

North Central Wisconsin Healthcare Emergency Readiness Coalition  
 NCW HERC Board Meeting  
 Aspirus Weston Clinic, 14 Aug 2019, 0900-1200

<b>Location: Aspirus Weston Walk-in Clinic</b> , 4005 Community Center Dr., Weston, WI 54476 <b>Room: 2<sup>nd</sup> Floor Conference Room</b> <b>Call in Number-</b> (571) 317-3112 <b>Pass code-</b> 214-565-613 Go to Meeting Link: <a href="https://global.gotomeeting.com/join/214565613">https://global.gotomeeting.com/join/214565613</a> First GoToMeeting? Try a test session: <a href="http://help.citrix.com/getready">http://help.citrix.com/getready</a>		
Agenda Item	Talking Points	Action Steps
<b>1. Attendance and Quorum Determination</b>	Introductions <b>In person:</b> Robbie D, Josh E, Jean W, Annalisa K, Joan T, Mary F, James L, Molly O, Dr. Vayder, Del H, Suzi O <b>On the phone:</b> Sandy J	<b>Quorum verified:</b> Hospital, CMS, PH, Clinic, EMS, Tribal, Red Cross Quorum Verified
<b>2. Call to Order</b>	Meeting called to order @0905	
<b>3. Opening Thought</b>	Discussion on Business v. Marketing September is National Preparedness month Marketing preparedness will pay dividends in response	Ready.gov Do1thing.com Safehome.org
<b>4. Approval of Minutes of Previous Meeting</b>	Discussion: Reviewed July Minutes. No changes. <b>Motion to approve previous meeting minutes</b> 1 <sup>st</sup> : Del 2 <sup>nd</sup> : Jean <b>Motion result: Carried</b>	
<b>5. Agenda Review and Additions</b>	Discussion: Reviewed current agenda. No revisions or amendments. <b>Motion to approve current agenda</b> 1 <sup>st</sup> : Josh 2 <sup>nd</sup> : Del <b>Motion result: Carried</b>	
<b>Old Business</b>		
<b>6. FA Report: Anick Budget Review</b>	<b>Discussion:</b> Line item overview. Simplified bid requests out to contractors. Reviewed HERC Coordinator Subcontract. Discussion of doing a better time study on HERC Coordinator time spent on HERC mission fulfillment items. Awaiting to post to CAT tool until agreement between OPEHC & Annick is aligned with the preliminary budget <b>Motion:</b> To approve the HERC Coordinator Subcontract, with the understanding that the HERC Coordinator Report would be documented with hourly allocations 19-20.	HERC Coordinator to post budget to the CAT Tool by 8/24/19.

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	1 <sup>st</sup> : Josh 2 <sup>nd</sup> : Joan <b>Motion result: Carried</b>	
<b>7. CST</b>	Contractor bids have been requested. 2019-20 will be a multiple facility evacuation. One facility will be functional to full scale in evacuation. A planning team will be created when the contractor is identified.	This will remain a standing agenda item.
<b>8. Project Updates</b>	Temporary shelter project. Wrong roller bags have been staged for return at Ascension St. Mary's Hospital. Extra sidewalls ordered and correct roller bags will be provided upon order of extra sidewalls.	
<b>9. Work Plan &amp; Training Plan</b>	Reviewed targeted trainings. Communication with the Training and Exercise Coordinator has been made and determination of where these trainings need to be requested has been determined. Work groups will need to be identified following contractor identification.  A timeline for public health lead exercises will need to be determined at NCW HERC Public Health meeting Sept 6.	HERC Coordinator to submit Work Plan and Training Plan to CAT Tool by 8/24/19.  HERC Coordinator to collaborate with Public Health Caucus to confirm engagement timeline
<b>10. WITRAC/ WISCOM</b>	<b>EMResource (WITRAC) Update:</b> EMResource Training- Ongoing Systems Position- Eric Anderson hired by OPEHC and will oversee systems like EMResource <b>WISCOM Update:</b> NCW HERC received two applicants for the WISCOM SME position: Travis Nixdorf, Mark Schroeder. Discussion next steps will be to conduct interviews. Discussion: Phone interviews will take place. Resumes will be requested from candidates for documentation and rationale. Josh Englund asked to participate in interviews related to interest in the project.	HERC Coordinator will continue to provide training to hospitals with revamped EMResource guidance.  HERC Coordinator to organize interviews to be conducted within two weeks

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	<p><b>Motion:</b> for Executive Team to interview two candidates and offer the position for WISCOM SME, utilizing contract reviewed with the addition to the contract to include hourly allocations with SME Reports.  <b>1<sup>st</sup> Joan 2<sup>nd</sup> Molly</b>  <b>Motion result:</b> Carried</p>	
<b>11. HERC Coordinator Report</b>	<p>Independent review.          Discussion adding estimated hours per each line item.</p>	<p>Please contact HERC Coordinator if you have any questions about this report.          HERC Coordinator to add time spent to each line item, starting with</p>
<b>12. DNC &amp; DARES</b>	<p>Discussion:          Planning groups are being developed. Targeted tabletops being coordinated. Monthly meetings being conducted.</p>	<p>This will remain a standing agenda item.</p>
<b>New Business</b>		
<b>13. Large Event Medical Plan/ DHS 110</b>	<p>Discussion about DHS 110 revisions and NAEMSP Mass Gathering recommendations. Organized planning varies widely for events. This is relevant related to current number of large gatherings in the region. A summary document was also created. It was discussed that a regional exercise/workshop should be conducted to help each county establish a medical plan for a large gathering.</p>	<p>HERC Coordinator to share documents related to NAEMSP Mass Gathering and DHS 110.          Board members asked to review and comment.</p>
<b>14. July Storms Hot wash Discussion</b>	<p>The July storms were sentinel events. Many strengths, opportunities were identified across the entire HERC membership.          The HERC 24/7 Medical Technical Assistance Team was activated, helping switchboard, trouble shoot and identify needs.          What happens when a facility calls and simply says "Help!"          Red Folder created to help walk an organization through.          Discussed directing partners to reach 24/7 Response Team          Big question: What role does local public health play?</p>	<p>NCW HERC Public Health Meeting to include hot wash.          CMS Hot wash to be conducted later this afternoon          Hospital Hot wash to be conducted at September Meeting</p>

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	<p>Discussed wellness checks to facilities so a regional understanding is achieved and not only the “squeaky wheel gets the grease” and how can public health outreach to county facilities.</p> <p>Discussed prioritizing patients based on needs          For priority patients it is important to identify why they are priority.</p> <p>How can Public Health and Red Cross leverage collaboration?          EOC opening varied significantly, human services role, functional and access exercise needs</p>	HERC Coordinator to work with RTAC Coordinator to discuss hot wash related to EMS
<b>15. Sector Reports</b>	Tabled related to July storms hot wash discussion.	
<b>16. Upcoming Training and Exercises</b>	<p>Check <a href="http://www.ncw-herc.org/eventscalendar/">http://www.ncw-herc.org/eventscalendar/</a> for upcoming events, meetings and trainings</p> <p>***HWY 41 MCI Response*** September Hospital Meeting</p>	
<b>17. Tabled Items for Future Discussions</b>	<b>MRC, ESarVP</b>	
<b>18. Next Meeting</b>	<b>AWH September 11th, 2019, 0900-1200 Location: 2720 Plaza Dr. Wausau, WI Lower Level Conference Room</b>	
<b>19. Adjourn</b>	<p><b>Motion to adjourn</b>          1<sup>st</sup>: Josh 2<sup>nd</sup>: Molly</p> <p><b>Motion result: Carried</b></p>	