

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

**Location:** Aspirus Weston Clinic, 4005 Community Center Dr, Weston, WI 54476  
**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
1. Attendance and Quorum Determination	Introductions: Present: See attendance roster Phone: See attendance roster	<b>Quorum verified:</b> YES (EMS, PH, Trauma, CMS, Tribal, Clinic, Hospital)
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. <b>Motion to approve June minutes.</b> 1 <sup>st</sup> : Del 2 <sup>nd</sup> : Jason <b>Motion result: carried</b>	
4. Agenda Review and Additions	Reviewed July agenda. Discussion: Recommended to move Regional Morgue presentation up to the first item. <b>Motion to approve July agenda.</b> 1 <sup>st</sup> : Del 2 <sup>nd</sup> : Sue <b>Motion result: carried</b>	
<b>Old Business</b>		
5. Review Multi-jurisdiction Outbreak Exercise: Approve AAR and IP	Discussion: Final AAR has been sent from JSI. The AAR will be posted to the NCW HERC website on the member side. Approval To be approved <b>Motion:</b> To approve the JSI NCW HERC Multi-Jurisdiction Outbreak TTX AAR. 1 <sup>st</sup> : Sue 2 <sup>nd</sup> : Del <b>Motion result: carried</b>  Discussion and review of the improvement plan objectives for closing outlined suggested improvement actions discussed. The	HERC Coordinator to post the AAR to the NCW HERC website. HERC Coordinator to add the IP to the BP1 supplemental work plan.

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	improvement actions will be added to the work plan to assure that they are completed.	
<b>6. BP1 Work Plan Review</b>	Review. Reviewed the closed projects for 2017-18.	HERC Coordinator will continue to provide monthly updates. Contact HERC Coordinator with any questions.
<b>7. Regional Medical Coordination Plan</b>	Update. The work group met again in May. Discussion from May meeting to be shared with hospital colleagues at hospital meeting 07.11.18. The work group to reconvene at the end of July or beginning of August to continue development with input and recommendations from hospital EMs	HERC Coord to put out a new Doodle poll for the RCMP Group.
<b>8. MCI Go Bags</b>	HERC Coordinator updated current progress on distribution. 26/31 bags have been distributed. Discussion about WHA article on demonstration of cost savings while effectively closing gaps. All bags are being tamper sealed and an educational document has been shared with custodians of the bags. Discussion about multiple bag deployment. Clarity made that hospital bags are intended to stay at the ED, EM bags are to be deployed and pre-staged at events.	HERC Coord to distribute the last few bags during July.
<b>9. Fiscal Agent Report</b>	Reviewed projected 2017-18 budget closing. Being able to carry over funds from 17-18 to 18-19 was very beneficial for the coalition. Actual spending for the year was 73,247.53, allowing for carry over of 76,752.47. Which will give an operational budget for 18-19 of \$205,752.47. Currently ~240,000 projects have been identified for 18-19. The board will need to vote to approve the Final 2017-18 Budget and approve the draft 2018-19 in August.	NCW HERC Board to vote to finalize 2017-18 budget and approve the draft 2018-19 budget at August meeting.
<b>10. WITRAC/WISCOM</b>	Discussed Aspirus Steven's Point Radio needs to be installed, as the facility opened 06.20.18. Discussed the SME contract. Two qualified applicants applied. NCW HERC Board would like to have interviews. Interviews to take place early in the week of 07.16.18.	HERC Coord to work with Aspirus to get the Point radio installed. HERC Coord to coordinate interviews with the board and applicants.

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	Discussion of four real life events that have taken place over the past month. See July NCW HERC: Hospital meeting minutes for further detail.	
<b>11. HCC Coordinator Report</b>	Independent Review. Mailed out to the board 07/06/18.	HERC Coordinator will continue to provide monthly updates. Contact HERC Coordinator with any questions.
<b>12. State Healthcare Coalition Report / Incorporation</b>	No new updates, as the advisory group did not meet in June. Discussed that contractors will be transitioned off of DHS email as of Jan 1, 2019.	
<b>New Business</b>		
<b>13. Regional Morgue/Mass Fatality Surge</b>	<p>Presentation by Jessica Blahnik, Marathon County Medical Examiner. Presentation outlined identified numerous known gaps in the state related to antemortem care and mass fatality gaps in the region and the “Regional Morgue” project and how it will help close gaps in the not only the region, but state and Midwest. Currently a sustainability study being conducted, and a business plan being developed. Support is needed letter of support from partners that see benefit in this project would be highly beneficial to present to the Marathon County Board in August.</p> <p>Discussion about NCW HERC support. Currently NCW HERC has \$43195 Ebola funds to be spent by May 2020. HERC Coordinator has contacted state about spending limitations and found that construction cannot be paid for, but purchase of items such as refrigerators and racking systems for fatality surge can be purchased with the dollars. Discussion about earmarking the regions Ebola funds for the regional morgue project, as currently there is no other clear project to commit dollars. Discussion this is also a great project to dedicate dollars to should extra funding be available.</p>	<p>HERC Coordinator to share the presentation with NCW HERC members. NCW HERC Members requested to send letters of support to Marathon County Medical Examiner by August 2018. HERC Coordinator to develop a letter of support on behalf of NCW HERC.</p> <p><b>Contact Information:</b>          Jessica Blahnik          Marathon County Medical Examiner          500 Forest Street          Wausau, WI 54403-5554          Office #: 715-261-1199          Email: Jessica.Blahnik@co.marathon.wi.us</p>

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	<p><b>Motion:</b> Ebola Funds received through 5.2020 to be allocated for the regional morgue (\$43195), pending approval from Marathon County.          1<sup>st</sup>: Josh 2<sup>nd</sup>: Jim  <b>Motion result: carried</b></p>	
<b>14. 2018-2019 Training, Exercise and Edu Plan</b>	Reviewed the 2018-2019 Planning Guide. This document is intended to help NCW HERC keep track and pace with education, training and exercise.	NCW HERC Board to revisit this in July
<b>15. 2018-2019 Budget Prep</b>	Reviewed the budget line items projected for budget period 1 supplemental.	HERC Coordinator to finalize draft and provide to board for review and approval in August. To be approved by board August 2018
<b>16. NCW HERC Response Plan</b>	Tabled. HERC Coordinator informed there is a template that was developed by region 4 at the end of 2017-2018. This plan needs to be compared to what ASPR has outlined in their plan development guide.	HERC Coordinator to share the template response plan provided by Region 4 and the ASPR outline to NCW HERC Board.
<b>17. NCW HERC Marketing Plan</b>	Tabled. HERC Coordinator has a marketing/comm plan that was shared by Oneida County Health Department.	HERC Coord to share the template plan for board members to review.
<b>18. Sector Reports</b>	<p><b>Hospitals-</b>Eagle River recently inspected by CMS. HAZMAT Train the Trainer and Certified Hospital Emergency Coordinator held in June.</p> <p><b>EM-</b> Currently busy with camps and festival season.</p> <p><b>EMS/RTAC-</b> New injury prevention products farm safety, ATV safety, tourniquets, next meeting 7.26.18 state trauma registry manager at the meeting.</p> <p><b>Public Health-</b> Experiencing pockets of pertussis. Wisconsin experienced its first death from rocky mountain spotted fever. Festival season in full swing. Increased focus on swine related influenza related to county fair season.</p> <p><b>CMS-</b> No news, but did comment on festival wristbands helping with festival goer tracking.</p>	

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	<b>Other-</b>	
<b>19. Upcoming Training Opportunities</b>	Check <a href="http://www.ncw-herc.org/eventscalendar/">http://www.ncw-herc.org/eventscalendar/</a> for upcoming events, meetings and trainings	
<b>20. Other Items for Discussion &amp; Future agendas</b>		
<b>21. Next Meeting</b>	<b>August 8, 2018, Location Dale's Weston Lanes 0900-1200</b>	
<b>22. Adjourn</b>	<b>Motion to adjourn.</b> 1 <sup>st</sup> : Josh 2 <sup>nd</sup> : Jason <b>Motion result: carried</b>	