

HICS FORM 202: INCIDENT OBJECTIVES



1. Incident Name: NWWIHERC Board of Directors	2. Operational Period: July 12, 2019, 0900-1000	3. Incident Location: Teleconference
5. Attendees: Aimee Wollman Nesseth (Coordinator), Brian Kaczmariski (Chair), Bob Lindberg (Vice-Chair), Robert Goodland, (RTAC Coordinator), Mark Manning, Brittany Fry, Jon Schultz, Candi McConnell, Randy Books, Natasha Cardinal (Secretary).		

TOPIC	DISCUSSION
Call to Order	Meeting called to order at 0900 by Chair, Brian Kaczmariski.
Additions to the Agenda	No additions to the agenda. Motion to approve the agenda as written by Bob, seconded by Randy. Motion approved.
Review of Minutes	The minutes from the June meeting had been distributed previously. No questions or comments. Bob moved to accept the minutes as written. Mark seconded the motion. The motion was approved.
Financial Update	<p>Approval of HERC Coordinator's (Aimee's) June Expenses</p> <ul style="list-style-type: none"> Aimee reviewed her expenses from June. Bob made a motion to accept the HERC Coordinator's June expenses as shared. Natasha seconded the motion. Motion approved. <p>Budget for Budget Period 1 Supplemental</p> <ul style="list-style-type: none"> Aimee shared that there are a few outstanding scholarships to be paid, then all expenses will be accounted for in the last fiscal year. She is waiting for the final report from the fiscal agent for the year. We anticipate carrying over \$22,000-\$24,000 in addition to a state reimbursement. So we will have more funds for Budget Period 19-20 than we had for the last fiscal year.
RTAC Update	<p>End of Year Spending</p> <ul style="list-style-type: none"> Bike helmets, car seats, additional Stop the Bleed training kits, and more school kit supplies were all purchased at the end of the year. Will be working to distribute everything. Next RTAC meeting is July 23, 2019 1-3 p.m. at the Mosaic Telecom Training Center.
Medical Advisor Update	<p>Contract</p> <ul style="list-style-type: none"> Aimee is waiting to hear back regarding the new contract. Shouldn't have any issues since the only thing that was changed was the date.
Advisory Group Updates	<p>Emails</p> <ul style="list-style-type: none"> Aimee and Rob will both be losing their State emails in the coming months. Waiting to hear on final answer from state regarding next steps. Brief discussion regarding the use of personal cell phones for HERC and RTAC business. Anything on our phones would be discoverable should there be a request. One trainer's suggestion was to have separate phones for personal vs. work business. No action taken.
Old Business:	<p>Budget for Budget Period 19-20</p> <ul style="list-style-type: none"> The budget subgroup met via teleconference. Aimee presented the draft budget. We are budgeting for up to 4 Board members to attend the National Healthcare Coalition Conference. Please let Aimee know if you are interested. Aimee and Rob voiced interest in attending the Association of Hospital Preparedness Professionals Association (AHEPP) Conference this year. We will not be able to finalize the draft budget until we have our final numbers from our fiscal agent. Aimee shared the ASPR budget template which is very

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	<p>detailed and will need to be submitted within 30 days of the contract execution with the fiscal agent. The contract has not been sent out yet, so we will be able to discuss this further at the August Membership meeting.</p> <p>Training and Exercise Plan for 2019-2020</p> <ul style="list-style-type: none"> • Aimee, Randy, Brittany, Rob, and Brian Cockerham (WEM Exercise Coordinator) met to discuss the training and exercise plan. This will also need to be submitted within 30 days of the fiscal agent contract execution. No additions or changes at this time. <p>Work Groups</p> <ul style="list-style-type: none"> • Aimee proposed passing around clipboards for members to sign up to be on one of the following work groups this year: <ul style="list-style-type: none"> ○ Exercise Design Groups for: Virtual Exercise, Regional Exercise, Coalition Surge Test, Ebola Exercise ○ Work Groups for: Incorporation, Resource Management and Burn Plan
New Business	<p>Strategic Plan for Incorporation</p> <ul style="list-style-type: none"> • Plan to form a work group. <p>Upcoming Education</p> <ul style="list-style-type: none"> • Nothing on the calendar for July. Aimee is adding things to the calendar already, so check listings out there. Please forward any additional training to Aimee. <p>Scholarships</p> <ul style="list-style-type: none"> • Aimee is already receiving questions about scholarship funds for this year. Motion made by Jon and seconded by Bob to designate \$35,000 toward scholarship funds out of this year’s budget. Motion approved. Board approved by email the first \$500 request from Detective Jeffrey Nelson, Barron County to attend the Unidentified and Missing Person’s Conference if he receives County Board approval.
Adjournment Next Meeting	<p>Motion to adjourn by Bob. Seconded by Jon. Motion approved.</p> <p>Next Meeting will be August 2, in person, at the Mosaic Telecom Training Room, Cameron, WI</p>
5. Prepared by : Natasha Cardinal and Aimee Wollman Neseth	