

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting
 December 11, 2024 0900-1200

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

Virtual

Agenda Item	Talking Points	Action Steps
1. Attendance and Quorum/ and Real-life Events	Introduction Case Study: Apple Orchard Incident in Chippewa Falls - Aimee Wollman	Quorum verified: Yes ○ Attach Aimee’s slides to the minutes
2. Call to Order	Meeting called to order @ 9:42	
3. Approval of Minutes of Previous Meeting	Discussion: Independent review of minutes Motion to approve previous meeting minutes. 1 st : Gary Garske 2 nd : Marcus Walden • Motion result: Carried	
4. Agenda Review and Additions	Discussion Motion to approve current agenda.	

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	<p>1st: Jason Keffeler 2nd: Wendy Freese</p> <ul style="list-style-type: none"> • Motion result: Carried 	
<p>5. Accountant Report</p>	<ul style="list-style-type: none"> • November financial report <ul style="list-style-type: none"> ○ Sent with meeting agenda; no further questions • Audit update <ul style="list-style-type: none"> ○ Ty shared two letters that came from this year's audit: Letter to Governance and the Rep Letter ○ Board felt comfortable with Del signing the Rep letter to close the audit and get the final report ○ Same findings came from this year's audit, as last year's: <ul style="list-style-type: none"> ▪ Lack of use of GAAP software (very expensive) ▪ Lack of segregation of duties in regards to accounting functions (small organization/staff) ○ This was the last year with Kerber Rose's three-year contract to complete our audit <ul style="list-style-type: none"> ▪ Will need to seek new bids early next year <p>Motion to approve November financial report. 1st: Gary Garske 2nd: Sue Smith Motion result: Carried</p>	<ul style="list-style-type: none"> ○ Ty to send Del audit letter to sign ○ Ty to discuss getting group audit bid with other regions
<p>6. Contractor Report</p>	<ul style="list-style-type: none"> • Independent review • Contractor update if needed • Travis gave update on the EMResource/WISCOM drill that occurred last night as part of the Thorp Fire Dept. exercise <ul style="list-style-type: none"> ○ There was lack of participation/disconnect with EMResource and who provides the R, Y, and G's at several hospitals ○ Will review report and do direct f/u with hospitals that aren't participating ○ Board advises HERC creates a recommendation letter on who should have EMResource access and provide best practice recommendations: <ul style="list-style-type: none"> ▪ Outline why we use EMResource: <ul style="list-style-type: none"> • MCI incidents 	<ul style="list-style-type: none"> • Ty to draft the EMResource letter, Exec Committee to review

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	<ul style="list-style-type: none"> • Bed capacity for emergent patient transfer • Leadership is aware when there is request for information <ul style="list-style-type: none"> ▪ Each hospital needs to decide who fits the role best ▪ Need 24/7 coverage ○ State will be giving out cables to do radio updates this year ○ Each region will be responsible for buying new dual band WISCOM portable radios for HERC staff – 3-5 years out 	
<p>7. BP5 Budget</p>	<ul style="list-style-type: none"> • 24-25 budget update <ul style="list-style-type: none"> ○ Received PO from state, all contractors and bills have now been paid • BP2 draft budget due Jan. 31, 2025 <ul style="list-style-type: none"> ○ Ty is still waiting for budget template from the state ○ Currently copied and pasted current budget into 25-26 budget file to submit to meet deliverable, knowing changes will be needed when more information for BP2 comes forth <p>Motion to approve draft BP2 draft budget. 1st: Dr. Clark 2nd: Wendy Freese Motion result: Carried</p>	<ul style="list-style-type: none"> ○ Ty to upload BP2 budget for submission once new template comes out
<p>8. OPEHC & RTAC Meetings</p>	<ul style="list-style-type: none"> • RTAC update <ul style="list-style-type: none"> ○ State has provided additional dollars for trauma hospital staff training • OPEHC update <ul style="list-style-type: none"> ○ Want to be sure we aren't losing sight of the HERC's purpose, while completing all the paperwork involved in deliverables ○ Might be helpful to: <ul style="list-style-type: none"> ▪ Review/update training/supplies that have previously been given out by the HERC ▪ Share the school "Go Kit" list 	<ul style="list-style-type: none"> • Ty to talk with PJ regarding past supplies given out and providing

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	<p>Motion result: Carried</p> <ul style="list-style-type: none"> • Information Sharing updates <ul style="list-style-type: none"> ○ Required additions have been made to Response Plan to fulfill this deliverable – awaiting further guidance from the state on some final pieces to add, then will be complete • Burn Surge Annex updates <ul style="list-style-type: none"> ○ Ty added required guidance and Exec Committee reviewed; awaiting any further guidance, then will be complete • HVA update (due Jan. 31) <ul style="list-style-type: none"> ○ Ty will be meeting with PH next Wednesday to identify the top 5 PH threats from the regional assessment ○ The PH portion will be added to the regional report and should then meet everyone’s deliverables • MRSE update <ul style="list-style-type: none"> ○ eICS, EMResource, EMTrack, WISCOM <ul style="list-style-type: none"> ▪ Training ▪ Needs to be a mini-tabletop ▪ Get your logins, go into system and complete functions ▪ Go through the process ○ Date of exercise <ul style="list-style-type: none"> ▪ May – in the morning ▪ First week of May 6, 7 ○ FAC <ul style="list-style-type: none"> ▪ Incorporate it into the MRSE ▪ Identify training gaps – what’s missing • Readiness Plan review <p>Motion to approve the Readiness Plan. 1st: Sue Smith 2nd: Gary Garske Motion result: Carried</p>	<ul style="list-style-type: none"> ○ Ty to complete Information Sharing and Burn Surge updates once all guidance has been released ○ Ty to complete HVA once PH identifies their priorities ○ Ty to work on bringing in a regional training for Juvare platforms needed in MRSE ○ Ty to request first week of May for the MRSE ○ Ty to work on including a FAC piece to MRSE this year ○ Ty to submit Readiness Plan
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- CMS exercise
 - Trusted Agent meeting is June 4 from 1:00 – 1:30 (virtual)
 - Exercise is June 11 from 1:00 – 3:30 (virtual)
- Dry decontamination kit update
- CHEMPACK drill
 - Gather small group to include: Dr. Clark, Jason Keffeler, Del Horn, Dr. Vayer, Michael Fraley, and an EP rep from the four hospitals cache sites
 - Hold the drill virtually and call:
 - MedEvac Dispatch
 - Each hospital cache site
 - Send Doodle poll to choose the drill date – look at first week of February
- RTAC conference speaker ideas
 - Dry decon demo
 - Apple orchard AAR – Aimee, Mayo rep, Marshfield rep
 - CHEMPACK training
- December newsletter
 - No further comments
 - Ty will send out

- Ty to share CMS exercise dates to CMS caucus
- Ty to work on organizing a CHEMPACK drill for early February
- Ty to contact speakers for RTAC conference
- Ty to send out December newsletter

2024-25 Deliverable Timeline

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 (State)	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

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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Response Plan: Information Sharing Plan</td> <td style="padding: 2px;">June 30, 2025</td> </tr> <tr> <td style="padding: 2px;">Response Plan: Resource Management Plan</td> <td style="padding: 2px;">June 30, 2025</td> </tr> <tr> <td style="padding: 2px;">Response Plan: Medical Surge Support Plan</td> <td style="padding: 2px;">June 30, 2025</td> </tr> <tr> <td style="padding: 2px;">Continuity of Operations Plan (COOP)</td> <td style="padding: 2px;">June 30, 2025</td> </tr> <tr> <td style="padding: 2px;">Medical Response and Surge Exercise (MRSE)</td> <td style="padding: 2px;">June 30, 2025</td> </tr> </table> <p style="margin-top: 5px;">Red = done Orange = in progress Black = not started yet</p>	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"> • Check-in – no new updates to add 											
<p>12. PH Caucus Update</p>	<ul style="list-style-type: none"> • Discussed and reviewed the NCW HERC FAC/Mass Fatality review <ul style="list-style-type: none"> ○ This regional plan is for information only and to be shared as a template for localization ○ The HERC would not stand up a FAC, they would support the local response in information sharing and resource gathering • HVA - meet next week to identify PH priorities from regional report 											
<p>13. Current/Future Responses/ Exercises</p>	<ul style="list-style-type: none"> • Saline solution update <ul style="list-style-type: none"> ○ End of December is projected to have 100% of allocation • Respiratory virus update <ul style="list-style-type: none"> ○ Pertussis – still getting new cases in weekly ○ Other respiratory viruses in general – starting to climb ○ H5N1 - a lot of cases in cattle and farm cats • Marburg Virus Disease outbreak update <ul style="list-style-type: none"> ○ Last known patient discharged ○ Considered over after 42 days of no new cases occur (potentially Dec. 22) • Salmonella outbreak linked to cucumbers • Others? 											
<p>14. Sector Update Discussion</p>	<ul style="list-style-type: none"> • Round robin: <ul style="list-style-type: none"> ○ EM: No update 											

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	<ul style="list-style-type: none"> ○ PH: <ul style="list-style-type: none"> ○ Pertussis ○ Working on end-of-year deliverables ○ Receiving more walking pneumonia cases ○ Hospitals: <ul style="list-style-type: none"> ○ Continue to work on EMResource issues ○ CMS: No update ○ EMS: <ul style="list-style-type: none"> ○ EMS-C is doing a lot of work around pediatric emergency preparedness planning for hospitals ○ STAC is working on a more unified committee with better representation ○ Trauma: No update ○ Tribal: No update 	
<p>15. Next Meeting/ Adjourn</p>	<p>Board meeting:</p> <ul style="list-style-type: none"> • January 8, 9:00 – 12:00 (virtual) <p>Hospital caucus meeting:</p> <ul style="list-style-type: none"> • January 8, 1300-1400 (virtual) <p>Motion to adjourn. 1st: 2nd: Motion result:</p>	