

HICS FORM 202: INCIDENT OBJECTIVES



1. Incident Name: NWWIHERC Board of Directors	2. Operational Period: November 1, 0900-1000	3. Incident Location: Teleconference
5. Attendees: Aimee Wollman Nesselth (Coordinator), Bob Lindberg (Vice-Chair), Mark Manning, Brittany Fry, Candi McConnell, Randy Books, Jon Schultz, Dr. Krantz		

TOPIC	DISCUSSION
Call to Order	Meeting called to order at 0903 by Aimee, in the absence of Brian and Bob, initially.
Additions to the Agenda and Announcements	<p>No additions to the agenda.</p> <p>Aimee announced that Lisa Kelly (Grant Manager at OPEHC) has resigned and taken a new position outside of OPEHC. She will be greatly missed.</p> <p>Aimee will be attending the Association of Hospital Emergency Preparedness Professionals (AHEPP) Conference, November 3-6 in Orlando. Brian will be covering for any emergent HERC needs.</p>
Review of Minutes	The minutes from the October meeting had been distributed previously. No questions or comments. Mark moved to accept the minutes as written. Jon seconded the motion. The motion was approved.
Financial Update	<p>Approval of HERC Coordinator's (Aimee's) October Expenses</p> <ul style="list-style-type: none"> Aimee sent her October expenses out to the Board for review. She did not attend the PIO training in Madison due to illness earlier this week. Motion to approve the October expenses by Randy and seconded by Jon. Motion was approved. <p>Budget for Budget Period 1 (19-20)</p> <ul style="list-style-type: none"> Aimee has not received a new budget report since the previous meeting. No action needed.
Advisory Group Updates	<ul style="list-style-type: none"> Advisory Group has not met since the end of September. The October teleconference was cancelled due to a lack of agenda items. The next meeting will be held November 22, 2019, at the Kalahari in Wisconsin Dells. Aimee will confirm with Brian and Bob to see if they are able to attend. Kim Cox announced yesterday that OPEHC continues to work with ASPR to get an answer regarding the use of HPP funds for Incorporation fees. OPEHC is providing additional details to the request and hope for an answer soon.
Old Business:	<ul style="list-style-type: none"> Aimee and Darren Van Blaricom will be attending AHEPP. Rob had been hoping to attend, but will not be able to due to injury/surgery. No other members were able to attend this year. To date, no one from our region will be attending the National HCC Conference. Coalition Surge Test (CST) has been scheduled for March 31, 2020. Sacred Heart Hospital and Marshfield Medical Center-Eau Claire have graciously agreed to be our evacuating hospitals. An initial planning meeting will be held next week to look over the Federal Grant Deliverables for this required exercise.
New Business	<p>Review of Meeting Times</p> <ul style="list-style-type: none"> Brittany shared a question that came from the members of the Western WI Public Health Readiness Consortium. They meet following the NWWIHERC membership meeting and are wondering if it would be possible to move the HERC meeting up by ½ hour to allow those who attend both meetings to be able to get home a little earlier on Friday afternoons. Aimee also asked if the Board of Directors feel that they have enough time to meet and could see benefits to expanding our meeting time by a ½ hour also. Board members stated that they would be willing to begin meeting at 0800 and would support moving the HERC

TOPIC	DISCUSSION
	<p>membership meeting to 0930-1130. This change will not begin until the new Calendar year. Arrangements would need to be made with Mosaic Telecom. More information to come.</p> <p>Review of By Laws</p> <ul style="list-style-type: none"> Bob and Aimee had a meeting planned, but it needed to be rescheduled. Please take a look at the current by-laws knowing that we will need to make changes as we move toward incorporation. Aimee believes we have all of the elements necessary for the By Laws, however, we will need to have further discussion regarding representation on the Board, definition of “Membership”, etc. Aimee and Bob will reschedule the meeting. <p>Member Signatures on Preparedness and Response Plans</p> <ul style="list-style-type: none"> Aimee brought this topic to the HERC staff meeting. Discussion regarding creating a “cover page” that states the Preparedness and Response plans are “not legally binding”, but that a signature would mean that the member organizations are “aware of the existence of the HERC, and the plans.” Bob and Mark feel this would be acceptable to most organizations, and beneficial in meeting the Joint Commission and CMS expectations for broader community involvement in Emergency Preparedness. However, some organizations may still require these documents to be reviewed by legal. We will do the best we can to meet this ASPR requirement and there is no expectation that we will get ALL signatures within one year. <p>Projects</p> <ul style="list-style-type: none"> The Pediatric Mass Casualty Bags that were created a couple of years ago have been distributed and Aimee has fulfilled the first round of restocking to replace expired items. Aimee is getting these items to representatives for these agencies and expecting them to replace the items and either donate the expired items to their technical colleges or keeping them for training purposes. Aimee asked for permission to purchase an additional 6 bags. With this purchase, all EMS agencies with the capability of intubation and Level 2 and 3 Trauma Centers within the region will have access to one of these bags. Motion by Jon to support the purchase of six additional Pediatric Mass Casualty Incident Bags, Bob seconded. Motion approved. Aimee presented a request by Rich Haider for funding for the Osceola Rural Health Clinic for the purpose of creating a negative pressure room within the Clinic. Discussion regarding what constitutes a Rural Health Clinic and whether or not a negative pressure room is a requirement. It is not. Further discussion about how many rural health clinics may take advantage of this funding. Decision to table this project at this time to see if there are other projects for the Ebola/Highly Infectious Disease funding. <p>Upcoming Training</p> <ul style="list-style-type: none"> Emergency Medical Services for Children will be holding training at Sacred Heart hospital in Eau Claire November 20, 6-9 p.m. Jon will send Aimee the information to be put on the website. Aimee has also secured dates and a contractor for the Social Media Training in March. Two four-hour sessions in Rice Lake and New Richmond. More information to come. Virtual Exercise November 7th. We have 52 organizations registered at this time.
<p>Adjournment Next Meeting</p>	<p>Motion to adjourn at 0955 by Jon, seconded by Randy. Motion approved.</p> <p>Next Meeting will be December 6, 0900-1000, at the Mosaic Telecom Training Center, Cameron, WI. Svea Erlandson will be facilitating the Training and Exercise Planning Workshop during this meeting.</p>
<p>5. Prepared by : Aimee Wollman Nesseth</p>	