

North Central Wisconsin Healthcare Emergency Readiness Coalition  
 NCW HERC Board Meeting  
 Virtual, 9 September 2020, 0900-1100

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		Suzi Okey		Teresa Erler- WEM
x	Josh Englund		<i>CMS</i>		Ingrid Gowdy-O'Leary & Anick
	<i>EMS</i>	x	Mike Roberts	x	Audrey Evans
x	Delmond Horn	x	Cindy Keitel		
	Jared Thompson		<i>Tribal</i>		
	<i>Emergency Management</i>		<b>vacant</b>		
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	x	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>

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Agenda Item	Talking Points	Action Steps
<b>1. Attendance and Quorum Determination</b>	Introductions & Opening Thought	<b>Quorum verified: Yes</b>
<b>2. Call to Order</b>	Meeting called to order @ 0902	
<b>3. Approval of Minutes of Previous Meeting</b>	Discussion: No discussion <b>Motion to approve previous meeting minutes</b> 1 <sup>st</sup> : Philip Rentmeester 2 <sup>nd</sup> : Sue Kunferman <b>Motion result: Carried</b>	
<b>4. Agenda Review and Additions</b>	Discussion: Reviewed agenda <b>Motion to approve current agenda</b> 1 <sup>st</sup> : Del Horn 2 <sup>nd</sup> : September Murphy <b>Motion result: Carried</b>	

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<p><b>5. Budget Review/FA Report: O’leary</b></p>	<p>Discussion</p> <ul style="list-style-type: none"> <li>• July Report – no report at this time</li> <li>• BP2 Budget Questions           <ul style="list-style-type: none"> <li>○ Broke budget down in two parts: COVID and all other costs</li> <li>○ Travel policy was requested and HERC Coordinator provided</li> <li>○ Was a question regarding quantitative fit testing machine – was clarified</li> <li>○ Clarification given around some of the supplies - provided additional documentation</li> <li>○ Clarification provided regarding on-call response team</li> <li>○ Clarified Ty’s contract – her contract is a split between COVID and regular dollars</li> <li>○ Logistics contract (Michael Fraley) was deemed acceptable</li> </ul> </li> </ul> <p><b>Motion to approve budget</b>  <b>1<sup>st</sup>:</b> Philip Rentmeester <b>2<sup>nd</sup>:</b> September Murphy  <b>Motion result:</b> Carried</p>	<ul style="list-style-type: none"> <li>• Robbie will forward final BP2 budget documentation to Dana</li> <li>• Add line item for legal counsel in the future</li> </ul>
<p><b>6. BP1 Outstanding</b></p>	<p>Review Pediatric Surge Annex</p> <p>Discussion</p> <ul style="list-style-type: none"> <li>• Has been extended through Dec. 31, 2020</li> <li>• NCW HERC advises we move forward and complete as scheduled</li> <li>• Thank you to work group that assisted with plan development</li> <li>• Has developed into an all hazard pediatric surge plan</li> <li>• Reviewed plan as a group and discussed suggested edits</li> </ul> <p><b>Motion to approve with edits as recommended</b>  <b>1<sup>st</sup>:</b> September Murphy <b>2<sup>nd</sup>:</b> Josh Englund  <b>Motion Result:</b> Carried</p>	<ul style="list-style-type: none"> <li>• Robbie will make all agreed upon edits to Pediatric Surge Annex</li> <li>• Add a maintenance clause (review/amend annually)</li> </ul>
<p><b>7. BP2 Update</b></p>	<ul style="list-style-type: none"> <li>• Training Plan           <ul style="list-style-type: none"> <li>○ Fall /early winter trainings:               <ul style="list-style-type: none"> <li>▪ Critical incident stress management training (recorded/self-paced)</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Virtual burn surge learning</li> <li>• Incorporation contractors</li> <li>• Exercise contractors</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Recovery planning training (recorded/self-paced)</li> <li>▪ Medical countermeasures for PH emergencies (virtual/self-paced)</li> <li>▪ Advanced burn life support (virtual burn surge training has been well received in the past)</li> <li>▪ Recovery workshop – looking for bids</li> </ul> <ul style="list-style-type: none"> <li>• Contracts           <ul style="list-style-type: none"> <li>○ Additional contractors are needed for training</li> </ul> </li> </ul>	
<p><b>8. Bylaws</b></p>	<p>Review Bylaws          Discussion</p> <ul style="list-style-type: none"> <li>• Clarified response events to include pandemic events</li> <li>• Clarified who is lead of ESF 8 – Health and Medical Services</li> <li>• Clarified HERC support positions in Article III</li> <li>• Deleted redundant HERC staff under Article IV</li> <li>• Clarified Powers and Duties</li> <li>• Notice of Meetings: are we subject to open meetings? Are we considered a government entity?</li> <li>• Powers and duties of the chair and vice-chair – succession list needed for who takes point if chair and vice chair are not present. See three options:           <ul style="list-style-type: none"> <li>○ In the absence of chair and vice chair, the HERC coordinator has the authority to lead the meeting as a nonvoting member</li> <li>○ Have a pre-identified succession list</li> <li>○ In the absence of the chair and vice-chair, they designate a lead prior to meeting</li> </ul> </li> <li>• Tabled at this time to further review absence of chair and vice chair with exec committee to bring back recommendation to full board</li> </ul> <p><b>Motion to approve Bylaws as presented with edits</b>  <b>1<sup>st</sup>: 2<sup>nd</sup>:</b>  <b>Motion Result:</b> Tabled</p>	<ul style="list-style-type: none"> <li>• Clarify CMS agencies on the board with sub-bullets</li> <li>• Check with legal counsel interpretation of whether public notice of meetings is needed</li> <li>• Check with other HERCs to see how they handle the absence of the chair and vice chair at a meeting</li> </ul>

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<b>9. HERC Staff and Advisory Group Meeting</b>	Discussion: <ul style="list-style-type: none"> <li>• Minutes from each meeting shared out with agenda</li> <li>• State will be stricter on budgets in the future</li> </ul>	
<b>10. Updates</b>	HERC Coordinator <ul style="list-style-type: none"> <li>• Moving forward with website redevelopment</li> <li>• Incorporation planning</li> <li>• Looking to get additional contractors on board</li> <li>• Wrapping up budget deliverables</li> </ul> Planning <ul style="list-style-type: none"> <li>• Completed final draft of Conservation Annex</li> <li>• Drafting phase 2 AAR</li> <li>• Continue work on weekly updates and HERC meeting notes</li> </ul> Logistics <ul style="list-style-type: none"> <li>• Starting review of current supplies</li> <li>• Will need board input on purpose/role of stockpile and needed items</li> <li>• Need to give Michael more direction by next month</li> </ul>	<ul style="list-style-type: none"> <li>• Website, Incorporation, Contractors</li> <li>• Stockpile purpose/role – assign subcommittee             <ul style="list-style-type: none"> <li>○ Josh England</li> <li>○ Dr. Vayder</li> <li>○ Mike Roberts</li> <li>○ Robbie Deede</li> <li>○ Michael Fraley</li> <li>○ Del Horn</li> </ul> </li> </ul>
<b>11. Interoperable Communications Systems</b>	<b>EMResource Update</b> <ul style="list-style-type: none"> <li>• Update</li> </ul> <b>WISCOM Update</b> <ul style="list-style-type: none"> <li>• Received a quote from general communications for software, cables and mobiles             <ul style="list-style-type: none"> <li>• Can software be transferred to different computers? Travis will look into it</li> </ul> </li> <li>• Jim and Del can sign off on purchase as it's under budget</li> </ul>	
<b>12. COVID</b>	Testing Strategy Vaccination Strategy Other <ul style="list-style-type: none"> <li>• Will go into information update Thursday</li> </ul>	
<b>13. Sector Reports/ Top Priorities</b>	<b>EMS/RTAC/Trauma</b> <b>CMS</b> <b>Clinics</b> <b>Hospitals</b> <b>Emergency Management</b>	

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	<b>Public Health</b> <ul style="list-style-type: none"> <li>Please provide Robbie with any information you'd like to include in update</li> </ul>	
<b>14. Regional Resource Requests/Needs</b>	N/A	
<b>15. Tabled Items for Future Discussions</b>	<ul style="list-style-type: none"> <li>By-laws – how to handle the absence of the chair and vice chair at board meetings</li> <li>Legal Counsel</li> </ul>	
<b>16. Next Meetings</b>	Oct 14 <sup>th</sup> , Nov 11 <sup>th</sup> , Dec 9 <sup>th</sup> Virtual <ul style="list-style-type: none"> <li>Move meetings back to 3 hours</li> </ul>	
<b>17. Adjourn</b>	<b>Motion to adjourn.</b> <b>1<sup>st</sup>:</b> Josh Englund <b>2<sup>nd</sup>:</b> Joan Theurer <b>Motion result:</b> Carried	