

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting
 Ascension-Our Lady Victory, 13 Nov 2019, 0900-1200

NCW HERC Board Members		<i>Clinics</i>		NCW HERC Guests and Presenters	
	<i>Hospitals</i>	P	Molly O'Malley		Mary Fay-Shields-Red Cross
P	Jim Monarski		Suzi Okey	P	Sandy Johnson
x	Josh Englund		<i>CMS</i>	P	Teresa Erler
	<i>EMS</i>	P	Annalisa Kania		
x	Delmond Horn	P	Jean Winter		
	Jared Thompson		<i>Tribal</i>		
	<i>Emergency Management</i>		James Lane (exiting)		
P	Phil Rentmeester	NCW HERC/NCRTAC Staff			
x	September Murphy	x	Robbie Deede		
	<i>Public Health</i>	P	Michael Fraley		
	Joan Theurer	x	Dr. Tim Vayder		
P	Sue Kunferman	P	Travis Nixdorf		
	<i>Trauma</i>				
P	Jason Keffeler				
x	Dr. Michael Clark				

Location: Ascension- Our Lady Victory, 1120 Pine St, Stanley, WI 54768 Room: Board Room

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
1. Attendance and Quorum Determination	Introductions	Quorum verified: Yes
2. Call to Order	Meeting called to order @0901	
3. Opening Thought	Sometime the things that are the least appealing are the most important. Adaptative flexible	
4. Approval of Minutes of Previous Meeting	Discussion: Reviewed minutes Motion to approve previous meeting minutes 1 st : Del 2 nd : September Motion result: Carried.	
5. Agenda Review and Additions	Discussion: Reviewed agenda Motion to approve current agenda	

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	1 st : Josh 2 nd : Del Motion result: Carried	
6. FA Report: Anick Budget Review	Motion to approve September FA Report 1 st : Sue 2 nd : Dr. Clark Motion Result: Carried	HERC Coordinator to share updated budget YTD upon receiving update from FA monthly.
7. HERC Coordinator Report	Independent review.	Please contact HERC Coordinator if you have any questions about this report.
8. Project Updates	<p>Essential Elements of Information Current tabs being developed include: Transport time, Rig capacity, Hospital & SNF vital information, HERC Supplies, Blood capacity Medevac is helping to complete transport time RTAC Coordinator is developing Rig Capacity Discussion to ambulance assistance agreement with other agencies being identified in EOP and approved by state. Discussed limitations of MABAS related to liability concerns, leading to some private entities not being brought into cards</p> <p>Discussion on internal assets and internal checks. Annual check-ins with custodians to verify the product is still working and provide updated information and in-service. Discussed this will help identify when items need replacing and cost saving could be leveraged.</p> <p>HERC Coordinator will be working with the hospitals for blood capacity identification in the region. Questions to ask the hospitals discussed:</p> <ul style="list-style-type: none"> • What is your primary blood center you use? • Where would we pull from if needed? • What are hospital policies on blood sharing? • What are your pars? <p>Temp shelters Reviewed one pager. This will be posted to the Tools section on the website</p>	<p>Del will follow-up on MABAS limitations and EMS liability and report back.</p> <p>HERC Coordinator to post the One Pagers to the Tools section on the HERC website</p> <p>HERC Coordinator to explore temp shelter heating and cooling unit options.</p> <p>HERC Coordinator to draft a contest guidance document and share with school POCs</p> <p>HERC Coordinator to continue outreach to Pharm companies for possible MOU</p> <p>HERC Coordinator to mail out the POD TTX Save The Date.</p> <p>Josh, Flambeau, to share the Closed POD training information.</p> <p>HERC Coordinator to continue to follow-up with tribes and partner health depts for MOU development</p> <p>HERC Coordinator to send out a Save the Date for Family Assistance Center Exercise June 2020</p>

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	<p>Discussed heating and cooling unit options for that could be written into the budget for 2020-2021.</p> <p>HERC logo Lisa Kelly confirmed funding can be used for a scholarship in HERC Logo development. HERC Coordinator has reached out to all the schools with graphic design programs to identify a POC. Discussed guidance to provide the graphic design students.</p> <p>Pharm Supply MOU A template MOU was developed last year. The HERC Coordinator has outreached to: Amazon, Walgreens, McKesson (formerly Moore), Medline and Cardinal. Walmart has not been outreached yet. Amazon does not offer IV medication. This is a similar concern for Walgreens and Walmart. Awaiting to hear response.</p> <p>Closed POD MOU All three systems: Aspirus, Ascension and Marshfield Clinic has the template in for review to have a system approved MOU. Discussion to after it is cleared. An MOU will be created for each hospital. Each hospital will be a closed POD. Auxiliary clinics and surrounding staff will be included into this MOU. Health Officers to the county which the hospital resides will review and sign off on the MOU. It would not require a signature from all Health Officers were the system is. "Let the hospital systems own it." Discussed barriers to help public health identify open POD needs reduced through closed PODs. When closed POD populations are reviewed it would be helpful to identify geography. (Example: Iron County Aspirus Clinic will account for approximately X Iron County residents.) Reiterated the targeted execution date would be January 31, 2020. Closed POD Exercise scheduled for April 22, 2020. Discussed POD Essentials Train the Trainer. Hospital contacts are encouraged to have someone trained in this. Dates at the CDP include:</p> <ul style="list-style-type: none"> • March 8-12, 2020 	<p>HERC Coordinator to send out the "Save the Dates" for POD TTX and COIN Workshop</p>
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	<ul style="list-style-type: none"> • May 11-15, 2020 • August 31-September 4, 2020 <p>https://cdp.dhs.gov/find-training/course/MGT-442-1</p> <p>Tribal MOU HERC has contacted all three federally recognized tribes and partner county health departments. A template has been procured thanks to Forest County Health and Forest County Potawatomi. These two agencies have recently updated their MOU. Lac Du Flambeau Tribe and Vilas County are in development of their MOU. Sokaogon-Chippewa Tribe and Forest County Health Dept MOU development is unknown currently.</p> <p>Family Assistance Center Plan Revisions and Full-Scale Exercise Contract signed with HSS. Planning meetings for plan revisions will be Nov & Dec. Exercise will be held June 11, 2020 in Wood County, location TBD. Planning meetings to commence January 2020.</p> <p>CST FSE Contract signed with HSS. Determined date will be April 8th. This year will have more notice than normal related to the number of partners involved and with it having a full-scale component. This year both hospital and skilled nursing facilities will be simulated for evac. Hospitals: St. Marys (FSE), Flambeau, HYMC, Eagle River, Sacred Heart, Good Sam SNF: Friendly Village Planning Team: Jim M (Hospital), Josh E (Hospital), Cindy Lee B (Hospital), Del H (EMS), Michael F(EMS), Dr. Vayder, September (EM), Pat (FV), Dr. Clark (Spirit), Michelle (PH), Jean W (CMS)</p>	
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	<p>This is a big planning team related to the size of the exercise. Discussed the need to break into subgroups for effective planning.</p> <p>COOP/Recovery Plan Contract signed with Grey Horse. A plan has been drafted. It will be reviewed once more prior to sharing with the board.</p> <p>POD/COIN workshop Contract signed with JSI. Dates have been determined from the Doodle Poll. Save the Dates to go out. IPM for COIN Workshop next week.</p> <p>HERC Inventory Documentation/IMATS HERC Coordinator has established an IMATS account. Currently it would be most time effective to continue using Excel documentation for asset tracking.</p>	
9. MA Contract	<p>Reviewed the MA contract with Marshfield Clinic redline. Little change. Motion to approve MA contract with Marshfield Clinic, Inc. 1st: Del 2nd Dr. Clark Result: Motion Carried.</p>	HERC Coordinator to send clean document to Chair for signature.
10. HVA Open Review	<p>Discussion it is time to review the HVA again. Open Review November-December. Approve in Jan.</p>	HERC Coordinator to send out the HVA for review
11. Prep & Response Plan Review	<p>Discussed annual review of the Prep Plan and Response Plan Prep Plan open review in December and approve in January Response Plan open review in January and approve in February Recovery Plan open review in February and adopt in March Discussed signature collection to capture knowledge of HERC plans. NCW HERC Coordinator drafted a template that would be used to capture signatures. Discussed needing to find a e signature format.</p>	HERC Coordinator to send out the Preparedness Plan for review
12. Work Plan Review	<p>Discussed the work plan thus far and shared the OPEHC Completion Timeline. NCW HERC is in a pretty good place right now. We will take a deep dive in January and approve for mid-year submission</p>	HERC Coordinator to draft the mid-year review
13. WITRAC/	<p>EMResource (WITRAC) Update:</p>	Josh E to share the drafted matrix with Travis

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<p>WISCOM Interoperable Communications Systems</p>	<p>Lots of changes happening. Eric Anderson with OPEHC will be presenting to the hospitals at the hospital meeting in the afternoon.</p> <p>WISCOM Update: WISCOM SME is trained and up and running. Some issues have been identified. Discovered a possible antenna issue at Neillsville. Discussed radio programming to a common matrix. Software and hardware requirements need to be determined. It was mentioned in reprogramming it is vital to verify all channels are working. It has been discovered some either do not work or are not programmed into radios. Portable battery needs have been collected to submit to Nielson.</p>	<p>Travis to reach out to Josh Ripp related to hardware and software needs for radio programming.</p> <p>HERC Coordinator to connect Chris to Nielson for invoice for WISCOM antenna issue.</p> <p>HERC Coordinator to submit battery needs list to Nielson for procuring more backup batteries.</p>
<p>14. Tribal Representation Exit</p>	<p>Discussion Tribal Council awaiting to hear back</p>	
<p>15. DNC & DARES</p>	<p>DARES: No new updates.</p> <p>DNC: Shared the current situation report to the secretary's office and the Hospital Checklist developed by OPEHC.</p>	<p>This will remain a monthly standing agenda item Events surrounding the DNC: Hodag/ Lifest: July 9-12 Rock Fest / Rock USA: July 16-18 EAA: July 20-26 Farm Tech Days: July 21-23</p>
<p>16. HERC Staff and Advisory Group Meeting Report</p>	<p>Reviewed the HERC Staff Meeting Drafted Minutes</p>	<p>HERC Coordinator to share upon finalization.</p>
<p>17. Sector Reports</p>	<p>Hospitals- Sales of hospitals. MMC-Minocqua will be opening soon. CST, Exercising, closed PODs policy development, Management Plan Review & Eval needs to be approved by January. Discussed OSHA Healthcare inspections.</p> <p>Emergency Management- Weather events review and preparation, projections for next year, high water levels discussion, wind events NWS resources.</p> <p>Public Health- Getting ready flu season and GI outbreaks. Many counties seeking personal conviction waiver elimination for immunizations. WAHLDAB is tracking this. Wood County shared solar powered shelter project. Mumps exposures. Some documented hospitalized influenza cases already this season.</p>	<p>Jim will write up a document related to his experience with the inspection. OSHA Inpatient Inspection Info: https://www.osha.gov/dep/enforcement/inpatient_insp_06252015.html</p> <p>Weather service website: https://www.weather.gov/</p>

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	<p>EMS- DHS 110 in process for approval. Public comment in December. Discussed strengthening certifications of Medical Directors. SMART Triage packs with triage algorithm new cards made. Template shared.</p> <p>RTAC/Trauma- DHS 118 trauma rule through public hearing, not a lot of comment. A lot of hospitals working through WHA for formal comment. February rule needs to be delivered to legislature. Trauma Conference will be April 24, 2020.</p> <p>Clinics- None.</p> <p>CMS- 093019 Update. Prepping for Joint Commission surveys, mock surveys. Feb 2020- HICS Course will be provided focusing the offering to CMS facilities.</p>	
<p>18. Upcoming Training and Exercises</p>	<p>Check http://www.ncw-herc.org/eventscalendar/ for upcoming events, meetings and trainings</p>	
<p>19. Tabled Items for Future Discussions</p>	<p>American Red Cross Presentation MRC, ESarVP</p>	
<p>20. Next Meeting</p>	<p>January 8, 2020. Location: TBD per hospital meeting</p>	
<p>21. Adjourn</p>	<p>Motion to adjourn 1st: Josh 2nd: Jean Motion result: Carried</p>	