

HICS FORM 202: INCIDENT OBJECTIVES



1. Incident Name: NWWIHERC Board of Directors	2. Operational Period: February 7, 0800-0930	3. Incident Location: Mosaic Telecom Cameron, WI Training Room
5. Attendees: Aimee Wollman Nesselth (Coordinator), Brian Kaczmariski (Chair), Bob Lindberg (Vice-Chair), Natasha Cardinal, Candi McConnell, Brittany Fry, Rob Goodland (RTAC Coordinator), Dr. Krantz (Medical Advisor) Phone: Jon Schultz		

TOPIC	DISCUSSION
Information	The meeting began with a telephone conversation with Jessica Harrison from Scholtz Nonprofit Law LLC. She will be assisting the Board of Directors as we pursue Incorporation and 501c3 status. She had provided two work sheets that Aimee and Bob will work through. The goal will be to have that information sent to Jessica in time for her to have a draft of the Articles of Incorporation ready by our March 6 teleconference meeting. Once we are incorporated, we will begin work on the By Laws.
Call to Order	Meeting called to order at 0832 by Brian Kaczmariski.
Additions to the Agenda and Announcements	Aimee added a request for funding to the agenda under new business.
Review of Minutes	The minutes from the January meeting had been distributed previously. No questions or comments. Bob made a motion to accept the minutes as printed. 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"> Aimee sent her January expenses out to the Board for review. Motion to approve the January expenses by Bob and seconded by Brittany. Motion was approved. <p>Budget for Budget Period 1 (19-20)</p> <ul style="list-style-type: none"> Aimee shared the latest budget report. No questions or concerns. Ingrid, our fiscal agent, is requesting a revised budget based our current expenditures through June 30, 2020. Board reviewed a draft revised budget and took into consideration the \$600 request for CVTC for a Grain Bin Rescue training. Bob made a motion to accept the revised budget with this addition. Seconded by Natasha. Motion approved.
Advisory Group Updates	<ul style="list-style-type: none"> Not a lot of outcome from the last Advisory Group meeting. Still plenty of strategic planning to accomplish. <ul style="list-style-type: none"> Next Meeting by Phone, February 28, 1-2pm WISCOM Radios – Type 1 are becoming obsolete. State will be purchasing new Type 1 radios for all hospitals by June 30, 2020. The roll out for these new radios will be during the next fiscal year (July1-Jun30). Hospitals with Type 2 radios have the option of staying with type 2 consoles, but will need to assume all responsibility for them, or the state will help them purchase type 1 and convert. Purchase will be by June 30th and next year will be installed. New radios are intended to be redundant communication. Hospitals who are using the current WISCOM radios will be allowed to keep them.
Old Business:	<p>Exercises:</p> <ul style="list-style-type: none"> Coalition Surge Test Planning Update. Next meeting 2/14/20 at 1pm. Planning meetings are going well.

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	<ul style="list-style-type: none"> • Regional Exercise Design Team. Next meeting 2/21/20 at 1pm. • Will need to complete Pediatric Table Top Exercise by June 30, 2020. The exercise has not yet been provided to the HERCs but is expected to be provided by ASPR TRACIE by end of February. Will also be adding a pediatric annex to our Response Plan which will be provided by the State. Not sure what the deliverables will be yet, but hope to accomplish them by holding the Table Top Exercise at a membership meeting or at the Regional exercise. <p>Review of Deliverables – submitted January 31 to State and ASPR</p> <ul style="list-style-type: none"> • Everything was turned in the end of January – training and exercise plan, the Capability Planning Guides, BP 20-21 draft workplan (did not add anything to it – just basics) and the BP20-21 draft budget. • HPP Federal Grant for BP 2020-2021 is supposed to “drop” any day. • Eric Anderson has resigned his position as the Coordinator of EM Resource, WISCOM etc. at the State. <p>Medical Advisor Contract – Complete for BP 19-20. We have received the signed contract from Mayo (took approximately 8 months). No changes other than date to contract.</p>
New Business	<p>Decon Survey Results and Next Steps</p> <p>Aimee handed out document summarizing results of the Hospital Decon Status/Chemical PAPRs survey.</p> <ul style="list-style-type: none"> • Battery packs and filters are a concern, along with decon tents, and training. Proposal to cluster equipment purchase and training options. • HERC purchased 5 Butyl hoods for each hospital within the past few years, but hospitals identified need for more. • We have designated decon training in our revised budget and will likely use Regional Project funds to support an effort to enhance this capability within the region. Aimee will do some more research now that we know what our needs are. <p>Review letter to Community Health Clinics re: Negative Pressure Rooms Matching Funding.</p> <ul style="list-style-type: none"> • Reviewed draft letter regarding funding of up to \$2,500 rural health clinics for the purpose of installing equipment to create infection control capabilities. • Motion approved: Bob and Natasha <p>Novel Coronavirus Information and Preparation</p> <ul style="list-style-type: none"> • Guidance is provided and updated daily on WI DHS page https://www.dhs.wisconsin.gov/outbreaks/index.htm and CDC https://www.cdc.gov/coronavirus/2019-nCoV/index.html <p>Vendor Booth at Under One Roof Conference – do we want to do this again this year?</p>

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	<ul style="list-style-type: none"> • Yes. Motion approved: Bob and Natasha <p>Member Participation</p> <p>Aimee shared Statistics shared regarding membership participation for BP 18-19. This is important as we discuss the how to determine what “membership” means in our By Laws.</p> <p>Aimee will be on vacation February 8-11 and Brian will cover.</p>
<p>Adjournment Next Meeting</p>	<p>Motion to adjourn at 0923 by Natasha, seconded by Bob. Motion approved.</p> <p>Next Meeting will be March 6, 2020, 0800-0930, Teleconference</p>
<p>5. Prepared by: Natasha Cardinal and Aimee Wollman Nesseth</p>	