

North Central Wisconsin Healthcare Emergency Readiness Coalition NCW HERC Board Meeting

The Plaza Hotel & Suites, 13 June 2018, 0900-1200

Location: The Plaza Hotel & Suites, 201 N 17th Ave, Wausau, WI 54401 **Room:** Two Rivers Conference Room

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
1. Attendance and Quorum Determination	Introductions: Present: See attendance roster Phone: See attendance roster	Quorum verified: Yes
2. Call to Order	Meeting called to order @0900	
3. Approval of Minutes of Previous Meeting	Discussion: Reviewed minutes posted to the NCW HERC website. Motion to approve May minutes. 1 st : Joan 2 nd : Del Motion carried.	
4. Agenda Review and Additions	Reviewed June agenda. Discussion: Reviewed agenda proposed. Motion to approve June agenda. 1 st : Jason 2 nd : Sue Motion carried.	
5. State Healthcare Coalition Report / Incorporation	Reviewed State Advisory Meeting that was on 5.18.18. HERC Coord reviewed agenda and notes collected. Discussion about BParati and HCRL Course that NCW HERC members attended at the end of May. The HCRL course may become a “traveling show” which it was strongly recommended by attendees having the course be brought to Wisconsin. Additional discussion about a Wisconsin week at Anniston.	http://bparati.com/ https://cdp.dhs.gov/find-training/course/MGT-454
Old Business		
6. NCW HERC Preparedness Plan	Discussion: The document has been posted for final review by members for over one month. The plan is essentially a business plan of how the coalition will operate.	HERC Coord to provide finalized PDF for signatures from Chair and Vice Chair. NCW HERC will plan for an annual review with the bylaws in May of 2019.

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	<p>Discussion signatures from Chair and Vice Chair will need to be collected.</p> <p>HERC Coordinator to modify the map to better resolution, discussing coalition geography.</p> <p>Motion to adopt the NCW HERC Preparedness Plan. 1st: Jim 2nd: Sue</p> <p>Motion carried.</p>	<p>NCW HERC Coord will post finalized document to the website and activate links behind the member login section.</p>
<p>7. Bylaw Approval for 2018-2019</p>	<p>Discussion and Review. Minor changes discussed related to ten-day review period provided by NCW HERC.</p> <p>Fiscal Year article addition was noted to clarify the fiscal year and parameters of reporting and review.</p> <p>Motion to approve the NCW HERC Bylaws with amendments and recommendations, as amended 06.13.18. Motion 1st: Joan 2nd: Chelsea</p> <p>Motion carried.</p>	<p>The approved bylaws will be housed in the member login section of the NCW HERC website.</p> <p>NCW HERC Bylaws are scheduled for annual review at May 2019 NCW HERC Board meeting.</p>
<p>8. Review Multi-jurisdiction Outbreak Exercise</p>	<p>The draft After Action Report (AAR) has been shared with members.</p> <p>Amy with JSI developed and presented a presentation overviewing the findings from exercise.</p> <p>Discussed changes moving forward in exercise to help move towards jurisdiction improvement action plans. IAPs need to be valuable to local jurisdiction and coalition IAP is not individualized enough. We will amend for next exercise.</p> <p>Board requested PowerPoint presentation to be shared with the active members</p>	<p>HERC Coordinator to share the overview PowerPoint JSI created with members.</p>
<p>9. BP1 Work Plan Review</p>	<p>NCW HERC Board provided with BP1 Work Plan for independent review.</p> <p>All due 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>
<p>10. Regional Medical Coordination Plan</p>	<p>Group Reconvened in May. Input being provided from all call centers: Aspirus, Ascension, and Marshfield Medical Center.</p>	<p>HERC Coordinator to report back with DRAFT in July.</p>

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	Next steps share information discussed with hospitals at the July NCW HERC: Hospital meeting.	
11. MCI Go Bags	<p>MCI bags are being distributed. All should be out before the start of festival season.</p> <p>There are two phases of bags: hospitals and large gatherings. Emergency Managers are the points of contacts for large gathering bags.</p> <p>Large gathering bags will have ziplocked individual throws, with triage tags.</p> <p>An educational one pager is being developed to help custodians maintain education of staff that may be using the bags.</p>	<p>HERC Coord continue to distribute bags.</p> <p>HERC Coordinator will develop education document</p>
12. Fiscal Agent Report	<p>Reviewed the budget currently. Discussed falling below projections consistently. Coalition only needs to spend 65,000 of moneys and the remainder can be carried over. Discussed that this is nice because it allowed for some strategic spending and allocation moving into 2018-2019.</p> <p>Discussed the MA Contract. Language requested to be added for termination, indemnification, and clarity on reimbursement abilities.</p> <p>Motion to approve MA Contract with revisions provided on 06.13.18. 1st: Del 2nd: Sue Motion carried.</p> <p>Fiscal Agent contract reviewed.</p> <p>Reviewed the addition of indemnification information and that there will be two separated contracts for RTAC and HERC.</p> <p>Motion to approve the FA Contract for signing by Chair. 1st: Del 2nd: Jim Motion: Carried.</p>	<p>HERC Coordinator to make amendments based on instructions provided on 06.13.18.</p> <p>HERC Coordinator to share with Chair and Vice Chair for signatures from contracts.</p> <p>HERC Coordinator to share SME contract requesting a SME.</p> <p>HERC Coordinator to send signed contract back to FA.</p> <p>HERC Coordinator to send MA contract to Dr. Vayder for final review and signatures.</p>

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	<p>Reviewed the WISCOM Subject Matter Expert Contract. Discussion to add indemnification and termination language. Discussion on pay. Agreed that a straight pay without mileage would be best. The contract was set at 10000 and will run from July 1 to June 30. Motion to approve WISCOM SME Contract with recommended amendments made on 06.13.18. 1st: Sue 2nd: Jason Motion carried.</p>	
13. CAT Tool Review and approval	<p>Reviewed changes per required update by 06.30.18. Large change is related to the first capability and the closure of gaps related to having an adopted Preparedness Plan. Motion to Approve CAT for 2017-2018, with revisions discussed on 06.13.2018. 1st: Jim 2nd: Del Motion carried.</p>	
14. WITRAC: Bed Count/ MCI Report WISCOM	<p>FIRST 85% WISCOM PM EM being looped in to WISCOM radio drills. Shared and discussed current drill status. Discussion that more work is needed with WITRAC.</p>	HERC Coordinator will continue to provide monthly updates. Contact HERC Coordinator with any questions.
15. HCC Coordinator Report	<p>HERC Coordinator progress report was shared with the board earlier in the month. The board would like the HERC Coordinator to continue providing monthly updates.</p>	HERC Coordinator will continue to provide monthly updates. Contact HCC Coordinator with any questions.
New Business		
16. Membership Caucus Representation	<p>Discussion: Limitations of terms, proxy attendees and voting, attendance. Member caucuses were asked to identify representation between April and May to present to the NCW HERC board in June. Motion to accept board members as identified amongst the caucus groups. Identified representatives:</p>	HERC Coordinator to update the website and EMResource with new caucus Board members

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	<p>Hospital: Jim Monarski (Ascension), Josh Englund(Flambeau) Public Health: Joan Theuer (Marathon), Sue Kunferman (Wood) EMS: Delmond Horn (Greenwood), Sandy Johnson (Marshfield) EM: Jim Balzer (Langlade), Phil Rentmeester (Marathon) Trauma: Jason Keffeler (Aspirus), Audrey Evans (Ascension) CMS: Kate Florek (Lincoln County), Becky Lindner (AHAH) Clinic: Suzi Okey (Bone & Joint), Molly O’Malley (Aspirus) Tribal: James Lane (Forest Co. Potawatomi) Motion 1st: Jim 2nd: Josh Motion carried. Motion Jim Monarski nominated to serve as Chair for 2018-2019, unopposed. 1st: Del 2nd Sue Motion carried. Motion to nominate Delmond Horn for Vice Chair, unopposed. 1st: Joan 2nd: Sue Motion carried.</p>	
17. 2018-2019 Training, Exercise and Edu Plan	Reviewed 2018-2019 Meeting, Training & Exercise Guide. Discussion it’s important to begin moving towards advanced planning, for the year and throughout the budget cycle.	NCW HERC Board to revisit this in July
18. 2018-2019 Budget Prep	Tabled until July.	NCW HERC Board to revisit this in July
19. Sector Reports	<p>Hospitals- NA EM- NA EMS/RTAC- Getting ready for Farm Tech Days Public Health- MCI Planning, possible preparedness funding CMS- CMS Partner engagement meeting held in May. New caucus developed to engage new preparedness partners at the table. Other- NA</p>	
20. Upcoming Training Opportunities	<ul style="list-style-type: none"> • (06.13.18) Psychological First Aid/ Cyber Hygiene • (06.25-27.18) CHEC Training 	HERC Coordinator to investigate HAZMAT First Responder Training.

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	<ul style="list-style-type: none"> • Mass Casualty TTX (Aug/Sept 2018) • Nuclear Radiological Trg/Exercise (BP2) • FAC Training (BP2) • Mass Fatality (BP2) • ICS 100/700 Crash Course • Training Videos <p>Check http://www.ncw-herc.org/eventscalednar/ for upcoming events, meetings and trainings</p>	
21. Other Items for discussion & Future agendas	ICS Poster Resources, WebEOC, 2018-2019 Budget, Review Training	
22. Next Meeting	July 11, 2018 0900-1200 Aspirus Weston Clinic	
23. Adjourn	<p>Motion to adjourn. 1st: Josh 2nd: Jason Motion Carried.</p>	