



HICS FORM 202: INCIDENT OBJECTIVES

1. Incident Name: NWWIHERC Board of Directors	2. Operational Period: June 4, 2021, 0730-0830	3. Incident Location: Teleconference
5. Attendees: Aimee Wollman Nesseth (Coordinator), Bob Lindberg (Cumberland Healthcare-Chair), Brittany Fry (WWPHRC-Vice-Chair), Randy Books (NW WEM Regional Manager), Natasha Cardinal (St. Croix County-Secretary), Candi McConnell (Water's Edge), Jon Schultz (Eau Claire Fire Rescue), Darren Van Blaricom (Health Partners Valley Hospitals: Amery, Hudson, Westfields), Sandy Jacobson (St. Croix Tribal Health).		

TOPIC	DISCUSSION
Call to Order	The meeting was called to order at 0733 by Bob Lindberg.
Additions to the Agenda and Announcements	Motion to approve the agenda as presented with no additions made by Brittany Fry, seconded by Natasha Cardinal. Motion approved.
Review of Minutes	The minutes from May were sent out prior to the meeting. Motion to approve the minutes by Brittany Fry, seconded by Natasha Cardinal. Motion approved. Minutes will be posted to our website and submitted to the DHSHERC email box.
Financial Update	<p>Approval of HERC Coordinator's (Aimee's) May Expenses</p> <ul style="list-style-type: none"> Aimee is mailing the Pediatric MCI resupplies to agencies as opposed to driving there. This is cheaper in the long run. No questions. Motion to approve expenses made by Randy Books. Seconded by Natasha Cardinal. Motion approved. <p>BP 2 Budget:</p> <ul style="list-style-type: none"> Budget report is up to date with both April and May expenses to date. Have been reimbursing a large number of scholarships for training completed in the past month or so. Still have funds for scholarships for any training completed prior to June 30. Motion to approve the budget as presented by Darren Van Blaricom and seconded by Natasha Cardinal. Motion approved. <p>BP3 Grant Funding Opportunity Announcement:</p> <ul style="list-style-type: none"> The application has been written and is working through the State approval process. Not due to ASPR yet. Will need to wait for the Notice of Award before we know for sure what our base funding will be. Expect it to be similar if not the same as last year.
Advisory Group Updates	No meeting in May. New staff positions announced: Tim Doerfler is the new HPP Manager. Hannah Sorenson is the new PHEP Manager. Aimee will send a copy of the new Org Chart with names of all the new people and their positions within OPEHC.
Old Business	<p>COVID-19 Updates:</p> <ul style="list-style-type: none"> The second part of the Regional AAR has been completed and has been sent to the participants and posted on the website. Aimee reviewed the HERC Improvement Plan. <p>Burn Surge Annex:</p> <ul style="list-style-type: none"> Aimee sent this out for review and received some feedback. Need for clarification of Essentia Health-Duluth's capabilities as a burn center. Suggested to add them to the plan as a regional asset with a footnote stating they are not a Nationally certified Burn Center, but work closely with Hennepin's Burn Center. Randy moved to accept the Burn Annex with that additional change. Jon Schultz

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	<p>seconded the motion. Motion approved. This will be presented to the Membership at the next meeting and submitted to the CAT tool.</p> <p>Preparedness and Response Plans:</p> <ul style="list-style-type: none"> Aimee sent these out for review. No significant changes other than making sure the language about HERC Membership matches our current By Laws. Updated links to make sure they were working. Next step will be to send to Membership for signature via DocuSign. Motion to approve both plans with changes discussed by Brittany, seconded by Candi. Motion approved. <p>RTAC Fiscal Agent Situation:</p> <ul style="list-style-type: none"> Aimee has been attempting to connect with Kevin O’Leary to discuss becoming a Fiscal Sponsor for the RTAC. Haven’t been able to connect. Suggested that members of the Board, Rob, Aimee, and the Trauma Coordinator find a time to meet with Kevin. Aimee will work on scheduling this. Discussion about encouraging the RTAC to seek other options while the HERC is weighing their options and getting their questions answered. Aimee will discuss this with Rob, Wayne and Sue.
New Business	<p>Medical Advisor and WISCOM SME Contracts:</p> <ul style="list-style-type: none"> These contracts will need to be renewed once we put together our new budget for next year. Aimee will reach out to both Dr. Haley and John Kruk to gauge their interest in continuing in these roles. <p>Regional IMT Team:</p> <ul style="list-style-type: none"> Jon mentioned his interest in seeing a Regional IMT developed in the region in the next fiscal year. He would be thinking about a Type 3 Incident Management Team All Hazards Team that would be available to assist in larger scale disasters in our region. Darren expressed interest in assisted Jon with this project. May be able to ask for additional training, through the Center for Domestic Preparedness.
Adjournment Next Meeting	<p>Motion to adjourn at 0829. Motion approved.</p> <p>Next Meeting will be July 9, 2021. 0730-0830, Teleconference. Stay Healthy! One week later than normal due to the July 4th Holiday.</p>
5. Prepared by:	Aimee Wollman Nesseth

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1. Incident Name: NWWIHERC Board of Directors Special Meeting	2. Operational Period: June 17, 2021, 0745-0800	3. Incident Location: Teleconference
5. Attendees: Aimee Wollman Nesseth (Coordinator), Bob Lindberg (Cumberland Healthcare-Chair), Brittany Fry (WWPHRC-Vice-Chair), Randy Books (NW WEM Regional Manager), Natasha Cardinal (St. Croix County-Secretary), Candi McConnell (Water’s Edge), Darren Van Blaricom (Health Partners Valley Hospitals: Amery, Hudson, Westfields), Rob Goodland (NWWIRTAC Coordinator), Sue Ehman (NWWIRTAC Co-Chair).		

TOPIC	DISCUSSION
Call to Order	The meeting was called to order at 0745 by Bob Lindberg.
Additions to the Agenda and Announcements	This special meeting was called to consider the Fiscal Sponsor Agreement between the NWWIHERC and the NWWIRTAC.
Fiscal Sponsor Agreement	<p>DRAFT Agreement</p> <ul style="list-style-type: none"> • Following the conversation with Kevin O’Leary from the NWWIHERC’s accounting firm last week, Aimee sent out a copy of the DRAFT Fiscal Sponsor agreement and explanation in an email to the NWWIHERC Board, Rob Goodland, RTAC Coordinator and RTAC Co-Chairs, Wayne Street and Sue Ehman prior to this meeting. • Discussion: <ul style="list-style-type: none"> ○ Regarding the fiscal sponsor fee to be charged. Kevin O’Leary had calculated that the previous Fiscal Sponsor for the RTAC had “over charged” at the 10% rate. His recommendation was to go with a fee between 7.5 % and 10%. The North Central RTAC has decided to charge their RTAC 10%. Discussion regarding staying at the 10% rate to cover indirect costs of meeting time, paperwork, etc. at least for 1 year prior to reevaluation. ○ Regarding the term of the contract. North Central WI HERC and RTAC have agreed to an “automatic renewal” in part based on the termination clause within the contract. Discussion about putting a term limit on this first year since it is a new contract. Rob asked that there be a statement in the contract naming when the contract will be reviewed so as not to be left without a fiscal sponsor last minute if the Board were to choose to terminate or change the contract. Agreement to add language stating the agreement will be reviewed and intent given regarding renewal “90 days prior to June, 30, 2022”. • Motion to approve the fiscal sponsor agreement with the changes named above by Darren Van Blaricom. Seconded by Randy Books. Motion approved by unanimous roll call vote. • Aimee will send the contract out to the respective Board Chair and Co-Chairs via DocuSign for signature.
Adjournment Next Meeting	Meeting adjourned at 0800. Next Meeting will be July 9, 2021. 0730-0830, Teleconference. Stay Healthy! One week later than normal due to the July 4th Holiday.
5. Prepared by:	Aimee Wollman Nesseth