

North Central Wisconsin Healthcare Emergency Readiness Coalition  
NCW HERC Board Meeting

Aspirus Wausau Family Medicine Building, 2<sup>nd</sup> Floor, Molinaro Room, 8 Feb 2023, 0900-1200

NCW HERC Board Members			<i>Clinics</i>	NCW HERC Members, Guests & Presenters	
	<i>Hospitals</i>	x	Josh Goch		
x	Alex Jaye		Melody Dearth		
x	Josh Englund (Vice Chair)		<i>CMS</i>		
	<i>EMS</i>	x	Wendy Freese		
x	Delmond Horn (Chair)	x	Sarah Rothmeyer		
	Dr. Michael Clark (Treasurer)		<i>Tribal</i>		
	<i>Emergency Management</i>		Jacee Shepard		
	Phil Rentmeester	<b>NCW HERC/NCRTAC Staff</b>			
	Vacant	x	Robbie Deede		
	<i>Public Health</i>		Michael Fraley		
	Gary Garske	x	Dr. Tim Vayder		
x	Sue Smith		Travis Nixdorf		
	<i>Trauma</i>	x	Ty Zastava		
x	Jason Keffeler		Amy Wheeler		
x	Gina Brandl				

Location: Molinaro Auditorium, located on the 2nd Floor of the Aspirus Wausau Family Medicine building (425 Wind Ridge Dr., Wausau WI 54401)

Agenda Item	Talking Points	Action Steps
<b>1. Attendance and Quorum/ and Real-life Events</b>	Introduction Case Study Ty provided a case study on supply chain interruption.	<b>Quorum verified: Yes</b>
<b>2. Call to Order</b>	Meeting called to order @ 9:09	
<b>3. Approval of Minutes of Previous Meeting</b>	Discussion: Independent review of minutes <b>Motion to approve previous meeting minutes.</b> 1 <sup>st</sup> : Wendy Freese 2 <sup>nd</sup> : Joshua Englund <b>Motion result:</b> Carried	
<b>4. Agenda Review and Additions</b>	Discussion <b>Motion to approve current agenda.</b> 1 <sup>st</sup> : Sue Smith 2 <sup>nd</sup> : Sarah Rothmeyer <b>Motion result:</b> Carried	

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<p><b>5. Accountant Report</b></p>	<p><b>January Financial Report</b></p> <ul style="list-style-type: none"> <li>• Robbie walked through report</li> </ul> <p><b>Motion to approve January Financial Report</b> 1<sup>st</sup>: Joshua Englund 2<sup>nd</sup>: Sarah Rothmeyer Motion result: Carried</p> <p><b>Carryover Update</b></p> <ul style="list-style-type: none"> <li>• Submitted a carryover request that would cover most all our carryover from last fiscal year – requested \$68,800</li> <li>• Requested money for:             <ul style="list-style-type: none"> <li>○ Personnel – for Ty to act as interim coordinator (state won't replace Robbie's position until July 1)</li> <li>○ Equipment                 <ul style="list-style-type: none"> <li>▪ Logistics and Coordinator computers</li> <li>▪ Pre-staged evacuation supplies</li> <li>▪ MCI Go Bag supplies</li> <li>▪ IMT Go Bags</li> </ul> </li> <li>○ Audit fees</li> <li>○ CMS virtual tabletop exercise</li> </ul> </li> <li>• All coordinators submitted requests by Feb. 2, however, do not think state will review until after Feb. 23</li> </ul> <p><b>Unrestricted revenue</b></p> <ul style="list-style-type: none"> <li>• Fraley Expense             <ul style="list-style-type: none"> <li>○ State rejected Fraley's printing expense for Ed's retirement plaque</li> <li>○ State said it is non-reimbursable</li> <li>○ Motion to see if we can use unrestricted funds to pay for this (\$50-\$55)</li> </ul> </li> </ul> <p><b>Motion to approve use of unrestricted funds to pay for plaque expense.</b> 1<sup>st</sup>: Joshua Goch 2<sup>nd</sup>: Alex Jaye Motion result: Carried</p> <p><b>Audit Update</b></p>	<ul style="list-style-type: none"> <li>• Robbie to reach out to state to see if we can get auditor's answers from state so that they can complete audit by March 1</li> </ul>
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	<ul style="list-style-type: none"> <li>• Auditor sent Del and Robbie a list of questions, they both responded back</li> <li>• State is not getting back to auditor; need answers to complete audit - they have been waiting on this since November</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Robbie is working to correct his 1099 - it's been incorrect twice now.</li> </ul>	
<p><b>6. BP5 Preliminary Budget Prep</b></p>	<p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• Robbie had to make cuts to budget to meet \$150,000 limit           <ul style="list-style-type: none"> <li>○ Pulled travel</li> <li>○ Mileage for contractors was pulled</li> <li>○ Contractor wages               <ul style="list-style-type: none"> <li>▪ If we don't get more money, we may need to pull some deliverables for contractors</li> <li>▪ Need to complete conversation on RFAs for contractors</li> </ul> </li> </ul> </li> </ul>	
<p><b>7. Contractor RFA Development</b></p>	<p>Follow-up</p> <ul style="list-style-type: none"> <li>• Another meeting is needed to finish conversation</li> <li>• Some amendments to contracts are needed</li> <li>• Question regarding liability for contractors – Dr. Clark reached out to an attorney for clarification</li> <li>• Some contracts are intended to cover mileage, some don't – they want to build consistency on this</li> </ul> <p>Next Steps and Closed Session</p> <ul style="list-style-type: none"> <li>• Schedule another meeting to finalize discussion points</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule another closed session for Feb. 13 from 2:30 – 4:00</li> <li>• Robbie to send Del notes from other coordinators on what they are paying</li> <li>• Those who can't attend should send Del what they think are fair wages for those contract packages</li> </ul>
<p><b>8. Transition Strategy Discussion</b></p>	<p>Discussion</p> <ul style="list-style-type: none"> <li>• Robbie reached out to other coordinators to see if any would be willing to cover in the interim – they all declined</li> <li>• Submitted carryover request funds to have Ty act as interim</li> <li>• If we don't get the funds, responsibility falls on Brian Kaczmariski</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Hopefully we will hear by first week of March if funds are received</li> </ul>	
<b>9. HERC Improvement Plan</b>	Discussion <ul style="list-style-type: none"> <li>• Tabled</li> </ul>	
<b>10. Strategic Plan Update</b>	Update from Del and Dr. Vayder <ul style="list-style-type: none"> <li>• Next meeting is Feb. 14 from 1:00 – 2:00</li> </ul>	
<b>11. Training Needs Assessment Results</b>	<ul style="list-style-type: none"> <li>• Tabled</li> </ul>	
<b>12. Work Plan/Regional Projects and Deliverables</b>	<p><b>Projects:</b></p> <ul style="list-style-type: none"> <li>• Request for comments on expanded capabilities             <ul style="list-style-type: none"> <li>○ Send any comments you have to Robbie by Feb. 17</li> </ul> </li> <li>• HSEEP Course             <ul style="list-style-type: none"> <li>○ Will be held in Wausau</li> <li>○ April 11-13</li> <li>○ They will be flexible so that NCW HERC members can sit in on Rad tabletop (which is on 12)</li> </ul> </li> <li>• Virtual Hazmat Seats &amp; ABLs Virtual Seats             <ul style="list-style-type: none"> <li>○ Still have seats available</li> <li>○ Interest is slowing down – we may have reached saturation</li> </ul> </li> <li>• WI/MI Border Collaboration             <ul style="list-style-type: none"> <li>○ May 16 at Island Resort Casino</li> <li>○ Dr. Vayder and Michael Fraley planning to attend</li> </ul> </li> <li>• Hazard Vulnerability Assessment             <ul style="list-style-type: none"> <li>○ Will discuss after break</li> </ul> </li> <li>• Nuc/Rad Annex and Resource Management Annex             <ul style="list-style-type: none"> <li>○ Reviewing with hospitals this afternoon</li> </ul> </li> <li>• Pediatric Annex Review             <ul style="list-style-type: none"> <li>○ Reviewing with hospitals this afternoon</li> </ul> </li> <li>• Preparedness and Response Plan Open Review Period             <ul style="list-style-type: none"> <li>○ Open this in Feb-March, closing in April</li> </ul> </li> <li>• Nuc/Rad Exercise</li> </ul>	

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	<ul style="list-style-type: none"><li>○ April 12</li><li>○ Brian Kaczmariski</li><li>○ Will be hybrid – Molinaro Room at Aspirus Wausau</li><li>● CMS Exercise<ul style="list-style-type: none"><li>○ Robbie sent out a simplified bid for this exercise</li><li>○ Reached out to Optima, Wakefield Brunsiwck and Johnsonville Institute</li><li>○ All three said they could conduct planning meetings and be available for date of exercise</li><li>○ Interruption of supply chain and continuity of operations will be tested, as well as other things people would like</li><li>○ Amy with Optima has extensive experience in working with CMS agencies</li><li>○ Have worked with Wakefield and Brunswick and JSI in past as well</li><li>○ All have done a good job</li><li>○ We need to decide who to go with</li></ul></li><li><b>Motion to use Optima consulting for CMS exercise.</b> 1<sup>st</sup>: Jason Keffeler 2<sup>nd</sup>: Sue Smith Motion result: Carried</li><li>● FAC Edu &amp; Exercise<ul style="list-style-type: none"><li>○ Do not have time to do full exercise</li><li>○ Working to make sure exercise happens in '23 - '24</li><li>○ Virtual training will be held on Feb. 15 from 1300-1400</li><li>○ Training will take place in lieu of public health call</li><li>○ Will be recorded and slide deck shared</li><li>○ Appropriate partners have been invited</li></ul></li><li>● Virtual In-Service<ul style="list-style-type: none"><li>○ Scheduled for March 20<sup>th</sup></li><li>○ Robbie is finalizing the agenda</li></ul></li></ul>	<ul style="list-style-type: none"><li>● Robbie to let Optima know they've been chosen to plan and conduct CMS exercise</li></ul>
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	<ul style="list-style-type: none"> <li>○ Robbie is going to release a non-mandatory sign up so the presentations can be geared to the audience</li> <li>○ RAVE is cut from course because of maternity leave           <ul style="list-style-type: none"> <li>▪ Robbie will hold an informal discussion on RAVE at March PH call</li> </ul> </li> </ul>	
<p><b>13. Hazard Vulnerability Assessment</b></p>	<p>Summary of findings and discussion</p> <ul style="list-style-type: none"> <li>● Robbie is working on updating the summary</li> <li>● Walked through the survey results</li> <li>● Consolidated inclement weather to include ice storm, blizzard, extreme cold, and tornado last year – do we continue to do that this year?</li> <li>● Had good participation from partners on completing the survey</li> <li>● Recommended changes:           <ul style="list-style-type: none"> <li>○ Separate trauma – physical and mental trauma</li> <li>○ Workplace violence is a priority – move up probability to a 3</li> <li>○ Cyber-attack is a priority</li> <li>○ Pandemic should be higher than inclement weather</li> <li>○ Human impact of power outage</li> <li>○ Temperature extremes</li> <li>○ Generator failure should be ranked higher</li> <li>○ Human impact with a flood</li> <li>○ Active shooter probability should be increased</li> <li>○ Increase probability of internal flood</li> <li>○ Move hurricane to 0</li> <li>○ Change natural gas disruption to a 2 from a 1</li> <li>○ Downgrade external response down to a 3 for threat in evacuation</li> <li>○ Water contamination should be upgraded in potential due to PFOs and PFAs</li> <li>○ Potential for supply change issues increased – already a top hazard, leave as is</li> <li>○ Suicide probability increased</li> </ul> </li> <li>● Move trauma – physical and mental – and power outage up to top 10; combine pandemic, epidemic and seasonal influenza</li> </ul>	

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	<p>Motion: Approve revisions to go into the finalized report          1<sup>st</sup>: Jason Keffeler 2<sup>nd</sup>: Wendy Freese  <b>Motion result: Carried</b></p>	
<p><b>14. Current Responses</b></p>	<p>Discussion</p> <ul style="list-style-type: none"> <li>• Health Alert on increase of Toxic Shock Syndrome cases</li> <li>• Pine Crest Nursing home lost heat</li> <li>• Weston received gunshot victim</li> <li>• Republican National Convention will be held in WI in 2024 – planning is underway</li> <li>• Ebola has downgraded</li> <li>• Still tracking respiratory illness</li> </ul>	
<p><b>15. Contractor Updates</b></p>	<p>Independent Review</p> <ul style="list-style-type: none"> <li>• Reports will be sent out with draft minutes</li> </ul>	
<p><b>16. Sector Update Discussion</b></p>	<p>Round Robin</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
<p><b>17. Next Meeting/ Adjourn</b></p>	<p><b>Motion to adjourn.</b>          1<sup>st</sup>: Wendy Freese 2<sup>nd</sup>: Sue Smith  <b>Motion result: Carried</b></p> <ul style="list-style-type: none"> <li>▪ Next Meeting March 8, 2023</li> <li>▪ Del is going to bring a meal for after, as it will be Robbie’s last meeting</li> </ul>	