

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting
 Aspirus Wausau Campus/Virtual, 11 May 2022, 0900-1200

NCW HERC Board Members			<i>Clinics</i>	NCW HERC Members, Guests & Presenters	
	<i>Hospitals</i>	x	Daniel Wall		
x	Ed Radtke		Kris Bell		Teresa Erler- WEM
x	Josh Englund (Vice Chair)		<i>CMS</i>		Tim Doerfler
	<i>EMS</i>	x	Wendy Freese		Mike Roberts
	Delmond Horn (Chair)		Sarah Rothmeyer		Suzi Okey
x	Dr. Michael Clark		<i>Tribal</i>	x	Donald Kimlicka
	<i>Emergency Management</i>	x	Jacee Shepard	x	Stacy Lam
x	Phil Rentmeester	NCW HERC/NCRTAC Staff			
x	September Murphy	x	Robbie Deede		
	<i>Public Health</i>	x	Michael Fraley		
x	Gary Garske	x	Dr. Tim Vayder		
x	Sue Smith		Travis Nixdorf		
	<i>Trauma</i>	x	Ty Zastava		
	Jason Keffeler	x	Amy Wheeler		
	Gina Brandl				
Agenda Item		Talking Points		Action Steps	
1. Attendance and Quorum		Introduction & Real Event Discussion <ul style="list-style-type: none"> • Welcome Stacey Lam – MPH student that will be working with the HERC <ul style="list-style-type: none"> ○ She will be working on: health care systems, supply chain work with Michael Fraley, partner education, and trauma conference preparedness track 		Quorum verified: Yes	
2. Call to Order		Meeting called to order @ 9:07			
3. Approval of Minutes of Previous Meeting		Discussion: Independent review of minutes Motion to approve previous meeting minutes. 1 st : Sue Smith 2 nd : Phil Rentmeester Motion result: Carried			
4. Agenda Review and Additions		Discussion: Reviewed agenda items Motion to approve current agenda. 1 st : Ed Radtke 2 nd : Wendy Freese Motion result: Carried			

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<p>5. Budget Review/Accountant Report</p>	<p>Discussion:</p> <ul style="list-style-type: none"> • April Financials <ul style="list-style-type: none"> ○ Reviewed budget vs. actual report • COVID Carryover: <ul style="list-style-type: none"> ○ Isopod filter replacements ○ PPE bolstering grants ○ Portion of Logistics and Planning contracts ○ Testing repairs and supplies ○ Total cost = \$40,752 – will then deplete carryover • Carryover <ul style="list-style-type: none"> ○ Incorporation fees ○ Remainder of Ty’s and Michael’s contracts ○ Microsoft fees ○ DocuSign fees ○ Mass fatality trailer maintenance ○ QuickBooks ○ MCI Go Bags ○ Survey Monkey account ○ Website fees ○ Accountant contract ○ Storage fees ○ RTAC conference ○ On-call response team ○ CMS tabletop exercise ○ Insurance ○ HERC Coordinator subcontract ○ ABLS seats ○ \$1,387.59 away from depleting • Dropped travel by 50% <p>Motion to approve April financials 1st: Dr. Clark 2nd: Ed Radtke</p> <p>Motion result: Carried</p> <p>Motion to approve purchase of MCI Go Bags and computer equipment with remaining carryover and BP2 and BP3 funds 1st: Ed Radtke 2nd: Phil Rentmeester</p>	<p>Supplies needed:</p> <ul style="list-style-type: none"> • Evacuation Chairs • Peds MCI Supplies • Computers and supplies
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	<p>Motion result: Carried</p> <ul style="list-style-type: none">• 21-22 Updated Budget – working to close out• 990 EZ Form Completion<ul style="list-style-type: none">○ Sent out a draft for board review○ Accounts for everything from Jan. 1, 2021 – Dec. 31, 2021○ Will now file return for Jan. 1, 2022 – June 30, 2022 to get back on budget timeline○ Needs to be filed by May 16, 2022 – just need board’s approval <p>Motion to approve the submission of the 990 EZ form 1st: Sue Smith 2nd: Ed Radtke</p> <p>Motion result: Carried</p> <ul style="list-style-type: none">• 22-23 Draft Budget<ul style="list-style-type: none">○ Robbie has begun drafting○ Plan to increase travel budget to original version○ Equipment: ambu-bus (conversion kit is ~\$20,000 + maintenance)○ Supplies: Computer software, IT supplies, MCI Go Bags, website maintenance○ Contractual: Accountant, Storage, WISCOM SME, RTAC conference, on-call medical technical support team, CMS contracted exercise Logistics and Planning contracts, HERC Coordinator subcontract, insurance, hazmat seats, external audit, enhanced hazmat advanced life support course○ Other possibilities:<ul style="list-style-type: none">▪ EMTrack SME▪ EMS assessment/feasibility study▪ Recovery training▪ Family assistance/mass fatality▪ Exercise contractor▪ Bringing IMT into exercises	
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	<ul style="list-style-type: none"> ▪ Evacuation grants for nursing homes and hospitals • DUNS Transition <ul style="list-style-type: none"> ○ Transitioning away from DUNS; will now be an UEI number 	
<p>6. HERC “Extreme Makeover” Update</p>	<p>Discussion</p> <ul style="list-style-type: none"> • 23 areas for improvement identified • Four key areas: <ul style="list-style-type: none"> ○ Governance and staffing ○ Quality improvement ○ Utilization of resources ○ Sustainability and growth • Concerns identified: <ul style="list-style-type: none"> ○ No clarity HERC coordinator contract ○ Finance concerns • Overall, was a good process • Add some of these identified improvements to Ty’s contract as part of our HERC Improvement Plan 	
<p>7. Work Plan/Regional Projects and Deliverables</p>	<p>Projects: Motion to approve Preparedness Plan 1st: Ed Radtke 2nd: Phil Rentmeester Motion result: Carried</p> <ul style="list-style-type: none"> • Logo Update <ul style="list-style-type: none"> ○ Look to finalize soon, still awaiting final drafts • Insurance and credit apps <ul style="list-style-type: none"> ○ Credit application was submitted to Associated Bank; nothing wrong with the account, we just haven’t been a business long enough (2 years); Dec. 2022 would meet this requirement ○ Hanover is dropping one of our insurance policies ○ Robbie has submitted insurance coverage requests for general liability, directors and liability, and errors and omissions; waiting to hear back • MRSE 	

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	<ul style="list-style-type: none"> ○ Able to utilize eICS for this exercise ○ Clear, tangible improvements identified ○ Full debriefing is this afternoon ● Response Plan: <ul style="list-style-type: none"> ○ COOP – Robbie walked through the added integrated COOP additions into Response plan ○ Infectious Disease Annex ○ Fatality Management Annex ○ All plans have been shared with board; ○ Ty is putting all into Response Plan – it is now over 100 pages – do we keep annexes separate for easier finding and annual reviews? Board moves to hyperlink annexes ● CMS Exercise <ul style="list-style-type: none"> ○ June 8th ○ Hazmat spill near business ○ Virtual tabletop ● Hazmat First Receiver & ABLs Seats <ul style="list-style-type: none"> ○ Received a lot of tech support questions, but overall very good program ○ Seats have been extended ○ Seats are still available ○ Hoping to bring in the train-the-trainer course in August ● PPE Bolstering <ul style="list-style-type: none"> ○ Sending out checks to grant recipients ● Board Membership Voting Update <ul style="list-style-type: none"> ○ Melody Dearth will be Aspirus rep for clinics ○ Daniel is working on a rep for MMC ○ Will look for PH rep on their call next week ○ Wendy Freese has agreed to continue to represent CMS ○ Fraley will confirm trauma reps ● 2022 HERC Contract Update and Amendments <ul style="list-style-type: none"> ○ Dr. Vayder’s contract – updated language and changed to have half contract to payment (\$12,000) and half for travel/education reimbursement (up to \$12,000) 	<p>Robbie to provide viewing access to One Drive “plan” folders for board members</p> <p>Ty to hyperlink annexes to Response Plan to shorten overall plan</p> <p>Ty to send out full Response Plan for partner review by next Wednesday</p> <p>Robbie to sign out final reminder on May 25th for final chance to participate in CMS exercise – low enrollment currently</p> <p>Robbie to look into train-the-trainer course for August</p> <p>Robbie to send Dr. Vayder his contract for Marshfield Clinic’s review and signature</p>
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	<ul style="list-style-type: none"> ○ WISCOM SME contract – similar to last years; will update software, expand ability for hospitals to link to dispatch centers, and create a 5-year communication plan with DHS ○ Moving to a yearlong accounting contract with Amy Wheeler; deliverables will remain the same; plan to discuss with her a potential increase in salary ○ Planning and Education contract – Ty; keep hours same as last year and plan for quarterly deliverables again ○ Logistics contract – Michael; create deliverables from supply chain integrity assessment, MCI supplies, and MCI bus; may need to consider increase contract amount with work involved ○ HERC Coordinator subcontract – will be similar to last years ● MPH Student <ul style="list-style-type: none"> ○ Stacey Law ○ Will incorporate Stacey’s deliverable into work plan 	Talk to Amy regarding salary for next contract
8. HERC Staff and Advisory Group Meeting	Independent review <ul style="list-style-type: none"> ● Robbie sent out minutes 	
9. Response Updates	Discussion <ul style="list-style-type: none"> ● COVID is not going away; starting to trend upwards in hospitalized patients ● Contrast shortage ● Phase 5 COVID AAR was sent out to board for review; Robbie will send out for open comment to all partners COVID Testing <ul style="list-style-type: none"> ● Discussion on decrease of testing resources ● Discussion on testing focus needs 	
10. Contractor Updates	<ul style="list-style-type: none"> ● HERC Coordinator ● Planning <ul style="list-style-type: none"> ○ Completing MRSE AAR and supporting documents ○ Will be moving AAR Improvement Plans into HERC Improvement Plan ● Logistics 	

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	<ul style="list-style-type: none"> ○ No update 	
11. Interoperable Communications Systems	<ul style="list-style-type: none"> ● EICS <ul style="list-style-type: none"> ○ Events log ○ Improvement plan ○ AAR ● EMResource/ EMTrack ● WISCOM 	
12. Sector Reports/ Top Priorities	<ul style="list-style-type: none"> ● State EMS MCI plan is going out for review 	
13. Upcoming engagements	<ul style="list-style-type: none"> ● Board Updates 1st and 3rd Tuesdays ● Hospital Regional Medical Calls 1st Wednesday ● May 11 Board Meeting ● May 11 MRSE After Action Review ● May 17-19 CHEC Course ● June 8 HERC Board Meeting ● June 8 CMS Virtual Exercise ● June 28-29 AHLS ● June 29 Mass Fatality for Rural Communities 	
14. Regional Resource Requests/Needs	Discussion	
15. Tabled Items for Future Discussions	Discussion	
16. Next Meeting/ Adjourn	<p>Motion to adjourn. 1st: Wendy Freese 2nd: Dr. Clark Motion result: Carried</p>	