

HICS FORM 202: INCIDENT OBJECTIVES



1. Incident Name: NWWIHERC Board of Directors	2. Operational Period: February 8, 2019 0900-1000	3. Incident Location: Mosaic Telecom Training Room, Cameron
5. Attendees: Aimee Wollman Nesseth (Coordinator), Brian Kaczmarski (Chair), Mark Manning, Randy Books, Barb Wickstrom, Brittany Fry, Lacey Huset. Telephone: Natasha Cardinal (Secretary), Bob Lindberg (Vice-Chair), Jon Schultz.		

TOPIC	DISCUSSION
Call to Order	Meeting called to order at 0905 by Chair Brian Kaczmarski
Additions to the Agenda	Aimee asked to add Discipline Specific Regional Projects. Motion to approve the agenda by Randy, seconded by Brittany. Motion approved.
Review of Minutes	The minutes from the December meeting had been distributed previously. No questions or comments. Randy moved to accept the minutes. Brittany seconded the motion. The motion was approved.
Financial Update	<p>Approval of HERC Coordinator's (Aimee's) January Expenses</p> <ul style="list-style-type: none"> Bob made a motion to accept the HERC Coordinator's January Expenses as shared. Mark seconded the motion. Motion approved. <p>Budget for Budget Period 1 Supplemental</p> <ul style="list-style-type: none"> Scholarships – We have \$30,000 designated for scholarships, and about \$22,246 has been awarded. That leaves \$7,000+ remaining. Scholarship application is on the website under 2018-29 Resources. Scholarship can only be applied to training that is completed by June 30, 2019. Motion to approve the budget as presented by Bob. Seconded by Mark. Motion approved. <p>Funding Opportunity for 2019-2020</p> <ul style="list-style-type: none"> The Funding Application Opportunity (FOA) from the Federal Government was expected at the end of January. To date, it has not been released. Once this is released we will have a better understanding of our funding for next fiscal year beginning July 1, 2019.
Old Business:	<p>Medical Advisor Position</p> <ul style="list-style-type: none"> Aimee has received a revised contract with expected changes from Mayo Clinic for Dr. Krantz's work with the HERC as Medical Advisor. Per the contract, he will be working 2-3 per month for the HERC. Aimee will work to get appropriate signatures. <p>Work Plan Dashboard</p> <ul style="list-style-type: none"> Aimee reviewed the Work Plan dashboard with the items that have been completed. The NIMS Compliance letters, Regional HVA, submission of the CAT Tool and mid-year budget were all due by the end of January and have been completed. Reviewed the other items on the work plan and made some changes to the optional items by pushing them into the next fiscal year. Motion by Randy and seconded by Bob to adjust the work plan with these changes. Aimee shared an overview of the Coalition Assessment Tool surveys which indicate which capabilities are high priority and need to be built within the Region.
New Business	<p>Regional Response Plan</p> <ul style="list-style-type: none"> Aimee has started a draft of the Regional Response Plan using guidance from ASPR and DHS. The Response plan is intended to focus on three primary areas: Information Sharing, Resource Requests, and Strike Teams/Specialty Teams. Would like to have board members work on it with her via Adobe Connect or conference call. Bob, Jon, Natasha and Brittany offered to assist. Aimee will set up a time for that conversation. <p>Discipline Specific Regional Projects</p>

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> • Aimee consulted with some of the Nursing Home administrators to see if the Pink Vest project for evacuation would be useful. They unanimously agreed. • Aimee presented the option of the Soft Stretchers for lifting non-ambulatory patients or residents for evacuation purposes as well. Discussion regarding the proposed item vs a larger, disposable item that would serve the same purpose. Both Mark and Jon recommended going with the second option. • Discussion regarding the Rapid Tag system to be used for exercises, patient tracking, or large volunteer management events. This was used during the recent search in Barron County with success. Two of these systems would be purchased for the region and would “reside” with the two Regional WEM directors. • Natasha made a motion to approve these purchases with the change to the disposable soft stretchers. Seconded by Bob. Motion approved. <p>Advisory Group Updates</p> <ul style="list-style-type: none"> • A draft of potential By Laws and Articles of Incorporation are being discussed with each of the seven HERC Boards. These are for steps toward incorporation for the Advisory Group. Aimee will schedule a teleconference to discuss these in more depth prior to the next Advisory Group meeting on March 1. <p>Coalition Surge Test Update</p> <ul style="list-style-type: none"> • In order to meet the 20% of our total acute care staffed bed capacity we will be evacuating 12 hospitals. These hospitals have been identified and will be participating in a conference call planning meeting on February 26. The exercise itself will take place on March 19 in the morning. Other non-evacuating hospitals and partners (particularly EMS) may be called that day. ALL partners are encouraged to be a part of the Facilitated Discussion at our next Membership meeting, April 6, 2019, 1000-1200. <p>Social Media Exercise</p> <ul style="list-style-type: none"> • Aimee did receive a proposal from the same instructors that provided the On Camera PIO training last year. The discussion with the Board was to post pone this training until next fall due to a very busy spring schedule.
<p>Adjournment Next Meeting</p>	<p>Motion to adjourn by Natasha. Seconded by Randy. Motion approved.</p> <p>Next Meeting will be March 1, from 9:00 am – 10:00 am, Teleconference</p>
<p>5. Prepared by : Aimee Wollman Nesseth and Natasha Cardinal</p>	