

North Central Wisconsin Healthcare Emergency Readiness Coalition  
 NCW HERC Board Meeting  
 Holiday Inn Hotel & Suites, 8 Nov 2017, 0900-1030

**Location:** Holiday Inn Hotel & Suites, 1000 Imperial Ave, Rothschild, WI 54474 **Room:** Crystal Ballroom 1

**Call in Number-** (571) 317-3112 **Pass code-** 214-565-613

Go to Meeting Link: <https://global.gotomeeting.com/join/214565613>

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Agenda Item	Talking Points	Action Steps
<p><b>1. Attendance and Quorum Determination</b></p>	<p>Introductions:            Present: See attendance roster            Phone: See attendance roster  <b>**Referenced Quorum Document**</b></p>	<p>Quorum verified: Hospital, Trauma, EMS, PH, Tribal.            For future attendance see attendance roster. These rosters will not be actively shared to the website, but need to be submit to state.</p>
<p><b>2. Call to Order</b></p>	<p>Meeting called to order @0900            Meeting not recorded.</p>	
<p><b>3. Approval of Minutes of Previous Meeting</b></p>	<p>Discussion: Blacking through names.            Minutes should be open and clear.            Minutes not be blacked out. Names will be omitted when possible, or generic identifier. (I.e. HCC Coordinator)            Motion: 1<sup>st</sup>: Sue 2<sup>nd</sup>: Jim M  <b>**Referenced Attachment**</b></p>	<p>Not blacking out minutes: 1<sup>st</sup>: Joan 2<sup>nd</sup>: Sue            Motion made and passed            Motion carries            Oct Meeting Minutes approved</p>
<p><b>4. Membership Needs</b></p>	<p>Chair and WHEPP representation needed. Recommended representation to be determined at WHEPP meeting in afternoon. Co-chair will stand in as acting Chair until the position can be filled.            Discussion on plaque for previous chair's service            Discussion on clear needs for chair moving forward:</p> <ul style="list-style-type: none"> <li>• Attend HCC State meeting once every other month</li> <li>• Attend monthly board meetings</li> <li>• Approve spending in HERC budget</li> <li>• Assure that work plan is being fulfilled for HERC</li> </ul> <p>Clinic representation needed</p>	<p>WHEPP Group will nominate Nov 8 meeting            Board will acknowledge and vote in at Dec 13 meeting            Approved that HERC will cover plaque for former chair if grant will allow it.            Consider revisiting bylaws chair voting            HCC Coordinator to reach out to Marshfield Clinic IP</p>

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	<p>Melody Dearth and Jason Keffler are interim contacts for Aspirus Wausau</p> <p>State “umbrella” on hold, related to gaps in positions at state. Region 2 review and recommendations have been completed and submit to state for review and revision to the overarching document.</p> <p>State inquiring if ASPR dollars can be utilized for legal consult</p> <p>Bylaws reviewed, and recommendations sent to state</p>	
<p><b>5. Fiscal report</b></p>	<p>BP1 Budget currently being revised</p> <p>50k funding returned to grant</p> <p>Region 2 Medical Advisor funded through year</p> <p>Minimum spending required 67k for BP1</p> <p>Additional funding will be rolled into BP2 grant if not spent</p> <p>HAZMAT Train the Trainer Discussion</p> <p>Motion made to contract with Nicolet for a <u>one-time</u> “Train the Trainer First Receiver” course for hospitals, to be held 1<sup>st</sup> qtr 2018.</p> <p>1<sup>st</sup>: Jason 2<sup>nd</sup>: Jim</p> <p>Bioseal bill still outstanding moneys not received to pull against yet.</p> <p>WISCOM Installation Discussion</p> <p>Motion for HCC Coordinator to utilize funding to get radios operational, continuing to work with Neilson</p> <p>1<sup>st</sup>: Sue 2<sup>nd</sup>: Jason. Motion carries.</p> <p>MCI spending discussion. Opportunity identified related to mass casualty large gathering bags and hospital MCI carts. Working with WHEPP group to explore need, desire, and cost sharing.</p> <p><b>**Referenced Attachment**</b></p>	<p>Review revised budget at December 13 meeting</p> <p>Motion for contracting Nicolet for HAZMAT training carries.</p> <p>HCC Coordinator verified type 2 antennas will work for type 1 radio. Working with Gary from Nielson. Contacts for nonfunctional facilities shared and PO number given for installation.</p>
<p><b>6. BP1 Work Plan Review</b></p>	<p>Updated 11/1/17.</p> <p>Independent Review</p> <p><b>**Referenced Attachment**</b></p>	<p>HCC Coordinator will continue to provide monthly updates</p> <p>Contact HCC Coordinator with any questions</p>

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<b>7. HCC Restructuring</b>	Currently awaiting more information from HCC Advisory Group. Region 2 recommendations in bylaws have been submit	Tabled to Dec. HCC Coordinator will provide more info
<b>8. WITRAC: Bed Count/ MCI Report</b>	Semi-monthly drills underway. 10/26/17: 60% within 30 min Independent review <b>**Referenced Attachment**</b>	Contact HCC Coordinator if you have any questions
<b>9. WISCOM Report</b>	Corrective action plan in place. Still in phase 1: 1. Get all hospitals with functional and able to communicate with other hospitals Monthly roll call to begin Nov	Tabled to Dec  HCC Coord will provide results from roll call in Dec.
<b>10. AMCC/RMCC</b>	Current draft shared with state	HCC Coordinator to revise, and present @January Board/WHEPP meeting
<b>11. Coalition Preparedness Plan</b>	In draft. HCC Coord discussion not held 10/19/17 HCC Coordinator meeting 11/6/17 for further discussion. Region 2 HCC Coordinator developing Introduction.	HCC Coordinator to present Draft @Feb Board Meeting. Final document due April 2018
<b>12. NIMS/MOU</b>	Initial request for completion 10/31/17 Follow-up email request sent out.	Hospital agencies are requested to complete ASAP.
<b>13. Regional Resource Inventory</b>	Regional Resource lists out to hospitals for update.	Requesting hospitals complete and submit to HCC Coordinator by 11/30/17
<b>14. ASPR Tracie Gap Analysis Tool</b>	To be completed after HVA update. Scheduled to be reviewed at December/ January meeting	To be completed by Jan 2018
<b>15. HVA</b>	BP1 HVA update request out. Review results Dec meeting.	All partners asked to respond to HVA update to HCC Coordinator, by Nov 17,2017
<b>16. NCW-HERC Mission, Vision and Objectives</b>	Clear mission and vision and objectives. Discussion of importance for improving member/partner involvement. This is a cornerstone of the preparedness plan. <b>**Referenced Attachment**</b>	All board members asked to review the mission, vision and objectives for finalization in December.
<b>17. HCC Coordinator Report</b>	Independent review of HCC Coordinator Monthly Progress Report Med Student Outline for collaborating with NCW-HERC. Discussed SMART objectives developed for student for collaboration with NCW-HERC. Focus will be on the CST, working with NCW-HERC for two years.	HCC Coordinator will continue to provide monthly updates

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	<b>**Referenced Attachment**</b>	
<b>18. Sector Reports</b>	<p><b>Emergency Management</b>- Working to identify EM representation involved with HERCs</p> <p><b>Public Health</b>- PH Meeting Nov 13<sup>th</sup>. Will be discussing PH roll in hospital evacuation and HERC matters related to PH.</p> <p><b>EMS</b>-License renewal process in place. Working on operational plans for disaster preparedness without violating license.</p> <p><b>RTAC</b>- How can MABAS be incorporated to CST, prepping for a mass casualty incident.</p> <p><b>MRC</b>-N/A</p> <p><b>ME</b>-N/A</p>	
<b>19. NCW-HERC Upcoming Partner Meetings</b>	Upcoming discussion Topics in 2018: CISM, Burn Surge(discussion), Regional Response Plan Workshop, Cyber Attack Forum, Inf. Disease Exercise, CST Exercise	HCC Coordinator exploring a “A Day in Education” covering some essential topics
<b>20. Other Items for discussion &amp; Future agendas</b>	<b>Parking Lot: Foundation Funding, Resource inventory, Bioseal Systems Placement</b>	
<b>21. Next Meeting</b>	<b>Wednesday, Dec 13, 2017, 0900-1200. Aspirus Weston Clinic</b>	
<b>22. Adjourn</b>	Motion to adjourn. 1 <sup>st</sup> :Jason 2 <sup>nd</sup> : Jim	Motion Carried
<b>23. CST Exercise Discussion Presentation 1030-1200</b>	Presentation by state.	Review “The Need to Know: document shared by HCC Coordinator via email.