

North Central Wisconsin Healthcare Emergency Readiness Coalition  
**NCW HERC Board Meeting**  
 Aspirus Weston Clinic, 11 April 2018, 0900-1200

**Location:** Aspirus Weston Clinic, 4005 Community Center Drive, Weston, WI **Room:** 2<sup>nd</sup> 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
<b>1. Attendance and Quorum Determination</b>	Introductions: Present: See attendance roster Phone: See attendance roster	<b>Quorum verified:</b> Hospital, Clinic, EMS, PH, EM
<b>2. Call to Order</b>	Meeting called to order @0900	
<b>3. Approval of Minutes of Previous Meeting</b>	Discussion: None Motion to approve <a href="#">February minutes</a> . Motion: 1 <sup>st</sup> : Sue 2 <sup>nd</sup> : Molly Result: Carried	
<b>4. Agenda Review and Additions</b>	Review, Amend, Approve April Agenda Discussion: None Motion: 1 <sup>st</sup> : Joan 2 <sup>nd</sup> : Molly Result: Carried	
<b>5. State Healthcare Coalition Report / Incorporation</b>	Finance update provided. Discussed decrease in overall budget from 150k to 129k. State will not be renewing MA contracts. It will be the region's responsibility to move forward with continuing these contracts.	
<b>Old Business</b>		
<b>6. CST AAR &amp; IAP</b>	Discussion and review of the drafted AAR and separate document outlining strengths, areas for improvement and Regional Medical Coordination considerations developed. Primary strengths identified: <ul style="list-style-type: none"> <li>• Current availability of Notification Resources: WISCOM, WITRAC, Send Word Now</li> <li>• Strong existing pre-existing relationships to build from</li> </ul>	Coordinator to share findings document with each sector. HERC Coord to make additions to the plan and then share draft with other members to review and comment. Final board approval scheduled for 5.9.18

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	<ul style="list-style-type: none"> <li>The region understands the value of the relationships in a region or resource scarcity</li> </ul> <p>Key Areas for Improvement:</p> <ul style="list-style-type: none"> <li>Expansion and full utilization of resources available</li> <li>Communication: across systems, internal and external</li> <li>Operationalize and test plans developed</li> </ul> <p>Improvement actions:</p> <ul style="list-style-type: none"> <li>Develop a marketing plan to increase membership and understanding or roles and responsibilities</li> <li>Develop, train and test a regional medical coordination plan</li> <li>Strengthen and enhance alerting resources: WISCOM, WITRAC, WEAVR &amp; RAVE</li> </ul> <p>Additionally, from the Facilitated discussion a list of considerations was developed for the Regional Medical Coordination Plan.</p>	
<b>7. NCW HERC Preparedness Plan</b>	<p>Shared current plan status. Plan to be shared as a regional template 4.15.18.</p> <p>The Preparedness Plan is essentially a business plan for the coalition and will be a living document.</p> <p>Questions asked related to usage of hyperlinks linking documents and that links were wanted in the document.</p> <p>Discussion that the plan will be public, but many attachments will be gated behind the secure side of the coalition website. I.e. HVA.</p>	<p>Final draft to be shared 05.09.18 and to the plan is to be adopted 06.13.18.</p> <p>HERC Coord will offer one final round of review to all members prior to its implementation.</p>
<b>8. Membership Needs</b>	<p>Elections to be held at June 2018 board meeting.</p> <p>Bylaws to be reviewed at May meeting approved June 2018.</p> <p>Discussed EMS and Trauma appointment process and acknowledged transition heading into the next fiscal year.</p>	<p>HCC Coordinator to add vote to acknowledge EM representation to June agenda.</p> <p>Individual sectors: hospitals, EM, PH, EMS, clinics, trauma.</p>
<b>New Business</b>		
<b>9. Fiscal Agent Report</b>	<p>Reviewed the most status of the budget. Discussed the coalition is projected to come in about 20k under budget right now related to spending lower than anticipated. I.e. HCC Travel. Discussed</p>	<p>Please contact HCC Coordinator if you have any questions or comments related to the budget.</p>

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	<p>intention being able to carry funds over to the next budget year, only needing to spend 65k of current budget.          Items needed for purchase discussed: More hand-held radios, batteries, replacement computers for the coordinators, SME Contract.</p> <p>Discussion about the WISCOM Radio to be installed at the Aspirus St. Point Facility. The coalition currently has an extra radio          Motion: Aspirus St. Point Radio installation will be covered by NCW HERC with existing radio.          1<sup>st</sup>: Bob 2<sup>nd</sup>: Jim          Result: Motion carries</p> <p>Discussion: When the next budget is looked at additional Ebola funds need to be examined by the coalition for spending. Dollars do not need to be spent until 2020.</p> <p>2018-2019 the Medical Advisor position will no longer be a state supported position. Maintaining a MA will be the responsibility of the coalition.          Discussion: Yes, the HERC wants to maintain a MA, but the current plan of work needs to be revisited and the dollar value needs to be re-examined. The board asked MA and HERC Coord to review the MA Work Plan and bring an amended version to the board in May.</p> <p>Anick &amp; Associates joined the call to review the FA Proposal.  <a href="#">Link to FA Proposal</a>          Discussion of the status and the coalition's need moving forward, the coalition has needs, supplies, income, and liabilities that need to be accounted for via a 501c3. Anick would be able to cover and</p>	<p>Coord radios operational to Mark          Consider purchasing a couple more hand-held.          Ebola to be added to agenda. Coord to get funding restrictions</p> <p>Coord and MA to go through MA Scope and provide revised version to the board.          Coord to review</p>
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	<p>fulfill that need moving forward and not require the coalition to incorporate. Discussed a 10% fee of incoming funds. This was identified as a standard rate by the board. Additional discussion of the 10% being placed on a dollar threshold and the percentage would decrease after the initial dollar amount is met. This would be lower the initial proposal.</p> <p>Annick’s liability would cover the board.</p> <p>Discussed asset retention. Technically Annick would own HERC assets but would have a transfer agreement should the HERC change FAs.</p> <p>Questions brought up related to pro bono legal consult for the coalition should the need arise.</p> <p>Motion: To continue project status under Annick. Look to proceed revising with agreement, May 2018 with amendments recommended to Annick.</p> <p>1st: Joan 2<sup>nd</sup>: Jim</p> <p>Motion carries.</p>	<p>Anick will confirm questions provided by the board and amend the contract to be reviewed in at 05.09.18 meeting.</p>
<p><b>10. BP1 Work Plan Review</b></p>	<p>Status of the work plan discussed. NCW HERC is almost finished with all of it’s required deliverable for the fiscal year.</p> <p><a href="#">BP1 Work Plan</a></p>	<p>HCC Coordinator will continue to provide monthly updates. Contact HCC Coordinator with any questions.</p>
<p><b>11. WITRAC: Bed Count/ MCI Report</b></p>	<p>Tabled.</p>	<p>HCC Coordinator will continue to provide monthly updates. Contact HCC Coordinator with any questions.</p>
<p><b>12. WISCOM Report</b></p>	<p>All 15 radios are operational and being tested.</p> <p>Training resources have been posted to NCW HERC website.</p> <p>WISCOM Radio for Chair Vice Chair</p> <p>Discussed that the region is ready to move into the next phase.</p> <p>Discussed the need for a SME moving into the next fiscal year, to maintain the established program and routine drilling.</p>	<p>HCC Coordinator will continue to provide monthly updates. Contact HCC Coordinator with any questions.</p>

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	<p>NCW HERC is ready to move into Phase 2: Ensuring a Common Operational Matrix</p> <p>NCW HERC has a YouTube Channel to put up educations provided. WISCOM videos have been posted. More training and edu videos will be created and posted as identified.</p> <p><a href="#">Link to YouTube Videos!!</a></p> <p>Discussed that 2<sup>nd</sup> and 3<sup>rd</sup> shift drills will commence this Spring.</p> <p>Replacement of old radios tabled.</p>	
<b>13. HCC Coordinator Report</b>	<p>Independent board review of the Coord report. The board finds this very informative and appreciates the information shared. The <b>Valued Voice Article</b> was shared with the board. It was approved by the executives and is ready to be submit to WHA.</p>	<p>HCC Coordinator will continue to provide monthly updates. Contact HCC Coordinator with any questions.</p> <p>HERC Coord to submit the Valued Voice Article to WHA.</p>
<b>14. Regional Medical Coordination Plan</b>	<p>Work group to resume and utilize findings from the CST Exercise.</p>	<p>HERC Coord to submit a doodle for identified work group.</p>
<b>15. CMS Partner Engagement</b>	<p>Discussion about the finding from the facilitated discussion that the partners would like to meet regularly. Quarterly meetings, Education, Trainings, Exercises are key items to be discussed. A routine meeting schedule can then be established from this.</p>	<p>HERC Coord to send out the invites and request RSVP.</p> <p>HERC Coord to identify a site for meeting.</p>
<b>16. MCI Go Bags</b>	<p>Demo kits reviewed via Amazon purchases. The kits have been kept very basic and with the ability for staff housing them to add in desired materials. The kits materials will be valid until 2021.</p> <p>Motion: 30 MCI/Large gathering kits to be purchased to be provided 30 kits EM and Hospitals.</p> <p>1<sup>st</sup>: Jim 2<sup>nd</sup>: Del.</p> <p>Motion carries.</p>	
<b>17. Sector Reports</b>	<p><b>Hospitals- NA</b></p> <p><b>EM- NA</b></p>	

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	<p><b>EMS/RTAC- Conference going well 132 registrants RTAC meeting end of May. Stop the Bleed.</b></p> <p><b>Public Health- Upcoming Communicable Disease Exercise.</b></p>	
<b>18. Upcoming Training Opportunities</b>	<ul style="list-style-type: none"> <li>• <b>(04.24.18) Inf. Disease Exercise- (ICP Specific)</b></li> <li>• <b>(04.16-17.18) HAZMAT- First Receiver TNT</b></li> <li>• <b>(05.23.18) Oneida County Mass Casualty TTX (seeking a new date)</b></li> <li>• <b>(06.13.18) Psychological First Aid and Cyber Hygiene</b></li> <li>• <b>(06.25-27.18) CHEC Training</b></li> <li>• Nuclear Radiological Trg/Exercise (BP2)</li> <li>• FAC Training (BP2)</li> <li>• Mass Fatality (BP2)</li> </ul> <p>Check <a href="http://www.ncw-herc.org/eventscalendar/">http://www.ncw-herc.org/eventscalendar/</a> for upcoming events, meetings and trainings</p>	<p>Becky Coord to follow-up                  Jim to follow-up with HERC Coord for contact</p>
<b>19. Other Items for discussion &amp; Future agendas</b>	<b>Regional Resource Inventory, IAP, ICS, Message Map Posters</b>	
<b>20. Next Meeting</b>	<b>May 9<sup>h</sup>, 2018. TBD 0900-1200</b>	
<b>21. Adjourn</b>	<b>Motion to adjourn. 1<sup>st</sup>: Molly 2<sup>nd</sup>: Bob</b> Result: Carries.	