

North Central Wisconsin Healthcare Emergency Readiness Coalition  
 NCW HERC Board Meeting  
 Virtual, 8 May 2019, 0900-1200

**Location:** Virtual **Room:** N/A

**Call in Number-** (571) 317-3112 **Pass code-** 214-565-613

Go to Meeting Link: <https://global.gotomeeting.com/join/214565613>

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Agenda Item	Talking Points	Action Steps
<b>1. Attendance and Quorum Determination</b>	Introductions Today's meeting has held virtually. Attending: Robbie D, Dr. Vayder, September M, Josh E, Molly O, Sue K, Jim M, Joan T, Bert N, Audrey E, Annalisa K, Michael F, Phil R, Sandy J	<b>Quorum verified:</b> Hospitals, Public Health, Clinic, CMS, Trauma,
<b>2. Call to Order</b>	Meeting called to order @0901	
<b>3. Opening Thought</b>	Fear & Growth. Fear is neutral energy. Fear promotes growth. Discussion on Littleton shooting and all efforts being done by HERC to prepare for this type of event. Family Assistance Center Full Scale Exercise discussed.	
<b>4. Approval of Minutes of Previous Meeting</b>	Discussion. None. <b>Motion to approve April minutes</b> 1 <sup>st</sup> : Molly 2 <sup>nd</sup> : Josh <b>Motion result: Carried</b>	
<b>5. Agenda Review and Additions</b>	Discussion. None. <b>Motion to approve May agenda</b> 1 <sup>st</sup> : Josh 2 <sup>nd</sup> : Molly <b>Motion result: Carried</b>	
<b>Old Business</b>		
<b>6. FA Report: Anick Budget Review</b>	Discussion & Update. On the same budget trajectory as discussed in April. Anick April expenditures shared with board and reviewed during meeting. Medical Student scholarship and temp sheltering units order & processed.	

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 NCW HERC Board Meeting  
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	<p>Discussion: OPEHC and Fox Valley HERC outreached for supplementary funding for training through June 2019. This would be pulled from HERC carry over budget and be replaced with funding, plus additional funds for fiscal agent fees in July 2019. Need board approval for move forward providing 10000 of carry over budget to be used by Fox Valley HERC and then replenished with 2019-2020 budget.</p> <p><b>Motion to approve Fox Valley to use \$10000 for TOPIC course, with the understanding that OPEHC will replenish funds in 2019-2020 budget with additional funds to cover the fiscal agent fee.</b>        1<sup>st</sup>: Joan 2<sup>nd</sup>: Audrey  <b>Motion result: Carried</b></p> <p><b>Motion to approve FA April Report:</b>        1<sup>st</sup>: Sue 2<sup>nd</sup>: Josh  <b>Motion result: Carried</b></p>	
<p><b>7. Opioid Mini-grant Project Update</b></p>	<p>Discussion. Three presentations completed with three more scheduled. The grant hosted a presentation and an exercise at the Trauma Conference also.</p> <p>A couple of drive home points the importance of getting the patient from emergent response to the hospital. Many instances where patient is given Narcan and then signed off to not transport. When the patient reaches the ED, it is important to have the patient immediately connected with crisis counselors to begin recovery. There should be smooth transition from acute to recovery treatment without drop off in continuity of health care. Scary news is some jurisdictions are considering a “Three strikes” rule where the patient will not be given Narcan a fourth time if overdosing. This is highly concerning related to “Do No Harm.”</p>	
<p><b>8. Response Plan</b></p>	<p>Response Plan has been open for comment over the past month. Discussion a few grammatical changes, but the subject matter of</p>	<p>Response Plan presentations needed to help educate partners on the response plan.</p>

North Central Wisconsin Healthcare Emergency Readiness Coalition  
 NCW HERC Board Meeting  
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	<p>the plan is sound enough to have an initial document. This document will be reviewed annually by the board.</p> <p><b>Motion to adopt the Response Plan with revisions posed during discussion.</b></p> <p>1<sup>st</sup>: Sue 2<sup>nd</sup>: Josh</p> <p><b>Motion Result: Carried</b></p>	<p>The Response Plan will be reviewed in the Spring of 2020</p>
<b>9. CST Follow-up</b>	<p>See Presentation Slides          Presentation developed by Linnea Blomberg.          The presentation examines parameters over the past two years</p>	<p>HERC Coordinator to mail out presentation          HERC Coordinator to send out AAR for a open review period, changes to be sent to Willdan Homeland Solutions.</p>
<b>10. Project Updates</b>	<p>Disaster Response Bolstering (EZ Ups). Thirty-one EZ Ups have been ordered. 10 to be staged in with Oneida County EM, 10 with Marathon County EM, 5 with Price County EM, 5 with Clark County EM/EMS. 1 10x20' has been ordered to set up and incident command post if needed, housed by the HERC Coordinator. These are intended to provide intermediate shelter in an event of displacement. Shelters have walls to keep out UV rays and hold in cold and warm air. Each canopy is 10x10' and will fit two patients under each. They can be strung together to make an impromptu shelter.</p> <p>Pharmacy MOU- In parking lot until 2019-2020 fiscal year.</p>	<p>HERC and RTAC Coordinator to work with EMs for deployment upon arrival.</p>
<b>11. Exercise Updates</b>	<p>FAC Exercise- Scheduled for 05.09.2019. Tabletop and functional meetings and exercises have been completed. Approx. 70 participants scheduled to attend. A lot of lessons learned pre-</p>	<p>HERC Coordinator to work with HSS Solutions to coordinate report out at June 2019 meeting.</p>

North Central Wisconsin Healthcare Emergency Readiness Coalition  
 NCW HERC Board Meeting  
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	<p>event. The plans will need to be modified exiting this exercise. This exercise will be reported out on at June 2019 board meeting.</p> <p>CMS Exercise- Scheduled for 06.12.19, briefing meeting to be conducted 05.08.19 @1300. This will be recorded and shared with partners.</p>	<p>HERC Coordinator to share slides and recording with CMS partners.</p>
<p><b>12. WITRAC/ WISCOM</b></p>	<p>EMResource (WITRAC) Update:</p> <p>HERC Coordinators are working together to update training tools to essentials. Three things all users need to know includes: MCI, Bed County, General Announcement alerting &amp; responding. HERC Coordinator plans to pilot these tools with St. Claire’s and then hold trainings with all hospitals throughout 2019-2020.</p> <p>Additionally, implementing a biannual update of facility details and contacts was a large finding from the CST exercise. There will be a Systems staff member hired at OPEHC to lead these efforts. Ideas moving forward are being collected to maximize EMResource’s true potential.</p> <p>WISCOM Update:</p> <p>The HERC Coordinator is working with Nielson communications to finalize a deployable “Type 1” bag radio. HERC also now has a deployable handheld radio. Both tools are available by partners in response should need arise or current radio not be accessible or operational.</p>	

North Central Wisconsin Healthcare Emergency Readiness Coalition  
 NCW HERC Board Meeting  
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	<p>WISCOM SME has begun working to collect a next 5-year outlook for WISCOM.</p> <p>Discussion on reprogramming radios moving forward to address current programming issues. Reprogramming needs to be a directive for 2019-2020 now that all hospital radios are operational.</p>	
<b>13. HERC Coordinator Report</b>	Independent review.	Please contact HERC Coordinator if you have any questions about this report/
<b>14. 18-19 Work Plan</b>	Situation report provided. Almost everything completed for 2018-19. Preparedness Plan needs to be reviewed and CAT Tool needs to be reviewed.	HERC Coordinator to send out Preparedness Plan for open review period HERC Coordinator to review and provide suggested revisions to board at June meeting
<b>New Business</b>		
<b>15. Bylaw Review</b>	<p>Discussion on staggered terms, multi-year terms, and whether a member or organization should represent the board position. Staggering elections would make sense to promote historical retention. It was added that exiting chair and incoming chair should be added for institutional memory.</p> <p>Moving to multiple years makes sense, at least two year. Three to four years was recommended, but this may deter individuals from participating.</p>	Executive board to review and review the current bylaws based upon the suggestions and provide with revised bylaws to be accepted June 2019.
<b>16. 19-20 Caucus Representation</b>	<p>Discussion to the need to identify caucus board member for 2019-2020. Current board is asked to help assist.</p> <p>Nominees selected by caucuses will be formally recognized at the June Board meeting.</p>	Caucuses to have identified new representation and share with HERC Coordinator to have representatives attend June 2019 meeting.
<b>17. Preparedness Plan Review</b>	This will be opened for review from May until June HERC meeting.	HERC Coordinator to share Preparedness Plan for Review.

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<p><b>18. 19-20 Work Plan, Budget, Training Document Development</b></p>	<p>Reviewed regional HVA top 10 hazards.          Reviewed pre-discussed priorities:</p> <ul style="list-style-type: none"> <li>• Tribal Mutual Aid (PH)</li> <li>• Mental health service and Pediatric services</li> <li>• Closed PODS</li> <li>• CST (Multiple Facilities)</li> <li>• FAC and sheltering</li> <li>• Public/private partnerships-pharmaceuticals</li> <li>• Clear definition of rig capacity in region</li> <li>• Development of expert “Go-teams”</li> <li>• WISCOM outlook (EMS, Public health)</li> </ul> <p>Discussion of sector priority needs in sector reports.</p>	
<p><b>19. Sector Reports</b></p>	<p>Hospitals- Cyber-attacks high priority. Community based drills emergency preparedness (LE, Fire, EMS) yearly drills, CMS community-based drill incorporation, surgical suite evacuation</p> <p>EM- Priorities: fuel shortage, mass decontamination</p> <p>EMS/RTAC- Volunteers and lack thereof, mass casualty and epidemics</p> <p>Public Health- Mass care and mobilizing human service partners</p> <p>Clinics- Drilling, evacuation, mass casualty, alternate cares site</p> <p>CMS- SNF evacuation</p>	<p>Please send priorities thoughts to the HERC coordinator to aid in development of 2019-2020 work plan, budget and training plan.</p> <p>Comments on how outstanding CDP attendance. Great comments.</p>
<p><b>20. Upcoming Training and Exercises</b></p>	<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><b>21. Tabled Items for Future Discussions</b></p>	<p><b>CAT Tool, MRC ESarVP</b></p>	
<p><b>22. Next Meeting</b></p>	<p><b>June 12<sup>th</sup>, 2019, 0900-1200 Location Aspirus Weston Clinic</b></p>	
<p><b>23. Adjourn</b></p>	<p><b>Motion to adjourn</b></p>	

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