moved approval; Mr. Cromer seconded; Motion carried.*

### CIKR Training Overview

On behalf of Richelle Starling with the Northeast Florida Fusion Center, HCC staff provided an overview to meeting attendees of the Florida Critical Infrastructure Key Resources (FL-CIKR) Database. Meeting attendees were given documents on the training and the intended audience for the training and database access. Attendees encouraged to reach out to Richelle for more information.

### Meeting Schedule

Staff shared the upcoming meeting schedule to account for the upcoming State meetings and Alliance meeting in March.

- February – Canceled due to mandatory State meeting
- March 18<sup>th</sup> – Virtual Alliance Meeting

### Upcoming Board Elections

The process of Board nominations and voting for the 2026-2028 Board of Directors will begin later this spring. Staff will send out applicable nomination and voting forms prior to the April North Central meeting. There are 8 Board positions:

- Emergency Management
- EMS
- Hospital
- Long-Term Care
- Public Health
- 3 At-Large Representatives

Meeting attendees had questions regarding how many consecutive terms an individual could hold. Staff will refer to the Bylaws and include this information in the nomination/voting email.

### TRAINING AND EXERCISE

#### VTTX Opportunities

Staff shared the virtual tabletop exercise series continues through the rest of the fiscal year. These exercises are beneficial and can be used to meet facility's CMS 'Exercise of Choice' requirement. As a reminder, each scenario is offered two times.

- Supply Under Pressure: A Supply Chain TTX
  - February 3<sup>rd</sup>, from 1pm to 4pm
  - February 20<sup>th</sup>, from 9am to 12pm
- Storm Resilience: A Tropical Weather TTX → Registration Opens in December
  - April 30<sup>th</sup>, from 1pm to 4pm
  - May 13<sup>th</sup>, from 9am to 12pm

#### Shelter-In-Place Training & Exercise

Staff shared there will be in-person train-the-trainer, shelter-in-place training throughout the region this upcoming spring. The intent is for facilities to attend this training, and then bring the training to staff at their organization. Those who attend the pre-requisite train-the-trainer will be able to participate in the subsequent community-based exercise on Tuesday, April 28<sup>th</sup>. Program details are attached to the minutes and are on the website.

#### MRSE Exercise

The Medical Response and Surge Exercise (MRSE) is an annual requirement and is designed to test the region's capability and capacity to manage and support a surge of patients equal to at least 10% of their licensed general medical/surgical bed capacity. The exercise will be held in the North Central region this fiscal year. Planning meetings will start in March, and the exercise will take place in May.

#### Center for Domestic Preparedness Virtual Training

Staff shared the upcoming virtual training opportunities offered to anyone in Florida through the Center for Domestic Preparedness. Training courses include Crisis Standards of Care and Treatment Decision-Making, Mass Casualty Incident Response, and Special Needs Population Considerations During Emergency Response. The flyer with more course information and registration links is attached to the minutes.

### Center for Independent Living of North Central Florida Preparedness Expos

The CILNCF is hosting 5 preparedness expos throughout the region this upcoming spring. The preparedness expos are for those within the community with disabilities and for organizations/services to come together to learn more about preparedness.

There are spots still available for those who wish to participate as a vendor.

### 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 – Nothing to report.

Public Health – Nothing to report.

EMS – Nothing to report.

Long-Term Care – Nothing to report.

At-Large Representatives –

Ms. Butler with FDOT shared updates in regard to the upcoming cold weather throughout the state.

Mr. Glen Hammers with FDEM shared there is a new Region 3 Recovery Coordinator.

### CLOSING REMARKS AND ADJOURN

**Next Meeting:  
Virtual Alliance Meeting  
Wednesday, March 18, 2026, at 1:00pm**

With no additional business, the meeting was adjourned.



## Attendance Recorded in ReadyOp: Membership Meeting – January 28, 2026

First Name	Last Name	Facility Name	Facility Type
Matthew	Ferguson	Dixie County Fire Rescue	EMS (Including inter-facility and other non-EMS patient transport systems; Core HCC Member)
Jim	Lyons	DOH – Bradford/Union	Public Health Agencies (Core HCC Member)
Lola	Butler	FDOT	Infrastructure companies (e.g. utility and communication companies)
Christopher	Westmoreland	DOH – Putnam	Public Health Agencies (Core HCC Member)
Francine	Hubbs	Alachua County Emergency Management	Emergency Management Organizations (Core HCC Member)
Kevin	Towles	Center for Independent Living of North Central Florida	Non-governmental organizations (e.g. American Red Cross, voluntary organizations active in disaster, amateur radio operators, etc.)
Casey	Ditter	DOH – Lafayette	Public Health Agencies (Core HCC Member)
Robert	Linnens	DOH – Alachua	Public Health Agencies (Core HCC Member)
Jason	Long	DOH-Suwannee	Public Health Agencies (Core HCC Member)
Glen	Hammers	FDEM	Emergency Management Organizations (Core HCC Member)
Mark	Cromer	HCA Florida North Florida Hospital	Acute Care Hospitals (Core HCC Member)

# 2026 OPERATION SHELTER-IN-PLACE: A HAZMAT INCIDENT

*Shelter-In-Place means seeking immediate shelter inside a building when outside air quality is threatened or compromised by a chemical hazard; sheltering in place keeps you inside an area offering more protection.*

In a collaborative effort, the following organizations will host a **community-based exercise on Tuesday, April 28, 2026, at 10 am** to assist facilities and organizations in preparing for potential hazardous material spills or releases. This program will also assist healthcare facilities in meeting CMS training and testing requirements. All facilities and organizations in the community are encouraged to participate.

- Healthcare Coalitions (HCC):
  - Region 3 Healthcare Coalition Alliance & Big Bend HCC
- Local Emergency Planning Committees for Hazardous Materials (LEPC)
  - LEPC Districts - Apalachee, East Central, North Central, and Northeast
- Regional Domestic Security Task Force (RDSTF): Regions 2 and 3
- Regional Councils:
  - Apalachee, East Central, North Central, and Northeast

## Training and Exercise Overview

The above partners have collaborated to implement a training and exercise program to enhance shelter-in-place capabilities of community organizations and healthcare facilities for a hazardous materials incident.

Organizations and healthcare facilities interested in participating in this community-based exercise must fulfill the following requirements to receive a Letter of Participation.

### 1. Prepare - (Required)

- a. Attend an in-person sponsored Shelter-in-Place Training (1.5 Hours)
- b. Multiple offerings are available in February and March 2026
  - i. Refer to the attached Training Flyer for registration information
- c. Only organizations/facilities that have attended training can participate in the Exercise

### 2. Implement Training – Take the lessons learned in the sponsored shelter-in-place training and conduct internal training at your organization or healthcare facility in preparation for the community-based exercise.

*Exercise details will be discussed at the pre-requisite training*

# 2026 OPERATION SHELTER-IN-PLACE: A HAZMAT INCIDENT

*Shelter-In-Place means seeking immediate shelter inside a building when outside air quality is threatened or compromised by a chemical hazard; sheltering in place keeps you inside an area offering more protection.*

**3. Conduct Exercise** - **On Tuesday, April 28, 2026, at 10 am**, registered organizations and healthcare facilities will participate. The scenario will simulate a hazardous materials threat and the subsequent need to implement shelter-in-place protocols.

**On Tuesday, April 28, 2026, at 10 am**, you will:

- Receive an alert/email from exercise planners with the scenario and exercise instructions.
- Organizations and healthcare facilities will be responsible for implementing their internal shelter-in-place protocols.
- Document the shelter-in-place exercise by obtaining a sign-in sheet for participants. If appropriate, take photos during the exercise.

**4. Evaluate Exercise** - When the shelter-in-place exercise is complete, take a moment to review actions that worked well and actions that need improvement with exercise players.

a. Complete the following steps by Friday, May 8, 2026.

- i. Complete an online participant evaluation survey
- ii. Submit exercise participant sign-in-sheets to [eanderson@nefrc.org](mailto:eanderson@nefrc.org)
- iii. Submit any photos that you would like us to include in the after-action report (optional) to [eanderson@nefrc.org](mailto:eanderson@nefrc.org)

**Documentation Provided** - By **Friday, June 12, 2026**, your organization will receive a regional after-action report and letter of participation that you can include with your facility-specific after-action report and improvement plan. These documents may be used to meet general exercise requirements or healthcare CMS training and testing requirements.

**For more information:**

Eric Anderson, CEM, AICP, MEP  
Deputy CEO  
Northeast Florida Regional Council  
Email: [eanderson@nefrc.org](mailto:eanderson@nefrc.org)  
Phone: 904-505-3428

Tyler Nolen  
LEPC Coordinator  
Northeast Florida Regional Council  
Email: [tnolen@nefrc.org](mailto:tnolen@nefrc.org)  
Phone: 904-715-0423

# Shelter-in-Place Training: Train-the-Trainer

Pre-Requisite to a Hazardous Materials Exercise

All trainings will be held in-person ONLY.

## February 17, 2026 - St. Johns County

10am to 12pm  
St. Johns County EOC  
100 EOC Drive, St. Augustine, FL 32092

## February 26, 2026 - Alachua County

9am to 11am  
Gainesville Regional Utilities  
4747 N Main St, Gainesville, FL 32609

## March 3, 2026 - Leon County

9:30am to 11:30am  
TROC Investigations  
2090 Summit Lake Dr, Tallahassee, FL 32317

## March 11, 2026 - Calhoun County

9:30am to 11:30am (CST)  
Calhoun Liberty Hospital  
16257 State Rd. 71 S, Blountstown, FL 32424

## March 11, 2026 - Duval County

1:00pm to 3:00pm  
FDLE Jacksonville Conference Center  
921 N Davis Street, Jacksonville, FL 32209

## March 12, 2026 - Marion County

10:30am to 12:30pm  
Marion County EOC  
692 NW 30<sup>th</sup> Ave, Ocala, FL 34475

## March 17, 2026 - Columbia County

9am to 11am  
Columbia County EOC  
263 NW Lake City Ave, Lake City, FL 32055

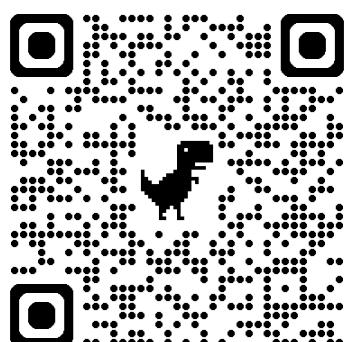
## March 24, 2026 - Madison County

10am to 12pm  
Madison County Extension Office  
184 College Loop, Madison, FL 32340

## March 26, 2026 - Clay County

10am to 12pm  
FDOH - Clay County  
1845 Town Center Blvd Building 400, Suite 405  
Fleming Island, FL 32003

[Click to Register](#)  
[or Scan Here](#)



Questions? Contact  
EAnderson@NEFRC.org



# 2025-2026 VIRTUAL TABLETOP SERIES

**Strengthen your preparedness and build resilience in this year's virtual tabletop (TTX) series**

- Engage in interactive scenarios to test plans and identify improvement opportunities
- Collaborate with partners across the region
- Learn and share best practices to sustain operations during emergencies
- Receive a detailed After-Action Report/Improvement Plan and Certificate of Participation

Don't miss this chance to enhance your readiness, connect with peers, and strengthen your response capabilities.



**SUSTAINING CARE:**  
AN EXTENDED  
DOWNTIME TTX

**Oct 30<sup>th</sup>, 2025**  
1 PM - 4 PM ET

**Nov 18<sup>th</sup>, 2025**  
9 AM - 12 PM ET

**Thanks to all who joined us!**



**SUPPLY UNDER  
PRESSURE:**  
A SUPPLY CHAIN TTX

**Feb 3<sup>rd</sup>, 2026**  
1 PM - 4 PM ET  
[Register](#)

**Feb 20<sup>th</sup>, 2026**  
9 AM - 12 PM ET  
[Register](#)



**STORM RESILIENCE:**  
A TROPICAL  
WEATHER TTX

**Apr 30<sup>th</sup>, 2026**  
1 PM - 4 PM ET  
[Register](#)

**May 13<sup>th</sup>, 2026**  
9 AM - 12 PM ET  
[Register](#)

**QUESTIONS?**  
Contact [EmilyP@AllClearEMG.com](mailto:EmilyP@AllClearEMG.com)

**CDP Virtual Training Opportunities**  
**Florida Healthcare Coalition**  
**January-March 2025**

- You **must** have a FEMA SID before applying for a course.
  - To register for a FEMA SID number, go to: <https://cdp.dhs.gov/FEMASID> and click “Register for FEMA SID” or “Forgot FEMA SID”
    - If you encounter any issues, please contact the FEMA SID help desk at: [femasidhelp@cdpemail.dhs.gov](mailto:femasidhelp@cdpemail.dhs.gov)
  - Registering for a FEMA SID number **does not** register you for a class
  - All students **must** register using the links below
    - If you encounter any problems registering, please contact VILT Support at: [VILTSupport@cdpemail.dhs.gov](mailto:VILTSupport@cdpemail.dhs.gov)

**Crisis Standards of Care and Treatment Decision-Making (HCV1)**

Defines and explores the potential causes resulting in crisis standards of care, discusses potential situations resulting in prioritization of care, and explores legal, moral, and ethical considerations and mechanisms for making care decisions based on limited resources or capabilities.

Date	Time	Class Name	Link
January 21, 2026	12:00PM-1:30PM EST	26NV-0459 HCV1	<a href="#">Click Here to Apply</a>

**Mass Casualty Incident Response (HCV2)**

Provides mass casualty triage education and practical experience in the application of the SALT (Sort, Assess, Lifesaving Interventions, Treatment/Transport) Mass Casualty Triage Algorithm. The instruction addresses global sorting of mass casualties, assessment of individual patients, performance of on-scene lifesaving interventions and the treatment, stabilization, and transport of patients for further treatment in a healthcare facility.

Date	Time	Class Name	Link
February 10, 2026	1:00PM-2:30PM EST	26NV-0460 HCV2	<a href="#">Click Here to Apply</a>

**Special Needs Population Considerations During Emergency Response (HCV3)**

Provides an overview of the requirements, capabilities, and considerations necessary to ensure the special needs population requirements are addressed during planning, preparedness, response, and recovery.

Date	Time	Promo Code	Link
March 4, 2026	10:00AM-11:00AM EST	26NV-0461 HCV3	<a href="#">Click Here to Apply</a>

# 2026 EMERGENCY PREPAREDNESS EXPOS



SAVE THE DATE

READY TODAY, SAFER TOMORROW

These FREE events will include a variety of information to help prepare people with disabilities in our community for any type of emergency.



**ASL INTERPRETERS  
WILL BE PROVIDED**

For more information about the event, please email Kevin Towles at [ktowles@cilncf.org](mailto:ktowles@cilncf.org) or call (352) 368 - 3788

## COLUMBIA COUNTY

Columbia County Senior Service  
628 SE Allison Ct, Lake City, FL 32025  
February 21st | 10am to 1pm

## ALACHUA COUNTY

Senior Recreation Center  
5701 NW 34th Blvd, Gainesville, FL 32653  
March 12th | 9am to 1pm

## MARION COUNTY

CFCC/Ewers Century Center  
3001 SW College Rd, Ocala, FL 34474  
March 24th | 9am to 1pm

## PUTNAM COUNTY

Putnam County Fairgrounds  
118 Fairgrounds Rd, East Palatka, FL 32131  
April 11th | 10am to 1pm

## BRADFORD COUNTY

Carley E. Johns Conference Center  
1610 N Temple Ave, Starke, FL 32091  
April 25th | 10am to 1pm