

North Central Wisconsin Healthcare Emergency Readiness Coalition  
 NCW HERC Board Meeting  
 Virtual, 13 January 2021, 0900-1200

NCW HERC Board Members		<i>Clinics</i>		NCW HERC Members, Guests & Presenters	
	<i>Hospitals</i>		Molly O'Malley		Mary Fay-Shields-Red Cross
x	Jim Monarski	x	Suzi Okey		Teresa Erler- WEM
x	Josh Englund		<i>CMS</i>		Ingrid Gowdy-O'Leary & Anick
	<i>EMS</i>	x	Mike Roberts		Audrey Evans
x	Delmond Horn	x	Cindy Keitel		Jess Ford-Kelly
	Jared Thompson		<i>Tribal</i>		
	<i>Emergency Management</i>		vacant		
x	Phil Rentmeester	<b>NCW HERC/NCRTAC Staff</b>			
x	September Murphy	x	Robbie Deede		
	<i>Public Health</i>	x	Michael Fraley		
x	Joan Theurer	x	Dr. Tim Vayder		
x	Sue Kunferman		Travis Nixdorf		
	<i>Trauma</i>	x	Ty Zastava		
x	Jason Keffeler				
x	Dr. Michael Clark				

**Location: Virtual**

**Call in Number- +1 (669) 224-3412 Pass code- 141-054-461**

Go to Meeting Link: <https://global.gotomeeting.com/join/141054461>

First GoToMeeting? Try a test session: <https://global.gotomeeting.com/install/141054461>

Agenda Item	Talking Points	Action Steps
<b>1. Attendance and Quorum</b>	Introductions	<b>Quorum verified: yes</b>
<b>2. Call to Order</b>	Meeting called to order @ 0900	
<b>3. Approval of Minutes of Previous Meeting</b>	Discussion: Independent review of minutes <b>Motion to approve previous meeting minutes.</b> <b>1<sup>st</sup>: Jason Keffeler 2<sup>nd</sup>: Cindy Keitel</b> <b>Motion result: Carried</b>	
<b>4. Agenda Review and Additions</b>	Discussion: Reviewed agenda items <b>Motion to approve current agenda.</b> <b>1<sup>st</sup>: Jason Keffeler 2<sup>nd</sup>: Joshua Englund</b> <b>Motion result: Carried</b>	

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<p><b>5. Budget Review/FA Report:</b> <b>O’Leary</b></p>	<p>Discussion  <b>December budget received.</b>  <b>Review November</b>  <b>Mid-year budget review and approval for Jan 31st</b></p> <ul style="list-style-type: none"> <li>• Will be some extra dollars for reallocation       <ul style="list-style-type: none"> <li>○ Look to reallocate some of these funds for Burn Surge Training seats: ~\$140 - \$175/seat</li> <li>○ Looking to set aside \$20,000 - \$30,000 for these seats</li> <li>○ RTAC can provide a few thousand as well</li> <li>○ Looking to allocate 3 seats per hospital and EMS agency</li> </ul> </li> <li>• Travel cut back – extra funds due to lack of traveling</li> <li>• Dr. Vayder       <ul style="list-style-type: none"> <li>○ Will not be using his normal reimbursement (travel, etc.)</li> <li>○ Should we move some of these funds from travel to contractual for him?</li> </ul> </li> <li>• Supplies and equipment       <ul style="list-style-type: none"> <li>○ Do we want to use funds for quantitative fit testing machines? Would cost ~\$18,000 for 3 machines           <ul style="list-style-type: none"> <li>▪ State did not provide EMS with machines as they had previously discussed</li> <li>▪ There is a need identified in our region</li> <li>▪ Quantitative testing is more accurate</li> <li>▪ Would like more information on Fox Valley’s program</li> <li>▪ Keep in budget at this time until more information is gathered</li> </ul> </li> <li>○ N95’s, gowns, and surgical masks           <ul style="list-style-type: none"> <li>▪ Do not want to build a cache of supplies, however, do we need a small supply on hand for staff should there be a deployment?</li> <li>▪ Perhaps purchase PAPRs and half face masks instead of N95’s, gowns, and surgical masks</li> <li>▪ Half face mask cost ~\$25 and PAPRs ~\$1,000</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Get more information on Fox Valley’s quantitative fit testing program</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ The half masks would also provide chemical protection</li> <li>▪ Quantitative fit testing machine would be able to fit test to the half masks</li> <li>▪ Look to move N95s, gowns, and surgical masks line item to the purchase of small cache of half masks and PAPRs for HERC personnel</li> </ul> <ul style="list-style-type: none"> <li>• Freezers confirmation           <ul style="list-style-type: none"> <li>○ Freezer purchase went slightly above budget</li> <li>○ Need wireless temperature probes – would cost about \$400 for probe and \$50 a year for subscription</li> <li>○ Aspirus Medford is good to go with hosting the unit</li> <li>○ Will be meeting with MCHS Minocqua for finalizing their facility as second site</li> <li>○ May need to establish an MOU with facilities post COVID for their use of freezer, knowing if HERC needs to utilize it can</li> </ul> </li> </ul> <p><b>Motion</b>  <b>1<sup>st</sup>: Jason Keffeler 2<sup>nd</sup>: Sue Kunferman</b>  <b>Motion result: Carried</b></p>	
<p><b>6. 20-21 Work Plan Review</b></p>	<p>Review and approve.</p> <ul style="list-style-type: none"> <li>• Items coming due:           <ul style="list-style-type: none"> <li>○ Self-assessment tool</li> <li>○ Draft workplan and budget</li> </ul> </li> <li>• Need to review whether HERC expands caucus to include medical examiners and coroners in the future</li> <li>• Difficult transport training – may be more information coming out on this in upcoming months – wide array of scenarios; more robust processes will be coming forward for these           <ul style="list-style-type: none"> <li>○ Board agrees to keep this training on the table, but doesn't need this training this year</li> </ul> </li> <li>• Looking to develop HICS and PICS courses in quarter 4</li> </ul> <p><b>Motion to approve 20-21 Work Plan</b>  <b>1<sup>st</sup>: Sue Kunferman 2<sup>nd</sup>: Jim Monarski</b></p>	<ul style="list-style-type: none"> <li>• Exercise RFA - Reach out to other contractors one last time and make decision next Tuesday</li> </ul>

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<p><b>7. BP2 Update</b></p>	<p><b>Motion result: Carried</b></p> <ul style="list-style-type: none"> <li>• Checklist</li> <li>• Concern for supplantation           <ul style="list-style-type: none"> <li>○ If HERC has direct community engagement (e.g. social media)</li> </ul> </li> <li>• Burn Surge Annex           <ul style="list-style-type: none"> <li>○ Work group mtg. date has been rescheduled to 1/25 from 11-12:30</li> </ul> </li> <li>• RFA Update           <ul style="list-style-type: none"> <li>○ HSS has responded and provided two options; Option A is 3 separate and independent exercises for \$15,000; Option B is to combine pediatric surge and burn surge and separate recovery exercise for \$12,500</li> <li>○ Reach out to other contractors one more time and decide on contractor next Tuesday</li> </ul> </li> <li>• RISC Assessment           <ul style="list-style-type: none"> <li>○ Look to develop and close within 4 weeks</li> <li>○ Solar weather seems to be a significant issue and not accounted for</li> </ul> </li> <li>• Prep Plan Board Review, open review Feb</li> <li>• 21-22 Budget and Work Plan Prep – have not yet finalized, but actively working on</li> <li>• Capability mid-year review – reviewed substantial changes</li> </ul> <p><b>Motion to approve Capability Mid-Year Review</b>  <b>1<sup>st</sup>: Dr. Clark 2<sup>nd</sup>: Joshua Englund</b></p> <p><b>Motion result: Carried</b></p>	
<p><b>8. Bylaws</b></p>	<ul style="list-style-type: none"> <li>• Awaiting 01.28.21 guidance           <ul style="list-style-type: none"> <li>• Mark is to attend HERC staff meeting with more guidance on 1/28</li> </ul> </li> </ul>	
<p><b>9. HERC Staff and Advisory Group Meeting</b></p>	<ul style="list-style-type: none"> <li>• No meetings in December</li> </ul>	
<p><b>10. COVID Response</b></p>	<p>Surge Management Support</p> <ul style="list-style-type: none"> <li>• Metrics</li> </ul>	

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	<ul style="list-style-type: none"> <li>○ 88 Hospitalizations; 29 in ICU</li> <li>○ 16 Average daily admissions</li> <li>○ 194 Average cases/day</li> <li>○ 4 Deaths/day</li> <li>○ Staffing continues to be an issue</li> <li>● Testing Maintenance           <ul style="list-style-type: none"> <li>● Update – not much to report; main state testing coordinator, Svea, is leaving OPEHC</li> </ul> </li> </ul> <p>Vaccine Planning Support</p> <ul style="list-style-type: none"> <li>● Security remains critical</li> <li>● Now branching out to unaffiliated providers – state guidance on this has been released</li> <li>● Beginning law enforcement and fire on 18<sup>th</sup></li> <li>● Good throughput through SNFs, assisted living facilities begin on 17<sup>th</sup></li> <li>● SDMAC guidance for 1B should be released soon</li> <li>● SE region had two facilities approached by individuals posing as National Guard coming to pick up vaccine – <b>National Guard will not arrive unannounced</b> – be vigilant if there are concerns and question anything that seems off</li> <li>● Prepare for more vaccination coming into the region</li> <li>● State is working on mobile vaccination teams</li> <li>● Regionally, discussing how we can use our assets to accomplish our mission more effectively</li> <li>● If you have capacity to administer – request the doses, don't hold back – even if its small quantities</li> </ul>	
<p><b>11. Updates</b></p>	<p>HERC Coordinator</p> <ul style="list-style-type: none"> <li>● Website – continue to work on this; arduous process to report and get edits made</li> <li>● Incorporation – continue to work on this</li> </ul> <p>Planning</p> <ul style="list-style-type: none"> <li>● Update - continue compiling weekly information update, SNF admission status document, AAR development, meeting</li> </ul>	

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	<p>support, and other support as needed; will be developing the burn surge plan in the next quarter</p> <p>Logistics</p> <ul style="list-style-type: none"> <li>• Update – discussed supplies during budget discussion</li> </ul>	
<b>12. Interoperable Communications Systems</b>	<p><b>EMResource Update</b> - continue to sophisticate the data needed and remove items that are obsolete</p> <p><b>WISCOM Update</b> – Travis held drill last night, have seen good attendance for the drills</p>	
<b>13. HERC Incorporation Planning</b>	<ul style="list-style-type: none"> <li>• Follow up on:           <ul style="list-style-type: none"> <li>○ Business plan</li> <li>○ Insurance and Legal               <ul style="list-style-type: none"> <li>▪ Steve shared insurance they use (DNO and ENO)</li> <li>▪ They pay approx. \$5,000/year for insurance coverage and protection</li> <li>▪ Need to verify if physicians are excluded</li> <li>▪ Dr. Vayder is covered through MCHS – not sure if it covers other liability outside of malpractice – need to look into whether errors and omissions cover physicians</li> <li>▪ Federal funds cannot be utilized for legal; gray area for how to hold a legal retainer for legal consult – need to reach out to OPEHC for clarification</li> </ul> </li> <li>○ Consider trademarking name/logo</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Need to verify physicians are included in insurance policies</li> <li>• Need to reach out to OPEHC for clarification on funds used for legal retainer</li> </ul>
<b>14. Sector Reports/ Top Priorities</b>	<p>Big Updates</p> <ul style="list-style-type: none"> <li>• Hospitals –           <ul style="list-style-type: none"> <li>○ Continue to vaccinate and plan for upcoming vaccination phases</li> <li>○ Aspirus will be purchasing the Northern Ascension hospitals – purchase will occur May-September</li> </ul> </li> <li>• Trauma           <ul style="list-style-type: none"> <li>○ Continue to see state trauma contact to be assigned to other duties</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Is there updated guidance on when meetings can be held in person again?</li> </ul>

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	<ul style="list-style-type: none"> <li>○ Planning virtual trauma conference – probably will be a few evenings and one day</li> <li>○ Trauma volumes continue to be above normal</li> <li>● EMS       <ul style="list-style-type: none"> <li>○ DHS 110 revision is still working its way through</li> <li>○ Lot of social media discussion on EMS vaccination – everyone is working at full speed to get vaccine in arms</li> <li>○ Ongoing discussions for best communication channels</li> <li>○ Communication to be coming out for transport interruption due to protests</li> </ul> </li> <li>● CMS       <ul style="list-style-type: none"> <li>○ COVID cases finally beginning to slow down in-home care and hospice</li> <li>○ Home care and hospice won't be part of the new hospital system buyout</li> <li>○ SNFs – working to get everyone vaccinated; some facilities are scheduled out as far as mid-Feb.</li> <li>○ Assisted living facilities have vaccine clinic dates now as well</li> <li>○ Surgical centers – also working to get their staff vaccinated</li> </ul> </li> <li>● Public Health       <ul style="list-style-type: none"> <li>○ Now receiving more comfortable amounts of COVID funding</li> <li>○ Portage, Wood, Clark and Marathon Counties are meeting weekly with three health systems to keep a coordinated approach</li> <li>○ Important to remember every health department is in a different situation in terms of capacity; population impacts response services</li> <li>○ Most health depts. are doing some levels of vaccination</li> </ul> </li> <li>● Emergency Management       <ul style="list-style-type: none"> <li>○ Discussing whether EM needs to be in PPE distribution any longer</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>○ Tabletop developed by from FEMA and tweaked by state on holding vaccination clinics</li> </ul>	
<b>15. Regional Resource Requests/Needs</b>	None	
<b>16. Tabled Items for Future Discussions</b>	Need to review: none	
<b>17. Next Meetings</b>	Date: Feb 10th Location: Virtual	
<b>18. Adjourn</b>	<b>Motion to adjourn.</b> <b>1<sup>st</sup>: Joshua Englund 2<sup>nd</sup>: Phil Rentmeester</b> <b>Motion result: Carried</b>	