

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting
 Aspirus Family Health Specialists, 11 Sept 2019, 0900-1200

NCW HERC Board Members		<i>Clinics</i>		NCW HERC Guests and Presenters	
	<i>Hospitals</i>		Molly O'Malley	X	Sandy Johnson-MMC-Marshfield
X	Jim Monarski		Suzi Okey	X	Mary Fay-Shields-Red Cross
X	Josh Englund		<i>CMS</i>	X	Bob Weinert-Portage Co. EM
	<i>EMS</i>		Annalisa Kania		
X	Delmond Horn	X	Jean Winter		
	Jared Thompson		<i>Tribal</i>		
	<i>Emergency Management</i>		James Lane		
	Phil Rentmeester	NCW HERC/NCRTAC Staff			
X	September Murphy	X	Robbie Deede		
	<i>Public Health</i>	X	Michael Fraley		
X	Joan Theurer		Dr. Tim Vayder		
X	Sue Kunferman	X	Travis Nixdorf		
	<i>Trauma</i>				
X	Jason Keffeler				
X	Dr. Michael Clark				

Location: Aspirus Family Health Specialists, 2720 Plaza Dr Wausau, WI 54401 Room: Lower Level Conference Room

Call in Number- (571) 317-3112 **Pass code-** 214-565-613

Go to Meeting Link: <https://global.gotomeeting.com/join/214565613>

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Agenda Item	Talking Points	Action Steps
1. Attendance and Quorum Determination	Introductions	Quorum verified:
2. Call to Order	Meeting called to order @0900	
3. Opening Thought	Discussion, sometimes best strategies for success are identifying things to not do. The "Inverse Code of Conduct for Success", a list of individual actions to not allow in your meetings, teams or workforce. Identifying these as tendencies that will not be tolerated will lead to heightened success <ol style="list-style-type: none"> 1. Set weak goals 2. Complaining/passing blame 3. Criticizing others 4. Bring low energy 	

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	<p>5. I wish/ if only/ the “gonna” gun 6. Excuses for falling short 7. Wasting time on meaningless things 8. Overwhelmed/Busy 9. Nervous about little things</p>	
<p>4. Approval of Minutes of Previous Meeting</p>	<p>Discussion: None Motion to approve previous meeting minutes 1st: Del 2nd: Jim Motion result: Carried.</p>	
<p>5. Agenda Review and Additions</p>	<p>Discussion: None Motion to approve current agenda 1st: Jason 2nd: Josh Motion result: Carried</p>	
<p>6. FA Report: Anick Budget Review</p>	<p>Discussion. Updated budget numbers have not been provided from FA at this time. HERC Coordinator will share with the board up receiving.</p>	<p>HERC Coordinator to share updated budget YTD upon receiving update from FA.</p>
<p>7. CST</p>	<p>Update. 2020 will be a multiple facility evacuation. It will not make the 20% requirement, but this has been reviewed and approved with OPEHC. NCW HERC will simulate the evacuation of 5-6 northern most facilities. A nursing home evacuation will be a component of this. Targeted facilities include: Flambeau, Ascension North with Aspirus Langlade, and or Good Sam. Most facilities will be tabletop with functional elements, one hospital will be full-scale with actors. Board needs to review and identify contractor to work with moving forward.</p>	<p>This will remain a standing agenda item.</p>
<p>8. Project Updates</p>	<p>Essential Elements of Information document shared and reviewed. The document outlines true surge capacity for hospitals in the region and outlines estimated ground transport times, comparing all hospitals. Discussion on restricted v. unrestricted beds. Discussed the importance of exploring aerial transport times and transport to level 1 & 2 facilities in the Midwest. HERC Coordinator currently working with Spirit and Medevac to get this information.</p>	

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	<p>The other EEI discussed would be true rig capacity in the region, identifying all ALS and BLS rigs in the region. RTAC and HERC Coordinator have begun collaborating to collect this information.</p> <p>Temp shelters. Correct materials have been shipped out from EZ-Up distribution to recommence upon receiving correct materials.</p> <p>HERC logo discussed. Pick up where project was paused last year. Desired need to marketing but lower priority. NTC, Nicolet, MSTC, Marathon County, and UWSP identified as organizations to outreach.</p> <p>Pharm/POD/Tribal MOUs- Updated. Fulfillment of these has been identified as a priority for HERC Coordinator sub workplan for 19-20. Three federally recognized tribes at three different places currently with MOUs. Pharm MOU, outreach is ready to begin and now identify with private organization would be interested in partnering. POD MOUs discussed with PH last week and meeting with hospitals later today. Getting three MOUs cleared through respective legal: Aspirus, Marshfield and Ascension will help ensure this project is fulfilled. Targeted completion date for these individual MOUs would be Jan 2020.</p> <p>Discussion to review and confirm prospect contractors identified in the simplified bid compiled by the HERC Coordinator and develop work groups moving forward. Simplified bid document reviewed and discussed.</p> <p>Family Assistance Center Plan Revisions and Full-Scale Exercise: HSS Solutions appears to be the logical solution with working knowledge to existing plans, last year's exercise and competitive bid. Motion to accept contracts as proposed in simplified bid as identified. Rebecca L (Oneida Co.), Sue (Wood Co.), Mary (ARC) and HERC Coordinator identified as initial planning team. Targeted FSE date would be in the first two weeks of June 2020.</p>	<p>HERC Coordinator to provide an update on this next month with additional information received.</p> <p>HERC Coordinator to provide an update next month.</p> <p>HERC Coordinator to reach out to graphic design schools to gauge interest for a potential scholarship project.</p> <p>HERC Coordinator to confirm with contractors and begin process with planning group towards execution of projects.</p>
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	<p>CST FSE: HSS EMSolutions identified as contractor, related to RFP and competitive rate. Adding HSS would provide an additional discount if multiple HERCs collaboratively conduct their CST with HSS. Jim (Medxcel), Josh (Flambeau), Del H(EMS) Dr. Clark (Trauma) identified as part of the planning committee. Deb (Aspirus) or Cindy (Medxcel) would also make sense.</p> <p>COOP/Recovery Plan: Per board discussion NCW HERC will work with Grey Horse. They did come close to the targeted budget and cost savings from other projects will make up for there this went over. Template plan and concepts already noted from previous projects. NCW HERC will be working with Ty Zastava who worked as Preparedness Coordinator for Wood Co. For many years.</p> <p>POD/COIN workshop: Bids discussed needing revision. The scope of the projects has also changed. Board discussed having HERC Coordinator reach out to contractors to see if they would entertain a focused scope for \$10000 for both projects and joint planning. Targeted POD Workshop date: April 2020. Targeted COIN workshop date: Jan 2020 possibly with the HEP conference.</p> <p>HICS: HSS EMSolutions is the identified contractor as they are the only ones who submit a bid.</p> <p>Motion: For the chair to sign contracts and begin fulfillment of projects with contractors as discussed above. 1st: Sue 2nd: Jason</p> <p>Motion result: Carried.</p>	
<p>9. Training Plan</p>	<p>Reviewed. All training requests have been submitted through the proper channels. Awaiting approvals. HERC Coordinator to post self-paced training to the "Tools" page.</p>	<p>HERC Coordinator to post self-paced training to the "Tools" page.</p>

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<p>10. IMATS</p>	<p>Discussed the Inventory management system. This will be used to document SNS materials, a way to manage PH supply inventory and last will serve as an option for cataloging NCW HERC supplies.</p>	<p>HERC Coordinator to attend the course to be held in Wausau Oct 3</p>
<p>11. WITRAC/ WISCOM</p>	<p>EMResource (WITRAC) Update: Eric Anderson is the new systems staff at OPEHC. He has been added to all hospital resources as an admin. He has begun developing lists of priorities for improving EMResource, taking tools already developed through regions and working with the coordinators. WISCOM and EMResource are now being viewed as a paired resource at the state level.</p> <p>WISCOM Update: The executive board has interviewed and offered the contract to Travis Nixdorf as the new WISCOM SME. Travis will be trained Sept 18th at Sacred Heart. HERC Coordinator will provide resources left by Bert at this time.</p> <p>Discussion of possibly considering of converging to make a WISCOM/ EMResource SME.</p>	
<p>12. HERC Coordinator Report</p>	<p>Discussion. Reviewed the report with the hour allotment per activity. This helps track coordinators time being spent. The board indicated they would like to continue seeing hours added to these reports.</p>	<p>Please contact HERC Coordinator if you have any questions about this report.</p>
<p>13. DNC & DARES</p>	<p>DARES: A one-page document is being developed and is in review at state right now. HERC Coordinator will share when it is completed.</p> <p>DNC: Planning meetings have begun and monthly planning meetings to follow. Nine targeted trainings being coordinated. These trainings will be prioritized to facilities in a targeted radius of Milwaukee. Though not confirmed this would impact counties up to three hours away from Milwaukee. Portage, Wood and Marathon counties have the highest possibility of playing a role related to proximity.</p>	<p>This will remain a monthly standing agenda item.</p> <p>Hodag/ Lifest July 9-12, 2020 Rock Fest / Rock USA July 16-18, 2020 EAA July 20-26, 2020</p>
<p>14. Large Event Medical Plan/ DHS 110</p>	<p>Discussed changed identified. This has been expedited by state. This will largely affect EMS, but most significantly impact HERCs related to Mass Casualty planning for mass gathering. This will require additional information to be submit in the Mass Gathering plan submit and approved by state.</p>	

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	HERC Coordinator discussed the efforts that took place in collaboration with core HERC partners in planning for this event, HERC assets were able to be deployed that otherwise would not have been available. This includes: WISCOM radios, GETS cards, EMResource. A precedence of situational awareness was established and will be good practice moving forward for when this statute is formally updated.	
15. OPEHC Meeting Updates	Discussion and review of the HERC staff meeting and Advisory Group meeting.	HERC Coordinator to share the minutes from the HERC staff meeting and AG meeting.
16. Sector Reports	<p>Hospitals- Exercising, inspections, large events fall rides surging, meet later today.</p> <p>Emergency Management- Fall Ride. Cyber Security Training. Evac planning Nov 18 and 19th. Senior Officials Training. Debris and storm follow-up still underway for federal declaration. EOP revisions being conducted. Langlade currently seeking a new EM.</p> <p>Public Health- Met 09.07. Flu vaccine will be delayed this season. Langlade is seeing new Health Officer. Clark hired a new Health Officer, Brittany Mews. Embridge Full Scale exercise in Portage/Wood counties.</p> <p>EMS- DHS 110, Discussion to strengthen medical director requirements EMS Board certification, Marathon County EMS pilot</p> <p>RTAC/Trauma- Trauma rule open and available for public comment. This will be closed soon.</p> <p>Clinics- No updates.</p> <p>CMS- No updates.</p>	
17. Upcoming Training and Exercises	Check http://www.ncw-herc.org/eventscalendar/ for upcoming events, meetings and trainings	
18. Tabled Items for Future Discussions	MRC, ESarVP	
19. Next Meeting	Aspirus Weston Clinic Oct 9, 2019	
20. Adjourn	<p>Motion to adjourn 1st: Jim 2nd: Jason Motion result: Carried.</p>	