

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

Ascension St. Clare's Hospital, 09 May 2018, 0900-1200

**Location:** Ascension Saint Clare's Hospital, 3400 Ministry Pkwy, Weston, WI 54476 **Room:** Conference Room B&C

**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  |
|---|---|---|
| <b>1. Attendance and Quorum Determination</b>               | Introductions:<br>Present: See attendance roster<br>Phone: See attendance roster  | <b>Quorum verified:</b> Yes<br>Tribal, EM, Hospital, EMS, PH, Trauma, Clinic  |
| <b>2. Call to Order</b>                                     | Meeting called to order @0900   |   |
| <b>3. Approval of Minutes of Previous Meeting</b>           | Discussion: Reviewed.<br>Minutes posted to the NCW HERC website.<br>Motion to approve April minutes.<br>Motion: 1 <sup>st</sup> : Del 2 <sup>nd</sup> : Bob<br>Result: Motion carried   |   |
| <b>4. Agenda Review and Additions</b>                       | Reviewed May agenda.<br>Discussion: None<br>Motion: 1 <sup>st</sup> : Jim 2 <sup>nd</sup> : Joan<br>Result: Motion carried  |   |
| <b>5. State Healthcare Coalition Report / Incorporation</b> | No new report. No meeting since last board meeting.<br>Next State Advisory Meeting 5.18.18<br>Discussed the transition of Medical Advisor contracts. State not facilitating this year. Will not be run through coalition.<br>Discussed the HERC coordinator position. Discussed a need to approach state with a better method for next round.<br>Performance based.<br>Discussed CST presentation report out and power point slides for updating. | HERC Coord follow-up with Sue and Joan (PH) through WALHDAB and discuss ways to make the process better for HERC Coordinators and Medical Advisors. |
| <b>Old Business</b>   |   |   |

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| <p><b>6. CST AAR &amp; IAP</b></p>          | <p>Reviewed the AAR, which was mailed out to rostered partners for final review, by May 11, 2018.<br/>         Discussion to add key points to the SMART objectives for improvement actions.<br/>         Discussed the marking plan and need to continue to build upon outreach in next fiscal year. EMS focus needed.<br/>         State has a certain format for it to be put in, not shared yet.<br/>         Motion: Pending additions to improvement actions and state formatting, the board accept the content AAR "as is" currently.<br/>         1<sup>st</sup>: Joan 2<sup>nd</sup>: Jim.<br/>         Results: Motion carried.</p> | <p>HERC Coord to add key points to the AAR and any revisions from partners and format as requested per state, then submit.</p>   |
| <p><b>7. NCW HERC Preparedness Plan</b></p> | <p>Discussed Preparedness Plan and process for final review. Discussed having the document in the tools section, with a link in the who we are section. Sensitive documents will be placed behind the locked section of the website which will require members to have logins to see.<br/>         This item will be motioned for final vote at the June 13, 2018 meeting.</p>  | <p>HERC Coordinator to post as requested by the board.<br/>         The board will vote on the document 06.13.18 to adopt.<br/>         Prep Plan will be voted in prior to new membership being voted in.</p> |
| <p><b>8. Membership Needs</b></p>           | <p>Discussion on the need to have elections at the 06.13.18 meeting for the board. Elections to be held at June 2018 board meeting.<br/>         2 Hospital reps will be nominated by WHEPP members.<br/>         WEM has already identified 2 reps.<br/>         Public Health will nominate 2 reps at their regional meeting in June.<br/>         2 EMS and 2 Trauma will be designated via the RTAC group.<br/>         2 Clinic representatives will be recruited via WHEPP an HERC.<br/>         2 CMS partners will be designated through the CMS partner engagement meeting.</p>  | <p>Sectors to identify and present caucus representatives with next meeting.</p>   |
| <p><b>9. BP1 Work Plan Review</b></p>       | <p>Self-review offered for the BP1 work plan.<br/>         All projects on schedule to be closed as of June 30, 2018.</p>   | <p>HERC Coordinator will continue to provide monthly updates. Contact HERC Coordinator with any questions.</p>   |

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| <b>10. Regional Medical Coordination Plan</b>   | Discussed recommencement. Doodle poll has went out and next meeting should be confirmed by the end of the week. Meeting likely to be the end of May and able to exit with a draft. An updated DRAFT to be shared with the board in June.   | HERC Coordinator to report back with DRAFT in June.  |
| <b>11. MCI Go Bags</b>                          | Discussion. Displayed the demo bag. Components are ordered, and the bags are scheduled to be distributed in May and June. Board discussed purchasing seals with contents labeled and expiration.   | HERC Coord to educate and distribute.  |
| <b>12. Fiscal Agent Report</b>                  | <p>MA Contract:<br/>         Discussed MA Contract Update and reviewed current draft. Discussed allocating \$15000 for reimbursement services. MA would be volunteering 100 hours of time over the course of the year. Board asked HERC Coord to develop into contract format</p> <p>FA Contract:<br/>         Kevin with Anick &amp; Associates shared the revised copy. Discussion of state's recommendation for legal review. Issue with legal counsel is the inability to pay for it related to grants spending requirements. HERC Coordinator approaching member Corp. counsel. RTAC Coordinator stated benefit of having the funds pooled together but need to have language to let the two coalitions function independently.</p> | <p>HERC Coord to finalize the draft of the MA contact per board requests to present at next board meeting.</p> <p>RTAC Coord to share revisions with RTAC board. HERC Coord and RTAC Coord to revise draft with Anick and re-present for finalization and approval at the June 2018 meeting.</p> |
| <b>13. WITRAC: Bed Count/ MCI Report WISCOM</b> | Tabled.<br>Complete disassembly of radios at Aspirus Wausau and St. Michael's<br>Previous Chair radio  | HERC Coordinator will continue to provide monthly updates. Contact HERC Coordinator with any questions.  |
| <b>New Business</b>                             |  |  |
| <b>14. Bylaw Review</b>                         | In depth discussion related to the bylaws. The executive board had predeveloped some questions to speed up review. Sectors to move to be more formally known as caucuses. Addition of the CMS Caucus. Work to align bylaws with the Preparedness Plan.   | HERC Coordinator to share with members 10-day review and approve at June Meeting.  |

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| <p><b>15. Review Multi-jurisdiction Outbreak Exercise</b></p> | <p>Discussed the exercise. Deemed wildly successful. Demonstrated significant buying power, conducted 12 exercises for the cost of one. Partners found the exercise extremely valuable and stated it felt real. Many positive comments including: "The best tabletop I have ever been a part of!"</p> <p>Some training needs identified, including in person ICS and just in time trainings. Family Assistance Center and Mass Fatality plans discussed as needing to be reviewed and exercised.</p>   | <p>HERC Coord to share findings with board upon receiving from JSI.<br/>         Board to review and approve JSI AAR next month.</p>  |
| <p><b>16. HCC Coordinator Report</b></p>                      | <p>HERC Coord progress report shared with the board last week.<br/>         Discussed the boards acceptance to the CDP for Healthcare Coalition Leadership Course in Anniston, AL.<br/>         HERC Coordinator to work with Medical Student to tweak the presentation to the way WHA wants it.<br/>         Briefly described the Prep Summit. Lots of great information to be shared over the next few months with partners.</p>  | <p>HERC Coordinator will continue to provide monthly updates. Contact HCC Coordinator with any questions.<br/>         HERC Coord to begin report out webinars on emerging information.</p> |
| <p><b>17. Sector Reports</b></p>                              | <p><b>Hospitals-</b> Jim/Ascension has had two significant events one was a threat that sent multiple hospitals into a lock down.<br/> <b>EM-</b> Very busy getting ready for storm season and festival season.<br/> <b>EMS/RTAC-</b> The regional trauma conference was a huge success with over 150 attendees.<br/> <b>Public Health-</b> Collaborated with the coalition and partners to hold a large communicable disease exercise in April, measles scare in La Crosse that has not yielded an additional cases.<br/> <b>Other-NA</b></p> |   |
| <p><b>18. Upcoming Training Opportunities</b></p>             | <ul style="list-style-type: none"> <li>• <b>(06.11-12.18) HAZMAT- First Receiver TNT</b></li> <li>• <b>(06.13.18) Psychological First Aid/ Cyber Hygiene</b></li> <li>• <b>(06.25-27.18) CHEC Training</b></li> <li>• Mass Casualty TTX (Aug/Sept 2018)</li> <li>• Nuclear Radiological Trg/Exercise (BP2)</li> <li>• FAC Training (BP2)</li> <li>• Mass Fatality (BP2)</li> </ul>   | <p>Becky Coord to follow-up<br/>         Jim to follow-up with HERC Coord for contact</p>   |

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|  | <ul style="list-style-type: none"> <li>• ICS 100/700 Crash Course</li> <li>• Training Videos</li> </ul> Check <a href="http://www.ncw-herc.org/eventscalendar/">http://www.ncw-herc.org/eventscalendar/</a> for upcoming events, meetings and trainings |  |
| <b>19. Other Items for discussion &amp; Future agendas</b> | <b>ICS Poster Resources, CMS Partner Engagement Meeting, WebEOC, 2018-2019 Budget</b>   |  |
| <b>20. Next Meeting</b>                                    | <b>June 13, 2018 0900-1200 The Plaza Hotel &amp; Suites (Wausau, WI)</b>  |  |
| <b>21. Adjourn</b>   | <b>Motion to adjourn. 1<sup>st</sup>: Jim 2<sup>nd</sup>: Del</b><br>Result: Motion carried.  |  |