

HICS FORM 202: INCIDENT OBJECTIVES

1. Incident Name: NWWIHERC Board of Directors	2. Operational Period: March 6, 2020	3. Incident Location: Teleconference
5. Attendees: Aimee Wollman Nesselth (Coordinator), Natasha Cardinal (Secretary), Candi McConnell, Brittany Fry, Rob Goodland (RTAC Coordinator), Dr. Krantz (Medical Advisor), Jon Schultz, Wayne Street, Randy Books, Mark Manning.		

TOPIC	DISCUSSION
Information	Brian is on his way to a State Tournament and is unable to be here today.
Call to Order	The meeting was called to order at 0804 by Natasha Cardinal.
Additions to the Agenda and Announcements	Aimee added "Discussion of HERC and RTAC relationship" to the agenda.
Review of Minutes	The minutes from the February meeting had been distributed previously. No questions or comments. Jon 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) February Expenses</p> <ul style="list-style-type: none"> Aimee sent her February expenses out to the Board for review. Motion to approve the February expenses by Wayne and seconded by Candi. Motion was approved. <p>Budget for Budget Period 1 (19-20)</p> <ul style="list-style-type: none"> Aimee has not received the fiscal agent update for February, so no updates to the budget since our last Board of Director meeting. <p>Status of Funding Opportunity for BP20-21</p> <ul style="list-style-type: none"> Aimee has not heard of the grant has dropped yet. As of last week Friday, it had not been received at the State from ASPR.
Advisory Group Updates	<ul style="list-style-type: none"> The last meeting was a Teleconference meeting. Primarily updates on the Strategic Plan objectives. Next in person meeting will be held March 27 at the Kalahari in the Wisconsin Dells.
COVID-19 Preparedness and Response	<ul style="list-style-type: none"> Aimee asked the Board to share what types of activities are happening in the region and for feedback regarding what the HERC should be doing or not doing. To date, Aimee has been responding to emails and phone calls, pointing people to the CDC and WI DHS websites, and pushing out information received from WI DHS regarding the newest information. The latest information and link are also being posted to our website under "Resources". Some things shared included: Counties updating their websites and opening Virtual EOCs; coordinating communication between PSAP and 1st Responders regarding a process to "flag" addresses and request for EMS and LE to call in for more information prior to arriving at the home; putting out press releases. Many are starting to receive multiple phone calls. A long-term care facility has put together a FAQ sheet for families, is doing handwashing audits, reviewing pandemic plans, providing updates to families, and assessing their PPE.

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	<ul style="list-style-type: none"> • Others have reviewed their cleaning policies, are discussing ways to work from home (if possible), creating a video regarding hand washing, and sharing 211 talking points from the State. • WWPHRC has opened an Adobe Connect Virtual EOC for ongoing discussion and information as well. • Discussion regarding CDC guidance on PPE. The latest information can be found here. Information from the CDC regarding the use of expired masks can be found here.
Old Business:	<p>Exercises:</p> <ul style="list-style-type: none"> • Coalition Surge Test Planning Update. Next meeting scheduled for March 12, 1:00 p.m. at Eau Claire Fire Station #10. • Regional Exercise Design Team. Next meeting March 24, 10:00 a.m. Teleconference. • The Draft Pediatric Annex and Pediatric Exercise Template were received yesterday. There is a short window to localize the Pediatric Annex and to put together the exercise. Not sure if it will be able to be incorporated into the CST or Regional Exercise as hoped. Will explore this with the people who had volunteered to work on this at the beginning of the year. <p>Articles of Incorporation:</p> <ul style="list-style-type: none"> • Discussion regarding stated purpose. Currently states “healthcare organizations”. We want to be sure we are not excluding partners who are not healthcare organizations, but still have healthcare related responsibilities. Discussion about stating “Healthcare Agencies and public and private agencies responsible for Emergency Support Functions 6 and 8 (or Annexes E & H). Aimee will work on this revision and send out to Board of Directors for approval via email. <p>Rural Health Clinic Project Update:</p> <ul style="list-style-type: none"> • Aimee received only one application for grant funding in response to the email sent to the 18 identified Rural Health Clinics. We did not reach out to the Community Health Clinics which have a different designation. Aimee will contact these clinics as well to see if any of them may be interested in this project. <p>Regional Work Plan:</p> <ul style="list-style-type: none"> • Aimee shared the “dashboard” of the regional work plan. We are on track for completing our projects by the end of the fiscal year. <p>On Call and Response Pay:</p> <ul style="list-style-type: none"> • Brian asked for this to be put on the agenda. Will table until he is available for the discussion.
New Business	<p>Decon Project:</p> <ul style="list-style-type: none"> • Discussion regarding what we would like to see in a Scope of Work for a Regional SME. Items to be included are:

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	<ul style="list-style-type: none"> ○ Provide ___ trainings per year. ○ Maintain qualifications to be a Trained Trainer per FEMA guidelines ○ Provide evaluation and technical assistance at _____ exercises per year. <ul style="list-style-type: none"> ● Aimee will work with Dr. Krantz and Rob to set up a meeting with the potential SME for further discussion. ● Waiting to get pricing from 3M to assist with equipment replacement. <p>By Laws</p> <ul style="list-style-type: none"> ● One of the next steps with the Incorporation process is to share our current By Laws and to discuss what we would like to see changed. Aimee shared some of the information gathered at the State regarding how different HERC regions have defined membership. Discussion regarding how to explain the benefits of HERC membership and what the ASPR requirements are for those Members. ● Aimee will set up a meeting with Bob and Jessica to outline proposed changes to the By Laws by next meeting. <p>Discussion regarding HERC and RTAC relationship:</p> <ul style="list-style-type: none"> ● This topic has come up regarding how to capture the relationship in our By Laws. There was discussion at the State level and there is no current written description of this relationship. However, because both the HERC and RTAC Managers are at the State of Wisconsin Office of Preparedness and Emergency Health Care and because both programs are State guided, there is strong support to view both programs as having a unique relationship beyond “partner”. More to come on this. <p>Question from Advisory Group regarding additional support or positions we can imagine for the HERC</p> <ul style="list-style-type: none"> ● Discussion included the following positions: <ul style="list-style-type: none"> ○ Administrative Support position for the HERC Coordinator ○ Executive Director (once we are non-profit) /Grant Writer/Strategic Planner ○ EMS Coordinator (beyond RTAC) to assist with training, outreach, regional recruitment, distribution of resources.
<p>Adjournment Next Meeting</p>	<p>Motion to adjourn at 0933 by Natasha, seconded by Mark. Motion approved. Next Meeting will be April 3, 0800-0930, In Person at the Mosaic Telecom Training Room, Cameron, WI.</p>
<p>5. Prepared by:</p>	<p>Aimee Wollman Nesseth</p>