

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting
 Aspirus Weston Clinic, 14 February 2018, 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 (1 min)	Introductions: Present: See attendance roster Phone: See attendance roster **Referenced Quorum Document**	Quorum verified: Yes Hospitals, PH, EMS, EM, Tribal, Trauma
2. Call to Order	Meeting called to order @0900	
3. Approval of Minutes of Previous Meeting (5 min)	Discussion: Recapped CST Matrix developed and shared as result of Jan Board meeting. This is to be re-shared to CST prior to exercise. Motion to approve January minutes. Motion: 1 st : Del 2 nd : Joan Motion carried. **Referenced Attachment**	HCC Coordinator to attach CST Matrix to the Player Briefing for CST Exercise.
4. CAT results (10 min)	Provided a brief overview of Excel docs and PDFs developed. This data will be able to be compared to other regions and shared with the Advisory group help focus on key areas needing the most improvement and help regions collaborate more in plan development and work groups. Current work plan of Preparedness Plan and Response Plan are key in helping close gaps. It was noted that wit this being a baseline year, with new focuses, this will be the year were largest gaps exist. **Referenced Attachments**	HCC Coordinator to share CAT results with other regional coordinators to identify mutual gaps.
5. Bioseal Update (5 min)	HCC Coordinator has distributed systems to county custodians identified by PH. (Price, Lincoln, Oneida)	HCC Coordinator to share information collected from Bioseal and from the NCW HERC board.

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	<p>Custodian MOUs developed and signed to track location of assets. Questions arose from custodians. HCC Coordinator did reach out to Bioseal and was provided with answers.</p> <ul style="list-style-type: none"> • 300 lb max limit identified • Ebola PPE guidance referenced • Case by case collaboration with state <p>Question posed to the board to instances of when systems should be activated. Discussion. Answers provided:</p> <ul style="list-style-type: none"> • Mass Fatality where resources are depleted • Unknown suspected highly contagious disease • Other uses approved by NCW HERC <p>**It was noted that activations of assets should be reported to NCW HERC, but the asset should be used triggers are met or a need is identified.</p> <p>Discussion on need to track assets and locations. Regional Resource document discussed and ways to expand. It is vital that partners to know assets available!</p>	<p>HCC Coordinator to begin update NCW HERC asset inventory: Bioseal, isopods, UV lights, WISCOM radios, MCI Kits, etc.</p> <p>Education of assets could be a key point to partner coalition educations being conducted.</p> <p>Comm. Disease Tabletop will be a great time to revisit asset availability.</p>
<p>6. Upcoming Training Opportunities (10 min)</p>	<ul style="list-style-type: none"> • Inf. Disease Exercise- April 24th, Virtual @ HDs • CST Tabletop/AAR- 03.14.18 <p>HCC Coordinator shared state developed player briefing.</p> <ul style="list-style-type: none"> • HAZMAT TNT First Receivers April 16-17 0900-1700 Nicolet <p>Discussion about upcoming training opportunities. Discussion CISM v. Psych First Aid. Discussion Cyber Security v. Cyber Hygiene trainings. Motion: NCW HERC will peruse “A Day in Learning” with Psychological First Aid and Cyber Hygiene usage (06.2018) 1st: Joan 2nd: Chelsea Motion carries.</p>	<p>HCC Coordinator to send out CST Player briefing with info, timeline, locations, etc.</p> <p>Jim reach out to WEM Cyber Security</p> <p>HCC Coordinator to outreach to HCC Region 4 for FBI Cyber Security presenter</p> <p>Jim will reach out to Ken possibly lead by Ascension.</p>

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	<p>WEM Cyber Security</p> <ul style="list-style-type: none"> • Mass Casualty Tabletop- 2nd Qtr 2018 <p>Discussion of having it be led by Ascension.</p> <ul style="list-style-type: none"> • Nuclear Radiological Trg/Exercise (BP2) • CHEC training to be provided by state 	
<p>7. (1000-1100) CST Logistics Discussion (60 min)</p>	<p>Claudine McCarthy joined the board meeting to discuss and finalize logistics. Discussion included: Rules of exercise play, exercise roles, medical student needs, tools needed. A timeline for functional exercise and tabletop facilitated discussion/ after action review developed. Player briefing reviewed with board, comments made to individualize for the region. Sector breakout sessions will be used to help answer questions given by ASPR (Hospitals, EMS, EM, PH, Legal & Ethics, & CMS partners.) Board members took roles for facilitating related to sectors. Discussed Excel tools that will need to be completed by evaluators. These tools will be used to develop individualized questions for breakout sessions.</p>	<p>Motion to Purchase 20 Event vests reusable use a color no one else uses 1st: Joan 2nd: Bob Motion Carries Facilitators Slide 17-18 21-22 to develop questionnaire HCC Coordinator will develop and share a registration "Survey Monkey" HCC Coordinator will make modifications to Player Briefing and share with partners. HCC Coordinator will collect final logistics</p>
<p>8. NCW HERC Preparedness Plan (30 min)</p>	<p>HCC Coordinator provided a breakdown of the draft preparedness plan. Developed in collaboration with Region 1 and 7. Prep Plan is essentially a business plan for the coalition, outlining how it operates. The plan strongly references the ASPR 2017-2022 Health Care Coalition Guidance document. The plan is to be effective by June 30, 2018. Some sections will need to have a place holder as plans have not been developed. (I.e. Marketing Plan) **Referenced Attachment**</p>	<p>HCC Coord to share on cloud so board members can view other's comments. 2 weeks for review will be provided from mailing date.</p>

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<p>9. Incorporation status Direction (15 min)</p>	<p>Discussion about Fiscal Agent proposal. Discussion to change from charge per service to a flat percentage. Formal proposal mailed 0930 2.14.18. Discussion that this may need to go to bid if contract renegotiated. Tabled to April Meeting.</p> <p>Discussion of January Advisory Group. Wisconsin Healthcare Emergency Readiness Coalition will be the encompassing group name. North Central Wisconsin Healthcare Emergency Readiness Coalition name will not be changed. Acronym may need to be changed.</p> <p>Brief discussion to change in grant cycle. 2018-2019 will become a BP1 supplemental year. Discussion the coalition to continue into BP2 workplan as intended, unless specified otherwise by OPHEC and ASPR.</p>	<p>HCC Coordinator to share formal proposal with the NCW HERC Board.</p>
<p>10. Membership Needs (10 min)</p>	<p>Acknowledgement EM Representation, Langlade and Marathon County, tabled to April Meeting.</p>	<p>HCC Coordinator to add vote to acknowledge EM representation to April agenda</p>
<p>11. Fiscal report (5 min)</p>	<p>5-minute review. Not a lot of spending documented for January. Discussion of adding a column to identify contracts, debts outstanding, projected spending like balancing a check book. Written state amendment received and provided to FA.</p> <p>**Referenced Attachment**</p>	<p>Please contact HCC Coordinator if you have any questions or comments related to the budget.</p>
<p>12. BP1 Work Plan Review (5 min)</p>	<p>Updated 2/6/18.</p> <p>**Referenced Attachment**</p>	<p>HCC Coordinator will continue to provide monthly updates. Contact HCC Coordinator with any questions.</p>
<p>13. WITRAC: Bed Count/ MCI Report (5 min)</p>	<p>Semi-monthly drills continue. ~ 70% within 30 min Goal of 85% (13/15 hospitals) 2nd and 3rd shift drills continuing</p> <p>**Referenced Attachment**</p>	<p>HCC Coordinator will continue to provide monthly updates. Contact HCC Coordinator with any questions.</p>
<p>14. WISCOM Report (5 min)</p>	<p>Roll Calls ongoing. Roll Calls ran by: Eagle River, HYMC, OLV All hospitals to run by 06.30.2018</p>	<p>HCC Coordinator will continue to provide monthly updates. Contact HCC Coordinator with any questions.</p>

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	Marshfield and AWH still to be installed Training videos recorded **Referenced Attachment**	
15. HCC Coordinator Report (5 min)	Independent review of HCC Coordinator Monthly Progress Report. Valued voice article to be shared in April. **Referenced Attachment**	HCC Coordinator will continue to provide monthly updates. Contact HCC Coordinator with any questions.
16. Sector Reports (5 min)	Hospitals- Lots of transition happening and turnover noted. Discussion of cyber security to take place at WHEPP meeting 2.14.18. CST surge test primary focus. EM- Portage Co. is hiring a new EM. Taylor County hiring new EM. EMS/RTAC- Trauma conference set. Sign-up available. Procuring funding has been an issue. Few vendors. In previous years \$3000 was provided by coalition to help cover costs. Motion to provide 3000 of NCW HERC funds to support non-giveaway expenses for Trauma conference 1 st : Del 2 nd : Jim Motion carries Public Health- Comm. Disease kick off meeting set. Contract signed. April 24, 2018.	HCC Coordinator to share budget amendment with FA for \$3000 to RTAC for Trauma Conference.
17. Other Items for discussion & Future agendas (1 min)	AMCC/RMCC (April), Regional Resource Inventory(April), CMS Member Engagement (April), MCI Go Bags (April)	
18. Next Meeting (1 min)	No formal Board meeting in March. CST Exercise instead. Wednesday, Mar 14, 2018, 0900-1200. Marshfield Medical Center Conference Center	
19. Adjourn (1 min)	Motion to adjourn. 1 st : Del 2 nd : Bob Motion: Carries.	