

## HICS FORM 202: INCIDENT OBJECTIVES



<b>1. Incident Name:</b> NWWIHERC Board of Directors	<b>2. Operational Period:</b> April 5, 2019 0900-1000	<b>3. Incident Location:</b> Mosaic Telecom Training Room, Cameron, WI
<b>5. Attendees:</b> Aimee Wollman Nesselth (Coordinator), Brian Kaczmariski (Chair), Bob Lindberg (Vice-Chair), Mark Manning, Randy Books, Wayne Street, Rob Goodland (RTAC Coordinator), Brittany Fry, and Dr. Krantz (Medical Advisor), David Salter. <b>On the phone:</b> Jon Schultz		

TOPIC	DISCUSSION
Call to Order	Meeting called to order at 0901 by Chair, Brian Kaczmariski
Additions to the Agenda	No additions to the agenda. Motion to approve the agenda was made by Brittany, seconded by Randy. Motion approved.
Review of Minutes	The minutes from the March meeting had been distributed previously. No questions or comments. Randy moved to accept the minutes. Mark seconded the motion. The motion was approved.
Financial Update	<p><b>Approval of HERC Coordinator's (Aimee's) March Expenses</b></p> <ul style="list-style-type: none"> <li>Aimee reviewed her expenses and shared the story of needing to pay accurate postage at the United States Post Office.</li> <li>Mark made a motion to accept the HERC Coordinator's March Expenses as shared. Randy seconded the motion. Motion approved.</li> </ul> <p><b>Budget for Budget Period 1 Supplemental</b></p> <ul style="list-style-type: none"> <li>Scholarships – We have awarded over \$30,000 for scholarships. Glad to see so many individuals are taking advantage of this opportunity for funding. Aimee shared the most up to date budget numbers from the fiscal agent.</li> <li>We still have funds to spend prior to the end of the year. Ideas for additional projects: <ul style="list-style-type: none"> <li>Stop the bleed kits</li> <li>Proposal for EMR's – approximately \$4k could supplement funding for certifications to keep them going Discussion included: How do we identify these groups in the region? And if we do it one year do we set the precedent that we do it again the following years? We need to check with Lisa Kelly to see if this would even be allowable. Mark shared that the state has been providing Federal funds of lately to help EMR's – something to consider. Are they utilizing?</li> <li>Dr. Krantz suggested starting the triage conversation again at the RTAC level. The paradigm has changed a bit. One of the great advantages of multiple systems of patient tracking is the bar-code. If these can be placed and scanned in the field, the records could be married up easily in the electronic system. Problem is unifying this and getting them on the same card (mass casualty cards). It was noted that the majority of services in our area use START and the state is encouraging SALT. There is not a big difference between the two.</li> </ul> </li> </ul> <p><b>Funding Opportunity for 2019-2020</b></p> <ul style="list-style-type: none"> <li>The grant "dropped" and it appears that we will have no changes in our budget numbers for next year. The expected base budget will be \$150,000. We do have the ability to carry over \$48,000 from this year's budget.</li> </ul>
Old Business:	<p><b>Advisory Group Incorporation Discussion</b></p> <ul style="list-style-type: none"> <li>Brian and Bob shared their impressions of the conversation at the last Advisory Board meeting. It appears we are back to looking at individual incorporations. People are concerned about autonomy &amp; sustainability. If we go about being incorporated, we are going to need some legal advice. The Advisory Board will be sending a letter to Dwayne Wagner, and inquiring about our options for</li> </ul>

TOPIC	DISCUSSION
	<p>utilizing ASPR funds for legal fees again. Several regions have already moved on to incorporation at the regional level. This will be on the work plan for the next fiscal year.</p> <p><b>Response Plan Draft Review</b></p> <ul style="list-style-type: none"> <li>• One of our grant requirements this year is to write a Response Plan for the HERC. We need to think more broadly about what this is/means for the HERC, and not our individual organizations.</li> <li>• Aimee reviewed the key components of the Response Plan. There was a work group including: Natasha Cardinal, Brittany Fry, Bob Lindberg, Jon Schultz, Rob Goodland, and Dr. Krantz who helped draft this plan. <ul style="list-style-type: none"> <li>○ Purpose/Scope/Agencies &amp; Organizations/Framework/Assumptions/Administration/Operations</li> <li>○ 4 Objectives: <ul style="list-style-type: none"> <li>▪ Common Operating Picture to maintain situational awareness</li> <li>▪ Facilitation of resource sharing</li> <li>▪ Facilitation and coordination of strategies and tactics to respond to a health and medical and/or sheltering and mass care event</li> <li>▪ Promote integration of healthcare organizations with other emergency response disciplines</li> </ul> </li> <li>○ Concept of Operations: <ul style="list-style-type: none"> <li>▪ If we never get notified, there is nothing we can do as a HERC. Notification of any event impacting patient care, and potential to require additional resources beyond the local capacity, is strongly advised. This can be done by adding “Notification to HERC” to their EOP’s for any incident or event.</li> <li>▪ Triggers of notification include: <ul style="list-style-type: none"> <li>• IC activated</li> <li>• Medical surge events</li> <li>• Facility infrastructure damage or downtime impacting patient/resident care</li> <li>• Computer system failure</li> <li>• External community incident impacting day-to-day operations</li> </ul> </li> </ul> </li> <li>○ Level of information sharing starts with: <ul style="list-style-type: none"> <li>▪ Advisory – email/social media/WITRAC/EM Resource</li> <li>▪ Alert - EM Resource alert/RAVE alert</li> <li>▪ Recommended to use plain language for “EM resources”</li> <li>▪ RMCC – WebEOC, adobe connect, text, phone call, WISCOM, ARES/RACES</li> <li>▪ Update – WebEOC, Adobe Connect, email, EM Resource</li> </ul> </li> <li>○ Facilitation of Resource Sharing <ul style="list-style-type: none"> <li>▪ We struggled with resource sharing, as it is not our job to identify all the resources in the region, rather what the region is willing to share in the event of an incident. <ul style="list-style-type: none"> <li>• The HERC does not intend to replace EM resource coordination, rather supplement/assist.</li> <li>• Help to facilitate communication and contacts within region for resources</li> <li>• Cooperative assistance, Mutual Aid, VOADS</li> </ul> </li> </ul> </li> <li>○ Facilitation &amp; Coordination of strategies and tactics to respond to a health and medical and/or sheltering and mass care event</li> </ul> </li> </ul>

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> <li>▪ We are NOT an IMT, but we do have a large pool of expertise within our membership</li> <li>▪ If we have any other teams within the region please inform Aimee</li> <li>▪ MRC's-Need to add them to the list.</li> <li>▪ Please promote and advise of the HERC during events to assist</li> </ul> <ul style="list-style-type: none"> <li>• Aimee will send out the Draft Response Plan with changes mentioned today to the Membership for review and recommended changes. We will need to submit this plan on or before June 30<sup>th</sup>, 2019, with signatures.</li> </ul>
<b>New Business</b>	<p><b>2019-2020 Fiscal Year: Budget Period 1</b></p> <ul style="list-style-type: none"> <li>• Each year of the new five year cooperative agreement we will be asked to focus on a specialty such as Pediatrics, Burn, CBRNE, Infectious Disease etc. Next year the guidance states we will be working on a Pediatric Annex to our Response Plan. State is challenging this in order to not lose momentum on the Statewide Burn plan. More to come on this...</li> <li>• Next year we have to tie our money and anything we do to the work plan to one of the 4 capabilities and the HVA. We already do a great job of this, but will need to be more explicit and detailed about this.</li> <li>• ASPR is encouraging for more strategic planning.</li> </ul> <p><b>Board Member Resignation:</b></p> <ul style="list-style-type: none"> <li>• Barb Wickstrom has resigned due to leaving her current position. Since the June meeting will be our "Annual Meeting" this year instead of an evening event, we will fill that position at that time. Aimee does have one person who has expressed interest.</li> </ul>
<b>Adjournment Next Meeting</b>	<p>Motion to adjourn by Randy. Seconded by Brittany. Motion approved.</p> <p><b>Next Meeting will be May 10, 0900-1000 teleconference. NOTE this is a week later than regularly scheduled due to Wisconsin Week in Anniston, AL.</b></p>
<b>5. Prepared by :</b> Natasha Cardinal and Aimee Wollman Nesseth	