

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting
 Virtual, June 12, 2024 0900-1200

| NCW HERC Board Members | | | <i>Clinics</i> | NCW HERC Members, Guests & Presenters | |
|------------------------|--|------------------------------|--|---------------------------------------|--|
| | <i>Hospitals</i> | | Marcus Walden: Marshfield Clinic (2024-2026) | | |
| x | Dr. Tony Swicer: Aspirus (2023-2025) | x | Kimberly Spurgeon: Family Health La Clinica (2023-2025) | | |
| x | Ian Fisher: Marshfield Clinic (2024-2026) | | <i>CMS</i> | | |
| | <i>EMS</i> | x | Wendy Freese: Compassus (2023-2025) | | |
| x | Delmond Horn: Greenwood Fire and EMS (Chair) (2023-2025) | x | Sarah Rothmeyer: North Central Health Care (2024-2026) | | |
| x | Dr. Michael Clark: Aspirus MedEvac (Treasurer) (2024-2026) | | <i>Tribal</i> | | |
| | <i>Emergency Management</i> | | Jacee Shepard: Forest Co. Potawatomi (no election, recruited by Board) | | |
| | Phil Rentmeester: Marathon Co. (2022-2024) | NCW HERC/NCRTAC Staff | | | |
| x | Sarah Christensen: Wood Co. (2023-2025) | | Robbie Deede (Business Operations) | | |
| | <i>Public Health</i> | x | Michael Fraley (NC RTAC) | | |
| x | Gary Garske: Portage Co. (2023-2025) | x | Dr. Tim Vayder (Medical Advisor) | | |
| x | Sue Smith: Wood Co. (2024 – 2026) | | Travis Nixdorf (Communications) | | |
| | <i>Trauma</i> | x | Ty Zastava (Coordinator/Planning and Development) | | |
| x | Jason Keffeler: Aspirus MedEvac (2024-2026) | x | Amy Wheeler (Accountant) | | |
| x | Megan Foltman: Marshfield Clinic (2023 – 2025) | x | PJ Monday (Logistics) | | |

Virtual

| Agenda Item | Talking Points | Action Steps |
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| 1. Attendance and Quorum/ and Real-life Events | Introduction Case Study: MVC into a hospital ED. | Quorum verified: Yes |
| 2. Call to Order | Meeting called to order @ 9:01 | |

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| <p>3. Approval of Minutes of Previous Meeting</p> | <p>Discussion: Independent review of minutes</p> <p>Motion to approve previous meeting minutes. 1st: Sarah Christensen 2nd: Jason Keffeler Motion result: Carried</p> | |
| <p>4. Agenda Review and Additions</p> | <p>Discussion Move elections up so more members are present for voting.</p> <p>Motion to approve revised agenda. 1st: Gary Garske 2nd: Megan Foltman Motion result: Carried</p> | |
| <p>5. Accountant Report</p> | <ul style="list-style-type: none"> • May Financial Report • Amy walked through financials, no further questions <p>Motion to approve May financial report. 1st: Wendy Freese 2nd: Sue Smith Motion result: Carried</p> | |
| <p>6. Contractor Report</p> | <ul style="list-style-type: none"> • Independent review • Contractor update if needed <ul style="list-style-type: none"> ○ PJ - logistics <ul style="list-style-type: none"> ▪ Dry decontamination products have arrived – PJ will move to storage this weekend; OWL tripod is in his office | |
| <p>7. BP5 Budget</p> | <ul style="list-style-type: none"> • Use of working capital to pay bills for quicker turnaround <ul style="list-style-type: none"> ○ Insurance <ul style="list-style-type: none"> ▪ Due on July 1, Robbie talked with company rep and we can send early, and date check for July 1 ▪ Second portion of insurance is much larger and due mid-July ~\$3,000; will need to use unrestricted funds to pay this and then get reimbursed once '24-'25 grant dollars come through ○ Contractors | |

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| | <ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ There is not enough money in unrestricted funds to pay contractors over the summer before grant funds come through ○ Amy will see how much working capital is actually available for the HERC, but believe it to be around \$9,000 when you take out RTAC's portion • Supply ordering update <ul style="list-style-type: none"> ○ OWL and accessories <ul style="list-style-type: none"> ▪ All OWL supplies and accessories have been ordered and received ▪ Ty has the new OWL, tripod, extra microphone and cords at her house in Stevens Point ▪ PJ has a tripod at his office in Wausau ▪ Dr. Clark has other OWL at his office in Wausau ○ Dry decontamination products have been ordered and arrived <ul style="list-style-type: none"> ▪ PJ will be taking them to storage soon; delivery will occur once the training plan that will go along with products is finalized ○ Marathon Co. forensic center <ul style="list-style-type: none"> ▪ All supplies for this have been ordered, except for the cadaver lift – waiting on quote, will be ordered no later than next week ▪ Some items have come in under budget, so an increase in quantity was possible (extra iPad and table) • Postage and printing purchases <ul style="list-style-type: none"> ○ Spent YTD: \$272.80 ○ Budgeted: \$656.50 ○ Remaining: \$383.70 <ul style="list-style-type: none"> ▪ Have Robbie make a list of how many stamps, envelopes, checks, etc. he would like • NOFO/No cost extension | <ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Ty to check with Robbie on printing and postage supply ordering |
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| | <ul style="list-style-type: none"> ○ NOFO dropped in May; State is working on application ○ No cost extension was approved and is being used to pay for all HERC Coordinator's contract pay for July and August, as well as to pay for subcontractors for Milwaukee's HERC to work on RNC ○ This was done to assure all coordinators had liability coverage over the summer, esp. for RNC ○ Question arose as to whether the State budget is free for all to see - should be public record ● RTAC fiscal fees <ul style="list-style-type: none"> ○ RTAC is wondering if we can reduce their fiscal fee ○ Need to determine how much of our time is used to do this and charge appropriately ○ Amy spends about 20% of her time on RTAC ○ Ask Robbie how much time he spends each month on RTAC ○ Board only wants to be charging RTAC for the time it actually takes us to complete fiscal duties ○ Will make a decision by next month ● 24-25 budget prep <ul style="list-style-type: none"> ○ Indirect funds <ul style="list-style-type: none"> ▪ Board agrees to budget for indirect funds for next fiscal period to allow for more working capital ▪ Can get up to 10% of total budget; based off last year's budget that would be about \$15,000 ▪ These funds can be requested each month up to 10% of that month's invoice (until reach max \$15,000), and then can be put in a "savings account" to be used to pay for things such as insurance, between grant contract periods ● Response contract pay | <ul style="list-style-type: none"> ▪ Ty to ask Robbie to determine how many how per month he spends on RTAC fiscal |
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| | <ul style="list-style-type: none"> ○ Board reviewed Medical Technical Specialist Team response contract and revised pay ○ Previous pay was \$100/hr. for after-hours incident (\$200/hr. for MA) and now will be \$100 for first two hours of after-hours incident, and then \$50/hr. (\$100/hr. for MA) after that with any additional fees that might be accrued paid out by the discretion of the board <p>Motion to approve acceptance to revised Response Contract. 1st: Gary Garske 2nd: Wendy Freese Motion result: Carried</p> | |
| <p>8. Subcontractor Contract Review</p> | <ul style="list-style-type: none"> ● RFA posting closed ● Have received one application for each position <p>Motion to move forward with applicants that applied. 1st: Sue Smith 2nd: Dr. Clark Motion result: Carried</p> | <ul style="list-style-type: none"> ▪ Del will outreach to all applicants that applied |
| <p>9. Board Seats</p> | <ul style="list-style-type: none"> ● New elections <ul style="list-style-type: none"> ○ Hospital <ul style="list-style-type: none"> ▪ Dr. Tony Swicer (2023- replaced Alex Jaye) ▪ Ian Fisher (elected in 2024) ○ EMS <ul style="list-style-type: none"> ▪ Del Horn (re-elected in 2023) ▪ Dr. Michael Clark (re-elected in 2024) ○ EM <ul style="list-style-type: none"> ▪ Tyler Verhassalt (elected in 2024 – 2026) (replaces Phil) ▪ Kelly Bremer (2023-2025) (replaces Sarah) ○ PH <ul style="list-style-type: none"> ▪ Sue Smith (re-elected 2024) ▪ Gary Garske: (re-elected in 2024, serving one yr. term due to missing election last year) ○ Trauma | <ul style="list-style-type: none"> ▪ Ty to send welcome emails with new Board members and schedule one-on-ones ▪ Ty to coordinate getting radio to Ian |

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- Jason Keffeler (re-elected 2024)
- Megan Foltman (elected in 2023)
- Clinics
 - Marcus Walden (elected 2024)
 - Kimberly Spurgeon (elected 2023)
- CMS
 - Wendy Freese (re-elected in 2024, serving 1-year term due to missing election last yr.)
 - Sarah Rothmeyer (re-elected in 2024)
- Tribal
 - Jacee Shepard – no election recruited by the board
- Executive Committee elections
 - Chair
 - Nominated: Del Horn
 - Motion to close nominations and cast a unanimous ballot for Del
 - 1st: Jason Keffeler; 2nd: Gary Garske
 - Motion: Carried
 - Vice Chair:
 - Nominated: Ian Fisher
 - Motion to close nominations and cast a unanimous ballot
 - 1st: Wendy Freese 2nd: Megan Foltman
 - Motion: Carried
 - Treasurer:
 - Nominated: Dr. Clark
 - Motion to close nominations and cast a unanimous ballot
 - 1st: Gary Garske 2nd: Jason Keffeler
 - Motion: Carried
 - Motion to have Ian step in immediately as Vice Chair
 - 1st: Sue Smith 2nd: Wendy Freese
 - Carried

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| | <ul style="list-style-type: none"> • Ty to create list of Board members, election years, affiliation, and contact info (include contractors) <ul style="list-style-type: none"> ○ Make as separate document • Add affiliation after names on top of agenda/minutes | <ul style="list-style-type: none"> ▪ Ty to create a contact list for all Board members and add their affiliations to top of agendas/minutes |
| <p>10. OPEHC & RTAC Meetings</p> | <ul style="list-style-type: none"> • RTAC <ul style="list-style-type: none"> ○ End of year member project grants was very successful; more applicants than money to give ○ Fall conference – EMS Field Training Day – at MSTC in Wisconsin Rapids <ul style="list-style-type: none"> ▪ Will have four different hands-on sessions • OPEHC – no new updates | |
| <p>11. AG Meeting</p> | <ul style="list-style-type: none"> • Meeting Updates – no new updates • Workgroup updates – continue to work on projects | |
| <p>12. Work Plan/Regional Projects and Deliverables</p> | <p>Projects:</p> <ul style="list-style-type: none"> • Dry decontamination distribution and training plan <ul style="list-style-type: none"> ○ First Line training videos: <ul style="list-style-type: none"> ▪ https://www.youtube.com/watch?v=kDbSFasyEQY ▪ https://www.youtube.com/watch?v=O6Ec8ZJ7MBM ○ PP – see if Alex would be willing to adapt to EMS <ul style="list-style-type: none"> ▪ Dr. Clark, Del, Michael would be willing to help ○ Plan to provide the You Tube training links and PP as training package ○ Possibly do a county-by-county in-person training <ul style="list-style-type: none"> ▪ Budget for training • Marathon County refrigerated trailer <ul style="list-style-type: none"> ○ Board agrees to not take this on due to expenses and logistics ○ State has resources identified in their plan (i.e. contracts with trucking companies for refrigerated trailers) | <ul style="list-style-type: none"> ▪ Ty to check with Alex and see if he'd be willing to help with a training PP for EMS |

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| <p>13. HERC Improvement Plan</p> | <ul style="list-style-type: none"> • Reviewed MRSE AAR • Almost all Improvement Plan (IP) strategies are geared for hospital improvement, the HERC really has no authority to make those changes • Ty will walk through this IP at the September Hospital Caucus meeting | |
| <p>14. PH Caucus Update</p> | <ul style="list-style-type: none"> • This group continues to review a capability of the updated PHEP at each meeting • Robbie shared information on AI | |
| <p>15. Current/Future Responses/ Exercises</p> | <ul style="list-style-type: none"> • Variant Influenza A <ul style="list-style-type: none"> ○ 3 human cases, 2 very mild – all in the US ○ PH is giving info on how to access testing and PPE ○ WI cattle need to have an influenza test before they can go to fairs • Pertussis/TB <ul style="list-style-type: none"> ○ Portage County is having pertussis outbreak and a complicated TB case • CMS Exercise June 12 • Portage County RTF Training June 10 <ul style="list-style-type: none"> ○ Went well ○ Hoped for more regional involvement • RNC – Milwaukee, July 2024 • NFL Draft – Green Bay, April 2025 | |
| <p>16. Sector Update Discussion</p> | <p>Round Robin:</p> <ul style="list-style-type: none"> • EM: None • PH: Opioid settlement: counties will receive another payment in July; there is a list online of dollars given to each county • Hospitals: Aspirus Wausau has half the new ED open • CMS: None • EMS: None • Trauma: None • Tribal: None | |

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| 17. Next Meeting/ Adjourn | Board meeting: No July meeting August 14, 2024 from 0900-1200 (virtual) Motion to adjourn. 1 st : Wendy Freese 2 nd : Megan Foltman Motion result: Carried | |
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