

HICS FORM 202: INCIDENT OBJECTIVES



1. Incident Name: NWWIHERC Board of Directors	2. Operational Period: January 10, 0800-0930	3. Incident Location: Teleconference
5. Attendees: Aimee Wollman Nesseth (Coordinator), Brian Kaczmarek (Chair), Bob Lindberg (Vice-Chair), Mark Manning, Natasha Cardinal, Candi McConnell, Randy Books, Jon Schultz, Wayne Street, Brittany Fry, Rob Goodland (RTAC Coordinator), Dr. Krantz (Medical Advisor)		

TOPIC	DISCUSSION
Call to Order	Meeting called to order at 0805 by Brian Kaczmarek.
Additions to the Agenda and Announcements	Aimee added some requests for funding to the agenda under new business. Jon moved to accept the agenda with these additions. Randy seconded. Motion approved.
Review of Minutes	The minutes from the December meeting had been distributed previously. No questions or comments. Mark moved to accept the minutes as printed. Randy seconded the motion. The motion was approved.
Financial Update	<p>Approval of HERC Coordinator's (Aimee's) December Expenses</p> <ul style="list-style-type: none"> Aimee sent her December expenses out to the Board for review. Motion to approve the December expenses by Bob and seconded by Randy. 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. Jon made a motion to accept the budget report as presented. Bob seconded. Motion approved.
Advisory Group Updates	<ul style="list-style-type: none"> Advisory Group will meet again at the end of January. Bob and Brian will let other members of the Board know if they are unable to attend the meeting in order to have another member attend. Both Bob and Brian are serving on work sub groups and are hopeful this will help move the work plan forward.
Old Business:	<p>Coalition Surge Test:</p> <ul style="list-style-type: none"> Second Exercise Design Team meeting is later today via teleconference. This will be a meeting to check in with the two hospitals participating as evacuating hospitals to identify challenges in planning. Will be including discussion of transportation piece, such as what is the key information needed prior to transfer? Jon – what is always critical for Hospitals is not always the same for EMS and vice versa. <p>Regional Exercise:</p> <ul style="list-style-type: none"> April 21st is the Regional Exercise. Design team will meet soon. Exercise will focus on Pandemic Influenza. This will assist some of our counties with their CRI tabletop exercise credit. Per grant guidelines we are also required to do a table top exercise for Pediatrics this year. We just found out ASPR will not be providing a template for this exercise. Waiting on the State to provide further information. <p>Signature of Member Organizations on HERC Plans</p>

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	<ul style="list-style-type: none"> • Mark brought a draft letter to the administration team at Marshfield and there did not seem to be any pushback or concerns. The signature acknowledges an awareness of the HERC and the voluntary participation in the HERC and its plans. The team felt the Chief Administrative Officer would be the best for signing the plan. Board agreed we should move forward with getting the letter out there sooner than later to start collecting signatures. <p>Request for Proposal for legal help with incorporation.</p> <ul style="list-style-type: none"> • Today is the deadline for the receipt of RFPs. We sent out requests to four entities. We have received two to date, both from the Madison area and both have previously worked with other HERC regions. In our initial letter we stated we would notify bidders by next Friday the 17th. Mark made a motion to ask Brian, Bob and Aimee to put together a summary document and make a recommendation to the Board this week for email vote. Seconded by Natasha. Motion approved. <p>By Laws and Definition of Membership</p> <ul style="list-style-type: none"> • Consensus to wait until a bidder is chosen to help us walk through the appropriate by-laws and definitions.
New Business	<p>Funding Request #1:</p> <ul style="list-style-type: none"> • Chippewa Falls Police Department has requested assistance with the purchase of 30 CAT tourniquets. Discussion. Motion by Jon and seconded by to support the purchase of a “cache” of tourniquets to meet requests like this for public service organizations to include the creation of a policy which encourages LE agencies to get new tourniquets from EMS agencies if used in the field for a patient and to work on a plan for sustaining this equipment for new hires etc. Motion approved. <p>Review of Work Plan to Date:</p> <ul style="list-style-type: none"> • We do have some things still in the work, such as our HVA to complete. It is important to review annually, however, the HVA does not change much from year-to-year. • Aimee will send out regional members for review, ask for feedback, bring up at membership. <p>CPG’s Assessment with ASPR</p> <p>We have three choices: completed and are 100% prepared, are in progress, or have not even started. There is no great way to share what we have accomplished. Aimee will send out a summary document for the Board to review via email. The deadline for submission is January 31.</p> <p>Review Draft Training and Exercise Plan for BP 20-21</p> <ul style="list-style-type: none"> • Aimee shared the summary document provided by Mariel and Svea of the Training and Exercise Planning Workshop. Please review the document, indicate your top three priorities in each category and return to Aimee. Deadline for submission to the state is January 31.

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	<p>Review Draft Budget for BP 20-21:</p> <ul style="list-style-type: none"> Aimee will put together this draft budget based on this year’s spending and budget for email approval of Board. Deadline for submission to state is January 31. <p>Funding Request #2:</p> <ul style="list-style-type: none"> Comm L and Comm T training. We have two-three individuals who will be working the Birkie race. In order to complete their training, they require an instructor to test and observe them – can one of them apply for scholarship to pay for instructor’s mileage to get task book signed off. They are active in the HERC. Motion made by Mark and seconded by Natasha to cover up to \$500 (one scholarship) for the instructor’s mileage from Madison. There is still approximately \$20,000 in the scholarship fund. <p>Funding Request #3:</p> <ul style="list-style-type: none"> Emergency Services of Barron County – they are looking to purchase a large cargo trailer for events/fire response rehab and looking for a contribution towards the trailer and supplies that will be inside the trailer. This would be consistent with other purchases we have made to support other county MCI trailers. Barron County would have to make purchases and submit invoices. Motion made by Mark and seconded by Randy to support this project with \$2000. Motion approved.
<p>Adjournment Next Meeting</p>	<p>Motion to adjourn at 0918 by Randy, seconded by Bob. Motion approved. Next Meeting will be February 7, 2020, 0800-0930, In Person, Mosaic Telecom, Cameron, WI</p>
<p>5. Prepared by: Natasha Cardinal and Aimee Wollman Nesseth</p>	