

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting
 Dale's Weston Lanes, 08 August 2018, 0900-1200

Location: Dale's Weston Lanes, 5902 Schofield Ave., Weston, WI 54476
Room: Mountain Bay Room #1
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	Quorum verified: Verified (hospitals, tribal, CMS, trauma, EM, EMS, public health)
2. Call to Order	Meeting called to order @0902	
3. Opening Thought	Rain and Soil.	
4. Approval of Minutes of Previous Meeting	Discussion: Reviewed minutes posted to the NCW HERC website. Motion to approve July minutes. 1 st : Del 2 nd : Jason Motion result: Motion Carried	Send out letters of support for regional morgue project.
5. Agenda Review and Additions	Discussion: See August Agenda outline. No further discussion. Motion to approve August agenda. 1 st : Jim 2 nd : Josh Motion result: Motion Carried	
Old Business		
6. FA Report: Finalize & Approve BP1 FY 2017-18 Budget	Discussion: 76,055.44 will be carried over to 2018-2019 budget after strategic spending. This must be spent by the end of this budget year; however some of the funds from 2018-2019 may be carried over to the next year again (\$48,000). No other questions about the 2017-2018 budget. Motion: Approve the BP1 FY 2017-18 budget for submission to state 1 st : Jason 2 nd : Joan Motion result: Motion Carried	
7. MA Contract with Revisions	Review & Discussion-Marshfield Inc, requests revisions to decrease liability on Dr. Vader and put it on Marshfield Clinic	HERC Coordinator to send approved contract to Jim, Chair, to print and sign.

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	<p>rather than Dr. Vader having his own insurance which the HERC would pay for. Board agrees this is good cost sharing between partners. Board also agrees that the MA role is an essential and valuable role on the board. See document draft for specific revisions.</p> <p>Motion: Approve MA contract with revisions posed by Marshfield Clinic, Inc. 1st: Jim 2nd: Del</p> <p>Motion result: Motion Carried</p>	<p>Send completely signed contract to Dr. Vader to forward to COO for final approval.</p>
<p>8. Regional Medical Coordination Plan</p>	<p>Discussion. Reviewed 08.06.18 meeting. Created a list of partners along with responsibilities and considerations of these partners. Brainstormed an appendix document with said considerations. On track to review plan with hospitals in November and consider involving HR to talk about considerations when it comes to liability issues involving employees and supplies from different hospitals being interchanged.</p>	<p>Create and send doodle poll for next meeting. Invite HR to next Hospital Meeting.</p>
<p>9. MCI Go Bags</p>	<p>Update. 30 of 31 distributed. Langlade EM bag to be distributed still. Hospital representative report bags and one pagers are in the ED. Bags have been deployed already for numerous events such as Farm tech days, Hodag Music Festival, and Wisconsin Valley Fair.</p> <p>Talked about taking the bags out of the area for events people and organizations from the NCW area are traveling to and board decided this was acceptable.</p> <p>Consider pediatric trauma response bags. Housing bags at schools? Bags needed? One at every school in the area? Number of items per bag? Potentially talk to Marshfield Children's as a partner. Stop the bleed training for schools, employees and students to stress importance. Look into any grants that schools may be eligible for to purchase supplies.</p>	<p>Continue discussion at RTAC meeting Have Joan and Sue put MCI project school engagement on public health agenda for September. Reach out to DPI to investigate funding restrictions for grant dollars.</p>

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<p>10. Exercise: MCI, MF, FAC TTX</p>	<p>Discussion-Scheduled for September 18, 2018 1300-1600. EM, PH, coalition involved already in planning. Exercise timeline will focus on active shooter neutralization to opening of family assistance center. Partners for the exercise will include law enforcement, hospitals (trauma supervisors), public health, human social services. Important for coalition members to be involved in each county.</p> <p>Point of contact meeting for public health will be next week and involve plugging in percentages from Vegas shooting to the largest event in the county to develop sim cell numbers for each county.</p> <p>Concern that we have never exercised these plans before and that it will be extremely overwhelming for those involved; however, this is a learning exercise and is better than having an actual situation without any exercising.</p> <p>Discussed bereavement and chaplain services involvement. CMS (Ascension Home Health) has contacts.</p>	
<p>11. WITRAC/ WISCOM</p>	<p>WISCOM SME. Bert Nitzke</p> <p>Recent drill. Neillsville. Good response 73%, but not 85% yet. Some hospitals reported technical issues.</p> <p>Next steps-Working to expand to contacting dispatch. Some concerns identified about inability for hospitals to communicate with other core partners.</p>	
<p>12. HCC Coordinator Report</p>	<p>Independent Review. Mailed out to the board 08/03/18.</p> <p>No questions.</p>	<p>HERC Coordinator will continue to provide monthly updates. Contact HERC Coordinator with any questions.</p>
<p>13. State Healthcare Coalition Report / Incorporation</p>	<p>Review July Meeting- Agenda included bParati exercise. Need 8 representatives from our region to participate.</p>	
<p>New Business</p>		

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<p>14. bParati NCW HERC Attendees</p>	<p>Discussion -Oct 2-3 @Lambeau Field-Hopeful, 0800-1200 Intend to provide clarity of how partners of the HERC can work together more efficiently. Business and sustainability. Nominate 8 to attend from each caucus. Robbie, Josh (tentative), Jim (tentative), Joan (tentative), 3 others Motion: To approve attendees 1st: Jason 2nd: Sandy Motion result: Motion Carried</p>	<p>HERC Coordinator to reach out to EM, Jim or Phil, and Clinic, Molly or Susie. Email state about lodging accommodations.</p>
<p>15. NWW Consortium Outreach</p>	<p>Discussion-Public health in region 2 was approached to join NWW public health consortium for a fee in exchange for resources. Public health representation sees a benefit in pooling resources due to capacity limitations in some local health departments but would rather look to the HERC and other public health departments within the region for resources to bolster infrastructure. Look to collaborate with 12 counties in the region and outsource for services for the region. Concerns from the board-Need for some of the services that the consortium offers.</p>	<p>Add to agenda and continue conversation at September HERC meeting.</p>
<p>16. BP1 Supplemental Work Plan</p>	<p>Review new document-See document for specific revisions. Essentials for our regions-update coalition assessment tool. Complete HVA (in October). Retrieve and Assess social vulnerability document. CST exercise 2019 (Wausau in planning process already). HERC response plan. Develop regional response plan (draft in progress). Conduct communication-response drills (bimonthly). Scholarship for conference attendance for board members. Webinar for notification during an event. Pediatric specific trauma kits. No other discussion</p>	<p>Fill in specific HERC objectives from IPs</p>

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<p>17. 2018-2019 Proposed Budget</p>	<p>Reviewed the budget line items projected for budget period 1 supplemental. Motion to approve projected budget 1st: Joan 2nd: Jim Motion result: Motion Carried</p>	<p>HERC Coordinator to finalize draft and provide to board for review and approval in August. To be approved by board August 2018</p>
<p>18. NCW HERC Response Plan</p>	<p>Reviewed ASPR Guidance-See document. Review developed draft by region 4. Discussion of draft-Notes taken on document. Importance to follow ASPR guidelines when writing. Goal to keep document shorter (15 pgs.) Concern with narrow scope of document: healthcare vs health, hospital vs community. Don't want to follow region 4 draft instead we will use outline provided by ASPR.</p>	<p>Go through Introduction of ASPR document, edit for review at next meeting.</p>
<p>19. Sector Reports</p>	<p>Hospitals-Joint commission and state inspections. Review regional medical coordination plan. EM- WISCOM, MABAS, ESM, VOAD EMS/RTAC- RTAC: email changes, 2019 Trauma conference May 3rd, 2019 at Westwood Conference Center, MABAS-identify regional contacts and develop survey to identify areas to facilitate help with, Stop the bleed kits purchased. Will give one away per class. Purchase training kits for instructors and budgeted money for stop the bleed instructor salary. EMS: finishing licensing. Public Health- Family assistance center tabletop planning CMS- Open for Medicare surveys. Sharing education opportunities (specifically ICS 100 and 700) Other-</p>	
<p>2018-2019 Training, Exercise and Edu Plan</p>	<p>Review Check http://www.ncw-herc.org/eventscalendar/ for upcoming events, meetings and trainings</p>	
<p>20. Other Items for Discussion & Future agendas</p>	<p>Pediatric Champion</p>	

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21. Next Meeting	September 12, 2018 @ Aspirus Weston 0900-1200	
22. Adjourn	Motion to adjourn. 1 st : Del 2 nd : Jason Motion result: Motion Carried	