

North Central Wisconsin Healthcare Emergency Readiness Coalition  
 NCW HERC Board Meeting  
 Virtual, March 13, 2024 0900-1200

NCW HERC Board Members			<i>Clinics</i>	NCW HERC Members, Guests & Presenters	
	<i>Hospitals</i>	x	Ian Fisher		
	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		
x	Dr. Michael Clark (Treasurer)		<i>Tribal</i>		
	<i>Emergency Management</i>		Jacee Shepard		
x	Phil Rentmeester	<b>NCW HERC/NCRTAC Staff</b>			
	Sarah Christensen		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		Amy Wheeler		
x	Megan Foltman	x	PJ Monday		

Virtual

Agenda Item	Talking Points	Action Steps
<b>1. Attendance and Quorum/ and Real-life Events</b>	Introduction Case Study: MCI	<b>Quorum verified: Yes</b>
<b>2. Call to Order</b>	Meeting called to order @ 9:08	
<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:</b> Carried	
<b>4. Agenda Review and Additions</b>	Discussion <ul style="list-style-type: none"> <li>Move MedEvac contract and AAR approvals to after contractor report outs</li> </ul> <b>Motion to approve current agenda.</b> 1 <sup>st</sup> : Wendy Freese 2 <sup>nd</sup> : Jason Keffeler	

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	<p><b>Motion result:</b> Carried</p>	
<p><b>5. Accountant Report</b></p>	<ul style="list-style-type: none"> <li>• February Financial Report           <ul style="list-style-type: none"> <li>○ Reviewed, no comments or questions</li> </ul> </li> </ul> <p><b>Motion to approve February Financial Report</b>          1<sup>st</sup>: Sue Smith 2<sup>nd</sup>: Gary Garske  <b>Motion result:</b> Carried</p>	
<p><b>6. Contractor Report</b></p>	<ul style="list-style-type: none"> <li>• Independent review</li> <li>• Contractor update if needed           <ul style="list-style-type: none"> <li>○ All logistical supplies have been delivered</li> </ul> </li> </ul>	
<p><b>7. BP5 Budget</b></p>	<ul style="list-style-type: none"> <li>• Review current budget           <ul style="list-style-type: none"> <li>○ MedEvac on-call response contract (\$3,000) – est. start date 3/1/24</li> <li>○ Additional ~\$8,900 to rebalance budget + excess unspent travel dollars</li> <li>○ Unspent funds from:               <ul style="list-style-type: none"> <li>▪ \$2,000 from response contract with MedEvac</li> <li>▪ \$5,000 for unsigned contractor response contract</li> <li>▪ \$1,680 for Vice-Chair travel</li> <li>▪ \$176 for Planning Contractor travel</li> </ul> </li> <li>○ Requests:               <ul style="list-style-type: none"> <li>▪ 1 new updated <a href="#">OWL 3</a> - \$1,049.00</li> <li>▪ 2 <a href="#">OWL Tripods</a> - \$145.38/each = \$290.76</li> <li>▪ OWL Bluetooth speaker/microphones                   <ul style="list-style-type: none"> <li>• 1 <a href="#">OWL Bar</a> (extra camera and mic) - \$1,799 (for OWL 3) – no, needs to be mounted, more permanent device</li> <li>• 1 <a href="#">OWL expansion mic</a> (w/cord) (only works with OWL 3)- \$249</li> </ul> </li> <li>▪ Extra extension cord (\$30)</li> <li>▪ 2 Extra-long USB cord (16') (\$29/each) = \$58</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Ty to meet with Exec Committee to review budget spending and better determine amount of unspent funds and determine amount of identified supplies/equipment to purchase</li> <li>• Ty to contact Alex Jaye for more info on decontamination wipes</li> <li>• Order supplies based on funds</li> <li>• Ty to create a Survey Monkey survey for partners to asses need/demand of decontamination wipes</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Possibly get two OWL 3's and two expansion mics</li> <li>▪ MCI Go Bags? No</li> <li>▪ Active Shooter training? No</li> <li>▪ Decontamination equipment           <ul style="list-style-type: none"> <li>• Decontamination wipes</li> <li>• Have a shelf life of 10-15 years</li> <li>• Ty to reach out to Alex to see what they are using, may need to get quotes</li> <li>• Survey to find demand</li> </ul> </li> </ul> <p><b>Motion to approve purchasing dry decontamination supplies to our HERC partners and 1-2 OWL 3 sets depending on price of dry decontamination supplies.</b></p> <p>1<sup>st</sup>: Dr. Clark 2<sup>nd</sup>: Megan Foltman  <b>Motion result: Carried</b></p>	
<p><b>8. Contractor Contracts</b></p>	<ul style="list-style-type: none"> <li>• Schedule meeting for Board to meet separately</li> <li>• Review current job descriptions/pay</li> <li>• Set date for release of RFAs</li> </ul>	<ul style="list-style-type: none"> <li>• Ty to send Doodle poll for last week of March/1<sup>st</sup> week of April</li> </ul>
<p><b>9. Board Seats</b></p>	<ul style="list-style-type: none"> <li>• Hospital seat vacancy</li> <li>• Hospitalist at Aspirus has EMS background, Dr. Tony Swicer</li> </ul>	<ul style="list-style-type: none"> <li>• Ty to outreach to Dr. Swicer re: Hospital Board Seat</li> </ul>
<p><b>10. OPEHC &amp; RTAC Meetings</b></p>	<ul style="list-style-type: none"> <li>• 4 RTAC Trauma Conference seats available           <ul style="list-style-type: none"> <li>○ Del will see if he can get reimbursed</li> <li>○ Ty Zastava</li> <li>○ Jason Keffler</li> <li>○ Dr. Vayder</li> </ul> </li> <li>• Increasing number of hospitals are dropping their trauma level credentialing to a lower level or altogether</li> </ul>	

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<p><b>11. AG Meeting</b></p>	<ul style="list-style-type: none"> <li>• Meeting Updates           <ul style="list-style-type: none"> <li>○ Tracey Froiland, Coord. from Fox Valley Region is stepping down as of April 30</li> </ul> </li> <li>• Workgroup updates           <ul style="list-style-type: none"> <li>○ None</li> </ul> </li> </ul>	
<p><b>12. Work Plan/Regional Projects and Deliverables</b></p>	<p><b>Projects:</b></p> <ul style="list-style-type: none"> <li>• Training plan           <ul style="list-style-type: none"> <li>○ AHLS for chemical burns and AHLS for toxic terrorism               <ul style="list-style-type: none"> <li>▪ May 20<sup>th</sup> <ul style="list-style-type: none"> <li>• AHLS for Chemical Burns 8:00-noon</li> <li>• AHLS for Toxic Terrorism 1:00 – 4:00</li> <li>• Location TBD – Wausau</li> <li>• Need to order books in advance</li> </ul> </li> </ul> </li> <li>○ Frisker radiation detection wand training               <ul style="list-style-type: none"> <li>▪ April 16, 9:30 – 12:30 @ Marathon County EM Office</li> </ul> </li> <li>○ State cyber security training               <ul style="list-style-type: none"> <li>▪ Registrations are low; will be opening up to anyone and not requiring full teams</li> </ul> </li> </ul> </li> <li>• Workplan:           <ul style="list-style-type: none"> <li>○ Chemical/Hazmat Medical Surge Annex               <ul style="list-style-type: none"> <li>▪ Reviewed IP</li> <li>▪ Approved AAR</li> <li>▪ Shared feedback results</li> </ul> </li> <li>○ MRSE               <ul style="list-style-type: none"> <li>▪ April 10, 1300-1600, virtual</li> <li>▪ Low participation by hospitals at this point</li> <li>▪ Registration is open until March 27</li> </ul> </li> <li>○ CMS exercise               <ul style="list-style-type: none"> <li>▪ Trusted Agent mtg. June 5 from 1300-1330</li> <li>▪ Exercise June 12 from 1300-1530</li> <li>▪ Flyer went out with registration link</li> </ul> </li> <li>○ Preparedness Plan update</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Clark to order AHLS books and finalize location for training</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Open comment and review for all partners closed March 1</li> <li>▪ Discuss member and committee language           <ul style="list-style-type: none"> <li>• Working to establish consistent language across all plans, policies, by-laws, etc.; By Law and Prep Plan language defines HERC Board Members the “Board of Directors” and the Chair, Vice Chair, Medical Advisor, Coordinator and RTAC Coord. make up the “Executive Committee”</li> </ul> </li> <li>○ Response Plan           <ul style="list-style-type: none"> <li>▪ Open comment and review for Board through March 8; will be opening it up to all partners soon</li> </ul> </li> <li>○ The Executive Committee reviewed the Recovery Annex and Prep Plan in great detail, and will be going through the Response Plan next week</li> <li>○ Recovery Annex – needs one more review by Executive Committee and then should be ready</li> <li>○ Plan acknowledgement process           <ul style="list-style-type: none"> <li>▪ Ty expressed concern for lack of signatures due to the challenges found in using DocuSign</li> <li>▪ Board agreed to forgo DocuSign to make it easier for people to sign/acknowledge, if this process is proven acceptable by the State</li> </ul> </li> <li>• 24/7 Response contract with Aspirus MedEvac           <ul style="list-style-type: none"> <li>○ Start date               <ul style="list-style-type: none"> <li>▪ Implement contract as of March 15</li> </ul> </li> <li>○ Medical Technical Team Annex               <ul style="list-style-type: none"> <li>▪ Has been updated</li> </ul> </li> <li>○ Get WhatsApp on call team phones</li> <li>○ Ty to notify Oneida Co. Dispatch of the change</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Ty to notify Oneida Co. Dispatch of on-call change</li> <li>• Ty to share new number with partners</li> <li>• Ty to help on call team get WhatsApp on their phones</li> <li>• Ty to give state resource phone numbers to MedEvac</li> </ul>
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	<p><b>Motion to approve HAZMAT Health Care Surge AAR/IP</b>          1<sup>st</sup>: Sue Smith 2<sup>nd</sup>: Gary Garske  <b>Motion result: Carried</b></p> <p><b>Motion to approve 24/7 Response Contract with Aspirus MedEvac</b>          1<sup>st</sup>: Ian Fisher 2<sup>nd</sup>: Wendy Freese  <b>Motion result: Carried</b></p>	
<p><b>13. HERC Improvement Plan</b></p>	<p>Input HAZMAT AAR Data into HERC IP</p>	<ul style="list-style-type: none"> <li>• Ty to add HAZMAT AAR IP info into our HERC IP</li> <li>• Ty to share AAR with partners</li> </ul>
<p><b>14. PH Caucus Update</b></p>	<ul style="list-style-type: none"> <li>• Workgroup is working on finalizing a PHEP onboarding checklist</li> <li>• PH is working with health systems to improve ease in connecting with infection control practitioners</li> </ul>	
<p><b>15. Current/Future Responses/ Exercises</b></p>	<ul style="list-style-type: none"> <li>• MRSE – April 10</li> <li>• CMS Exercise June 12</li> <li>• Portage County RTF Training - June             <ul style="list-style-type: none"> <li>○ Regional participation</li> <li>○ Hospitals will put out EMResource alert to region</li> </ul> </li> <li>• RNC – Milwaukee, July 2024</li> <li>• NFL Draft – Green Bay, April 2025</li> </ul>	
<p><b>16. Sector Update Discussion</b></p>	<p>Round Robin</p> <p>Public Health:</p> <ul style="list-style-type: none"> <li>• Local infrastructure work; working on new PHEP onboarding tool</li> <li>• New competency framework to review</li> </ul> <p>EMS/Trauma:</p> <ul style="list-style-type: none"> <li>• 45 registered for AHLS training</li> <li>• EMS Board – EMS for Children is working on a pre-hospital readiness survey</li> <li>• Wisconsin curriculum for EMS has not been updated for over 10 years – in process in doing that and know that hours will increase</li> </ul>	

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	Hospitals: None CMS: None EM: None	
<b>17. Next Meeting/ Adjourn</b>	Board meeting: April 10 from 0900-1200 (virtual); MRSE exercise to follow at 1300 Caucus meetings: <ul style="list-style-type: none"> <li>○ Hospital: March 13 from 1300-1400</li> <li>○ Hospital: May 8 from 1300-1400</li> </ul> <b>Motion to adjourn.</b> 1 <sup>st</sup> : Jason Keffeler 2 <sup>nd</sup> : Megan Foltman <b>Motion result: Carried</b>	