

North Central Wisconsin Healthcare Emergency Readiness Coalition  
 NCW HERC Board Meeting  
 Virtual 10 May 2023, 0900-1200

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

Location: Virtual

Agenda Item	Talking Points	Action Steps
<b>1. Attendance and Quorum/ and Real-life Events</b>	Introduction Case Study: <ul style="list-style-type: none"> <li>• Hospital Evacuation</li> <li>• Real event: Forest County assisted living facility fire</li> </ul>	<b>Quorum verified: Yes</b>
<b>2. Call to Order</b>	Meeting called to order @ 9:02	
<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> : Jason Keffeler 2 <sup>nd</sup> : Gary Garske <b>Motion result: Carried</b>	
<b>4. Agenda Review and Additions</b>	Discussion  <b>Motion to approve current agenda.</b> 1 <sup>st</sup> : Jason Keffeler 2 <sup>nd</sup> : Wendy Freese <b>Motion result: Carried</b>	

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<p><b>5. Accountant Report</b></p>	<ul style="list-style-type: none"> <li>• April Financial Report           <ul style="list-style-type: none"> <li>○ Amy reviewed report</li> </ul> </li> <li>• Tax document 990           <ul style="list-style-type: none"> <li>○ 990 will be submitted on May 15<sup>th</sup></li> <li>○ State form will be submitted as well and will get things on right timeline</li> </ul> </li> <li>• BP3 carryover PO           <ul style="list-style-type: none"> <li>○ Supply ordering               <ul style="list-style-type: none"> <li>▪ All 9 items have been ordered</li> <li>▪ Got a discount on MCI bags</li> <li>▪ Will be about \$7,000 under budget due to discounts</li> </ul> </li> <li>○ Would like to make 8 more MCI go bags (different from ones ordered in this budget)</li> <li>○ We still have another \$5,000 for go bags from previous budget – Michael will go ahead order the 8 go bags we had previously requested</li> </ul> </li> <li>• \$10,000 evacuation dollars are still available           <ul style="list-style-type: none"> <li>○ Michael will send out survey to see if long term care facilities want mega mover or med sleds – survey needs to be due back by May 22</li> <li>○ Michael will order plastic sleds and some of the fabric mega movers to distribute to long term care facilities</li> </ul> </li> <li>• Discuss proposed budget to YTD expenditures           <ul style="list-style-type: none"> <li>○ Move \$1,500 from Dr. Vayder’s budget and remaining travel from Robbie’s budget to Michael’s travel budget</li> </ul> </li> </ul> <p><b>Motion to approve April Financial Report and modification of budget items to submit to State.</b>            1<sup>st</sup>: Josh Goch 2<sup>nd</sup>: Gary Garske  <b>Motion result:</b> Carried</p> <p><b>Motion to submit form 990.</b>            1<sup>st</sup>: Wendy Freese 2<sup>nd</sup>: Josh Englund  <b>Motion result:</b> Carried</p>	<ul style="list-style-type: none"> <li>• Michael to send out survey to long-term care facilities asking with evacuation supplies they could use</li> <li>• Michael to order remaining supplies</li> </ul>
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<p><b>6. Insurance</b></p>	<ul style="list-style-type: none"> <li>• HERC insurance has been renewed</li> <li>• Dr. Vayder has decided to retire from clinical medicine effective June 16<sup>th</sup> this year           <ul style="list-style-type: none"> <li>▪ The Board wants to continue to retain his service, even though he will not be affiliated with a health system</li> <li>▪ Dr. Vayder is having issues finding liability insurance</li> <li>▪ Can he be covered under HERC insurance? If not, he may not be able to continue as Medical Advisor</li> <li>▪ After review with our current insurance, it seems that he would be covered as a member for “wrong acts coverage”</li> <li>▪ Need to review our by-laws, and modify if needed, to state that the Medical Advisor is a non-voting member of the board               <ul style="list-style-type: none"> <li>• By-laws reviewed and state he is a required board member</li> <li>• Board feels he would be covered under HERC insurance</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Open up discussion at next board meeting for review of by-laws to determine if language should include that all contractors have same protection under insurance policy</li> </ul>
<p><b>7. Transition Strategy Discussion</b></p>	<ul style="list-style-type: none"> <li>• On-call policy update and review           <ul style="list-style-type: none"> <li>○ Complete contract with MedEvac – will provide a stipend (amount to be determined by Dr. Clark and Jason)</li> <li>○ Have MedEvac monitor WISCOM and EMResource</li> <li>○ Do not need “on-call” HERC staff</li> <li>○ Would create a tiered call tree from HERC Board for MedEvac to call</li> <li>○ Would pay \$100 activation fee (\$200 for Medical Advisor) if activated</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Update contract with MedEvac with revisions noted today</li> <li>• Create tiered calling tree</li> <li>• Determine stipend amount for MedEvac</li> </ul>
<p><b>8. PH MOU</b></p>	<ul style="list-style-type: none"> <li>• Going to reconvene discussion at next PH caucus mtgs.</li> <li>• Handful of revisions requested by: Wood, Oneida, and Marathon</li> </ul>	

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<p><b>9. HERC Improvement Plan</b></p>	<ul style="list-style-type: none"> <li>• Tabled - Additions after Rad AAR</li> </ul>	
<p><b>10. Strategic Plan Update</b></p>	<ul style="list-style-type: none"> <li>• Project committees and workplans have been created and will start July 1</li> </ul>	
<p><b>11. Work Plan/Regional Projects and Deliverables</b></p>	<p><b>Projects:</b></p> <ul style="list-style-type: none"> <li>• Virtual Hazmat Seats &amp; ABLs Virtual Seats             <ul style="list-style-type: none"> <li>○ Error in exam that screwed up exam score, should be fixed</li> </ul> </li> <li>• WI/MI Border Collaboration             <ul style="list-style-type: none"> <li>○ Meeting in May 16 in Upper Michigan</li> </ul> </li> <li>• Rad Exercise             <ul style="list-style-type: none"> <li>○ AAR – choose recommendations for improvement plan</li> <li>○ Will recommend that additional training on radiation emergencies be offered and radiation detection devices be purchased for ED's</li> </ul> </li> <li>• CMS Exercise (June 14)</li> <li>• CAT Tool             <ul style="list-style-type: none"> <li>○ Ty walked through updates</li> </ul> </li> </ul> <p><b>Motion to approve CAT Tool:</b>          1<sup>st</sup>: Phil Rentmeester 2<sup>nd</sup>: Josh Englund          Motion result: Carried</p> <ul style="list-style-type: none"> <li>• Board Vital Records document             <ul style="list-style-type: none"> <li>○ A document with all websites and passwords is on share drive (password protected) in Response Plan for coordinators</li> <li>○ A document with all HERC vital records is on share drive in Response Plan for all board members</li> </ul> </li> <li>• BP5 Workplan             <ul style="list-style-type: none"> <li>○ Ty walked through workplan</li> </ul> </li> </ul> <p><b>Motion to approve BP5 Workplan</b>          1<sup>st</sup>: Phil Rentmeester 2<sup>nd</sup>: Jason Keffeler</p>	

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	<p>Motion result: Carried</p> <ul style="list-style-type: none"> <li>• Board Elections           <ul style="list-style-type: none"> <li>○ Identify potential members               <ul style="list-style-type: none"> <li>▪ Hospitals                   <ul style="list-style-type: none"> <li>• Josh Englund</li> <li>• Alex Jaye (not up for re-election)</li> </ul> </li> <li>▪ Public Health                   <ul style="list-style-type: none"> <li>• Gary Garske</li> <li>• Sue Smith (not up for re-election)</li> </ul> </li> <li>▪ EMS                   <ul style="list-style-type: none"> <li>• Delmond Horn (Chair) - waiting for nominations from RTAC mtg. tomorrow</li> <li>• Dr. Clark (Treasurer) (not up for re-election)</li> </ul> </li> <li>▪ Trauma                   <ul style="list-style-type: none"> <li>• Gina Brandl - waiting for nominations from RTAC mtg. tomorrow</li> <li>• Jason Keffeler (not up for re-election)</li> </ul> </li> <li>▪ CMS                   <ul style="list-style-type: none"> <li>• Wendy Freese</li> <li>• Sarah Rothsmeyer (not up for re-election)</li> </ul> </li> <li>▪ EM                   <ul style="list-style-type: none"> <li>• Sarah Christensen</li> <li>• Phil Rentmeester (not up for re-election)</li> </ul> </li> <li>▪ Tribal                   <ul style="list-style-type: none"> <li>• Jacee Shepard (not up for re-election)</li> </ul> </li> </ul> </li> </ul> </li> </ul>	
<p><b>12. Plan and Annex Review and Development</b></p>	<ul style="list-style-type: none"> <li>• Response Plan           <ul style="list-style-type: none"> <li>○ Comments/edits/concerns - none</li> </ul> </li> </ul> <p><b>Motion to approve Response Plan</b>          1<sup>st</sup>: Josh Goch 2<sup>nd</sup>: Gary Garske  <b>Motion result:</b> Carried</p>	

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	<ul style="list-style-type: none"> <li>• Crisis Standards of Care Plan           <ul style="list-style-type: none"> <li>○ Comments/edits/concerns</li> <li>○ Need Board adoption into Response Plan</li> <li>○ Concerns regarding the plan</li> <li>○ Board wants Doug Hill to come to a Board meeting and explain the plan</li> <li>○ Multiple items in plan don't even exist in our State</li> </ul> </li> </ul> <p><b>Motion to adopt State's Crisis Standards of Care Plan</b>          1<sup>st</sup>: 2<sup>nd</sup>:          Motion result: Tabled</p>	
<p><b>13. Current/Future Responses</b></p>	<ul style="list-style-type: none"> <li>• USSO Regional Medical Coordination           <ul style="list-style-type: none"> <li>○ Use of EMResource and EMTrack at local hospitals</li> <li>○ Will encourage surrounding hospitals to use diversion alerts</li> <li>○ Will encourage surrounding hospitals to use general announcement in EMResource for any noteworthy events</li> <li>○ Will be asking for daily bed count at 0700 and 1900 from surrounding hospitals as well as baseline MCI capacity at 0700 and 1900</li> <li>○ Will be deploying HERC Go Kits</li> <li>○ Need to get hospital emergency management points of contacts and emergency department points of contacts, as well of their communication systems they use</li> </ul> </li> </ul>	
<p><b>14. Contractor Updates</b></p>	<p>Independent Review</p> <ul style="list-style-type: none"> <li>• Updated to add Robbie's report; will send out with minutes</li> </ul>	
<p><b>15. Sector Update Discussion</b></p>	<p>Round Robin</p> <ul style="list-style-type: none"> <li>• WI week at Aniston</li> <li>• Hospitals – none</li> <li>• Emergency Management – Phil's office and EOC is moving to North Central Health Care Center, will happen in Nov.           <ul style="list-style-type: none"> <li>○ ICS 300 and 400 available in Stevens Point in September</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>• Public Health – last ICS briefing today – tomorrow COVID emergency ends</li> <li>• EMS/Trauma – EMS Board mtg. is on the 6<sup>th</sup> and 7<sup>th</sup>; EMS opened up so that agencies can submit their renewals</li> <li>• CMS - none</li> </ul>	
<p><b>16. Next Meeting/ Adjourn</b></p>	<p>May 24<sup>th</sup> @ 1300 –<b>cancelled</b>          June 14<sup>th</sup> 0900-1200 – hybrid</p> <p><b>Motion to adjourn.</b>          1<sup>st</sup>: Josh Englund 2<sup>nd</sup>: Jason Keffeler  <b>Motion result:</b> Carried</p>	