

North Central Wisconsin Healthcare Emergency Readiness Coalition  
 NCW HERC Hospital Meeting  
 Aspirus Medford Hospital – November 14, 2018, 1300-1600

<p><b>Location:</b> Aspirus Medford Hospital, 135 S Gibson St, Medford, WI 54451 <b>Room:</b> Community Education Room  <b>Call in Number-</b> (571) 317-3112 <b>Pass code-</b> 214-565-613          Go to Meeting Link: <a href="https://global.gotomeeting.com/join/214565613">https://global.gotomeeting.com/join/214565613</a>          First GoToMeeting? Try a test session: <a href="http://help.citrix.com/getready">http://help.citrix.com/getready</a></p>		
Agenda Item	Talking Points	Action Steps
1. <b>Introductions</b>	<p>Introductions.          Attending: Documented on sign in sheet.          Calling in: Documented on sign in sheet.</p>	
2. <b>Approve Minutes</b>	<p>Approve September minutes          Discussion:  <b>Motion</b> to approve previous Minutes:          1<sup>st</sup>: Ed 2<sup>nd</sup>: George          Motion result: Carried</p>	<p>Please review minutes at:  <a href="http://www.ncw-herc.org/what-we-do/meetings/">http://www.ncw-herc.org/what-we-do/meetings/</a></p>
3. <b>Review of Agenda</b>	<p>Discussion:  <b>Motion</b> to approve current agenda.          1<sup>st</sup>: Cindy 2<sup>nd</sup>: Deb          Motion result: Carried</p>	
4. <b>EMResource WITRAC Presentation and Drills</b>	<p>See presentation slides          Discussed 2017-18 data, best practices, the state of drilling in the region, established new performance measures.          Three drills held: Bed count, MCI and Resource Request</p>	<p>HERC Coordinator to share presentation with members          Members encouraged to outreach the HERC Coordinator for individual in-services</p>
5. <b>Regional Medical Coordination Plan Rollout</b>	<p>See presentation slides.          Discussed best practices outlined by members over the past year.          This document is meant to supplement Medical Surge and Evacuation Plans.          It is important that external EMS partners are aware of your facilities triggers.          Hospitals generally will activate and need to have awareness from the field to be able to activate.</p>	<p>HERC Coordinator to share slides.          Hospitals are encouraged to cross reference the Regional Medical Plan concepts and seek to include these concepts into their med surge and evac plans.          Hospitals are encouraged to have conversations with EMS agencies about trigger numbers for medical surge.</p>

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<b>6. Mutual Aid MOU</b>	Update. All hospital legal departments have reviewed the Mutual Aid Agreement. Some additional changes recommended with the final review. Nothing that changes the content, but formatting and if an organization opts out agencies will be notified. This will result in a list of mailing addresses for notice of severance. This will require review of all facilities with changes and recollection of signatures.	HERC Coordinator to share the final reviewed copy Members are encouraged to review and provide signatures
<b>7. WITRAC/ WISCOM</b>	<p><b>WITRAC:</b>          QI Project and presentation. See slides and agenda item #4</p> <p><b>WISCOM:</b>          Shared WISCOM SME Quarterly Report.          Of the 6 drills held, 3 where with 80% response rate.          Engagement of Dispatch becoming routine</p>	HERC Coordinator to email WISCOM SME Quarterly Report
<b>8. Engaging Executives and Providers</b>	<p>HICS January 2019:          HYMC, Marshfield, Good Sam, Aspirus Langlade          CST Exercise in March 2019. Region is rated on participation of executives          May 2019 Pediatrics in Disasters at Marshfield Medical Center.          HERC Engagement Presentation available upon request</p>	
<b>New Business</b>		
<b>9. Hospital Closed Point of Dispensing (PODs) Follow-up</b>	Reminder to hospitals to be working with respective public health agencies to establish their facilities as closed points of dispensing (PODs.)	Members are to contact HERC Coordinator if further assistance is needed
<b>10. NIMS Compliance</b>	Reminder to sign letter and email to HERC Coordinator. NIMS Compliance is required to receive federal HPP dollars.	Members to print and sign NIMS Compliance letter and email to HERC Coordinator

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<b>11. EPFAT Survey</b>	Reminder of the EPFAT survey to pre-identify critical infrastructure needs. Members to contact HERC Coordinator for questions related to the survey.	HERC Coordinator to email a reminder
<b>12. 2019 CST Exercise</b>	Contractor has been identified, but not yet finalized. February meeting will be exclusively focused on CST.	
<b>13. Agency Updates/ Real-life Events</b>	Tabled. President did come to the region last quarter. Briefly discussed the prep work from a healthcare prospective, secret service involvement and plan and facility review.	
<b>14. Disaster Response Trailer Hospital Survey</b>	What is needed in this trailer? How can we bolster existing trailers in the region? 30,000 available for bolstering the trailers. Ideally three trailers will be bolstered: north, central, and southern parts of the region.	
<b>15. Agency Updates</b>	Tabled.	HOSPITALS: PLEASE MAKE SURE YOU ARE SUBMITTING EXERCISE & REAL EVENT INFORMATION FOR FEDERAL MATCH:  <a href="https://www.surveygizmo.com/s3/3321278/WHEPP-Exercise-and-Real-Event-Report-F-02007-01-2017">https://www.surveygizmo.com/s3/3321278/WHEPP-Exercise-and-Real-Event-Report-F-02007-01-2017</a>
<b>16. Upcoming Training Opportunities</b>	HICs January Business Continuity Planning Feb 2019 Pediatrics in Disasters- May 13 & 14, 2019 CST Mar 2019	
<b>17. Region Resource Needs</b>	<ul style="list-style-type: none"> <li>• WISCOM Radio Marshfield Medical Center</li> <li>• Evacuation/Triage/Staging Trailer</li> </ul>	
<b>18. Future Agenda Topics</b>	CST	
<b>19. Next meeting</b>	<ul style="list-style-type: none"> <li>• Feb 13, 2019 Location TBD</li> </ul>	

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<b>20. Adjourn</b>	<b>Motion</b> to Adjourn. 1 <sup>st</sup> : Melody 2 <sup>nd</sup> : George Motion result: Carried.	
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