

North Central Wisconsin Healthcare Emergency Readiness Coalition  
**NCW HERC Board Meeting**  
 Aspirus Weston Clinic, 12 September 2018, 0900-1200

**Location:** Aspirus Weston Clinic, 4005 Community Center Dr #100, 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. <b>Attendance and Quorum Determination</b>	Introductions Present: See attendance roster Phone: See attendance roster	<b>Quorum verified:</b> verified (Public Health, Hospitals, EM, CMS, Trauma, EMS)
2. <b>Call to Order</b>	Meeting called to order @0901	
3. <b>Opening Thought</b>	Football season “Preparedness is the ultimate confidence builder.” -Vince Lombardi September is National Preparedness Month <a href="https://www.ready.gov/september">https://www.ready.gov/september</a>	
4. <b>Approval of Minutes of Previous Meeting</b>	Discussion <b>Motion to approve August minutes.</b> 1 <sup>st</sup> : Joan 2 <sup>nd</sup> : Jim <b>Motion result: Motion Carried</b>	
5. <b>Agenda Review and Additions</b>	Discussion <b>Motion to approve September agenda.</b> 1 <sup>st</sup> : Molly 2 <sup>nd</sup> : Suzi <b>Motion result: Motion Carried</b>	
<b>Old Business</b>		
6. <b>FA Report: Annick Budget Amendments</b>	<b>Discussion:</b> First 2 months have spent \$2400 (Robbie-travel and Bert-radio exercises). A lot of spending in the works.  Fiscal agent fees: Will be monthly, but flexible at the beginning of the year as budget is figured out each year.	

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	<p>Carry-over funds: Will not take a fiscal agent fee on money twice. \$76,055.44 carried from last year (processed by fiscal agent from last year) will not be charged the 10% fee. Any new funds that come in during the fiscal year are eligible for the 10% fiscal agent fee that have not yet been processed by Annick. \$20,918 to be distributed over the next few years (until 2020) for Ebola funds in increments (1/2 of amount) but flexible on amount given each year.</p> <p><b>Motion: Approve fiscal agent report for September</b>        1<sup>st</sup>: Josh 2<sup>nd</sup>: Joan</p> <p><b>Motion result: Motion Carried</b></p>	<p>Adjust budget line items to funds that have come in already instead of money that is yet to come in from state.</p> <p>Have conversation with Ingrid to confirm line item numbers are same on both ends.</p>
<p><b>7. BP1 Supplemental Budget Revisions</b></p>	<p><b>Computers:</b> budgeted \$3000 for two computers. Need RTAC, HERC and Medical Advisor laptop. Originally budgeted only for 2 laptops. Quote from Dell \$1041 for each computer (Dell Latitude). Discussion: Refurbishing computers, wiping hard drive and seeking credit for computers, 3-year rotating schedule for purchasing computers.</p> <p>Motion to purchase 3 laptops for HERC board use by Medical advisor, RTAC coordinator and HERC coordinator.        1<sup>st</sup>: Del 2<sup>nd</sup>: Molly</p> <p><b>Motion carried</b></p> <p><b>bParati travel, additional funds for travel:</b> adjust budget for mileage and lodging costs for attendees (see item #11). \$9750 set aside for education/conference costs of board members (\$650 for each member), could pull from this pool? bParati will be first conference these funds are used for and will keep an eye on funds and allocate more if needed.</p>	<p>Reach out to individuals attending and see if their organization will cover costs.</p>

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	<p>Motion to reimburse members for mileage, lodging, per-diem for what individual's organizations will not cover in kind.                  1<sup>st</sup>: Joan 2<sup>nd</sup>: Jim  <b>Motion Carried</b></p>	
<p><b>8. BP1 Supplemental Work Plan</b></p>	<p>See Supplemental Work Plan Document for specific revisions</p> <p>Essentials for the region this year: CAT tool, DHS, Regional Hazards Assessment (in process), Empower Map update, review regional preparedness plan (review in May and finalize in June), CST (3/13/19-hotwash discussion in place of board meeting), bParati, Coalition response plan (in progress-HERC coordinator meeting to unify in regions at end of the month), Peds hospital and disaster course (MMC to hold), WITRAC training, WISCOM (Bert to be at meeting in Nov.)</p> <p>MCW med student project: pediatric trauma go-bags for schools</p>	
<p><b>9. Regional Medical Coordination Plan</b></p>	<p>Discussion: Goal will be to finalize draft for November meeting. No further discussion.</p>	<p>Talk with hospitals this afternoon and email results. Individual board members to talk to HR reps of organizations.</p> <p>Next meeting Oct. 22<sup>nd</sup> 9-11 am. Send out invite.</p>
<p><b>10. MCI Go Bags</b></p>	<p>Update: all 31 have been distributed.</p>	
<p><b>11. bParati NCW HERC Attendees</b></p>	<p>Oct 16 &amp; 17 in Madison                  Need to confirm 8 attendees: Robbie, Jim M, Suzi (pending verification), Jim B, Phil, Del, Audrey (pending verification), Becky (pending verification)                  Discussion on reimbursement: board to cover lodging, travel, etc.</p>	<p>Pre-budget mileage, meals and lodging costs for individuals attending.</p>

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<p><b>12. Exercise: MCI, MF, FAC TTX</b></p>	<p>Discussion: September 18<sup>th</sup> 1-4 pm roundtable discussion and Go to Meeting. If board members want to attend need to be at roundtable, not just Go To. First attempt at testing plans.</p> <p>Locations of board members: Josh (Price county), Phil (Marathon County), Jim B (Langlade county), Del (Clark County), Joan (Marathon County), Robbie (Oneida County), Jim M (Lincoln County), Dr. Vayder (Portage County), Michael F (Vilas County)</p>	<p>HERC Coordinator to ensure that information is shared with guests attending the exercise.</p>
<p><b>13. NCW HERC Response Plan</b></p>	<p>Review of drafted Introduction (See Healthcare Coalition Response Plan Document for specific notes of revisions)</p> <p>Plan has been updated since last meeting</p> <p>Concepts of Operations Discussion (time keeper): Role of coalition sectors in emergency event (information, resource sharing, patient tracking)-in PH patient tracking is under ESF8 (emergency support function) and EM is ESF5 (support for ESF8). The HERC really falls under assisting role for ESF8 too, but document wording is very hospital-centric. Change to reflect HERC's supportive role of expediting response and resources of the entire region and all partners.</p> <p>Benefit of educating board about ESF8 and ESF6.</p> <ul style="list-style-type: none"> <li>• Specific roles and scope of power of core members- Define who oversees what and where they are the authority.</li> </ul> <p>Members are well versed in their own silos but need more understanding of other core member responsibility and authority.</p> <p>Baseline ICS structure for emergency response of HERC: liaison between organizations. Coordinator is most involved in</p>	<p>Look into county workshop going over ESF6 and ESF8 logistics.</p>

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	<p>connecting all the counties. Traditional ICS may not be the best model as some roles are extraneous.</p> <ul style="list-style-type: none"> <li>• Liaison/IC-HERC coordinator</li> <li>• Support staff for the coordinator to contact within counties and sectors.</li> <li>• 2<sup>nd</sup> string IC: RTAC coordinator/region 1 coordinator?</li> </ul>	
<p><b>14. WITRAC/ WISCOM</b></p>	<p>Scanning &amp; Resetting WISCOM radios- Hospitals and EM are on different channels-education to connect sectors on radios. Engage EMS-use channel dispatch uses. MABAS pushing for WISCOM use with dispatch (RCALL41 channel). Radios need to be reset more frequently. Problem with WISCOM only being turned on when there is a drill.</p> <p>15 WISCOM radios operational currently. Hitting 80-85% response for drills.</p> <p>Type 1 have a longer life and MMC may benefit from having one-quote sent out. Aspirus Stevens Point installation quote sent. Hand-held radios for Jim and Del are being quoted.</p> <p>Type 2 radios are still in place as the charge for pulling was not considered. Roof antenna seems to be best route.</p> <p><b>Refocus on WITRAC</b>-re-educate on bed counts, acknowledgement calls, scanning capabilities, multiple staff being well-versed on using program.</p>	
<p><b>15. Regional Morgue Update</b></p>	<p>Building new facility is off the table. Look into housing at North-Central Healthcare. Board still looking into purchasing coolers. Letter of support has been sent.</p>	

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<b>16. HCC Coordinator Report</b>	Independent Review. Mailed out to the board 09/04/18. No questions.	HERC Coordinator will continue to provide monthly updates. Contact HERC Coordinator with any questions.
<b>17. State Healthcare Coalition Report / Incorporation</b>	Bylaw Review CST-Coupling exercises: in morning evacuation and receiving surge, in afternoon FAC exercise? (benefit for all involved.)  Next meeting 9/21/18 in Madison	
<b>New Business</b>		
<b>18. Pre-event Close POD identification</b>	No further Discussion	
<b>19. DPI and DOJ School Security</b>	Funding ended end of August, not enough time.  Potential project of new med student, Haley.	
<b>20. NCW HERC MOUs</b>	Contractor identified-\$3,000 for 3 MOU's and \$3,000 for development of plan (marketing and communication). Developing in progress.	
<b>21. Upcoming Board Meetings</b>	Through January-No board meeting in December	
<b>22. Sector Reports</b>	<b>Hospitals-</b> Comm failure due to road construction (Josh), Flu season, WITRAC refocusing, "First Receiver Train the Trainer." <b>EM-</b> finishing POW, flooding in southern WI. <b>EMS/RTAC- RTAC-</b> Michael email change (on HERC website), Trauma conference May 3 <sup>rd</sup> , 2019 at Westwood Conference Center planning beginning. <b>Public Health-</b> Meetings upcoming on increasing capacity by pooling resources and ESF8 progress between counties. Finalizing updated MOU. <b>Clinics-</b> flu-shots <b>CMS-</b> Member engagement meeting next month, COOP workshop in Feb.	

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**NCW HERC Board Meeting**  
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<b>2018-2019 Training, Exercise and Edu Plan</b>	Review Check <a href="http://www.ncw-herc.org/eventscalendar/">http://www.ncw-herc.org/eventscalendar/</a> for upcoming events, meetings and trainings	
<b>23. Other Items for Discussion &amp; Future agendas</b>	<b>Pediatric Champion</b>	
<b>24. Next Meeting</b>	<b>October 10, 2018 @ Dale's Weston Lanes 0900-1200</b>	
<b>25. Adjourn</b>	<b>Motion to adjourn</b> 1 <sup>st</sup> : Josh 2 <sup>nd</sup> : Molly <b>Motion result: Motion Carried</b>	