

North Central Wisconsin Healthcare Emergency Readiness Coalition
NCW HERC Board Meeting

Aspirus Wausau Family Medicine Building, 2nd Floor, Molinaro Room, 8 Mar 2023, 0900-1200

NCW HERC Board Members			<i>Clinics</i>	NCW HERC Members, Guests & Presenters	
	<i>Hospitals</i>		Josh Goch		
	Alex Jaye	x	Melody Dearth		
x	Josh Englund (Vice Chair)		<i>CMS</i>		
	<i>EMS</i>		Wendy Freese		
x	Delmond Horn (Chair)		Sarah Rothmeyer		
x	Dr. Michael Clark (Treasurer)		<i>Tribal</i>		
	<i>Emergency Management</i>		Jacee Shepard		
	Phil Rentmeester	NCW HERC/NCRTAC Staff			
	Vacant	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		
x	Jason Keffeler	x	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
1. Attendance and Quorum/ and Real-life Events	Introduction Case Study: Active shooter at a Chicago hospital case study. Robbie will email out and it will also be posted to the NCW HERC website.	Quorum verified: Yes
2. Call to Order	Meeting called to order @ 9:26	
3. Approval of Minutes of Previous Meeting	Discussion: Independent review of minutes Motion to approve previous meeting minutes. 1 st : Sue Smith 2 nd : Jason Keffeler Motion result: Carried	
4. Agenda Review and Additions	Discussion Motion to approve current agenda. 1 st : Jason Keffeler 2 nd : Sue Smith Motion result: Carried	

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<p>5. Accountant Report</p>	<ul style="list-style-type: none"> • February Financial Report <ul style="list-style-type: none"> ○ Amy walked through report ○ Still awaiting word from the state for the carryover funds; would be approx. \$68,000 ○ Need to pay Marathon Cheese for refrigerated trailer - is about \$600-\$700; invoice needs revision as they have start date outside of our budget year • COVID Carryover Discussion <ul style="list-style-type: none"> ○ NCW HERC will be getting COVID carryover dollars (~\$40,000) ○ Needs to be spent by end of fiscal year – June 30th ○ State is sending “Assessment Centers” idea for use of funds to WHA ○ Concern that there is not effective time to utilize these dollars ○ Other ideas for use of money: <ul style="list-style-type: none"> ▪ Isopods for new hospitals or transport agencies that don’t yet have one ▪ Negative pressure in-a-box kits ▪ Isopod in HERC warehouse • Expenses requiring expedited payment <ul style="list-style-type: none"> ○ Fraley’s NACCHO conference fees <p>Motion to approve February Financial Report 1st: Dr. Clark 2nd: Gary Garske Motion result: Carried</p> <ul style="list-style-type: none"> • Kerber Rose Audit Finalization <ul style="list-style-type: none"> ○ Need to sign so that Kerber can finalize ○ We can, and will give incremental payments to Kerber Rose ○ The only corrective action they identified was that we do not prepare financial statements in GAAP, which was not something we will not do based on the cost/benefit; everything else looked great otherwise 	<ul style="list-style-type: none"> • Get signatures from Del, Josh, and Dr. Clark to finalized audit • Michael to look into negative pressure in-a-box kit, isopod availability/costs
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	<ul style="list-style-type: none"> ○ Need signatures from Del, Josh, and Dr. Clark and then it will be finalized <p>Motion to approve Audit as presented, obtain signatures and submit to OPEHC 1st: Sue Smith 2nd: Jason Keffeler Motion result: Carried</p>	
<p>6. Contractor RFA Finalization</p>	<p>Discussion and Review of Documents Developed</p> <ul style="list-style-type: none"> ● Del and Robbie reviewed documents Sunday night and made all edits discussed ● Walked through each contract ● Will distribute RFA's through HERC distribution list and post on website ● Applications should be sent to Del; include cover letter (contract they are applying for and skills to why they qualify) and resume/CV ● Board may request an interview if needed ● Due 30 days from release <p>Motion: to approve the developed RFAs and outreach for 2023-2024 contractor procurement with edits discussed and target date of release of March 10th.</p> <p>1st: Dr. Clark 2nd: Sue Smith Motion result: Carried</p>	<ul style="list-style-type: none"> ● Robbie to put contract RFA's on new letterhead ● Robbie to change highlighted language in fiscal contract ● Ty to post finalized RFA's on website ● Schedule closed meeting to review applicants ● Get RFA's out on March 10th
<p>7. Transition Strategy Discussion</p>	<ul style="list-style-type: none"> ● Sub-contractual Support <ul style="list-style-type: none"> ○ Robbie will continue his subcontract through June 30 ● On-call <ul style="list-style-type: none"> ○ Need to figure out schedule April - June ○ Robbie will continue on schedule if necessary, but needs tools (laptop, radio) to do so ○ Fraley will continue 	

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	<ul style="list-style-type: none"> ○ May need to add more dates to Del and Josh ○ Daytime requests need to be referred to Ramona and Brian ● Payment methods <ul style="list-style-type: none"> ○ Need to replace payment methods from Robbie's credit card to a new method no later than June 30th ○ Need to apply for a HERC credit card ● HERC Assets <ul style="list-style-type: none"> ○ Robbie needs to hand off some supplies: <ul style="list-style-type: none"> ▪ Vests, software, tools for training ▪ Need to change SharePoint name ● Meeting schedule – need to decide if we will cancel some meetings for rest of fiscal year until new coordinator starts 	<ul style="list-style-type: none"> ● Robbie to call bank to apply for a HERC credit card ● Robbie to update all passwords ● Robbie send Del meeting schedule through June 30 to provide to the state
<p>8. HERC Improvement Plan</p>	<p>Tabled</p>	
<p>9. Strategic Plan Update</p>	<p>Tabled</p>	
<p>10. Work Plan/Regional Projects and Deliverables</p>	<p>Projects:</p> <ul style="list-style-type: none"> ● Request for comments on expanded capabilities (below) ● HSEEP Course <ul style="list-style-type: none"> ○ Will be in Wausau in April ● Virtual Hazmat Seats & ABLIS Virtual Seats <ul style="list-style-type: none"> ○ Just about out of non-provider seats ● WI/MI Border Collaboration <ul style="list-style-type: none"> ○ Meeting in May – agenda has been sent ● Nuc/Rad Annex and Resource Management Annex (below) ● Pediatric Annex Review <ul style="list-style-type: none"> ○ Being updated, will send out with Response Plan ● Preparedness and Response Plan Open Review Period (below) ● Nuc/Rad Exercise (April 12) 	

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	<ul style="list-style-type: none"> ○ Brian would like one planning mtg. prior ● CMS Exercise (June 14) <ul style="list-style-type: none"> ○ Exercise Design Team Needed <ul style="list-style-type: none"> ▪ Amy is ready to start work – additional members to include: Sarah, Ty, Wendy, Alex/Josh ● Virtual In-Service (Mar 20) ● FAC Exercise <ul style="list-style-type: none"> ○ Training completed and recorded ● Board Elections <ul style="list-style-type: none"> ○ Need to begin process of identifying new reps ○ Need them identified by May and onboarded in June 	<ul style="list-style-type: none"> ● Ty to facilitate a mtg. date for planning for exercise with Brian, Ty, Robbie
<p>11. Plan and Annex Review and Development</p>	<p>Nuc/Rad Annex Motion to approve Nuc/Rad Annex 1st: Sue Smith 2nd: Gary Garske Motion result: Carried</p> <p>Prep Plan out for Open Review (Mar-April) Response Plan (April-May)</p>	<ul style="list-style-type: none"> ● Distribute with reminder of Radiation exercise in April ● Ty and Robbie to meet to finalize plan package to send out
<p>12. ASPR Expanded Capabilities</p>	<p>Discussion for provision to OPEHC GLHP Letter and PDF</p> <ul style="list-style-type: none"> ● Agree with GLHP letter’s comments ● Concern for maintenance of what has been done in last five years 	
<p>13. Current Responses</p>	<p>Discussion</p> <ul style="list-style-type: none"> ● Wood County Health Dept.’s building has been out of power since Monday - hoping to have it fixed tomorrow <ul style="list-style-type: none"> ○ Realized they have no back-up to servers 	
<p>14. Contractor Updates</p>	<p>Independent Review</p>	
<p>15. Sector Update Discussion</p>	<p>Round Robin</p> <ul style="list-style-type: none"> ● Regional Open (golf tournament) will be held at Sentry in June 26-July 2 <ul style="list-style-type: none"> ○ April 25: Regional Healthcare Partner Planning Meeting ○ TBD: Public Safety Tabletop covering various scenarios such as MCI, active threat, etc 	

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	<ul style="list-style-type: none"> • Trauma conference is in April 13th 	
16. Thank you	Robbie thanked the group for a wonderful six years.	
17. Next Meeting/ Adjourn	<p>Motion to adjourn. 1st: Dr. Clark 2nd: Jason Keffeler</p> <p>Motion result: Carried</p> <ul style="list-style-type: none"> ▪ Next Meeting April 12, 2023 – Radiation Exercise to follow that afternoon 	