

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting
 Hybrid October 9, 2024 0900-1200 (luncheon to follow)

NCW HERC Board Members			<i>Clinics</i>	NCW HERC Members, Guests & Presenters	
	<i>Hospitals</i>	x	Marcus Walden (2024-2026)		
x	Dr. Tony Swicer (2023-2025)	x	Kimberly Spurgeon (2023-2025)		
x	Ian Fisher (Vice Chair) (2024-2026)		<i>CMS</i>		
	<i>EMS</i>		Wendy Freese (2023-2025)		
x	Delmond Horn (Chair) (2023-2025)	x	Ryan Hanson (2024-2026)		
x	Dr. Michael Clark (Treasurer) (2024-2026)		<i>Tribal</i>		
	<i>Emergency Management</i>	x	Jacee Shepard (no election, recruited by Board)		
x	Kelly Bremer (2023-2025)	NCW HERC/NCRTAC Staff			
	Tyler Verhasselt (2024-2026)		Robbie Deede		
	<i>Public Health</i>		Michael Fraley		
	Gary Garske (2023-2025)	x	Dr. Tim Vayder		
	Sue Smith (2024 – 2026)		Travis Nixdorf		
	<i>Trauma</i>	x	Ty Zastava		
x	Jason Keffeler (2024-2026)	x	Amy Wheeler		
	Megan Foltman (2023 – 2025)	x	PJ Monday		

Marshfield Medical Center – Weston
 Entrance 1, Medical Offices A, floor 1, across from Rheumatology dept.
 3400 Ministry Parkway
 Weston, WI 54476
 OR
 Virtual

Agenda Item	Talking Points	Action Steps
1. Attendance and Quorum/ and Real-life Events	Introduction Case Study: Tornado	Quorum verified: Yes
2. Call to Order	Meeting called to order @ 9:09	
3. Approval of Minutes of Previous Meeting	Discussion: Independent review of minutes Motion to approve previous meeting minutes. 1 st : Jason Keffeler 2 nd : Ian Fisher <ul style="list-style-type: none"> Motion result: Carried 	

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<p>4. Agenda Review and Additions</p>	<p>Discussion</p> <p>Motion to approve current agenda. 1st: Dr. Clark 2nd: Marcus Walden</p> <ul style="list-style-type: none"> • Motion result: Carried 	
<p>5. Accountant Report</p>	<ul style="list-style-type: none"> • September financial report <ul style="list-style-type: none"> ○ Reviewed and discussed. We have adequate funds to pay bills before BP1 budget is approved. <p>Motion to approve September financial report. 1st: Jason Keffeler 2nd: Ian Fisher</p> <p>Motion result: Carried</p>	
<p>6. Contractor Report</p>	<ul style="list-style-type: none"> • Independent review • Contract status update <ul style="list-style-type: none"> ○ Subcontractors ○ 24-25 MedEvac 24/7 Call Center ○ Medical Technical Specialist Team ○ Almost all contracts have been signed, just a couple signatures needed yet • Conflict of Interest Agreements <ul style="list-style-type: none"> ○ One signature needed, then complete • Contractor update if needed <ul style="list-style-type: none"> ○ PJ provided an update on the dry decon kit distribution. <ul style="list-style-type: none"> • So far, we have received requests for 55 kits. • Board noticed quite a few services that aren't on list. • Board members will reach out to services they are connected with to see if they would like the product. <ul style="list-style-type: none"> ▪ At this time, we will fill the primary ambulance requests, to be sure we get adequate coverage across our region. If there are still additional kits afterward, we can then fill their secondary ambulance requests. 	<ul style="list-style-type: none"> • Ty to send Board email for dry decon kits and current list of agencies receiving
<p>7. BP5 Budget</p>	<ul style="list-style-type: none"> • 24-25 budget update <ul style="list-style-type: none"> ○ Walked through budget 	

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	<ul style="list-style-type: none"> ○ Discussed indirect funds and how they will be utilized in BP 1 ● Indirect funds policy <ul style="list-style-type: none"> ○ Executive Committee developed language for our Indirect Funds policy (new requirement) that will be inserted into the Polices Associated with Expenditures and Disbursement <ul style="list-style-type: none"> ▪ This policy will go out with all policies next month for formal open comment and review 	
<p>8. OPEHC & RTAC Meetings</p>	<ul style="list-style-type: none"> ● RTAC <ul style="list-style-type: none"> ○ WI has a \$25 million grant available to EMS agencies; application open now ○ Can be used for training and supplies ● OPEHC <ul style="list-style-type: none"> ○ OPEHC staff walked through the new Scope of Work for the next five-year grant cycle ○ Discussed plans for completing deliverables ○ HERC Coordinators and Lauri plan to meet every Thursday from 9:00-11:00 to work through deliverables together and so much is new this year 	
<p>9. AG Meeting</p>	<ul style="list-style-type: none"> ● Meeting updates <ul style="list-style-type: none"> ○ Discussed new grant cycle and budget questions ○ A lot of discussion on how HERCs can use their indirect funds – final answer was that they needed to be spent on ASPR approved items and that we need to follow our individual coalition indirect funds policies ● Workgroup updates – didn't meet 	
<p>10. Work Plan/Regional Projects and Deliverables</p>	<p>Projects:</p> <ul style="list-style-type: none"> ● Dry decontamination kit update <ul style="list-style-type: none"> ○ Discussed earlier under contractor update ● CHEMPACK update <ul style="list-style-type: none"> ○ Aspirus MedEvac can be used as the call center for cache locations 	

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	<ul style="list-style-type: none"> ○ Would like to conduct a functional drill calling the four facilities to see how it works <ul style="list-style-type: none"> ▪ Plan to hold drill in a few months before running drill so that staff can be properly trained first ● Scope of Work <ul style="list-style-type: none"> ○ Readiness Assessment (Jan. 31) & Readiness Plan (March 31) <ul style="list-style-type: none"> ▪ Basically, this Excel assessment tool replaces the Coalition Assessment Tool (CAT) that has been retired ▪ Ty will do a by-laws, policies, and prep plan review to be sure items noted in governance document are captured ▪ All policies will be out for open comment and review at November Board meeting, and they will be closed at the December Board meeting ○ Governance Document (Jan. 31) <ul style="list-style-type: none"> ▪ Will be a separate document created that identifies where readiness assessment items are located (i.e. “can be found in Prep Plan in section X on page Y.”) or language is copied and pasted so all is in one clean document ○ Jurisdiction Info (Jan. 31) <ul style="list-style-type: none"> ▪ Required items will be included in Governance document (our prep plan meets requirements already) ○ HVA (Jan. 31) <ul style="list-style-type: none"> ▪ Plan and timeline: <ul style="list-style-type: none"> ● Robbie and Ty holding a training on data tools to use to inform HVA survey responses next week Wednesday ● After training, Ty will send out HVA survey via Survey Monkey 	<ul style="list-style-type: none"> ○ Ty to compare readiness assessment with by-laws, policies, and prep plan to be sure all needed items are included ○ Robbie to prep policies for open comment and review at Nov. Board meeting ○ Ty to begin working on Governance Document ○ Ty to move HVA process forward
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	<ul style="list-style-type: none"> • Partners will have until mid-November to complete survey and then Ty will create report • Report will be reviewed at December PH Caucus meeting to identify PH threats (to meet PH deliverable) • Full report will be completed by early January ○ Training and Exercise Plan (Jan. 31) <ul style="list-style-type: none"> ▪ State led <ul style="list-style-type: none"> • State training and exercise coordinator will develop this plan for the whole state • MRSE <ul style="list-style-type: none"> ○ Contractor quotes: <ul style="list-style-type: none"> ▪ Tarian (formerly HSS) ▪ Bob Conrad/Chris Hohol ▪ Melissa Waller ○ Reviewed all the quotes <ul style="list-style-type: none"> ▪ HSS is off the table due to price, and group wasn't sold on performance last year based on that price ▪ Board is open to either of the other contractors ▪ Discussed value in our HERC using a contractor most others are using to streamline planning ▪ Board is ok with the contractor choice of the other HERCs majority (not to include HSS), with a preference for Conrad/Hohol <p>Motion to support the use of Conrad/Hohol or Waller contractors, with the preference for Conrad/Hohol to conduct the MRSE. 1st: Dr. Clark 2nd: Ian Fisher Motion result: Carried</p>	<ul style="list-style-type: none"> ○ Ty to find out what contractor other HERCS decided to use, and go with majority vote for our region
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	<ul style="list-style-type: none"> ● MRSE requirements: <ul style="list-style-type: none"> ○ At minimum: two acute care hospitals, two EMS agencies, two public health agencies, and two emergency management agencies must participate ○ Must conduct patient movement/tracking ○ Must use eICS, EMResource, EMTrack, WISCOM ○ Utilize at least one medical surge plan (pediatric, burn, special pathogen, chemical, or radiological) <ul style="list-style-type: none"> ▪ Need to get clarification on this ○ Involve whole community ○ Patient surge of at least 10% of their licensed bed capacity <ul style="list-style-type: none"> ▪ Ty to get clarification on this as well ○ Inviting additional partners ○ Required objectives: <ul style="list-style-type: none"> ▪ HCC(s) engage health care partners and their executives to participate in the exercise and the After-Action Review within the HPP budget period. ▪ HCC(s) effectively notify HCC health care partners of an incident and facilitate ongoing information sharing during a community-wide emergency or disaster. ▪ HCC(s) demonstrate their ability to assess and meet critical resource needs (personnel, supplies, equipment, etc.) to manage patient surge during a community-wide emergency or disaster by the end of the MRSE. ▪ HCC(s) demonstrate their ability to reduce patient morbidity and mortality through appropriate patient placement during a large patient surge by assisting with the identification and coordination of available patient care resources by the end of the MRSE. ○ Timeline for MRSE: 	<ul style="list-style-type: none"> ○ Ty to get clarification on what type of medical surge plan needs to be included ○ Ty to get clarification on 10% of licensed beds – is this for all licensed beds in region, or just of the facilities participating?
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	<ul style="list-style-type: none"> ▪ Aim to hold exercise on April 9, in the morning – perhaps hold Board meeting later that day ▪ April 10th is not good day for hospitals ▪ Will need to wait and work out final date with contractor ○ CMS exercise <ul style="list-style-type: none"> ▪ Discussed if we could incorporate CMS exercise into MRSE and only hold one exercise this year ▪ CMS Board members felt this would be a big loss to these partners and that the MRSE wouldn't be able to meet their CMS exercise requirements ▪ Board agreed to keep the CMS exercise <ul style="list-style-type: none"> ● Look for contractor – gets bids ● Potential options are: <ul style="list-style-type: none"> ○ Brian Kaczmarek ○ Phil Rentmeester ○ Conrad/Hohol ○ Waller ● Communication drills (<i>The HERC must evaluate redundant communications during the annual MRSE exercise and report the outcome within the Exercise Reporting Tool.</i>) <ul style="list-style-type: none"> ○ Board would still like Travis to run his MCI drills as stated in his contract ○ However, they'd like for him to work with each hospital and create new MCI alert templates that better reflect actual hospitals that would be used in a real event ○ Travis to determine what hospitals to include in template with the hospital ○ Can Katherine create a template that allows you to select a radius of a hospital? ○ Have Travis document who he worked with at each hospital, summary of what happened – update drill report 	<ul style="list-style-type: none"> ○ Ty to get bids for CMS exercise ○ Ty to check with Katherine and see if there is a way to create an MCI template in EMResource that would include hospitals in a certain mileage radius ○ Ty to talk with Travis on new template and drill report strategies
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	<ul style="list-style-type: none"> 2024-25 Deliverable Timeline <table border="1" data-bbox="420 289 1255 917"> <thead> <tr> <th data-bbox="420 289 999 362">BP1 Activities</th> <th data-bbox="999 289 1255 362">Submission Deadline</th> </tr> </thead> <tbody> <tr> <td data-bbox="420 362 999 399">Governance Document</td> <td data-bbox="999 362 1255 399">January 31, 2025</td> </tr> <tr> <td data-bbox="420 399 999 436">Jurisdiction Information</td> <td data-bbox="999 399 1255 436">January 31, 2025</td> </tr> <tr> <td data-bbox="420 436 999 474">HVA</td> <td data-bbox="999 436 1255 474">January 31, 2025</td> </tr> <tr> <td data-bbox="420 474 999 511">Readiness Assessment</td> <td data-bbox="999 474 1255 511">January 31, 2025</td> </tr> <tr> <td data-bbox="420 511 999 548">Strategic Plan</td> <td data-bbox="999 511 1255 548">March 31, 2025</td> </tr> <tr> <td data-bbox="420 548 999 586">Readiness Plan</td> <td data-bbox="999 548 1255 586">March 31, 2025</td> </tr> <tr> <td data-bbox="420 586 999 623">Training and Exercise Plan</td> <td data-bbox="999 586 1255 623">January 31, 2025</td> </tr> <tr> <td data-bbox="420 623 999 660">Cybersecurity Assessment</td> <td data-bbox="999 623 1255 660">June 30, 2025</td> </tr> <tr> <td data-bbox="420 660 999 730">Extended Downtime Health Care Delivery Impact Assessment</td> <td data-bbox="999 660 1255 730">June 30, 2025</td> </tr> <tr> <td data-bbox="420 730 999 768">Response Plan: Information Sharing Plan</td> <td data-bbox="999 730 1255 768">June 30, 2025</td> </tr> <tr> <td data-bbox="420 768 999 805">Response Plan: Resource Management Plan</td> <td data-bbox="999 768 1255 805">June 30, 2025</td> </tr> <tr> <td data-bbox="420 805 999 842">Response Plan: Medical Surge Support Plan</td> <td data-bbox="999 805 1255 842">June 30, 2025</td> </tr> <tr> <td data-bbox="420 842 999 880">Continuity of Operations Plan (COOP)</td> <td data-bbox="999 842 1255 880">June 30, 2025</td> </tr> <tr> <td data-bbox="420 880 999 917">Medical Response and Surge Exercise (MRSE)</td> <td data-bbox="999 880 1255 917">June 30, 2025</td> </tr> </tbody> </table>	BP1 Activities	Submission Deadline	Governance Document	January 31, 2025	Jurisdiction Information	January 31, 2025	HVA	January 31, 2025	Readiness Assessment	January 31, 2025	Strategic Plan	March 31, 2025	Readiness Plan	March 31, 2025	Training and Exercise Plan	January 31, 2025	Cybersecurity Assessment	June 30, 2025	Extended Downtime Health Care Delivery Impact Assessment	June 30, 2025	Response Plan: Information Sharing Plan	June 30, 2025	Response Plan: Resource Management Plan	June 30, 2025	Response Plan: Medical Surge Support Plan	June 30, 2025	Continuity of Operations Plan (COOP)	June 30, 2025	Medical Response and Surge Exercise (MRSE)	June 30, 2025	
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<p>11. HERC Improvement Plan</p>	<ul style="list-style-type: none"> Tabled 																															
<p>12. PH Caucus Update</p>	<ul style="list-style-type: none"> Discussed CHEMPACK, pertussis at last meeting Will be reviewing Family Assistance Center plans at next meeting 																															
<p>13. Current/Future Responses/ Exercises</p>	<ul style="list-style-type: none"> Supply chain concerns <ul style="list-style-type: none"> IV solution “limited supply” Low allocations Both systems are actively working on addressing the concerns and implementing conservation strategies Chippewa Falls tractor incident <ul style="list-style-type: none"> Ty will share AAR once it’s released First Marburg Virus Disease Outbreak in the Republic of Rwanda (CDC Health Alert) 																															

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	<ul style="list-style-type: none"> ○ Will continue to monitor ● Respiratory viruses <ul style="list-style-type: none"> ○ COVID currently down ○ Pertussis cases up ● November election <ul style="list-style-type: none"> ○ Need to plan for an all-hazards response ● NFL Draft – Green Bay, April 2025 	
<p>14. Sector Update Discussion</p>	<ul style="list-style-type: none"> ● Round Robin: <ul style="list-style-type: none"> ○ EM: <ul style="list-style-type: none"> ○ Finished Bright Horizon recovery exercise; working on AAR ○ WEMA conference two weeks ago ○ Prepping for elections ○ Watching supply shortages ○ Task Force 1 was deployed for swift water rescue after hurricane Helene and just returned; K-9 search teams just deployed to North Carolina for recovery efforts ○ PH: None ○ Hospitals: <ul style="list-style-type: none"> ○ IV solution shortage is focus ○ Marshfield has incident command set up ○ Both systems are actively conserving what they can ○ CMS: <ul style="list-style-type: none"> ○ Noble Community Health Clinic finalized installing all panic buttons in all clinics ○ Wrapping up migrant seasonal worker season ○ Seeing a lot of Cuban migrants and some Afghan migrants around Point area ○ LTC is monitoring IV solution supply as well ○ EMS: <ul style="list-style-type: none"> ○ Working on grant that just opened that can be used on education and supplies ○ Trauma: <ul style="list-style-type: none"> ○ Hope to reopen DHS 118 – a trauma designation rule 	

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	<ul style="list-style-type: none"> ○ Tribal: <ul style="list-style-type: none"> ○ Forest County Potawatomi just applied for PH reaccreditation 	
<p>15. Next Meeting/ Adjourn</p>	<p>Board meeting:</p> <ul style="list-style-type: none"> ○ November 13, 9:00 – 12:00 (virtual) <p>Motion to adjourn. 1st: Jason Keffeler 2nd: Marcus Walden Motion result: Carried</p>	