

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting
 Aspirus Medford Hospital, 14 November 2018, 0900-1200

Location: Aspirus Medford Hospital, 135 S Gibson St, Medford, WI 54451 Room: Community Education 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	Quorum verified: Hospitals, Trauma, EMS, Public Health, Clinics, CMS
2. Call to Order	Meeting called to order @0900	
3. Opening Thought	“While it may seem small, the ripple effects of small things is extraordinary.” Matt Bevin, Governor of Kentucky	
4. Approval of Minutes of Previous Meeting	Discussion: N/A Motion to approve October minutes. 1 st : Del 2 nd : Sandy Motion result: Motion Carried	
5. Agenda Review and Additions	Discussion: Move WISCOM/WITRAC report to beginning of agenda Motion to approve November agenda. 1 st : Del 2 nd : Bob Motion result: Motion Carried	
Old Business		
6. FA Report: Anick Budget Review	Discussion: Cell Phone Stipend-\$40/month for MA, Trauma and HERC coordinator-DHS and Anick support. Motion to approve \$40 stipend for HERC contracted staff 1 st : Bob 2 nd : Sandy Motion result: Motion carried Old Computers-New computers are in. Need to collect old computers to have wiped clean and donate to non-profit. Need a statement of release with computers.	

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	<p>Motion to collect and clean 3 computers and then donate to a non-profit along with a release and hold harmless statement. 1st: Sandy 2nd: Bob Discussion: cost to wipe clean. Has been budgeted. Motion result: Motion carried.</p> <p>Incoming funds-trainings, WISCOM, carry-over for 2019-2020</p> <p>Spending: \$25,186.70 year to date, some outstanding fees still being processed. Correct error on postage and consulting lines of budget. See budget document for specifics.</p> <p>Motion to approve FA Report 1st: Del 2nd: Sandy Motion result: Motion Carried</p>	
<p>7. (Presentation) Exercise: MCI, MF, FAC TTX</p>	<p>JSI Presentation sharing findings from exercise See Presentation Slides After Action Review Discussion: Objective 1: all critical partner notification should be WISCOM or EM resource. Objective 2: Use WEAVR as a means of cross-credentialing? Patient tracking (“EM Track”)-available to the HERC through EM resource, not currently utilized. Crisis standards of care-who is responsible when assets and resources run out for patients. Family reunification through “Safe and Well”-through Red Cross. Toll free number for HERC or 211 number for general information. Objective 3: WEM template to reference in the region during an event.</p>	<p>HERC Coordinator to share presentation and final AAR with members.</p>

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	<p>Objective 4: No pre-identified family assistance centers, but many pre-identified shelters to be used as both a shelter and family assistance center.</p> <p>Additional findings: need to develop family assistance center work-group with PH members of HERC. MOU of shelters from Red Cross and HERC workplan for family assistance centers- duplication of services? Work with the Red Cross to incorporate family assistance center plans into existing Red Cross plans.</p> <p>HIPAA-public health law as a resource. Going forward try to maintain HIPAA to best of abilities when writing plans.</p> <p>Motion to approve AAR pending suggested revisions 1st: Joan 2nd: Sue Motion result: Motion Carried</p>	
<p>8. BP1 Supplemental Work Plan</p>	<p>Currently being updated to align projects outlined in the budget. HERC Coordinator to revise and present at the January meeting</p>	<p>HERC Coordinator to review work plan, adding identified work</p>
<p>9. Regional Medical Coordination Plan</p>	<p>Planning group draft shared On-site v. in facility activation-coordination plan requires hospitals to be aware since they activate. Concepts to be shared and vetted with hospitals this afternoon. Presentation to be posted.</p>	<p>HERC Coordinator to share the Medical Coordination Plan with members via</p>
<p>10. bParati NCW HERC Attendees</p>	<p>Review & Outstanding Requests for Reimbursement Moving towards having one umbrella over 7 different HERC silos. Motion for NCW HERC to approve chair and vice-chair to vote for incorporation with other 6 regions at Fridays advisory meeting under 1 overarching umbrella. 1st: Del 2nd: Bob Motion result: Motion carried Branding and Marketing</p>	

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<p>11. WITRAC/ WISCOM</p>	<p>Introduce Bert Since August conducted 7 no notice WISCOM roll call drills. (Neillsville, Antigo, Park Falls, St. Michaels Stevens Point, Weston, Stanley, Aspirus Stevens Point) See report document from Bert for specifics. Positives: willingness to learn, good participation from facilities and dispatch, cheat sheets next to radios. Improvements: MMC needs a working radio, engage more staff to train on radios, more roll call engagement from Ascension Tomahawk, Rhinelander and Eagle River, facilities need to power-down units every month to update to avoid technical problems. Trainees becoming trainers for facilities. HUCS, EMTs and paramedics seem comfortable, focus on training nurses.</p> <p>Usage of WISCOM by EMS? Not every agency is required to use/currently uses WISCOM so would be difficult.</p> <p>Next step handhelds for chair and vice chair. Budget for WISCOM for call centers/purchase of a stronger portable radio for coordinator.</p> <p>Steven’s Point Aspirus Radio installed.</p> <p>Motion to approve Marshfield Medical Center Cost Sharing SBARF approximately \$7200 to purchase and install radio (\$4800 to purchase radio). Concern about being overbudget for all projects we have in que.</p> <p>Discussion: Cost Share (\$4805.50 MMC and \$2475 by HERC) Vs. HERC alone funding for purchase and install. Would rather pay for equipment instead of install so that the facility would be responsible for future maintenance and future installs.</p>	<p>HERC Coordinator to share WISCOM SME Report</p>
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	<p>Motion to change Cost share to have MMC pay for install (\$2475) and HERC pay for radio (\$4805.50). 1st: Del 2nd: Jason Discussion: have the work done by Neilson. Concern that this is not what we have done in the past with fully funding the radio and install for hospitals. Breaking our precedent and damaging HERC reputation? Removal cost needs to be factored in still. Result: Motion Carried</p>	
12. HERC Coordinator Report	Independent review. Mailed out to the board 11/01/18	HERC Coordinator will continue to provide monthly updates. Contact HERC Coordinator with any questions.
13. Response Plan	Assignment/Facilitation/Writing. Who writes it? NCW HERC Coordinator was asked to develop again by 5 regions and is hesitant after talking with state. Not in scope of work. Contract drafted for 5 regions. NCW HERC wants their coordinator to write theirs, but not in his contract. HERC Coordinator meeting tomorrow will help to decide specifics. Draft to be presented at January Meeting.	
14. NCW HERC Logistics	HERC Coordinator discussed specifics and easy deliverables for improving response capability: GETS/WPS, Expanding Office 365, 24/7 Notification, Email, PO Box. Some nominal charges will be incurred related to this and some charges may be incurred related to activation. This is why the \$5000 of flex spending moneys was budgeted and can be allocated as appropriate. Motion: Approve HERC Coordinator to move forward with Response Plan essentials utilizing \$5000 budgeted for occurring projects. 1 st : Del 2 nd : Sandy Motion Result: Carried	

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15. Opioid Mini Grant	Update: Grant application submit. NCW HERC collaborating with NCRTAC, applying for \$40,000. The project will encompass the already approved AHLS course; as well “Bad Batch” a first responder opioid response sim-cell. Last, it will include a educational campaign for first receivers to improve safety and outcomes for care providers and patients.	
16. HICs Course Jan 2019	Four hospitals responded looking to hold courses. Locations: Howard Young, Good Sam, Marshfield, Aspirus Langlade. Three courses will be covered by state. The fourth will need to be covered from the NCW HERC training budget. Motion: Approve additional training cost for 4th (\$2750) Discussion: None. 1 st : Bob 2 nd : Del Motion result: Carried	HERC Coordinator to identify where each hospital will plan to have HICS staff attend
17. HHS ASPR CDP Aggregate Pilot	Update. Information collected has been submit. The overall goal was to collect and identify true surge availability. Key findings: PACU increased availability significantly, receiving facility discharge created many beds, maternity and OB was often not accounted for in surge capacity numbers and is not currently included in EMResource. NCW HERC now has a one-page document outlining potential surge capacity for the entire region.	
18. NCW HERC MOUs	Update. NCW HERC has received the three draft MOUs. Still need to be reviewed. HERC Coordinator to outreach for input in editing draft over December.	
19. DPI and DOJ School Security	No new report. Multiple outreaches with no response.	
New Business		

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<p>20. Simplified Bid Contracts</p>	<p>Discussion: HERC Coordinator has completed the simplified bid process, outreaching three contractors. One was way over budget. The second was substantially low, lacking a lot of detail. Concern noted related to ability to provide services NCW HERC needs. HSS fell within the budget and has familiarity to the projects NCW HERC wants completed.</p> <p>Motion: To approve the three contracts developed by HSS and begin planning for two exercises and one workshop. 1st: Del 2nd: Sandy Motion result: carried.</p>	<p>HERC Coordinator to assure that contracts are signed and shared with contractor to begin work.</p>
<p>21. CMS Board Member Needs</p>	<p>Discussion. Becky Lindner was let go from AHAAH. She served as a board member. Annalisa Kania has been attending in her absence. Per bylaws, NCW HERC will need to identify a new CMS board member at the next CMS Member engagement meeting.</p>	
<p>22. Marketing Plan</p>	<p>Tabled.</p>	
<p>23. HVA Annual Review</p>	<p>Review will be posted for member review in December.</p>	
<p>24. Sector Reports</p>	<p>Hospitals- Meeting later in the day to cover the Regional Medical Coordination Plan and EMResource QI Project EM- Prepping for a couple exercises, including a regional EOC opening EMS/RTAC- RTAC new position statement spinal immobilization, Stop the bleed classes, Dec 6 EMS for children, prepping for conference in May 2019. Public Health- NA Clinics- NA CMS- Board vacancy. Inspection season!</p>	
<p>Upcoming Training and Exercises</p>	<p>Check http://www.ncw-herc.org/eventscalendar/ for upcoming events, meetings and trainings</p>	

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25. Other Items for Discussion & Future agendas	Advisory Group Discussion, ESF 6 & 8 Regional Review, Pediatric Champion, HVA	
26. Next Meeting	JAN 9th, 2019 0800 or 0900 to 1100 Stevens Point Holiday Inn Convention Center	
27. Adjourn	Motion to adjourn 1 st : Sandy 2 nd : Jason Motion result: Carried	