

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting
 Aspirus Weston Clinic, 9 Oct 2019, 0900-1200

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

Location: Aspirus Weston Clinic, 4005 Community Center Dr, Weston, WI 54476 **Room: Second Floor Conference 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:
2. Call to Order	Meeting called to order @0900	
3. Opening Thought	Discussed the difference between Affirmation and Agitation. Discussed the importance of surrounding yourself with people who will continue to make you provide evidence to your actions.	
4. Approval of Minutes of Previous Meeting	Discussion: Motion to approve previous meeting minutes 1 st : Del 2 nd : Dr. Clark Motion result: Carried	
5. Agenda Review and Additions	Discussion: Motion to approve current agenda	

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	1 st : Josh 2 nd : Joan Motion result: Carried	
6. FA Report: Anick Budget Review	Discussion. Shared Fiscal Agent’s identified hardship of sharing budget in allotted time. Discussed moving approval back one month. We will approve September’s budget in November. Additionally, discussed hardship of Fiscal Agent attending each meeting. Moved to request for quarterly reports from Anick. FA to report next at February meeting.	HERC Coordinator to share updated budget YTD upon receiving update from FA.
7. CST	<p>Discussion. Need to identify an evacuating nursing home. It would make sense to outreach Friendly Village or Rennes as they are located where the next hospital evacuation exercise will take place.</p> <p>Four HERCs will be working with HSS which will make them eligible for a 15% discount on cost. This will lead to some significant cost savings on the part of NCW HERC.</p> <p>The November Hospital meeting will be focused around starting to discuss these questions, including transport, tabletop</p> <p>CMS will need to be looped into these conversations and planning meetings. It is important to capitalize on this surge opportunity to all. Contract not signed it. It required revisions that have been made by the contractor and sent to chair for review and signature.</p> <p>Discussion on the date. Held date will be better to move from second Wednesday of March, related to EM conference. It has been discussed that March 18th. May be the optimal target. Hospital exercise portion would be in the morning and the SNF component in the afternoon.</p> <p>Discussed virtual hot wash with separate sector meetings to get the most out of each discussion.</p> <p>Discussed this would be an opportunity to exercise pop-up shelters and engage EM set up temp shelter.</p> <p>It was noted that it is important to not bring to the same level of complexity for SNFs as hospitals.</p> <p>Asked Red Cross to provide what shelter with SNF look like.</p> <p>Discussion that this is where the true opportunity may lay with public health involvement, with red cross, to open a disaster reception center/shelter.</p>	This will remain a standing agenda item. ARC to report back with information on activations of ARC with nursing home evacuations.

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<p>8. Project Updates</p>	<p>Essential Elements of Information Shared document sent by ASPR to complete. This document covers different levels of information including bed, generator, HVAC, and communications capacity. HERC Coordinator outreached to all active member facilities in the region to collect this information. Some of this information was voluntarily collected by HERC earlier this year as part of the ASPR pilot project. More information to be collected on flight times to trauma 1&2 centers Discussion on fuel restrictions. In a time if crisis and wide shortage public safety would be prioritized.</p> <p>Temp shelters All shelters have been staged in locations. Discussed one pager needs to be developed discussion activation, set-up, tear down.</p> <p>HERC logo Discussed benefits or establishing a logo related to outreach, badging and branding. Discussion related to whether funding can be used for logo development. Graphic Designs schools.</p> <p>Pharm Supply MOU Tabled</p> <p>Closed POD MOU All three health care systems are in-process to have MOUs in legal for review. A formal MOU is not necessary to define a facility as a closed POD on the PCA portal. It requires two things: the county health officer is willing to identify them as a closed POD and that the organization has a process for distribution of medication. Clinics and auxiliary centers supporting the system can be included in this, therefore it makes sense to have a system approach with signoff from health officers where each system exists. So theoretically three MOUs for the region.</p> <p>Tribal MOU</p>	<p>HERC Coord to follow-up with MedEvac, Spirit for flight time data collection</p> <p>HERC Coordinator to develop and distribute Pop-up shelter one pager</p> <p>HERC Coordinator to outreach to Lisa Kelly to confirm if funding can be used for logo development</p> <p>HERC Coordinator to begin outreach to pharmaceutical companies that may be able to be in MOU with NCW HERC.</p> <p>Hospitals method of distribution Public Health Officer Approval for each county even.</p>
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	<p>Tabled</p> <p>Family Assistance Center Plan Revisions and Full-Scale Exercise Contract to be signed. Plan revisions targeted to be completed by January 2020.</p> <p>CST FSE See CST agenda item above. Contract out for signature.</p> <p>COOP/Recovery Plan Communication has begun. Currently reviewing plans. Conducted a brief overview of the ASPR template. Contract out for signature.</p> <p>POD/COIN workshop Discussion on two proposals. JSI identified as having more regional awareness of the HERC's geography, these projects are more public health specific and there is precedence on JSI's workshops and exercises.</p> <p>Motion: NCW HERC will contract with JSI establishing POD & COIN workshops. 1st: Joan 2nd: Jim Motion Result: Carried</p> <p>HERC Inventory Documentation/IMATS HERC Coordinator attended the training on Oct 3rd. IMATS will be the primary method of organization for the state SNS/MCM program. HERC Coordinator could assist in this process with counties if the health officer desires. There is also a lane for cataloging HERC supplies. PHEP Coordinators could also have access for HERC supply inventory. Coordinator still in the process of being credentialed.</p>	<p>HERC Coordinator to outreach three tribes and public health agencies that work closely with them.</p> <p>HERC Chair to sign HSS contract</p> <p>HERC Chair to sign the Grey Horse contract</p> <p>HERC Coordinator to follow-up with Facente and JSI. HERC Coordinator to share contract from JSI with HERC Chair to be signed</p> <p>HERC Coordinator to establish IMATS account</p>
<p>9. Training Plan</p>	<p>Discussed revisions to 2019-2020 Training and Education Plan. Discussed prepping for the 2020-2021 Training Plan. NCW HERC Board during its prep for 19-20 plan tabled a full year of training and exercise. This tabled work will be the core of the 20-21 plan.</p>	<p>Work with Mary for just in time AWH and MMC HERT supplies Can you bring it with you? Hospital discussion, Anniston may be better</p>

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	Two initial identified self-paced training have been posted to the website in tools section.	
10. WITRAC/ WISCOM	<p>EMResource (WITRAC) Update: Discussed email sent indicating for internal training and testing to use the demo site. Regional, State, and facility exercises, where external partners are included will still use the live site. Reviewed new builds being discussed at the state level, building a burn center group and a group for Trauma 1 and 2 facilities.</p> <p>Discussion in the use of General Announcement usage was echoed for situational awareness.</p> <p>WISCOM Update: New WISCOM SME has been trained and is scheduling site drills. Discussion on how to incorporate WISCOM into state drills.</p>	HERC Coordinator will add EMResource “Group Expansion” and “State WISCOM Drilling” updates to Hospital Meeting.
11. HERC Coordinator Report	Independent review.	Please contact HERC Coordinator if you have any questions about this report.
12. DNC & DARES	<p>DARES: One Pager shared with hospitals and board.</p> <p>DNC: Update. Identified a 110-mile radius for heavy agency involvement. OPEHC is currently drafting a checklist for Based on current advisement NCW HERC members will not be core participants during this exercise, however statewide baseline preparations will be good practice for an expanding event.</p>	This will remain a monthly standing agenda item Hodag/ Lifest: July 9-12 Rock Fest / Rock USA: July 16-18 EAA: July 20-26 Farm Tech Days: July 21-23
13. HERC Staff and Advisory Group Meeting Report	Discussion reviewing the minute from the HERC staff meeting and AG group meeting.	
14. Sector Reports	<p>Hospitals- OSHA visits coming back all hospitals. Tickets can be written. Log of the effectiveness of the training. Personal interviews for personal historical injuries. Provision of space discussion, EMTALA.</p> <p>Emergency Management- Organizing trainings, all EOPs are in and submit</p> <p>Public Health- IMATS trainings recently conducted for SNS distribution</p>	

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	EMS- 118 Trauma review open comment through Oct 11. RTAC/Trauma- Trauma conference prep work has began Clinics- None CMS- None	
15. Upcoming Training and Exercises	Check http://www.ncw-herc.org/eventscalendar/ for upcoming events, meetings and trainings	
16. Tabled Items for Future Discussions	MRC, ESarVP	
17. Next Meeting	Ascension Our Lady Victory (Stanley, WI) Nov 13, 2019	
18. Adjourn	Motion to adjourn 1 st : Josh 2 nd : Jim Motion result: Carried	