

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting
 Aspirus Weston Clinic, 13 December 2017, 0900-1200

Location: Aspirus Weston Clinic, 4005 Community Center Drive, Weston, WI **Room:** 2nd Floor Conference Room
Call in Number- (571) 317-3112 **Pass code-** 214-565-613
 Go to Meeting Link: <https://global.gotomeeting.com/join/214565613>
 First GoToMeeting? Try a test session: <http://help.citrix.com/getready>

Agenda Item	Talking Points	Action Steps
1. Attendance and Quorum Determination	Introductions: Present: See attendance roster Phone: See attendance roster **Referenced Quorum Document**	Quorum verified: Yes
2. Call to Order	Meeting called to order @0903	
3. Approval of Minutes of Previous Meeting	Discussion: None Motion to approve previous minutes. Motion: 1 st : Sue 2 nd : Joan Motion carried **Referenced Attachment**	
4. Membership Needs	Chair and WHEPP representation needed. WHEPP Group met and identified recommendations for representation. Motion: Josh Englund nominated to be acknowledged as voting WHEPP representative, on 11.08.17. Josh was in an accident, late November, that has taken him away from work until Spring 2018. HCC Coordinator to approach WHEPP group to identify “proxy” WHEPP representative until Josh’s return. Board will acknowledge nominated WHEPP representation. Motion: 1 st : Jim 2 nd : Ted Motion Carried. 11.08.17 WHEPP group nominated Jim Monarski for NCW-HERC Chair.	

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	<p>Discussion: Del to remain Vice Chair and motion Jim for Chair position. Motion: Vote in Jim Monarski to be the NCW-HERC Chair. Motion: 1st: Ted 2nd: Jason Motion Carried.</p> <p>Service Plaque for previous chair displayed. Discussed making a news post to the web page. Discussed who will deliver the plaque to the former Chair. RTAC Coordinator purchased the plaque, to submit to Fiscal Agent for reimbursement. Chelsea will bring to Tamarah.</p> <p>Discussion: Emergency Management Representation needs for the board. Currently regional WEM is participating and Price Co. Public Health Preparedness Coordinator relays information back to NW WEM region. Difficulties with EM being represented in three different regions. It is the goal of coalition to prevent any members, active or not, from feeling excluded. Currently Chelsea Onchuck is providing updates to NW WEM. Ideally, local EM representation desired to align policy and local ESFs/Annexes. Possible interest from Langlade and Marathon County identified.</p> <p>Discussion: Clinic representation needs. HCC Coordinator has reached out to Marshfield Clinic for representation. Had some communication, but has not heard back.</p>	<p>HCC Coord to post the acknowledgement of service to the NCW-HERC website. Chelsea Onchuck to deliver the plaque to former Chair.</p> <p>HCC Coord to reach out to Langlade and Marathon County EMs for representation on the NCW-HERC Board</p> <p>HCC Coord will follow-up Marshfield Clinic for clinic representation.</p>
<p>5. Fiscal report</p>	<p>Discussion: BP1 Budget Update Changes made to the budget discussed. \$49,090 ear marked to be saved related to uncertainty of the 2018-19 budget. Many opportunities upcoming to allocate extra funds.</p>	<p>Contents of MCI bags will be identified, and costs will be determined.</p>

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	<p>\$20000 line under supplies created for MCI carts/kits to be placed at hospitals and strategically throughout the region for large events (chest seals, tourniquets, quick clot.) \$3760 line under contractual added for HAZMAT Train the Trainer Course to be held at Nicolet College.</p> <p>HCC Coordinator indicated the outstanding “Bioseal” bill has been confirmed as paid. This was paid with previous budget moneys.</p> <p>WISCOM funding discussion: \$7000 still earmarked for WISCOM SME. Verified the SME is not in contract with Region 2 currently. Many of these needs being completed by HCC Coordinator. Discussion of adding to contract of HCC Coordinator. Discussion of concern would be “double-dipping.” \$4200 still listed for radio installs. Installs will likely go over budget. Moving forward, remaining \$11,200 will be used to: develop a WISCOM video for training purposes, all 15 radios will be made operational, “Roll Call” drills will be moved to twice per month, Type 2 radios removed will be collected and reallocation will be determined.</p> <p>HCC Coordinator requested funding earmarked for him attending the coalition conference be reallocated to attend 2018 NACCHO Preparedness Summit. Motion: 1st: Joan 2nd: Jim Motion carried.</p> <p>Large Scale Communicable Disease Exercise still highly desired, even though it is not a regional requirement. Budget line dropped</p>	<p>Hospital partners to provide designated attendees information HCC Coordinator ASAP.</p> <p>Follow-up discussed under WISCOM agenda item.</p> <p>HCC Coordinator will move forward with attending the Summit.</p> <p>HCC Coordinator will pursue contracting in an agency to conduct the exercise and develop the AAR.</p>
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	<p>to \$10000. HCC Coordinator has template exercise and AAR to provide to a consultant to conduct exercise and write AAR.</p> <p>Discussion: AHLS Course (Dr. Clark) Total price tag of \$14000. This will fund trained AHLS instructors and benefit to the state related to HAZMAT training opportunities. Cost burden may be too great for coalition alone. Adding, this course is offered at the CDP. It was recommended that Dr. Clark reach out to state, since they are actively seeking training and exercising funded from the state level. RTAC Coordinator also identified that a scholarship (\$5000) had been requested by Dr. Clark. If state rejects covering the training, then it should be revisited for cost sharing by all seven coalitions. Possible agreement may need to be reached “x number of courses will be taught over 5 years.”</p> <p>Actuals Tab has been added to the BP1 Budget this will allow HCC Coord to show the board YTD spending related to lines, as requested in a previous meeting.</p> <p>Motion to approve budget update and allocations as identified by board during discussion. 1st Del 2nd Jim Motion carries.</p> <p>Coalition Leadership Course- Presented to board. Nine attendees needed. Course to be May 29th- June 2nd. Attempt to offer to board members first. This is a course the coalition has been trying to attend for some time now. Roster identified and to be submit to the CDP.</p> <p>**Referenced Attachment**</p>	<p>HCC Coordinator will follow-up with Dr. Clark and State about opportunity for training.</p> <p>NCW-HERC Board is encouraged to review monthly so see actuals.</p> <p>HCC Coordinator to present updated budget to State and Fiscal Agent.</p> <p>HCC Coordinator to submit course request to CDP</p>
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<p>6. BP1 Work Plan Review</p>	<p>Updated 12/1/17. Independent Review **Referenced Attachment**</p>	<p>HCC Coordinator will continue to provide monthly updates Contact HCC Coordinator with any questions.</p>
<p>7. HCC Restructuring</p>	<p>Update from November Meeting provided. No further progress identified by Advisory Group. Discussion: Region 2's FA is a 501c3 could possible pursue seeking funding through FA. Comment made review should be done with FA as this may incur more charges for the coalition.</p>	<p>HCC Coordinator to follow-up with FA.</p>
<p>8. WITRAC: Bed Count/ MCI Report</p>	<p>Semi-monthly drills underway. 10/26/17: 60% within 30 min Goal of 85% (13/15 hospitals) Independent review **Referenced Attachment**</p>	<p>Contact HCC Coordinator if you have any questions</p>
<p>9. WISCOM Report</p>	<p>Roll Calls ongoing. Frequency to be doubled to twice per month. Corrective action plan in place. Still in phase 1: 1. Get all hospital radios functional and able to communicate with other hospitals.</p> <p>Discussion currently NCW-HERC does not have a SME in contract and probably will not. Other regions have re-contracted with SMEs. Training needs for hospital staff identified. Individual site visit trainings may not be realistic.</p> <p>WISCOM Installation update: St. Michael's radio has been installed. Eagle River's radio issue has been identified component ordered. Aspirus Wausau and Marshfield Medical Center were attempted to be installed, but unable. Meetings to be held to identify and make corrective actions. MA advocated for type 2 usage in trauma centers. Board indicated desire for reallocation of type 2 radios.</p>	<p>HCC Coordinator will continue to provide monthly updates.</p> <p>HCC Coordinator collaborate with RTAC Coordinator, Board Chair and reach out to former SME to make a youtube training video to be posted to coalition website. HCC Coordinator to add RTAC Coordinator and MA to monthly drills. HCC Coordinator to deliver components for Eagle River Facility. HCC Coordinator to align Roll Calls with MCI WITRAC alerts at Q2/month. HCC Coordinator to have corrective action discussions with MMC and AWH to get radios functional. HCC Coordinator to identify location of type 2 radios for reallocation.</p>

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	Referenced Attachment	HCC Coordinator to get new estimates for install, comparing type 1 to type 2.
10. AMCC/RMCC	Draft discussion during WHEPP meeting 12.13.17	HCC Coordinator to present @January Board Meeting.
11. Coalition Preparedness Plan	Region 2 HCC Coordinator drafted Introduction. Many essential components include items actively being worked on; such as, HVA and Mission, Vision and Objectives.	HCC Coordinator to present Draft @Feb Board Meeting. Document to be finalized April 2018.
12. NIMS/MOU	Completed by Hospitals.	HCC Coordinator to send Excel document to state.
13. Regional Resource Inventory	Initial request to submit by 11.30.17. Regional Resource lists out to hospitals for update.	HCC Coordinator to do individual follow-up with outstanding list needs.
14. HVA	<p>44 coalition member agencies participated. Board reviewed where recommendations were identified and adjusted. Key areas include:</p> <ul style="list-style-type: none"> • Cyber Attack • Computer Failure • Major Communications Disruption • Wild Fire • Flooding/Flash Flooding • Civil Disturbance • Earthquake • Fuel Shortage • Active Shooter • Mass Casualty Event <p>Discussion of a finding related to fuel agreements from another state. Fuel companies agreeing with every agency to the point if fuel demand was needed it would not be able to be met, related to over extension.</p> <p>Discussion on IT preparedness and representation</p> <p>Motion to approve HVA for BP1 with amendments made during discussion:</p>	<p>HCC Coord to inject into Preparedness Plan.</p> <p>HCC Coordinator to reach out to fuel resource companies (WPS and Kwik Trip)</p> <p>Hospitals asked to reach out to internal IT and review how.</p>

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	1 st : Del 2 nd : Chelsea Motion carried.	
15. ASPR Tracie Gap Analysis Tool/Coalition Assessment Tool (CAT) Tool	<p>During November HCC advisory meeting, CAT tool has been identified as tool that must be completed. Initially state intended to complete, but identified at December Coordinator meeting additional information is required and coalitions need to complete. 4 capabilities each take several hours each to review. HCC Coordinator suggested drafting responses to be reviewed over a two-week period prior to January Board meeting. The CAT tool to be approved with a follow-up from the review and submit to state post January meeting.</p> <p>Referenced Attachment**</p>	<p>HCC Coordinator to draft the CAT and provide to the board for review, 2weeks prior to January meeting.</p> <p>CAT to be approved January 2018 and submit to state.</p> <p>HCC Coordinator to submit to state post January meeting.</p>
16. NCW-HERC Mission, Vision and Objectives	<p>Reviewed Mission, Vision and Objectives. Added objective to prevent loss or life, property and undue suffering. Further discussion this could be mulled over indefinitely, but to a point where board is happy with it and it speaks to the coalition’s purpose. Motion made to approve NCW-HERC Mission, Vision, and Objectives. 1st: Jim 2nd: Sue Motion carried. **Referenced Attachment**</p>	HCC Coordinator to update on website and inject into Preparedness Plan.
17. HCC Coordinator Report	<p>Independent review of HCC Coordinator Monthly Progress Report NCW-HERC Med Student Coalition Demographics. Tabled. Website “Newsletter” updates to be conducted on coalition website. Valued Voice Article Tabled. WHEPP MOU for hospitals in progress. **Referenced Attachment**</p>	<p>HCC Coordinator will continue to provide monthly updates</p> <p>Please contact HCC Coordinator with any questions related to Coordinator Report.</p>
18. Sector Reports	“Popcorn Style Report”	

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	<p>Northern Ascension Hospitals to hold active shooter events, including local LE, EM. Gunfire intended to be simulated. RTAC- Stop the bleed kits being shared WHEPP. Kicking off trainings.</p>	
<p>19. NCW-HERC Upcoming Partner Meetings</p>	<p>Upcoming discussion Topics in 2018: CISM Cyber Security Inf. Disease Exercise CST Exercise</p>	<p>HCC Coordinator to seek presenters, dates, and venues for these events.</p>
<p>20. Other Items for discussion & Future agendas</p>		
<p>21. Next Meeting</p>	<p>Wednesday, Jan 10, 2017, 0900-1200. Aspirus Weston Clinic</p>	
<p>22. Adjourn</p>	<p>Motion to adjourn. 1st: Jim 2nd: Chelsea. Motion carried.</p>	