


## HICS FORM 202: INCIDENT OBJECTIVES



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| <b>1. Incident Name:</b><br>NWWIHERC Board of Directors | <b>2. Operational Period:</b><br>September 6, 2019, 0900-1000 | <b>3. Incident Location:</b><br>Teleconference |
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**5. Attendees:** Aimee Wollman Nesseth (Coordinator), Brian Kaczmariski (Chair), Natasha Cardinal (Secretary), Robert Goodland, (RTAC Coordinator), Mark Manning, Brittany Fry, Candi McConnell.

| TOPIC                          | DISCUSSION  |
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| <b>Call to Order</b>           | Meeting called to order at 0901 by Chair, Brian Kaczmariski.  |
| <b>Additions to the Agenda</b> | Brittany asked to add the relationship between the RTAC and HERC to the agenda for discussion. Motion to approve the agenda with this addition by Natasha, seconded by Brittany. Motion approved.   |
| <b>Review of Minutes</b>       | The minutes from the August meeting had been distributed previously. No questions or comments. Mark moved to accept the minutes as written. Natasha seconded the motion. The motion was approved.   |
| <b>Financial Update</b>        | <p><b>Approval of HERC Coordinator's (Aimee's) August Expenses</b></p> <ul style="list-style-type: none"> <li>Aimee reviewed her expenses from August. The only significant purchase was a new computer.</li> <li>Mark made a motion to accept the HERC Coordinator's August expenses as shared. Natasha seconded the motion. Motion approved.</li> </ul> <p><b>Budget for Budget Period 1 (19-20)</b></p> <ul style="list-style-type: none"> <li>Aimee has not received any reports from the fiscal agent for expenses so far this year. She will forward the report once she receives it.</li> </ul>  |
| <b>Advisory Group Updates</b>  | <ul style="list-style-type: none"> <li>There was a teleconference meeting last Friday. The next meeting on September 27 will be a Strategic Planning Meeting for the Advisory Group. Both Brian and Bob plan to attend.</li> <li>A few of the HERCs included incorporation fees in their proposed budgets which have been sent to ASPR. The WI DHS Secretary has sent another letter to ASPR requesting permission to use HPP funds for this purpose. Some discussion about waiting until we receive that permission vs. going ahead. Decision was to wait another month to see what response the state gets from ASPR.</li> </ul>  |
| <b>Old Business:</b>           | <p><b>Items for submission to CAT Tool</b></p> <p>The proposed budget, training and exercise plan and work plan were all submitted to CAT Tool by deadline of August 24. Wondering if ASPR will review line by line and waiting for feedback. All items were also submitted to State OPEHC. Reminder we will be asked to submit similar items by January 31, 2020 for BP2 (20-21) year.</p> <p><b>National Conferences</b></p> <p>Mark is interested in attending AHEPP. Brian cannot commit at this time. Natasha is considering. Please let Aimee know as soon as possible if you are interested. If not, will open to Membership for anyone interested in attending either the AHEPP or National HCC Conference.</p> |
| <b>New Business</b>            | <p><b>New HERC and RTAC logos</b></p> <p>When we first started four years ago we didn't know what we didn't know. Since then we've had a name change and a realization that the logo should help identify us visually us as from WI. Also recognize the need to avoid acronyms. Proposed logo is:</p>   |

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|       |  <p data-bbox="331 251 2005 357">Brittany suggested that we check with Lisa Kelly from something she thought she heard at another meeting. Aimee will double check that this decision is up to the Board of Directors. Natasha made a motion to approve this logo and to move forward with new business cards. Mark seconded the motion. Motion approved. Will explore other marketing options such as shirts, but cannot utilize HPP funds for this purpose.</p> <p data-bbox="331 381 892 414"><b>Relationship between the HERC and the RTAC</b></p> <p data-bbox="331 438 2005 576">The RTAC is a part of the HERC. RTAC is funded through general-purpose revenue through the state. No formal relationship other than our collaboration. HERC oversees healthcare, and trauma is part of that healthcare, which is why RTAC is a part of the HERC. However, the RTAC Coordinators and HERC Coordinators meet together regularly and in some of the HERCs the RTAC Coordinator is considered staff of the HERC along with the Medical Advisor.</p> <p data-bbox="331 600 714 633"><b>New emails for Rob and Aimee</b></p> <p data-bbox="331 657 924 690">Aimee’s new email is <a href="mailto:coordinator@nwwiherc.org">coordinator@nwwiherc.org</a></p> <p data-bbox="331 714 798 747">Rob’s new email is <a href="mailto:rtac@nwwiherc.org">rtac@nwwiherc.org</a></p> <p data-bbox="331 771 2005 909">Dr. Kranz wants to continue to have his Mayo email. Were able to migrate current inboxes to new emails, and forwarding current to new. Few glitches with calendar. Able to retrieve distribution lists. For the most part the transition has gone well. Archive they will not be able to retrieve once state emails are turned off. The only way to retrieve archived emails will be through an open records request. FYI: Contract states Coordinator is responsible for up to 6 years’ worth of information. This is important when it comes to open records law.</p> <p data-bbox="331 933 577 966"><b>Upcoming Exercises</b></p> <p data-bbox="331 990 1459 1063">Virtual Exercise for CMS partners will be held November 7, 0830-1100. Registration is open at: <a href="https://www.surveymonkey.com/r/TDXLTWR">https://www.surveymonkey.com/r/TDXLTWR</a></p> <p data-bbox="331 1096 409 1128"><b>Plans</b></p> <p data-bbox="331 1153 2005 1226">Burn Surge in progress at State Level. The hope is to pilot the plan with different agencies/hospitals throughout the state and roll out the plan statewide perhaps in the next fiscal year (20-21). It is a work in progress.</p> <p data-bbox="331 1250 798 1282"><b>EI: Essential Elements of Information</b></p> <p data-bbox="331 1307 2005 1412">Waiting for clear definition from ASPR. This is in our work plan. What do our hospitals currently have for medical surge events, daily average census, ICU beds, staffed operational beds, surge discharge, OR bed capacity, non-operating bed, etc. (An example of the Region 2 pilot last year was shared with the Board. Please see Aggregate Data Tabulation Spreadsheet).</p> |

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|  | <p data-bbox="338 136 569 165"><b>Upcoming Training</b></p> <ol style="list-style-type: none"> <li data-bbox="338 191 2003 256">1) EMResource-September 18. Aimee will be hosting a virtual meeting for anyone new to EMResource and to clarify how to respond to and send alerts such as bed counts, MCI alerts, and General Announcements.</li> <li data-bbox="338 282 1094 311">2) Hoping to set up HICS at Burnett Medical Center in October.</li> <li data-bbox="338 337 1787 431">3) Training and Exercise Planning-December 2, Membership Meeting. Svea Erlandson will come to facilitate this process.               <ol style="list-style-type: none"> <li data-bbox="478 396 1671 425">a. Due end of January for the following year. This training will assist in accomplishing a robust plan.</li> </ol> </li> <li data-bbox="338 457 1192 487">4) Aimee will be on vacation October 5-9, and Brian will be the backup.</li> </ol> |
| <p data-bbox="86 558 239 613"><b>Adjournment<br/>Next Meeting</b></p>  | <p data-bbox="338 558 1262 587">Motion to adjourn at 0947 by Natasha. Seconded by Candi. Motion approved.</p> <p data-bbox="338 594 1461 623"><b>Next meeting will be October 4, 2019, 0900-1000, In Person, Mosaic Telecom Training Center</b></p>   |
| <p data-bbox="86 672 310 792"><b>5. Prepared by :</b><br/>Natasha Cardinal<br/>and Aimee Wollman<br/>Nesseth</p> |   |