

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting
 Virtual, January 10, 2024 0900-1200

NCW HERC Board Members			<i>Clinics</i>	NCW HERC Members, Guests & Presenters	
	<i>Hospitals</i>		Vacant		
	Alex Jaye	x	Kimberly Spurgeon		
x	Josh Englund (Vice Chair)		<i>CMS</i>		
	<i>EMS</i>	x	Wendy Freese		
x	Delmond Horn (Chair)		Sarah Rothmeyer		
	Dr. Michael Clark (Treasurer)		<i>Tribal</i>		
	<i>Emergency Management</i>		Jacee Shepard		
x	Phil Rentmeester	NCW HERC/NCRTAC Staff			
x	Sarah Christensen		Robbie Deede		
	<i>Public Health</i>	x	Michael Fraley		
x	Gary Garske		Dr. Tim Vayder		
x	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: Digital network attack	Quorum verified: Yes
2. Call to Order	Meeting called to order @ 9:07	
3. Approval of Minutes of Previous Meeting	Independent review of minutes Motion to approve previous meeting minutes. 1 st : Phil Rentmeester 2 nd : Wendy Freese Motion result: Carried	
4. Agenda Review and Additions	Add Recovery Plan to "Work Plan" section 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"> • December Financial Report <ul style="list-style-type: none"> ○ Amy reviewed report • Audit <ul style="list-style-type: none"> ○ In final stages; no major questions or concerns ○ Hope to have it complete in February • 1099's will be mailed out soon <p>Motion to approve December Financial Report. 1st: Wendy Freese 2nd: Jason Keffeler Motion result: Carried</p>	
<p>6. Contractor Report</p>	<ul style="list-style-type: none"> • Independent review 	
<p>7. BP5 Budget</p>	<ul style="list-style-type: none"> • Carryover budget revisions <ul style="list-style-type: none"> ○ Reviewed changes made per state recommendations ○ Main changes were the items for the regional forensic center; moved to items that were more directly related to mass fatality • Dr. Vayder's travel request <ul style="list-style-type: none"> ○ Was approved • Review/balance current budget <ul style="list-style-type: none"> ○ \$11,000 to realign in budget ○ Think of ideas of how to realign these funds, will discuss at February mtg. <p>Motion to approve carryover budget revisions 1st: Gary Garske 2nd: Wendy Freese Motion result: Carried</p>	<p>Ty to submit</p>
<p>8. OPEHC & RTAC Meetings</p>	<ul style="list-style-type: none"> • RTAC conference planning is progressing • RTAC mtg. is tomorrow 	
<p>9. AG Meeting</p>	<ul style="list-style-type: none"> • Meeting Updates – no updates, didn't meet in December • Workgroup updates – no updates, didn't meet in December <ul style="list-style-type: none"> ○ Technology workgroup ○ Website workgroup 	

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<p>10. Work Plan/Regional Projects and Deliverables</p>	<p>Projects:</p> <ul style="list-style-type: none"> • Review/Update By-Laws <ul style="list-style-type: none"> ○ Reviewed comments on By-Laws and discussed other changes ○ Discussed meeting attendance and alternate members ○ Will vote on updated version at the February mtg. • Training plan <ul style="list-style-type: none"> ○ AHLS for chemical burns – TBD (waiting on carryover funds) ○ AHLS for toxic terrorism – TBD (waiting on carryover funds) ○ Frisker radiation detection wand training <ul style="list-style-type: none"> ▪ April 16, 2024 ▪ Need to set time (between 10-2) and location ▪ Can hold at Marathon County Emergency Management Office ▪ Virtual option, or extend training to at least two hours to make people’s travel worthwhile ▪ Ask if we can video tape ▪ Offer only virtually? ▪ Could share HERC equipment for loan along with this training to extend time ○ State cyber security training <ul style="list-style-type: none"> ▪ Will be two offerings: Oshkosh and Eau Claire ▪ More info to come • Workplan: <ul style="list-style-type: none"> ○ Chemical/Hazmat Medical Surge Annex <ul style="list-style-type: none"> ▪ TTX – February 14, 2024 <ul style="list-style-type: none"> • Registrations due Jan. 26 • Resend registration link • Cut Board mtg. to 10:30 that day to allow for travel to TTX ○ HVA <ul style="list-style-type: none"> ▪ Reviewed/approved final report 	<ul style="list-style-type: none"> • Ty to send out updated By-Laws • Ty to follow-up with Mark Paulson re: Radiation detection wand training • Ty to re-send HAZMAT TTX registration link • Ty to send out final HVA
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	<ul style="list-style-type: none"> ○ MRSE <ul style="list-style-type: none"> ▪ April 10, 1300-1600, virtual ▪ Planning meetings continue ▪ Advise partners on how to congregate day of exercise ▪ May need a location that has additional rooms for breakout ▪ Will need an evaluator/controller for each location ○ CMS exercise <ul style="list-style-type: none"> ▪ Trusted Agent mtg. June 5 from 1300-1330 ▪ Exercise June 12 from 1300-1530 ▪ Contract has been signed ○ Preparedness Plan update <ul style="list-style-type: none"> ▪ Ty has updated the plan ▪ Will send to Board for open comment and review ○ CAT Tool submission <ul style="list-style-type: none"> ▪ Mid-year deliverable report in CAT was required, Ty has completed ○ Critical Transport Annex <ul style="list-style-type: none"> ▪ Form workgroup <ul style="list-style-type: none"> • Jason Keffeler, Dr. Clark, Michael Fraley, Del Horn, Dr. Vayder ○ Recovery Plan <ul style="list-style-type: none"> ▪ Need to work on recovery per our work plan ▪ Ty found a recovery plan that she drafted in 2019, not sure if Board every adopted ▪ Ty recommends we make plan into annex of response plan to shorten plan and keep things together ○ Policy review: <ul style="list-style-type: none"> ▪ Reimbursement values ▪ Conflicts of interest and confidentiality 	<ul style="list-style-type: none"> • Ty to talk with other regions to determine best logistics for MRSE • Ty to send out Prep Plan for Board open comment and review • Ty to schedule a Critical Transport Annex workgroup mtg. • Ty to update Recovery Plan and revise into an annex of the Response Plan • Ty to send out policies for Board open comment and review
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	<ul style="list-style-type: none"> ▪ Capitalization ▪ Record retention ▪ Expenditures ▪ Robbie updated all above policies, will be sent out for Board review this month <p>Motion to approve HVA with edits discussed. 1st: Jason Keffeler 2nd: Phil Rentmeester Motion result: Carried</p>	
11. Vacant Board Seat	<ul style="list-style-type: none"> • Need new CMS Clinic Board Rep, as Josh Goch has left his position • Seek nominations at CMS mtg. today and email CMS group 	<ul style="list-style-type: none"> • Ty to seek nominations at CMS mtg. today • Ty to send email for any additional nominations
12. Communications	<ul style="list-style-type: none"> • Next large radio drill will test WISCOM and EMResource with hospitals asking them to respond on their own • NEWCOM event/exercise this spring, coordinated by emergency management brings partners together to practice; could be another drill option • EMResource training <ul style="list-style-type: none"> ○ Perhaps do something in May or June depending on turnout at RTAC conference EMResource breakout session ○ Review one-page documents that show steps of how to do EMResource alert 	<ul style="list-style-type: none"> • Ty and Michael to review EMResource alert one-pagers
13. HERC Improvement Plan	No update	
14. PH Caucus Update	No update – December mtg. was cancelled	
15. Current/Future Responses/ Exercises	<ul style="list-style-type: none"> • Portage County RTF Training – Dr. Clark will discuss at next mtg. • NFL Draft – Green Bay, April 2025 	

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	<ul style="list-style-type: none"> • RNC – June in Milwaukee • Marathon County is setting up a disaster response center in August/September 	
<p>16. Sector Update Discussion</p>	<p>Round Robin</p> <ul style="list-style-type: none"> • Public Health: County in our region has positive Hep A healthcare worker who is not complying • CMS: None • EMS: None • Trauma: None • Hospital: None • EM: Medical Reserve Corp established in Marathon Co., position to lead it was just posted 	
<p>17. Next Meeting/ Adjourn</p>	<p>Board meeting: February 14 from 0900-10:30 (virtual); HAZMAT TTX 1:00 – 3:30</p> <p>Caucus meetings:</p> <ul style="list-style-type: none"> ○ CMS: January 10 from 1300-1400 ○ Hospital: March 13 from 1300-1400 <p>Motion to adjourn. 1st: Sue Smith 2nd: Gary Garske Motion result: Carried</p>	