

North Central Wisconsin Healthcare Emergency Readiness Coalition
NCW HERC Board Meeting
 Dale's Weston Lanes, 10 October 2018, 0900-1200

Location: Dale's Weston Lanes, 5902 Schofield Ave, Weston, WI 54476
Room: Weston Hall
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: Hospital, EMS, Public Health, CMS, Clinical
2. Call to Order	Meeting called to order @0904	
3. Opening Thought	Discussion about a recent trip to New Orleans. Katrina and how disasters change culture and the unexpected considerations in a disaster.	
4. Approval of Minutes of Previous Meeting	Discussion: None Motion to approve Sept minutes. 1 st : Molly 2 nd : Joan Motion result: Motion Carried	Change meeting title to "September"
5. Agenda Review and Additions	Discussion: Move agenda item 15 to 7. Motion to approve Oct agenda. 1 st : Sandy 2 nd : Sue Motion result: Motion Carried	
Old Business		
6. FA Report: Anick Budget Review & BP1 Supplemental Budget Discussion	Discussion: Program Report- see attachment for specifics. Revenue-\$76,000, New- \$150,000, Ebola-\$46,000, Spent to date roughly-\$10,000. We are short \$1,046 in the budget including FA fees (roughly \$6,000). Board would like to move funds from budget line 8601 to 8008, drawing from training funds. Motion to Move Funds 1 st : Joan 2 nd : Kate Motion result: Motion Carried	HERC Coordinator to adjust budget to reflect the line item change.

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	<p>AHLS Course December-Advanced hazmat life-support. 2-day (16 hours) course for first responders. Pre-hospital medical management. Requires 1 physician and 1 toxicologist for the lectures. Identified date (December 11-12, 8a-4p). 30 participants if all would come from HERC would be about \$12,050 (maximum) considering all participant fees. Would need promote to members heavily to fill the course.</p> <p>Motion to hold course December 11-12 and the cost (\$12,050) to come out of training fund (will also apply for opioid grant if it gets approved, these funds will offset training fund costs.) 1st-Joan 2nd Kate Motion result- Motion Carried</p> <p>Cell Phone Allowances- Option for MA, HERC coordinator, RTAC coordinator. \$40 reimbursement, but flexible as phone fees increase or decrease in future. Concern for independent contractors and federal tax requirements. Pending verification from Ingrid that this is allowed, board supports this.</p> <p>Nielson Communications Projects-discussed with agenda item 11. FA and Ebola slide-talked and voted at last meeting NCW HERC Office 365 account-No discussion RTAC contracts have been signed and Ingrid will be sending out. Motion to approve FA Report 1st: Jim 2nd: Molly Motion result: Motion Carried</p>	<p>HERC Coordinator to post training opportunity to website and share with partners</p> <p>Tabled until next meeting Discuss during executive meeting.</p> <p>Tabled until next meeting</p>
<p>7. BP1 Supplemental Work Plan</p>	<p>Discussion-None</p>	<p>Tabled until next meeting</p>

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8. Regional Medical Coordination Plan	Oct 22 0900-1100 Discussion-strategic information sharing	HERC Coordinator to share with hospitals to review and further discussion at November Hospital Meeting
9. bParati NCW HERC Attendees	Oct 16 & 17 in Madison Attendees: Robbie, Jim M (Hospitals), Jim B (EM), <i>Phil (EM)</i> , Del (EMS), Audrey (Trauma), Suzi (Clinic), Kate Florek (CMS) Discussion on reimbursement-Robbie providing tax exempt information, so attendees should not have to show credit information for rooms. For mileage reimbursement or per diem questions contact Robbie or see previous email.	
10. Exercise: MCI, MF, FAC TTX	Discussion-195 participants for exercise. Large scale shooting simulation. AAR approval at November meeting. Marathon-better understanding of family assistance center being focused around mortality. Brought up how hospitals would coordinate around mass casualty. HIPAA.	JSI to present findings and draft AAR at the Nov meeting
11. WITRAC/ WISCOM	Project discussion-Nielson has developed proposals. Steven's Point Aspirus radio installation (completed this week or next), Removal of St. Michael's Stevens point and Aspirus Wausau type 2 radio, handhelds for Jim and Del. Portable type 1 radio. MMC type 2 radios not working, need communication with biggest hospital in region-looking at type 1 radio (not budgeted yet.) WISCOM Budget-See attachment. Overbudget (budget-\$12,000, Current projects-\$22,000. Discussed cost sharing with MMC? Hold off on some projects for now, stick to current plan of work and stay within budget. WISCOM SME developing a memo of best practices to be shared including resetting and outreaching to partners. November hospital meeting will focus on emergent communications, with an NCW HERC WITRAC QI Project, educating on best practices and types of real-life alerts.	Table discussion until next meeting. Large discussion the Nov Hospital Meeting.

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12. HERC Coordinator Report	Independent review. Mailed out to the board 10/02/18. No questions.	HERC Coordinator will continue to provide monthly updates. Contact HERC Coordinator with any questions.
13. State Healthcare Coalition Report / Incorporation	Discussion of September Meeting Bylaws review was tabled eICS-virtual ICS meant to supplement WebEOC. CST- Findings shared and best practices moving forward with a contractor. EPFAT-Hospitals would submit information to core of engineers for Army instead of HERC Coordinator.	HERC Coordinator to share EPFAT information with hospitals.
14. DPI and DOJ School Security	Update-no response to outreach yet.	
New Business		
15. Medical Counter Measures Presentation	<p>Presentation Kay Mittelstadt-Lock & Joe Cordova See slides shared Notes: Strategic National Stockpile (SNS)-managed by ASPR. Annex to ESF-8. Address CBRNE events, national disasters, pandemics and emerging disease. Pharmaceuticals, medical supplies and medical equipment. Enough in formulary/compact for entire nation (smallpox, anthrax-only kept in SNS, botulism, antitoxins, respiratory equipment, IV tubing, 12-hour push pack, etc.). Regulatory mechanisms-investigational new drug, emergency use authorization, emergency use instruction.</p> <p>1. Request: bioterrorism, emerging disease, disasters. DO NOT hesitate to request. Governor or designee is only one who can request for bioterrorism. Others can request for other events, but long process.</p> <p>Storage/transport-Federal, State-receiving/staging site (CDC approves site), Pods/Local-hospitals or other distributing facility. rightmed.wi.gov-Used prior to med dispense and gives a "prescription" for individual or household.</p>	Share approved presentation with partners.

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	<p>Hospitals Reference-State statute 448 governs medical practitioners authorized to issue standing orders and protocols and protects from liability. Emergency use authorization-no prescriber or patient name printed on bottle, so print on bottle when dispensed. Do not need a prescription to dispense antibiotic or a clinician license to distribute. State statute 66.03 Emergency Management-exception from liability, workers comp, indemnification and representation. PREP act, Federal Volunteer Protection Act, State Volunteer Health Care Protection Act: individuals must go to federal government directly for compensation.</p> <p>Chem packs kept in hospital in a place that is easily accessible. Usually door is locked and under control of pharmacist. If you think you need a pack for even one person-open the door! In the process of replacing drugs in packs with a new middle east drug company formulation-since auto-injector company can't keep up and acceptable under Emergency use Authorization.</p>	
16. NCW HERC Response Plan	Continuation of Review	Tabled until next month
17. Opioid Mini-grants	Additional funding opportunity-preparing for 1 st responder hazmat situations. Tied to AHLS course in agenda item 6. Could decrease cost of funding this course.	
18. January Meetings	<p>No meeting scheduled for December</p> <p>Conflict the date of the January meeting related to state preparedness conference in Steven's Point. State Conference Scheduled for Jan 9 and 10 Meet before conference if possible. (8-11 or 9-11)</p>	Check to see if meeting before conference would be possible in Steven's Point
19. ESF 6 & 8 Regional Review	Discussion: ESF-8: uniformity of what is covered would be helpful since some counties are still in annexes. Joan will be looking at what components would be looked for in ESF-8 and then what	Discussion Spring 2019 regarding ESF-8

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	each county has in order to develop a template. Keep as a focus for the public health group.	
20. CDP Aggregate Project	Discussion-work with CDP to work out aggregate tool. In a medical surge hospital aren't staffed to maximum capacity. If you have a surge you also will have a large discharge. Schedule meetings with individual hospitals for data collection over the next month and report out by November 7, 2018. Motion to go forward with data collection and project synthesis 1 st : Jim 2 nd : Del Motion Carried	
21. GETS/WPS	Tabled to executive meeting	
22. NCW HERC MOUs	Tabled. Draft MOUs should be ready for Nov meeting.	
23. HICs Course Jan 2019	Discussion-MMC, Good Samaritan, and Langlade are all interested in courses.	
24. Sector Reports	Hospitals- EPFAT, Hazmat 1 st receiver and close POD development EM- at conference today EMS/RTAC- AHLS course, updated EMS/RTAC contact lists. Public Health- flu season and recent exercise Clinics- N/A CMS- annual reviews	
2018-2019 Training, Exercise and Edu Plan	Review Check http://www.ncw-herc.org/eventscalendar/ for upcoming events, meetings and trainings Office or rural health-EMS listening sessions.	Check into Alzheimer's Preparedness course November 11-12 in Appleton.
25. Other Items for Discussion & Future agendas	Pediatric Champion	Tabled until next meeting
26. Next Meeting	Nov 14th Aspirus Medford Hospital	
27. Adjourn	Motion to adjourn	

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	1 st : Jim 2 nd : Del Motion result: Motion Carried	
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