

North Central Wisconsin Healthcare Emergency Readiness Coalition  
 NCW HERC Board Meeting  
 Virtual, May 8, 2024 0900-1200

NCW HERC Board Members			<i>Clinics</i>	NCW HERC Members, Guests & Presenters	
	<i>Hospitals</i>	x	Ian Fisher		
x	Dr. Tony Swicer	x	Kimberly Spurgeon		
	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	<b>NCW HERC/NCRTAC Staff</b>			
	Sarah Christensen		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
<b>1. Attendance and Quorum/ and Real-life Events</b>	Introduction Case Study: HAZMAT Incident	<b>Quorum verified: Yes</b>
<b>2. Call to Order</b>	Meeting called to order @ 9:10	
<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  <b>Motion to approve current agenda.</b> 1 <sup>st</sup> : Wendy Freese 2 <sup>nd</sup> : Gary Garske <b>Motion result:</b> Carried	

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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 financial packet; no questions</li> </ul> </li> <li>• Tax 990 Review           <ul style="list-style-type: none"> <li>○ Amy reviewed tax documents and answered questions</li> </ul> </li> </ul> <p><b>Motion to approve April Financial Report</b>          1<sup>st</sup>: Jason Keffeler 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>○ PJ gave update on logistics; he will update resource tracking documents and get to Ty</li> </ul> </li> </ul>	
<p><b>7. BP5 Budget</b></p>	<ul style="list-style-type: none"> <li>• Revised budget update           <ul style="list-style-type: none"> <li>○ Wait on distribution of decontamination supplies until we can provide training</li> <li>○ Check with delivery to see if can get shipped directly to warehouse</li> </ul> </li> <li>• NOFO           <ul style="list-style-type: none"> <li>○ Still not dropped</li> </ul> </li> <li>• 24-25 budget prep           <ul style="list-style-type: none"> <li>○ Begin thinking of ideas of what needs to be included in the next budget</li> </ul> </li> </ul>	
<p><b>8. Subcontractor Contract Review</b></p>	<ul style="list-style-type: none"> <li>• Follow-up from meeting           <ul style="list-style-type: none"> <li>○ Decided to go with a one-year contract at this point until we know what will be in the NOFO; plan to go to a multi-year contract after first year with annual signatures</li> <li>○ Added three more deliverables for all contracts:               <ul style="list-style-type: none"> <li>▪ Include all mileage whether submitted or not submitted</li> <li>▪ Include hours spent on each deliverable</li> <li>▪ Let Board know if there is anything outside of contract they are being asked to do</li> </ul> </li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Increase in pay for accountant and planning contracts</li> <li>● RFA posting           <ul style="list-style-type: none"> <li>○ Posted on HERC website and emailed to all partners; applications due by May 31</li> </ul> </li> </ul>	
<b>9. Board Seats</b>	<ul style="list-style-type: none"> <li>● Vice Chair seat           <ul style="list-style-type: none"> <li>○ Josh Englund has recently take a position with Aspirus; he would like to continue his position as Vice Chair</li> <li>○ Want to be sure we are equally representing across the health systems</li> <li>○ Ultimately up to hospital caucus to decide who represents this position</li> </ul> </li> </ul>	
<b>10. OPEHC &amp; RTAC Meetings</b>	<ul style="list-style-type: none"> <li>● RTAC           <ul style="list-style-type: none"> <li>○ Annual meeting tomorrow morning; will be election of board members and will have a presentation from EMS for Children</li> <li>○ Conference in April went really well; had ~156 registrations – 2/3 in person and 1/3 online</li> </ul> </li> <li>● OPEHC           <ul style="list-style-type: none"> <li>○ No major updates; still no NOFO</li> </ul> </li> </ul>	
<b>11. AG Meeting</b>	<ul style="list-style-type: none"> <li>● Meeting updates           <ul style="list-style-type: none"> <li>○ Strategic planning continues</li> </ul> </li> <li>● Workgroup updates - none</li> </ul>	
<b>12. Work Plan/Regional Projects and Deliverables</b>	<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, Wausau Aspirus (41 registered for am and 35 registered for pm)</li> </ul> </li> <li>○ Frisker radiation detection wand training               <ul style="list-style-type: none"> <li>▪ Was a good overview training; learned the detectors are a big trickier to use than originally thought</li> </ul> </li> </ul> </li> <li>● Workplan:           <ul style="list-style-type: none"> <li>○ CHEMPACK</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ Ty has been assessing partners to determine their knowledge on CHEMPACK; finding out that no one seems to know it exists and how to access</li> <li>▪ Ty will talk further with other HERC coordinators on this</li> <li>▪ Board feels this is something the HERC should take on</li> <li>○ MRSE           <ul style="list-style-type: none"> <li>▪ Follow-Up</li> <li>▪ Ty reviewed the AAR from Steve; she will review further and add applicable improvement strategies to our HERC improvement plan</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> </ul> </li> <li>○ Preparedness Plan &amp; Response Plan           <ul style="list-style-type: none"> <li>▪ Signatures of acknowledgement obtained</li> </ul> </li> </ul>	
<p><b>13. HERC Improvement Plan</b></p>	<ul style="list-style-type: none"> <li>• Add CHEMPACK work to IP</li> </ul>	<ul style="list-style-type: none"> <li>• Ty to add CHEMPACK to IP</li> <li>• Ty to talk with Aimee to add COOP into the CMS exercise</li> </ul>
<p><b>14. PH Caucus Update</b></p>	<ul style="list-style-type: none"> <li>• Group continues to review one capability of the new PHEP each meeting</li> <li>• PHEP contract is looking much different this year</li> <li>• Resolution sent to the state identifying need for state to complete an AAR after incidents using a standardized template</li> </ul>	
<p><b>15. Current/Future Responses/ Exercises</b></p>	<ul style="list-style-type: none"> <li>• Measles           <ul style="list-style-type: none"> <li>○ A confirmed measles case in Dane County who works in Rock County</li> <li>○ GovD sent out last week               <ul style="list-style-type: none"> <li>▪ Forward to partners</li> </ul> </li> <li>○ Pertussis cases are rising again</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Ty to forward GovD to partners</li> </ul>

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	<ul style="list-style-type: none"> <li>• CMS Exercise June 12</li> <li>• Portage County RTF training June 10           <ul style="list-style-type: none"> <li>○ Regional participation</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> <ul style="list-style-type: none"> <li>• EM:           <ul style="list-style-type: none"> <li>○ Bright Horizon Recovery Exercise occurring in August and September 2024 in Marathon County; will be a massive flooding event scenario and will activate a Multi-Agency Resource Center</li> </ul> </li> <li>• PH:           <ul style="list-style-type: none"> <li>○ Nothing to add</li> </ul> </li> <li>• Hospitals:           <ul style="list-style-type: none"> <li>○ Aspirus Wausau will have half its new ER open in a couple weeks</li> <li>○ Will be an open house next week for EMS and PH</li> <li>○ Marshfield Clinic started system-wide cyber security exercises</li> </ul> </li> <li>• CMS:           <ul style="list-style-type: none"> <li>○ None</li> </ul> </li> <li>• EMS:           <ul style="list-style-type: none"> <li>○ RTAC annual meeting is tomorrow</li> </ul> </li> <li>• Trauma:           <ul style="list-style-type: none"> <li>○ Entering trauma season</li> </ul> </li> <li>• Tribal: Not present</li> </ul>	
<p><b>17. Next Meeting/ Adjourn</b></p>	<p>Board meeting:        June 12, 2024 from 0900-1200 (virtual)</p> <p>2024-2025 meeting schedule:  <b>No meeting in July</b>  <b>Motion to adjourn.</b>        1<sup>st</sup>: Wendy Freese 2<sup>nd</sup>: Ian Fisher</p>	<ul style="list-style-type: none"> <li>• Ty will send out calendar invites for 24-25 meetings</li> </ul>

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	<b>Motion result: Carried</b>	
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