

North Central Wisconsin Healthcare Emergency Readiness Coalition  
 NCW HERC Board Meeting  
 Aspirus Weston Clinic, 13 February 2019, 0900-1200

**Location:** Aspirus Weston Walk-In 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
<b>1. Attendance and Quorum Determination</b>	Introductions Phone: Linnea B, James L, Bert N, Audrey E, Joan T, Annalisa K, Ingrid G, Jim M, Sue K, Teresa E, Robbie D, Dr. Vayder, Del H, Doug H, Erica K, Michael F, Svea E, Dr. Chase, Molly O	<b>Quorum verified:</b> Hospital, CMS, Trauma, EMS, PH
<b>2. Call to Order</b>	Meeting called to order @ 0900	
<b>3. Opening Thought</b>	The Mind Gym	
<b>4. Approval of Minutes of Previous Meeting</b>	Discussion: N/A <b>Motion to approve January minutes.</b> 1 <sup>st</sup> : Joan 2 <sup>nd</sup> : Sue <b>Motion result: Motion Carried</b>	
<b>5. Agenda Review and Additions</b>	Discussion: N/A <b>Motion to approve February agenda.</b> 1 <sup>st</sup> : Jim 2 <sup>nd</sup> : James <b>Motion result: Motion Carried</b>	
<b>Old Business</b>		
<b>6. FA Report: Anick Budget Review</b>	Discussion: January Spending: \$13,589 YTD: \$57, 887. Almost have spent carry-over from last year. A lot of spending soon for upcoming projects. Can carry over \$48,000 to next year as we are continually under budget.  Opioid Mini-grant-Funding allotments: \$5,000/Coordinator for mileage and presentation costs. Presentations (6-12) being made	

North Central Wisconsin Healthcare Emergency Readiness Coalition  
 NCW HERC Board Meeting  
 Aspirus Weston Clinic, 13 February 2019, 0900-1200

	<p>by the last quarter of this fiscal year and at the trauma conference. Presentation made by contractor.</p> <p>RTAC Coordinator budget line movement: Move remaining funds from 8801 (650 +1045- expenses used) to 8707.</p> <p><b>Motion to approve FA February Report</b>          1<sup>st</sup>: Jim 2<sup>nd</sup>: Jason</p> <p><b>Motion result: Motion Carried</b></p>	Ingrid with Annik to adjust the budget line monies from 8801 to 8707
<p><b>7. Response Plan, RMCP, 24/7 Activation, Responder Expectations Outline</b></p>	<p>Responder expectations: Drafted in response plan.</p> <p>Responder funding:          1900-0700 after hours and weekends. Weekends on call total 48x2x52=4992          Evenings/year 12x2x5x52=6240          \$2 per hour and \$100 for activation (chair, vice chair, RTAC, HERC Coordinator, NWW coordinator, MA activation \$200 only if needed (after hours)</p> <p><b>Annual budget of \$12,000</b></p> <p>Response Plan and RMCP reviewed during CST discussion.</p>	
<p><b>8. Disaster Response Trailer</b></p>	<p>Update: \$30,000 set aside. Strategic placement (Marathon County, Oneida County, Wood County?) \$10,000 for each trailer. Portable shelter, extension cords?</p>	HERC Coordinator to follow-up with EM and Hospitals for possible projects and develop pre-identified request list
<p><b>9. WITRAC/ WISCOM</b></p>	<p>Update: 6 local exercises at 6 different hospitals since last report. Contacting dispatch centers with success in majority of counties. Good participation and familiarity with radios overall.</p> <p>Portables: back-up for hospitals if their radio fails. Second radio for HERC member.</p>	

North Central Wisconsin Healthcare Emergency Readiness Coalition  
 NCW HERC Board Meeting  
 Aspirus Weston Clinic, 13 February 2019, 0900-1200

	<p>MMC: type 1 radio in process of getting installed and staff trained before CST Exercise.</p> <p>Riverview: moving radio this week or next week. Plan to be operational March 4<sup>th</sup> or 5<sup>th</sup> in time for exercise. Deploy one of the portable radios?</p>	
<b>10. HERC Coordinator Report</b>	<p>Independent review. Mailed out to the board <b>02/06/19</b></p> <p>Reviewed CMS Database update and progress. Shared Coalition structure document</p>	<p>HERC Coordinator will continue to provide monthly updates. Contact HERC Coordinator with any questions.</p>
<b>New Business</b>		
<b>11. Advisory Group Follow-up</b>	<p>Discussion “Stance” on document: Advisory Board being the entity with HERC chapters underneath. Differed from January meeting and will be talked about this month.</p> <p>Incorporation document has been shared with the board.</p> <p><b>Motion to accept and approve stance document for advisory board to move forward with incorporation</b></p> <p>1<sup>st</sup>: Joan 2<sup>nd</sup>: Sue</p> <p><b>Result: Motion Carried</b></p>	
<b>12. Presenter</b>	<p>Erica Kain-EMSC/ Pediatric Champion Introduction to Emergency Medical Services for Children</p> <p>Doug Hill- Crisis Standards of Care <b>SEE PRESENTATION</b></p>	<p>Erica Kane with EMSC Contact Info:</p> <p><a href="mailto:ekane@chw.org">ekane@chw.org</a></p> <p>414-337-4572</p> <p>Doug Hill</p> <p><a href="mailto:djh1967@gmail.com">djh1967@gmail.com</a></p> <p>715-581-5730</p>
<b>13. Coalition Surge Test Willdan Homeland Solutions</b>	<p><b>SEE PRESENTATION</b> by Willdan Homeland Solutions</p> <p>Establish Breakout Moderators-</p> <ul style="list-style-type: none"> <li>• CMS: Annalisa &amp; Kate</li> </ul>	<p>HERC Coordinator to shared slides from Willdan’s Presentation</p> <p>Follow-up with Sue and Ed about facilitating</p>

North Central Wisconsin Healthcare Emergency Readiness Coalition  
 NCW HERC Board Meeting  
 Aspirus Weston Clinic, 13 February 2019, 0900-1200

	<ul style="list-style-type: none"> <li>• Hospitals: Ed &amp; Jim</li> <li>• EMS: Michael &amp; Del</li> <li>• PH: Sue &amp; Joan</li> <li>• EM: Teresa &amp; Phil</li> </ul> <p>CST Evaluators:</p> <ul style="list-style-type: none"> <li>• WISCOM: Bert Nitzke</li> <li>• MABAS: Eric Lane</li> <li>• CSC: Doug Hill</li> <li>• Pediatrics: Brenda Fellenz</li> <li>• HERC Response: Del, Linnea, Dr. Vayder, Michael</li> </ul> <p>Timeline established</p> <p>Review Questions: How would my facility participate in a hospital evac? <b>EMS</b>-no other questions; <b>PH</b>-What does it take to declare a public health emergency? Infectious patient? Food and water concerns? Ripple effect into the community of a hospital evacuation? What role does public health play in each county? <b>EM</b>- What resources provided? How would resources get there? Time to get resources there?</p>	
<p><b>14. Sector Reports</b></p>	<p><b>Hospitals</b>- CST, Incident command pre-instituted for Cold and Snow the past month and everything went smoothly.</p> <p><b>EM</b>- Grant closing and usual business, power-outage in Merrill during the cold (hospital and high school open as warming shelter)</p>	

North Central Wisconsin Healthcare Emergency Readiness Coalition  
 NCW HERC Board Meeting  
 Aspirus Weston Clinic, 13 February 2019, 0900-1200

	<p><b>EMS/RTAC-</b> Transporting patients in snow and cold, discussion related to when is it safer to not transport a patient when care needs exceed facilities ability</p> <p><b>Public Health-</b> Opening warming centers, public notification of cold education and stocking up with supplies during the cold and snow.</p> <p><b>Clinics-</b> Some clinics closed, others did not. Heat problems with one clinic.</p> <p><b>CMS-</b>Home health and hospice had difficulty during cold and snow regarding employee travel.</p>	
<b>15. Upcoming Training and Exercises</b>	Check <a href="http://www.ncw-herc.org/eventscalendar/">http://www.ncw-herc.org/eventscalendar/</a> for upcoming events, meetings and trainings	
<b>16. Tabled Items for Future Discussions</b>	<b>Pharmacy MOU, BP1 Supplemental Work Plan, CMS Exercise Planning Team, Marketing &amp; Communications Plan Team, FAC Exercise</b>	
<b>17. Next Meeting</b>	<b>March 13, 2019 CST Facilitated Discussion/ After Action Review AWH MEDALLION ROOM</b>	
<b>18. Adjourn</b>	<p><b>Motion to adjourn</b></p> <p>1<sup>st</sup>: Del 2<sup>nd</sup>: Molly</p> <p><b>Motion result: Motion Carried</b></p>	