

# North Central Wisconsin Healthcare Emergency Readiness Coalition NCW HERC Board Meeting

Dale's Weston Lanes, 11 Oct 2017, 0900-1200

<b>Location:</b> Dale's Weston Lanes, 5902 Schofield Ave, Weston, WI 54476 <b>Room:</b> Mountain Bay Room 3 (East Banquet Entrance) <b>Call in Number-</b> (571) 317-3112 <b>Pass code-</b> 214-565-613 Go to Meeting Link: <a href="https://global.gotomeeting.com/join/214565613">https://global.gotomeeting.com/join/214565613</a> First GoToMeeting? Try a test session: <a href="http://help.citrix.com/getready">http://help.citrix.com/getready</a>		
Agenda Item	Talking Points	Action Steps
<b>1. Attendance and Quorum Determination</b>	Introductions: Present: ██ Phone: ████████████████████████ <b>**Reference Quorum Document**</b>	Hospitals, EM, Trauma, PH, EMS Determined to have quorum
<b>2. Call to Order</b>	Meeting called to order @0900 <b>Please be advised meeting is being recorded</b>	
<b>3. Approval of Minutes of Previous Meeting</b>	Discussion: Strike through motions remove references. Uncertainty to if this can be done. Follow-up with DHS needed Motion: 1 <sup>st</sup> : ██████ 2 <sup>nd</sup> : ██████ <b>**Reference Attachment**</b>	██████ will review removes names. Verified with state it is okay blackout names
<b>4. Membership Needs</b>	Formally acknowledge ██████ as Tribal Representative Discussion on acknowledgement, voting in via "caucus" Motion to formally acknowledge board rep tribal 1 <sup>st</sup> : ██████ 2 <sup>nd</sup> : ██████ Clinic representative discussion. Important to have redundancy important reaching out for 2 <sup>nd</sup> to maintain quorum always. Discussion of desire to ensure Infection Preventionist representation Discussion of the importance to have champions/spokesperson of multiple health professions Discussion of partners v. members v. representatives. Concern more clarity is needed. NCW-HERC bi laws quoted. NCW-HERC Org chart referenced. More clarity needed moving forward, especially with new bi laws being developed.	Motion carries   Tamarah will reach out to ██████ ██████ to reach out to ██████   ██████ to discuss with other Coords bring up discussion to state umbrella

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<p><b>5. Fiscal report</b></p>	<p>Budget Tracking monthly progression using variance template provided by Oneida County Health Dept. Discussion more funds being identified to lines budgeted for as opposed to general review.</p> <p>Discussion of HAZMAT training and training needs. Presented Nicolet Train the Trainer or "First Receivers." HERC has provided over the years, Jim had provided training in past</p> <p>Discussion of [REDACTED] going for Hazmat training</p> <p>Discussion on where budget can be reallocated: AMCC/RMCC Consultant.</p> <p>General Interest in reallocating funds to make happen, with the understanding that this will be a ONE TIME OFFER and in the future, will be considered the "cost of doing business"</p> <p>Bioseal bill discussion, [REDACTED] to pay bill, contract issues were identified. In process. Bioseal is aware and will be doing periodic checks. To receive payment.</p> <p>Discussion [REDACTED] PAPRs. PAPRs was limited to first receivers not enough to supply every single agency. Those who have not yet received will not be receiving.</p> <p><b>**Reference Attachment**</b></p>	<p>[REDACTED] will continue to provide monthly updates, adjusting focus to specific budgeted lines and overall spending</p> <p>[REDACTED] to reach out to Anniston for Hazmat train the trainer</p> <p>[REDACTED] to follow-up with [REDACTED] for PAPRs non- currently allocated for [REDACTED]</p>
<p><b>6. BP1 Work Plan Review</b></p>	<p>Discussion of monthly update 10/2/17.</p> <p><b>**Reference Attachment**</b></p>	<p>[REDACTED] will continue to provide monthly updates</p>
<p><b>7. HCC Restructuring</b></p>	<p>Discussion of Articles of Incorporation and Bi-laws. Not many questioned noted related to Articles of Incorporation. Detailed discussion related to concerns and clarity in the bi-laws. Document revised with comments and concerns developed to share with state and HCC Board.</p> <p>Designated Board member to represent: Chair or vice chair</p> <p><b>**Reference Attachments**</b></p>	<p>All board members to review commented document and submit comment to [REDACTED] by 10/18/17 @1630</p> <p>[REDACTED] will synthesize notes and share with board</p>

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<p><b>8. WITRAC: Bed Count/ MCI Report</b></p>	<p>WITRAC Training 1200-1300 following NCW-HERC Board Meeting          State has added in nursing homes, determined to be available true operating scope for them not determined yet.          Focus remains on hospitals and improving knowledge and response. Bed counts performance measures are good 85%+ response. Focusing on MCI, which has consistently been 40% response.          Q12hr bed count update discussion. The number can be deceiving: census v. availability. Q12hr would increase comfort in use. Additionally, when drilled response is good.          MCI Drilling frequency to increase to improve response. Goal of maintaining 85% response rate. Discussion on increasing drills from 15 minutes to 30 minutes.          Each facility will be responsible for initiating and responding list developed.          Discussion of discrepancy in train/use Simple Triage and Rapid Treatment (START) triage v. Emergency Severity Index (ESI)  <b>**Reference Attachment**</b></p>	<p>██████ will maintain as a monthly agenda item</p> <p>██████ will develop a rotating roster so all hospitals will initiate a drill prior to 12/31/17</p>
<p><b>9. WISCOM Report</b></p>	<p>HCC Coord radio activated          ██████ has completed initial baseline drills with hospitals. Most with limited functionality, some with none.          Discussion of marrying WISCOM with WITRAC "real life" exercise mentality          Hospitals with critical needs relate to no functionality currently: Marshfield, Wausau, St. Michaels, Eagle River          Discussion that Facilities Manager conversations need to be completed with each hospital individually.          To complete PO numbers needs to be assigned. HERC can assign numbers to each facility.  <b>**Reference Attachment**</b></p>	<p>██████ will maintain WISCOM as a monthly agenda item.          ██████ to get PO # to ██████ and vendor, Facilities manager conversations ██████ and ██████ to cross reference testing notes and identified needs for common operational picture.</p>

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<b>10. AMCC/RMCC</b>	Draft developed, need to review checklists and algorithms provided Sent to ██████████ for discussion. This will be a key discussion topic in Wi. Dells 10/20/17.	
<b>11. Coalition Preparedness Plan</b>	Working with other coordinators to develop a plan. First draft has been developed and further discussion with Coordinators will be conducted 10/19/17.	██████████ to provide an update after 10/19/17 discussion
<b>12. NIMS/MOU</b>	MOUs and Compliance request letters have been sent out to hospitals and being recollected. Many initial UV light MOUs needed to be recollected r/t turnover at HCC Coord position.	██████████ to f/u with WHEPP. Oct complete
<b>13. Regional Resource Inventory</b>	Resource inventory requests sent out to hospitals. Inventory had not been updated since 2011-13 in most cases. Discussion and education this is a joint commission deliverable and establishes a common operational picture. Goal is to get the list updated and then get into an annual inventory update.	██████████ will continue to follow-up. Nov complete
<b>14. CST Exercise</b>	Nov 8, 2017 (1030-1200) CST Discussion/Presentation Location finalized Holiday Inn and Suites (Rothschild, WI) ██████████ attended Region 3 discussion and it gave some pretty good insight: "Virtual simulation with functional elements" Won't be together for exercise In person hot wash to be conducted 30 days post exercise. This more than likely will need to be at Important to drive home baseline year improvement ok.	To all NCW-HERC members please make a point to attend the Nov 8 <sup>th</sup> Discussion 1030-1200.
<b>15. BP5 Review Tool</b>	Completed by Executive team and submit to state Discussion related to partners v. members. EMS 120 identified members in BP4 when only 5 members were active. Discussion	

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	<p>clarity in partners, members, representatives needs to be defined in development of new bi-laws.  <b>**Reference Attachment**</b></p>	
<p><b>16. ASPR Tracie Gap Analysis Tool</b></p>	<p>Developed from HVA results. HVA will need to be completed prior to completion of review. Input from vital partners is essential. Scored 1-5 ranking on three categories: "Likelihood of use", "Impact" and "Work Remaining."          Tool core partner sections: coalition resources, EMS resources, Hospital resources, Public Health Resources, Long Term Care Resources, Outpatient Care Resources.  <b>**Reference Attachment**</b></p>	<p>Must be completed by end of January.          [REDACTED] will add as main agenda item for Jan 2018.           Upon completion of HVA query, will share with partners specific sections to query for input related to specific fields</p>
<p><b>17. HVA</b></p>	<p>Discussion of variance from county and jurisdiction. Originally slated to be completed Jan, but with ASP Tracie Gap Analysis needing to be completed by Jan, this would be too late. Additionally, it will be difficult to call all partners together again for HVA and Gap Analysis          HVA update guide with scoring sent out to partners ask for increase or decrease input</p>	<p>[REDACTED] to send out HVA out to partners requesting suggestions to revision by end of Nov.</p>
<p><b>18. NCW-HERC Mission, Vision and Objectives</b></p>	<p>Discussion clarity of scope for coalition. Conduct a small internal strategic planning. It is important to ensure we are making a difference. Some objectives discussed include:          Identify need for common training          Facilitate and coordinate common training needs          Disseminate emerging information and guidance          Clarity in purpose discussion          Strategic Plan          Serve as a method to identify new resources          Facilitate collaboration of partners  <b>Tabled to further follow-up next HERC Meeting</b></p>	<p>[REDACTED] will present drafted mission vision and objectives for discussion at Nov HERC meeting.</p>
<p><b>19. HCC Coordinator Report</b></p>	<p>Monthly Coordinator Reports developed and shared to HERC Board and State.</p>	<p>Will continue to provide monthly updates</p>

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	<p>Completed 15 hospitals visits last month.          Partner/Member Database shared with state of WI          Review and discussion website may need some updating.          Coordinator has conducted some updating          Looking to implement a monthly newsletter with great edu and resources          Communication established with 4 new CMS partners since last meeting.          CMS Toolkits have been shared to HERC website and are actively being shared with partners.          Have assessed and identified regional training and resource needs</p>	
<p><b>20. Sector Reports</b></p>	<p><b>Emergency Management-</b> Marinette chemical incident open air pool. WITRAC confirmed actual number of injured, improving situational awareness. WEMA conference. WEM has been experiencing some turnover as of late. New EM hired for Langlade Co: Jim Balzer.  <b>Public Health-</b>Nov 13 meeting for Regional meeting. Discussion with PH roll in CMS with long term care  <b>EMS-</b> Licensure updating process starting next month  <b>RTAC-</b> Continue to make progress on Regional Plan for ambulance response, working on how MABAS will work. State Trauma Coordinator hired: Katlyn Washburn  <b>MRC-N/A</b>  <b>ME-</b>Out reach Jess with Marathon, unable to attend.</p>	
<p><b>21. NCW-HERC          Upcoming Partner          Meetings</b></p>	<ul style="list-style-type: none"> <li>• <b>WITRAC Workshop</b> <ul style="list-style-type: none"> <li>○ Oct 11 (1300), Location TBD Dales Weston lanes</li> </ul> </li> <li>• <b>Nov CMS Virtual Exercise Nov 1 1000-1200</b></li> <li>• <b>CST Overview Meeting</b> <ul style="list-style-type: none"> <li>○ Nov 8 Holiday Inn Hotel &amp; Suites, 1000 Imperial Ave, Rothschild, WI 54474</li> </ul> </li> </ul>	<p>Partners please share “Intro to Preparedness and All Hazards Tabletop” Virtual invite sent out by [REDACTED] with CMS partners that may find it beneficial.</p>

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	Upcoming discussion Topics in 2018: CISM, Burn Surge(discussion), Regional Response Plan Workshop, Cyber Attack Forum, Inf. Disease Exercise (Feb), CST Exercise April?	
<b>22. Other Items for discussion &amp; Future agendas</b>	<b>Parking Lot: Foundation Funding, Resource inventory, Bioseal Systems Placement</b>	
<b>23. Next Meeting</b>	<b>Wednesday, Nov 8, 2017, 0900-1030. Holiday Inn &amp; Suites</b>	Please be advised: Next meeting will be abbreviated related to state partner presentation.
<b>24. Adjourn</b>	Motion to adjourn. 1 <sup>st</sup> : [REDACTED] 2 <sup>nd</sup> : [REDACTED]	Result: Motion carries