

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting
 Holiday Inn Stevens Point -Convention Ctr, 09 January 2019, 0900-1200

Location: Holiday Inn Stevens Point -Convention Ctr 1001 Amber Avenue, Stevens Point, WI 54482 **Room:** Wisconsin Room
Call in Number- (571) 317-3112 **Pass code-** 214-565-613
 Go to Meeting Link: <https://global.gotomeeting.com/join/214565613>
 First GoToMeeting? Try a test session: <http://help.citrix.com/getready>

Agenda Item	Talking Points	Action Steps
1. Attendance and Quorum Determination	Introductions Present: Robbie D, Jim M, Jason K, Bob P, Kate F, Deb W, Sue K, Annalisa K, Joan T, James L, Dan S (Kwik Trip), Molly O, Suzi O, Del H, Phil R Phone: Cindy M (Facente), Audrey E, Linnea B, Teresa E, Jim B, Sandy J	Quorum verified: Hospital, Trauma, EM, EMS, CMS, PH
2. Call to Order	Meeting called to order @0900	
3. Opening Thought	Presentation and something people will remember Logo idea Discussion: NCW HERC will begin developing marketing and communications plan. Logo example shared	
4. Approval of Minutes of Previous Meeting	Discussion: N/A Motion to approve November minutes. 1 st : Sue 2 nd : Jason Motion result: Motion Carried	
5. Agenda Review and Additions	Discussion: Motion to approve January agenda. 1 st : Joan 2 nd : Bob Motion result: Motion Carried	
Old Business		
6. FA Report: Anick Budget Review	Discussion: Retired HERC Computers-Have been wiped clean. Being donated to two Northwoods non-profits.	Follow-up on coordinator funding allotments

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	<p>Opioid Mini-grant-Has been received. \$40,000. Currently in the process of developing presentation about best practices in Opioid misuse and also developing a SimCell. Discussion: outlined funds for coordinators needs to be reviewed and verified by the board.</p> <p>Trauma Conference Contribution-From training budget-\$4,000 towards speaker Motion to contribute \$4,000 from training budget towards Trauma Conference Speaker. 1st: Jason 2nd Jim Motion result: Motion Carried</p> <p>Motion to approve FA January Report 1st: Jason 2nd: Jim Motion result: Motion Carried</p>	
<p>7. Kwik Trip MOU w/ Dan Schreiter & Facente Consulting</p>	<p>Review MOU-Potential resource for food, water, food supply, refrigerated truck during a declared state of emergency.</p> <p>Discussion: Open-endedness is critical. Not a guaranteed source of supply, but Kwik Trip will do their best to work with needs. Community in need does not need to have a Kwik Trip store in the vicinity to ask for help. Interested in participating in Table Top exercises.</p> <p>Motion to approve MOU 1st: Jim 2nd: Sue Motion Result: Motion Carried</p> <p>MOU Signed</p>	<p>HERC Coord to add emergency contact number to the MOU HERC Coord to work with Kwik Trip to get a manifest of requestable resources HERC Coord to provide a scanned copy to Dan at Kwik Trip. NCW HERC to invite Kwik Trip to future exercises</p>

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<p>8. Pharmacy MOU w/ Facente Consulting</p>	<p>Discussion- MOU in the works. More than 1 potential partner would be beneficial. Reviewed pharmaceutical providers frequently in use Review Current prospects: Big name pharmaceutical providers currently not being utilized: Walmart, Walgreens, Moore Medical, Medline and Amazon.</p>	<p>HERC Coord to outreach to Moore Medical, Walmart, Walgreens, Medline, Amazon for engaging Pharmaceutical MOU.</p>
<p>9. BP1 Supplemental Work Plan</p>	<p>Independent review. Please contact HERC Coordinator for questions related to the work plan. Discussion on identified closed PODs. Inventory of health PCA portal and gage additional assistance that may be needed from hospitals and PH. Related to timeline and workload, strategically pushing back POD exercise may be needed. EMresource QI Project to start. Ascension hospitals will be focus first.</p>	<p>HERC Coordinator to share work plan Follow-up at PH meeting</p>
<p>10. Response Plan, RMCP, 24/7 Activation, Responder Expectations Outline</p>	<p>Review documents: Response Plan- Provided an overview of key elements outlined. Subject matter experts in healthcare related disasters. Role and position inside of NIMS outlined. Discussed the overarching coalition and med/tech support team (working title.) Regional Medical Coordination Plan- Will fall into the Response Plan assisting in med surge and evacuation 24/7 Activation- Oneida County Dispatch has been identified as a after hour activation Responder Expectations Outline- Discussed coordinator position related to a response. Discussed depth chart and concepts of devolution to ensure that response capabilities are maintained.</p>	<p>HERC Executive team to continue development of Responder Expectations NCW HERC Board to continue discussion of the Response Plan at the Feb 2019 meeting</p>

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	HERC Logistics- NCW HERC Office with five accounts established, PO Box 871 Rhinelander	
11. Disaster Response Trailer	<p>EM and Hospitals each had a question posed to them: EM: What type of disaster response trailer supplies do you have? Hospital: What type of disaster response trailer supplies do you need?</p> <p>Many counties identified as not having a disaster response trailer. Forest, Iron, Wood, Price</p> <p>Intermittent shelter is identified as a gap. Standing out in the parking lot for an extended period of time in the elements may not be feasible.</p> <p>A list of supplies needed by the hospital identified. A Hospital Supply Checklist would be nice to have ahead of time to make a request of supplies needed.</p> <p>\$30,000 for project. Ownership needed by the community for this project. The counties that do have trailers could potentially supply trailers to other counties through mutual aid.</p>	HERC Coordinator to follow-up with EM and Hospitals for possible projects
12. WITRAC/ WISCOM	<p>Update</p> <p>Bert will be working with MMC and Nielson to get radio operational before the next CST.</p> <p>Bert will also be conducting a side exercise to outreach to partners throughout the region.</p> <p>EMResource QI Project-on pause currently but prioritize with CST coming up. Make sure text and email notifications are going out quickly and correct people are receiving them and able to respond. Method for EM and PH to receive notification.</p>	
13. HERC Coordinator Report	Independent review. Mailed out to the board 01/03/19	HERC Coordinator will continue to provide monthly updates. Contact HERC Coordinator with any questions.
14. HICs Courses Jan 2019	Update- 4 courses scheduled. Lots of attendance planned.	

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	Locations and dates posted to the NCW HERC website.	
15. HHS ASPR CDP Aggregate Pilot	Share results-overall hospitals are aware of what they have in house, but not what other hospitals have to offer as resources.	HERC Coordinator to share the pilot results
16. Coalition Surge Test	1 st Planning Meeting (1/31) @Wi Dells, 2 nd Planning Meeting (2/13) @Board and Hospital Meeting, <u>Evacuating Facility Functional</u> , Facilitated Discussion (3/13) @AWH.	HERC Coordinator to share meeting invites
New Business		
17. HVA Review and approve for 2018-2019	Review posted during month of December Reviewed participation findings and recommendations Motion to approve amended HVA for 2018-2019 1 st : Jim 2 nd : Jason Motion Result: Motion Carried	HERC Coordinator to finalize based on recommended changes HERC board to discuss finalized HVA at Feb 2019 meeting
18. CAT Review and approve for 2018-2019	Review considerations for change identified White paper document developed to track identified changes Many projects in motion, but need more mental and behavioral health focus Motion to approve CAT with recommended changes 1 st : Jim 2 nd : Phil Motion Result: Motion Carried	HERC Coordinator to mail approved revisions and confirm with OPEHC.
19. CMS Exercise Planning Team	Identify members to assist in planning meetings for CMS Exercise: Suzi, Kate, Annalisa, Debbie	Coordinator to share contact info with Chris @EMSolutions to get meeting poll out.
20. Marketing & Communications Plan Team	Identify 3-4 board members to assist in planning meeting with Facente Consulting. Would involve 2-3 planning meetings late January/February and some email conversation: Del, Robbie, Kate, Joan, Bob, Jim	Send Contact list to Cindy @Facente in order to send out Doodle for meeting scheduling
21. FAC Exercise	Identify a County: Wood and Oneida Volunteered Oneida to host the exercise Spring 2019.	Coordinator to contact Oneida County and EMSolutions to get meeting poll out.

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	<p>Discussed making this exercise repeatable over the next three years, Wood County and Marathon County would also like to exercise.</p> <p>Planning team to be developed with Oneida County & EMSolutions</p>	
22. Sector Reports	<p>Hospitals- EOPs being revised, active shooter exercise at St. Mary's, CST in March</p> <p>EM- Weapons of mass destruction class-Feb. 7th at CWA, Emergency operations center Course-Feb., Family reception center training-March, Flood exercise</p> <p>EMS/RTAC- Trauma conference-May 3, Trauma center rule changes</p> <p>Public Health- Updated mutual aid agreement</p> <p>Clinics- active shooter classes</p> <p>CMS- Vacancy, Inspections</p>	
Upcoming Training and Exercises	Check http://www.ncw-herc.org/eventscalendar/ for upcoming events, meetings and trainings	
23. Tabled Items for Future Discussions	Pediatric Champion	
24. Next Meeting	FEB 13th 2019 0900 to 1200 Aspirus Weston Clinic, 2nd Floor Conference Room	
25. Adjourn	<p>Motion to adjourn</p> <p>1st: Jason 2nd: Molly</p> <p>Motion result: Motion Carried</p>	