

North Central Wisconsin-Healthcare Emergency Readiness Coalition (NCW-HERC) | Region 2 Local Health Department Meeting

Friday, January 29, 2016 | 9:30-12 PM – Merrill, WI

Attendance: Joan Theurer, Sue Kunferman, Ty Zastava, Ashley Tremmel, Shelley Hersil, Gary Garske, Lori Kawleski, Destinee Coenen, Jim Monarski, Kelly (student with Vilas County), Bob Leischow, Amy Gatton, Jill Krueger, Michelle Edwards, Tammy Boers, Linda Conlon, Rebecca Rosandick, Gina Egan, Chelsea Onchuck, Anne Marie Coy.

Agenda Item	Meeting Documents	Discussion Notes	Action Item
<p>Update on NCW-HERC activities relevant to public health</p> <ul style="list-style-type: none"> - Trainings: Volunteer Reception Center, WI-Trac, Family Assistance Center 		<p>The VRC Training was co-sponsored by United Way. It was a worthwhile training if you are setting up a volunteer reception center. They practiced running through how to run a reception center. A binder/manual was created as a resource and the binder is saved on google docs. VRC materials are available through United Way. HERC website would be a great site to post the materials from this training.</p> <p>Link to take the WI-Trac 15 minute training: https://connect.wisconsin.gov/p5p8ly3x5uj/</p> <p>The training is also posted on the PCA Portal on the Training Page under Medical Surge. After watching the training please contact Deb Van Matre at Debra.VanMatre@dhs.wisconsin.gov to request access to WI-Trac.</p> <p>WI-Trac can hold PDF documents and can be used for shelter patient tracking and to sign up for alerts. Stevens Point Fire/St. Michaels Hospital and Owen Withee Fire/ Our Lady of Victory are testing patient tracking to figure out what is needed to start the basic tracking process.</p> <p>Public Health is required to have at least one person registered. Those who have already taken the training mentioned they may tend to use the PCA Portal over WI-Trac but feel it is important to still get a log in and to be familiar with WI-Trac.</p> <p>FAC Training targets hospitals, public health and human services. Jim & Destinee will be the trainers. The training will last six hours and will give a basic overview of FAC.</p>	<p>Ty will email Angie from United Way to see if Angie will share the VRC docs with the entire region and to see if we can get the materials on the HERC website (public site).</p> <p>Send Mike Fraley an email if you need to get a login to the HERC website.</p> <p>Take the Wi-Trac training if you haven't done so already.</p> <p>Destinee will put together a flyer</p>

		The training will be held on 4/22 at the Lincoln County Service Center in Merrill. The same training will be held on 6/2 in Rhinelander (location to TBD).	Jim will work with the state to get registration set up on TRAIN Rob & Tammi will get back to Jim on a location for the training in Rhinelander.
Update on NCW-HERC activities relevant to public health - Exercises: Ebola	Ebola Preparedness Contract Objectives LPH Preparedness Contract Objectives	There are no category 1 or 2 hospitals in our region; Wausau Medivac and Ministry Spirit are category 2 EMS transport for Ebola. The Ebola Exercise will be held at Aspirus Wausau in the Medallion room on May 11th. Registration will begin at 8:30am with the exercise starting at 9am and ending around 3pm. Target audience are EM, EMS partners and hospitals. Registration will be coming out soon on TRAIN.	
Update on NCW-HERC activities relevant to public health - Project funding BP4 and Ebola		Project funding: Hospitals used to get flexible spending each year (up to \$10,000). Now they get Project money. Langlade got money for a well & Aspirus Wausau got a rapid infusion pump. Board feels a good use of money is isopods & uv lights for all hospitals. Want to start buying similar infection control equipment to all hospitals with the same brand so there are not isolated hospitals using it while others don't have it. The question they'll be asking as proposals come in is, "Is this a need beyond just this community?"	If you see a need for anything with your community – work with EMS & hospitals
Update on NCW-HERC activities relevant to public health - Resources: NCW-HERC website http://www.ncw-herc.org , WEAVR		HERC Website: http://ncw-herc.org Agendas will be posted to this website. WEAVR – Public Health deliverable is to have at least one PH employee as a WEAVR administrator. The local departments are responsible for background checks because state no longer pays for volunteer background checks. Most Public Health agencies are letting volunteers "hang out there" and are not approving them right away because of the background check issue.	Check out the HERC website if you haven't already. If you need anything regarding the website, email Jim Monarski or Mike Fraley. Jim Monarski has a distribution list of LHDs, if you do not receive emails from him please

		Lions International Organization is now pushing for Lions to volunteer with agencies. Patti is pushing for those people to register in WEAVR. Initially WEAVR was intended for Healthcare Professional volunteers but now it is open to anyone. Many others are pushing them to United Way. Is it possible to develop a system that will recognize a volunteer and send an email back to those volunteers letting them know we got their registration & if there is a disaster we will do a background check and review credentials at that time?	contact him at James.Monarski@wisconsin.gov Next WALHDAB board meeting with Joe & Caroline and will discuss what can be done for getting an email out to the volunteers right when the volunteer shows an interest (Joan, Michelle & Sue).
Update on NCW-HERC activities relevant to public health - Assessments: HVA, HPP-PHEP Capabilities		HVA has been delayed until the February board meeting. This year's HVA will be based on historic knowledge and perceived knowledge so some events may be ranked higher than in the past.	Jim will send out HVA for Region 2 after the February 10 th HCW-HERC Board meeting.
Update on NCW-HERC activities relevant to public health - Plans: LHD Mutual Aid Agreement, Mass Fatality Plans		NE EM released the regional plan and they want people to keep within the template – just add in anything unique that pertains to your county. Joe Cordova sent out a 2 page spreadsheet in an email which was sent as an attachment to PH Planners or Health Officers on December 18, 2015. One sheet is for hospitals to complete and one is for PH agencies. The spreadsheet asks for you to complete counts (funeral homes, coroners, etc). Then send the spreadsheet to Jim and he will identify the gaps from each county and will come up with a gap analysis which he will send to Bruce. LHD Mutual Aid Agreement – Clark County needs to get added to the agreement.	Jim will put the spreadsheet on the HERC website. Submit spreadsheet to Jim by March 1 st . Jim will send the gap analysis to Bruce. Joan will add an addendum to the current version. Then she will send this is Linda and Bob. Linda will add signature on the MOU page.

<p>Additional items to discuss:</p> <ul style="list-style-type: none"> - Fiscal Agent - Communication 		<p>Saint Joe’s will no longer be a fiscal agent for HERC. Looking to see if a new PH agency will be willing to take on the role. Most other regions are using PH entities as their fiscal agent. If someone is interested they could possibly be linked to another HD that is currently doing it to answer any questions. Saint Joe’s currently charges \$8,000 in administration fees which is very low and doesn’t include money for audits. The total amount is \$157,500 and it pays for the HERC. There is an additional \$50,000 for Ebola and an additional \$30,000 for BP carry over. It does not pay for salary but it does pay for travel. Knowledge of federal dollars would be needed. If you are a fiscal agent, you need to have a spending limit to support it. The funding schedule is on a fiscal year.</p> <p>Health Officers are getting a lot of redundant communication on issues such as CD outbreaks/information. Is there a way to streamline this so there isn’t so much redundancy?</p>	<p>Gary will look into Portage County & Sue will look into Wood County to see if they can be an option and they will get back to Jim as soon as possible.</p> <p>Joan will reach out to Badger Bay to see if they can do it.</p> <p>Joan will bring this issue up at the next WALHDB Board meeting.</p>
<p>Roundtable</p> <ul style="list-style-type: none"> - Share activities to close capability gaps. 		<ul style="list-style-type: none"> • Portage County – Held an Ebola tabletop exercise with the Ebola funding. Currently working with Nancy Young to open up pandemic plan which will look more at “infectious disease” rather than just pandemic focused. This new plan will be tied into the their PHERP. Did a FAST training locally in September in which a number of people got trained. Jane Devore is coming to the April meeting to see where to go from here. Also, updating the sheltering/annex. • Forest County – Have a meeting in February with mass care partners to discuss annexes and responsibilities. • Oneida County – Had volunteer reception training and have begun discussions on how it will be done. Will be having a tabletop exercise on sheltering in the near future. • Clark County – Working on rebuilding capacity and competencies. Built a strong relationship with the EM director. The EM director has taken the lead on sheltering and they will be having a sheltering tabletop exercise soon. They are working through their Mass Fatality Plan with their WEM 	

		<p>region. Working with EM on developing a VOAD and having another Ebola tabletop exercise.</p> <ul style="list-style-type: none"> • Price County – Working on a medical surge plan which will be specific to what PH’s roles will be. Checklist was created as to what PH’s role would be in a radiological incident to close gaps. • Vilas County – Using Ebola money to do a train the trainer tabletop to train EMS on infectious disease, PPE & how to prep. • Marathon County – Currently training new staff & starting from square one with review of PHEP. Reviewed the Mass Clinic plan. Are having conversations with Human Services since there are many new players. 	
<p>Next meeting and format</p>		<p>Liked the face to face opportunity and the ability to network. Location is good and found the updates of where everyone is at to be helpful.</p> <p>Will continue to make the phone option available. It is critical to have Jim at the meetings.</p> <p>Portage County is looking to host a ICS 300 & 400 class.</p> <p>Next meeting: Mid June</p>	