

# North Central Wisconsin-Healthcare Emergency Readiness Coalition

## NCW-HERC

Aspirus Weston Clinic 11 NOV 2015

Agenda Item	Talking Points	Action Steps
<p><b>1. Introductions</b></p>	<p>Introductions made. The following were present: Tamarah Scholze, Chris Kalata, Joan Theurer, Sue Kunferman, Michael Fraley; and on the phone Dr. Tim Vayder, Delmond Horn, Shawn Mertzner, Denny Thomas, Jason Keffeler</p>	<p>Meeting from 09:00-12:25</p>
<p><b>2. Review of Agenda</b></p>	<p>Agenda reviewed and approved.</p>	<p>Order of agenda modified to discuss Bylaws first. Additional items added were Emergency Ambulatory Surge Capacity MOU and one page newsletter to all Coalition members.</p>
<p><b>3. Review of past meeting Minutes</b></p>	<p>Approved with change to minutes to fix spelling of “fine” under 2<sup>nd</sup> bullet of Item #4 Bylaws should be “find” and “Crises” vs “Crisis” under Item 5, 3<sup>rd</sup> bulleted item.</p>	<ul style="list-style-type: none"> <li>• Jim will make the change</li> </ul>
<p><b>4. NCW-HERC By-Laws</b></p>	<ul style="list-style-type: none"> <li>• Corrections from last meeting – inserted address, referenced Coalition, and President removed and replaced with Chair.</li> <li>• Further discussion at the meeting – Treasure position eliminated under Article V Officers and components placed under Article VI Staff for Fiscal Agent as well as statement regarding review of Fiscal Agent responsibilities added; inserted title changes around Regional Medical Advisor, Regional Trauma Advisory Council Coordinator, Healthcare Coalition Coordinator/NCW-HERC Project Coordinator throughout Bylaws; Under Article III Membership replaced employees with staff; added Fiscal Agent Representative as staff; Under Article IV Directors created another section for Staff and added Fiscal Agent; Article IV Directors modified quorum to be half of the</li> </ul>	<ul style="list-style-type: none"> <li>• Some changes were made to document during the meeting. Tamarah will search the document for terminology consistencies and complete the final changes.</li> <li>• Tamarah will review document with Jim.</li> <li>• Tamarah and Denny will sign the Bylaws effective 11 November 2015.</li> </ul>

# North Central Wisconsin-Healthcare Emergency Readiness Coalition

## NCW-HERC

Aspirus Weston Clinic 11 NOV 2015

	<p>representative organizations – meaning 4 of the 8 sections must be present; eliminated duplicative statement under Article V regarding terms; and inserted “hired through the State of Wisconsin with input by the board” for Healthcare Coalition Coordinator under Article VI Staff.</p> <p><b>A motion was made by Sue Kunferman and 2<sup>nd</sup> by Joan Theurer to accept the Bylaws with changes noted. No further discussion. Motion passed unanimously.</b></p>	
<p><b>5. HCC Advisory Board</b></p>	<ul style="list-style-type: none"> <li>• BP3 carry over reviewed. Agreed with the 4 identified items from the State - WISCOM Hospital Radio Reprograming; Training through DQE and BDLs/ADLS; EMS Leadership Academy; EMS Responder and Health Activities. After discussion, the Board also recommended EMS Medical Director Training and Law Enforcement tourniquets, though this item may already be currently funded.</li> <li>• Fatality Management Plan – Jim received a copy of the Regional Fatality Management Plan from Ty. Jim will email this Plan to the Board where we are to review for gaps. County LPH units are in process of reviewing this plan. Target for completion is March of 2016.</li> <li>• Notified Board of the release of DHS Medical Stockpile Access Policy &amp; Catalog that was previously distributed. Identified that policy and form was also located on WITrac.</li> </ul>	<ul style="list-style-type: none"> <li>• Tamarah will send an email to Carolyn Strubel with the Board’s recommendation on the BP3 carryover.</li> <li>• Jim will email copy of Regional Fatality Management Plan to Board for their review.</li> <li>• Jim will email copy of the current HVA for NCW-HERC to the Board for December discussion.</li> </ul>

# North Central Wisconsin-Healthcare Emergency Readiness Coalition

## NCW-HERC

Aspirus Weston Clinic 11 NOV 2015

	<ul style="list-style-type: none"><li>• Hospital MOU - A current MOU has been distributed to hospitals for their review and signature. The MOU provides for a non-binding agreement around sharing of supplies, equipment &amp; staff, and the ability to request transfer/acceptance of patients in the event of a facility evacuation.</li><li>• Patient Tracking –Mike and Dr. Vayder discussed the training for the pilot project entities that occurred for our Region. (Owen Withee Fire Department, Our Lady of Victory in Stanley, Stevens Point Fire Department, and Ministry St. Michael’s in Stevens Point.) Each Fire Department received a Tablet to use for the initial entry of the patient into the software system on WITrac. Hospitals will utilize their current computer system for access to WITrac. A Webinar will be scheduled with the pilot facilities in regards to the next step activities. The Board discussed potential uses (wish lists) of the system once it is rolled out - usage for fatality management tracking, integration with the family reunification process, interfacing with WARDS, electronic medical record systems, etc.</li><li>• HVA (Hazard Vulnerability Assessment). NCW-HERC’s review will be conducted at the January Board meeting. At the December meeting, we will need to discuss how we will do the HVA for January. Do we have an all member meeting to conduct the HVA...etc.</li></ul>	
--	---	--

# North Central Wisconsin-Healthcare Emergency Readiness Coalition

## NCW-HERC

Aspirus Weston Clinic 11 NOV 2015

<p><b>6. Committee/Project /Sector Reports</b></p>	<ul style="list-style-type: none"> <li>• Medical Advisors – Met on 11/10. They reviewed the EMS Medical Directory Contact list and identified it needed to be updated. General discussion on WARDS and syndromic surveillance. The Burn Surge Plan is being reviewed and a tabletop exercise and training is being planned for next month’s meeting and that will probably be held in Madison. A combined military and civilian exercise is in planning stages for June of 2016 where the exercise will be conducted at Ft. McCoy. General discussion on Ebola facilities. There is not a current list right now for the Category 2 Assessment facilities. NCW-HERC is awaiting word back from St. Joseph’s to determine what their status will be. Denny thought that perhaps they will maintain the equipment/supplies, but not meeting the staff training requirements. From a transportation component, both Spirit and MedEvac will maintain their transportation status for Ebola suspect patients. PSAP resource was discussed. Mike has obtained a list that identifies the PSAPS in our region. The thought was that the individual in Portage County would be our resource. Dr. Vayder also brought up issues around the region for future discussion on Opiate Abuse problems, EM Tracker and Resources, and regional Active Shooter Training/ Rescue Task Force.</li> <li>• NCW-HERC Website - Mike reported the site has been launched and encourages all to begin using it. We need to identify any issues and any further development needs so we can keep our partners coming back to the website.</li> </ul>	<ul style="list-style-type: none"> <li>• Jim will follow up on St. Joseph’s Category 2 Assessment status.</li> <li>• Mike will meet with Jim to train him on posting to the website.</li> <li>• Mike will coordinate feedback on website to assist with creating the one page introductory newsletter on NCW-HERC.</li> <li>• Jim to clarify with Joan the meeting needs for FAC and Volunteer Reception Training.</li> <li>• Jim to arrange for video conferencing or some type of media site that will allow for offsite participation in the training.</li> </ul>
--	---	--

# North Central Wisconsin-Healthcare Emergency Readiness Coalition

## NCW-HERC

Aspirus Weston Clinic 11 NOV 2015

	<p>Posting to the website was discussed so that Mike doesn't have to do all of the posting. Mike will meet with Jim and train him on how to post. The one page Coalition Newsletter which was added to the agenda was discussed here. The website is a key introduction to our members for the Coalition giving them that resource of where to go for information. The goal is to have this Newsletter compiled by March 1<sup>st</sup>.</p> <ul style="list-style-type: none"><li>• RTAC - Mike stated the next meeting is December 3<sup>rd</sup> and will be held at Ministry St. Clare's. The State Trauma and State EMS Directors are expected to be present. A Regional Trauma Conference is in planning stages and is expected to occur in early May. RTAC offered up a funding opportunity, and so far they have 4 applications. Last year they funded several life jacket stations in Wood, Portage, Clark and Iron Counties. They expect that requests will continue to come in for this funding as well.</li><li>• Pediatric matters resource - Penny Funk (Ministry St. Joseph's) was contacted in regards to being a resource for our Coalition. She had emailed Jim back wanting to know more about the role and scope being requested. The Board discussed and decided to "hold" on establishing this adhoc position. Penny is the Director over the Pediatric Department and could be a contact in the future if we have questions but the position would not be a designated required member. During an event, we should be able to contact a Pediatrician from Ministry, Aspirus, or Marshfield to provide guidance.</li></ul>	
--	--	--

# North Central Wisconsin-Healthcare Emergency Readiness Coalition

## NCW-HERC

Aspirus Weston Clinic 11 NOV 2015

	<ul style="list-style-type: none"><li>• Public Health – The Public Health(PH) partners met for the first time and reviewed the requirements of the Healthcare Coalition in relationship to their Emergency Preparedness responsibilities. The next meeting is in January. There was discussion around the Family Assistance Center (FAC) training and Volunteer Reception Training. Jim requested that we discuss and set up dates for the FAC training. FAC targeted audience should be PH Emergency Preparedness and PH Officers, Hospital Emergency Preparedness individual and their Hospital Family Assistance individual, County Emergency Managers and/or their designated Family Assistance individual. Joan reported that this was the Volunteer Reception Training which is scheduled for January 12<sup>th</sup> at Ministry St. Clare’s. There was confusion around this, so Jim will confirm with Joan. For this meeting, due to the coverage of territory and travel, it was thought that along with the face to face meeting that a video conferencing session occurs as well to accommodate those distant parties.</li><li>• MRC - Shawn reported that they have been reaching out with education and training regarding their capabilities. They have posted their information on WITrac. MRC does have a MOU process for those they serve. Shawn is working with Billy Bayou on potential presentation to the State Healthcare Coalition Advisory Group. NCW-HERC Board also felt it would be a good presentation to have at our Board meeting to learn about their capabilities and resources. MRC does serve both Medical Surge needs as</li></ul>	
--	--	--

# North Central Wisconsin-Healthcare Emergency Readiness Coalition

## NCW-HERC

Aspirus Weston Clinic 11 NOV 2015

	<p>well as Public Health Surge. One of their resources is a 40 bed Hospital that consists of 4 different shelters, as well as a Burn Cache of supplies.</p> <ul style="list-style-type: none"> <li>• Tribes - Chris reported that they are in the process of performing respirator fit testing. She asked about the need for the annual medical evaluation or if this could be extended out. We believe this is organization dependent, but the guidelines were not present, but it was thought it could be extended out and then do intermittently based around facial feature changes.</li> </ul>	
<p><b>7. Fiscal Agent Report</b></p>	<ul style="list-style-type: none"> <li>• Currently an audit is occurring at Ministry St. Joseph's and our books are being looked at. Mike and Jim have sent items to the auditor to support their questions. The auditors initially requested copies of someone's worksheet for the Consultant, but no one has produced a copy yet. The auditors had not requested any further information as of this date.</li> </ul>	
<p><b>8. Work Plan Review/Update</b></p>	<ul style="list-style-type: none"> <li>• Tabletop Exercise (State driven Ebola Exercise) has been scheduled for May 11<sup>th</sup> from 9 a.m. – 3 p.m. and will be at Aspirus Wausau Hospital. The Operations Plan is currently going through the approval process at the State. The Exercise would include reviewing the Operations Plan during the first half of the meeting followed by the Exercise. General discussion about involvement, which should be all coalition partners. Room set up should be by County and border relationships so that they could work together. Further design development will need to occur.</li> </ul>	<ul style="list-style-type: none"> <li>• Tamarah to send out Program Measures scoring work sheet to Board for return prior to the December Board meeting.</li> </ul>

# North Central Wisconsin-Healthcare Emergency Readiness Coalition

## NCW-HERC

Aspirus Weston Clinic 11 NOV 2015

	<ul style="list-style-type: none"> <li>• FAC training – see item 6 Committee/Project/Sector Reports - Public Health bullet.</li> <li>• Program Measures - This must be completed by December 31, 2015. Due to focus on Project Proposal Application, this review was tabled to the December meeting and will be a top priority. Tamarah will send out a revised ranking form and has asked all Board members to submit it back prior to the December meeting so that the results can be tallied.</li> </ul>	
<p><b>9. Project Proposal Application</b></p>	<p>The Board reviewed the draft proposal in detail. Tamarah drafted and reviewed with NCW-HERC Project Coordinator and the following changes were made:</p> <ul style="list-style-type: none"> <li>• Available Funds - Added review timeline conduction at a typical Board meeting; added statement about amount to be funded, and potential for a MOU.</li> <li>• Eligibility Requirements - General statement of who is eligible to apply, eliminated the meeting attendance section. Rearranged statements.</li> <li>• Allowable Costs – Inserted the Terms and Conditions for Equipment/Capital Asset and header for Funds Utilization. Under Funds Utilization, Not to be used for section added Supplanting of PHEP or other program funding.</li> <li>• Submittal of Application – inserted Board Meeting time frame.</li> <li>• Application Components - modified page reference. Added statement regarding multiple projects and that they needed to be submitted individually. Added for narrative the inclusion of strengthening the NCW-HERC.</li> </ul>	<ul style="list-style-type: none"> <li>• Tamarah will revise the application and review with Jim. Anticipated release is mid-week of November 16<sup>th</sup>.</li> </ul>



# North Central Wisconsin-Healthcare Emergency Readiness Coalition

## NCW-HERC

Aspirus Weston Clinic 11 NOV 2015

	<ul style="list-style-type: none"><li>• Application Review and Award Criteria – added timeline, applicant opportunity to discuss their request, and the criteria and scoring segments. Statement about approval, award letter, funding percentages, and MOU statement added.</li><li>• Reimbursement Checklist and Deadline. Added invoice receipt dates parameters. Rearranged section. Changed reference to Invoice Template to the name of the form which is NCW-HERC Project Funding Reimbursement Request. Inserted the need for the completion of a W-9 for the Fiscal Agents use.</li><li>• Project Proposal Application Form – renamed with NCW-HERC and added Please Print to Applicants Approving Authority Name and Title. Removed DUNS number reference.</li><li>• Project Proposal and Budget Narrative – rearranged form sections. Added statement in narrative section concerning benefit/strengthen NCW-HERC. Added Funding % Expectation.</li><li>• Rearranged order of attachments to coincide with reference in document.</li><li>• Inserted copy of award letter in attachments.</li><li>• Terms and Conditions for Equipment/Capital Assets - Signature field changed to Applicants Approving Authority versus Authorized Hospital Representative.</li></ul>	
--	---	--

# North Central Wisconsin-Healthcare Emergency Readiness Coalition

## NCW-HERC

Aspirus Weston Clinic 11 NOV 2015

	<b>A motion was made by Joan Theurer and 2<sup>nd</sup> by Chris Kalata to accept the Project Proposal Application with changes discussed. No further discussion. Motion passed unanimously</b>	
<b>10. Next Meeting</b>	Next Meetings; <ul style="list-style-type: none"> <li>• 9 December 2015 at Aspirus Weston Clinic 09:00-12:00</li> <li>• Dr. Vayder had a conflicting meeting at this time.</li> </ul>	
<b>Completed By Tamarah Scholze</b>		