

## HICS FORM 202: INCIDENT OBJECTIVES



<b>1. Incident Name:</b> NWWIHERC Board of Directors	<b>2. Operational Period:</b> June 7, 2019, 0900-1000	<b>3. Incident Location:</b> <b>Mosaic Telecom Training Room, Cameron, WI</b>
<b>5. Attendees:</b> Aimee Wollman Nesseth (Coordinator), Brian Kaczmariski (Chair), Bob Lindberg (Vice-Chair), Robert Goodland, (RTAC Coordinator), Dr. Paul Krantz (Medical Advisor), Natasha Cardinal, Brittany Fry, Mark Manning, Randy Books. Guests: Film crew from Blue Chalk Media regarding documentary that Robert Goodland is in.		

TOPIC	DISCUSSION
<b>Call to Order</b>	Meeting called to order at 0902 by Chair, Brian Kaczmariski.
<b>Additions to the Agenda</b>	No additions to the agenda. Motion to approve the agenda as written by Randy, seconded by Brittany. Motion approved.
<b>Review of Minutes</b>	The minutes from the May meeting had been distributed previously. No questions or comments. Randy moved to accept the minutes as written. Mark seconded the motion. The motion was approved.
<b>Financial Update</b>	<p><b>Approval of HERC Coordinator’s (Aimee’s) May Expenses</b></p> <ul style="list-style-type: none"> <li>Aimee reviewed her expenses from May.</li> <li>Bob made a motion to accept the HERC Coordinator’s May expenses as shared. Brittany seconded the motion. Motion approved.</li> </ul> <p><b>Budget for Budget Period 1 Supplemental</b></p> <ul style="list-style-type: none"> <li>Aimee shared that there has been no additional fiscal agent report since our last meeting.</li> <li>We are right on track to have approximately \$45-\$48K to carryover to next year’s budget once we are reimbursed by the state for the payment of the Business Continuity Course.</li> <li>Budget sub group (Aimee, Brian, Natasha, Dr. Krantz) will be meeting in a couple of weeks to discuss the next budget year.</li> </ul>
<b>RTAC Update</b>	<p><b>Stop the Bleed and Test your Vest</b></p> <ul style="list-style-type: none"> <li>Current projects. Hope to create a Test your Vest “in a box tool” so others can repeat this training for the community.</li> </ul> <p><b>Anniston</b></p> <ul style="list-style-type: none"> <li>Fantastic training. If you have the opportunity to go, please go and take colleagues. You can find the list of upcoming training at the Center for Domestic Preparedness website.</li> </ul> <p><b>Pre-Site Hospital Visits for Trauma Level Designation</b></p> <ul style="list-style-type: none"> <li>Rob continues to make these visits along with Lacey Huset and Wayne Street (both site reviewers) to help hospitals prepare for these site reviews. This has been successful in the region.</li> </ul> <p><b>Exercise Evaluator</b></p> <ul style="list-style-type: none"> <li>Rob has served as an exercise evaluator for the Ebola Exercise and Ashland MCI exercise this past month.</li> </ul> <p><b>Pre Hospital Trauma Life Support</b></p> <ul style="list-style-type: none"> <li>Three courses were delivered this fiscal year. Hope to bring more courses to the region next year. Looking for EMS agencies to host. Contact Rob if you are interested.</li> </ul>
<b>Medical Advisor Update</b>	<p><b>Contract</b></p> <ul style="list-style-type: none"> <li>Aimee is already in discussion with Mayo regarding extended the Medical Advisor position into the next fiscal year. Dr. Krantz would like to continue to serve in this capacity if the Board chooses to extend the offer.</li> </ul>

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<b>Advisory Group Updates</b>	<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>Bob reported out on the last meeting. The upcoming fiscal year budget will be comprised of: \$102K base funding, \$70 carryover from the State, and whatever funds the region has in carryover from this current fiscal year.</li> </ul> <p><b>Incorporation</b></p> <ul style="list-style-type: none"> <li>Current discussion is for each of the 7 Regions to begin the incorporation process at the regional level as opposed to incorporation at the Advisory Group level. This will need to be a priority discussion going forward.</li> </ul> <p><b>Patient Tracking</b></p> <ul style="list-style-type: none"> <li>Rob and Jennifer Behnke from Region 5 did a great presentation regarding the Patient Tracking project.</li> </ul>
<b>Old Business:</b>	<p><b>Response Plan</b></p> <ul style="list-style-type: none"> <li>The Response Plan was sent out to the Membership for review and recommendations. Only a few things were added including a recommendation from DHS OPEHC that the coordinator contact their office if something is occurring in our region. Aimee will finalize the plan and upload it to the CAT tool. Next year we will need to have membership organizations sign off on the plan.</li> </ul> <p><b>Preparedness Plan</b></p> <ul style="list-style-type: none"> <li>This plan was also sent out for review. No changes noted other than updating the review date on the plan. Aimee will upload this to the CAT tool as well.</li> </ul> <p><b>Anniston Training</b></p> <ul style="list-style-type: none"> <li>Aimee and Mark along with several others from our Region and state attended this free training at the Center for Domestic Preparedness. It was very impressive, fantastic training with the level of excellence, training, material, ICS experience. Highly recommend this training for anyone with an interest in Emergency Preparedness to attend!</li> </ul> <p><b>Training and Exercise Plan for 2019-2020</b></p> <ul style="list-style-type: none"> <li>Aimee asked for Board Members to volunteer to serve on a sub group to look at the Training and Exercise needs and plan from multiple disciplines. Randy, Rob, Brittany and Aimee will meet to finalize this plan so it is ready to submit within 30 days of our grant being executed this year.</li> </ul>
<b>New Business</b>	<p><b>Coalition Surge Test AAR</b></p> <ul style="list-style-type: none"> <li>This has been received and reviewed. Very few corrections needed. Aimee will post on the website and will upload to the CAT tool.</li> </ul> <p><b>Development of Work Groups for 2019-2020 Work Plan</b></p> <ul style="list-style-type: none"> <li>Aimee proposed creating sub work groups to help complete some of the work plan requirements next year and to promote leadership within the HERC. Aimee will present options for work groups based on the new work plan at the next Board of Director's meeting.</li> </ul> <p><b>Proposed Meeting Calendar</b></p> <ul style="list-style-type: none"> <li>Bob made a motion to approve the proposed meeting calendar for the next fiscal year. Randy seconded the motion. Motion approved.</li> </ul>

TOPIC	DISCUSSION
<b>Upcoming Education</b>	<ul style="list-style-type: none"> <li>• Public Health Preparedness Conference June 10-11</li> <li>• Disaster Preparedness for Hospitals and Healthcare Organizations and Community Infrastructure. June 24-25. This class is in danger of cancellation due to low registration numbers. <b>(Update: Class WILL be held).</b></li> </ul>
<b>Adjournment Next Meeting</b>	<p>Motion to adjourn by Natasha. Seconded by Brittany. Motion approved.</p> <p><b>Next Meeting will be July 12, 0900-1000 teleconference. (One week later than normal due to the July 4 holiday).</b></p>
<b>5. Prepared by :</b> Natasha Cardinal and Aimee Wollman Neseth	