

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting
 Virtual, February 14, 2024 0900-1030

NCW HERC Board Members			<i>Clinics</i>	NCW HERC Members, Guests & Presenters	
	<i>Hospitals</i>	x	Ian Fisher		
	Alex Jaye	x	Kimberly Spurgeon		
	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	NCW HERC/NCRTAC Staff			
x	Sarah Christensen	x	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		
x	Megan Foltman	x	PJ Monday		

Virtual

Agenda Item	Talking Points	Action Steps
1. Attendance and Quorum/ and Real-life Events	Introduction Case Study: Tabled for March due to shortened meeting	Quorum verified: Yes
2. Call to Order	Meeting called to order @ 9:00	
3. Approval of Minutes of Previous Meeting	Discussion: Independent review of minutes Motion to approve previous meeting minutes. 1 st : Phil Rentmeester 2 nd : Jason Keffeler Motion result: Carried	
4. Agenda Review and Additions	Discussion <ul style="list-style-type: none"> Add MedEvac 24/7 contract discussion Motion to approve current agenda. 1 st : Phil Rentmeester 2 nd : Gary Garske Motion result: Carried	

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<p>5. Accountant Report</p>	<ul style="list-style-type: none"> • January Financial Report <ul style="list-style-type: none"> ○ Amy walked through the financial report; no questions • Audit update <ul style="list-style-type: none"> ○ Reviewed audit reports and discussed ○ Ty to ask other Coordinators - What are commonalities that HERCs are experiencing across the state? <p>Motion to approve audit and submit to state. 1st: Dr. Clark 2nd: Jason Keffeler Motion result: Carried</p> <p>Motion to approve January Financial Report 1st: Jason Keffeler 2nd: Wendy Freese Motion result: Carried</p>	<ul style="list-style-type: none"> • Ty to f/u with other coordinators regarding their audit findings
<p>6. Contractor Report</p>	<ul style="list-style-type: none"> • Independent review • Contractor update if needed <ul style="list-style-type: none"> ○ PJ – deliveries are still in progress and will start review of equipment at facilities ○ Robbie – need to review contractor contracts next month 	
<p>7. BP5 Budget</p>	<ul style="list-style-type: none"> • Carryover budget <ul style="list-style-type: none"> ○ Has been officially approved and PO was sent this week ○ Ty has outreached to Jess Blahnik to begin purchasing the forensic center equipment • Review/amend current budget <ul style="list-style-type: none"> ○ Additional \$11,000 to rebalance budget ○ Would like to spend this down as best we can ○ Some ideas include: <ul style="list-style-type: none"> ▪ OWL tripod, extra cords, updated OWL ▪ Ty to get cost estimates ▪ Ty to look to see if you can get blue tooth speakers 	<ul style="list-style-type: none"> • Ty to get price estimate on OWL supplies

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8. Vacant Board Seats	<ul style="list-style-type: none"> • CMS Seat <ul style="list-style-type: none"> ○ Welcome Ian Fisher • Hospital Seat <ul style="list-style-type: none"> ○ Check with Kevin McFadden with Wausau Aspirus to replace Alex Jaye's seat 	<ul style="list-style-type: none"> • Ty to contact Kevin McFadden re: open board seat
9. OPEHC & RTAC Meetings	<ul style="list-style-type: none"> • RTAC <ul style="list-style-type: none"> ○ RTAC Conference brochure has been released and they are now taking registrations ○ Conference brochure • OPEHC <ul style="list-style-type: none"> ○ Ty shared updated OPEHC org chart 	
10. AG Meeting	<ul style="list-style-type: none"> • Meeting Updates <ul style="list-style-type: none"> ○ Nothing major to note • Workgroup updates <ul style="list-style-type: none"> ○ Katherine has scheduled EMResource and EMTrack trainings through the end of the year; trainings will be noon-2 and dates include: <ul style="list-style-type: none"> ▪ May 14 ▪ July 9 ▪ October 8 ○ The collaborative purchasing workgroup met and each HERC is being asked to complete a survey on their purchasing to find commonalities among the HERCs 	<ul style="list-style-type: none"> • Ty to complete purchasing survey
11. Work Plan/Regional Projects and Deliverables	<p>Projects:</p> <ul style="list-style-type: none"> • Final review and approval of By-Laws <ul style="list-style-type: none"> ○ Discussed Board rep alternates <ul style="list-style-type: none"> ▪ Board member to find alternate as needed; no need to pre-identify or add them to the Board email list • MedEvac 24/7 contract review <ul style="list-style-type: none"> ○ Aspirus legal team had no issues with draft contract ○ Need to get contact list updated and to them 	<ul style="list-style-type: none"> • Ty to schedule a mtg. with Del, Jason and Dr. Clark to discuss 24/7 contract

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	<ul style="list-style-type: none"> ○ How to contact? What's App is an option ○ MedEvac may need to update their radio channels ○ Need to provide training to MedEvac staff, and include them in Juvare trainings ● Training plan <ul style="list-style-type: none"> ○ AHLS for chemical burns <ul style="list-style-type: none"> ▪ Mid-May: Combine both AHLS trainings together in one day, 8-12 and 1-5 ▪ Wausau area ▪ Dr. Clark will look into date options ○ AHLS for toxic terrorism – see above ○ Frisker radiation detection wand training <ul style="list-style-type: none"> ▪ Training is confirmed for April 16 @ Marathon County EM Office; 9:30 – 12:30 ▪ Ty will send out flyer and registration soon ○ State cyber security training <ul style="list-style-type: none"> ▪ Promotion – how to advertise with limited seats and target audience ▪ Ty to talk other coordinators on their approach ▪ Ty will connect with Ian Fisher and Jason will get contact for Aspirus ○ Mgt: 403: Underserved population preparedness planning for rural responders and volunteers <ul style="list-style-type: none"> ▪ Ty is working with Sam at the state to bring this training in this fall; host will be Marathon Co. Health Dept. ● Workplan: <ul style="list-style-type: none"> ○ Chemical/Hazmat Medical Surge Annex <ul style="list-style-type: none"> ▪ TTX – Today! ○ MRSE <ul style="list-style-type: none"> ▪ April 10, 1300-1600, virtual ▪ Logistics <ul style="list-style-type: none"> ● Seems to work best if hospitals invite local partners to their facility EOC 	<ul style="list-style-type: none"> ● Dr. Clark to send Ty AHLS training date options ● Ty to send out radiation detection flyer ● Ty to outreach to Marshfield and Aspirus for cyber trainings ● Jason to send Ty a cyber contact ● Ty to outreach to hospitals for cyber training
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- There will be a virtual option as well
- CMS exercise
 - Trusted Agent mtg. June 5 from 1300-1330
 - Exercise June 12 from 1300-1530
 - Contract is signed and participant sign-up will be released soon
- Preparedness Plan update
 - Board open comment and review closed
 - Review suggested edits
- Critical Transport Annex
 - Workgroup update
- Recovery Annex
 - Review
 - Ty to take to next staff meeting for their initial review to save time in this meeting
- Response Plan
 - Send to Board for open comment and review
 - Take a look at appendices, as some had decent amount of edits/updates
- Policy review:
 - Reimbursement values
 - Conflicts of interest and confidentiality
 - Capitalization
 - Record retention
 - Expenditures
 - No edits offered on these policies; Board felt they looked good

Motion to approve updated By-Laws as presented.

1st: Wendy Freese 2nd: Phil Rentmeester

Motion result: Carried

Motion to approve Critical Transport Annex with edits discussed.

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	<p>1st: Wendy Freese 2nd: Sarah Christensen Motion result: Carried</p> <p>Motion to approve updated policies as updated. 1st: Jason Keffeler 2nd: Wendy Freese Motion result: Carried</p>	
12. HERC Improvement Plan	Tabled	
13. PH Caucus Update	<ul style="list-style-type: none"> • OPEHC released 2023 PHEP Plan; PH group is going to review one capability each mtg. 	
14. Current/Future Responses/ Exercises	<ul style="list-style-type: none"> • Portage County RTF Training <ul style="list-style-type: none"> ○ Active shooter training (3 days) ○ Last day is full scale exercise, focused on public schools ○ Goal is to move past what's happening on-scene ○ Going to utilize EMResource and EMTrack ○ Do we want to make this a functional pediatric surge exercise for the region by utilizing EMResource and EMTrack? ○ Could combine with Travis's drill ○ Is on June 10th • RNC – Milwaukee, July 2024 • NFL Draft – Green Bay, April 2025 	<ul style="list-style-type: none"> • Ty to check with Travis on using RTF training for his comm drill
15. Sector Update Discussion	<p>Round Robin</p> <p>Trauma:</p> <ul style="list-style-type: none"> • AHLS training in Milwaukee is open to our region • Aspirus Wausau is going to be doing a large full scale MCI exercise on April 4 <p>Emergency Management:</p> <ul style="list-style-type: none"> • Wood Co is hiring a Deputy Director • Phil is looking for students for his COOP training in March 	

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	<ul style="list-style-type: none"> • Phil is wondering if region would be interested in a long-term power outage exercise; would be a TTX in November/December <ul style="list-style-type: none"> ○ Could it be intertwined with CMS exercise? <p>Hospitals:</p> <ul style="list-style-type: none"> • None <p>CMS:</p> <ul style="list-style-type: none"> • None <p>Public Health</p> <ul style="list-style-type: none"> • Looks like CDC will ease COVID isolation guidance <p>EMS:</p> <ul style="list-style-type: none"> • EM course on MCI for EMS in Arbor Vitae in April; looking for more attendees <p>Trauma:</p> <ul style="list-style-type: none"> • None 	
<p>16. Next Meeting/ Adjourn</p>	<p>Board meeting: March 13 from 0900-1200 (virtual)</p> <p>Caucus meetings:</p> <ul style="list-style-type: none"> ○ Hospital: March 13 from 1300-1400 <p>Motion to adjourn. 1st: Phil Rentmeester 2nd: Jason Keffeler Motion result: Carried</p>	