



HICS FORM 202: INCIDENT OBJECTIVES

1. Incident Name: NWWIHERC Board of Directors	2. Operational Period: February 4, 2022 1100-1200	3. Incident Location: Teleconference
5. Attendees: Aimee Wollman Nesseth (Coordinator), Bob Lindberg (Cumberland Healthcare), Brittany Fry (WWPHRC-Vice-Chair), Candi McConnell (Water's Edge), Darren Van Blaricom (Health Partners Valley Hospitals: Amery, Hudson, Westfields), Sara Wartman (Bayfield County Public Health), Natasha Cardinal (St. Croix County Emergency Manager).		

TOPIC	DISCUSSION
Call to Order	The meeting was called to order at 1106 by Bob Lindberg.
Additions to the Agenda and Announcements	Motion to approve the agenda as written by Sara Wartman, seconded by Natasha Cardinal. Motion approved.
Review of Minutes	Aimee presented the January Board of Director Minutes for approval. Motion to approve the January minutes as written made by Natasha Cardinal and seconded by Brittany Fry. Motion approved.
Financial Update	<p>Approval of HERC Coordinator's (Aimee's) January Expenses</p> <ul style="list-style-type: none"> Discussion regarding a business credit card or line of credit from the bank in order to prevent Aimee from having to pay for items such as the Board insurance and then receive reimbursement. One issue with credit cards is the State reimbursement process is often too long and interest is accrued. That interest is NOT paid by HPP funding. Aimee will explore a potential line of credit with the bank or try to work with the insurance company to get these items paid without the use of a personal credit card. Motion by Sara Wartman to approve the expense report as presented. Second by Brittany Fry. Motion approved. <p>BP 3 Budget:</p> <ul style="list-style-type: none"> Aimee presented the updated Budget to date. The Carryover Funding Contract has been delayed at the State office, but is expected within the next 4-6 weeks. There is still approximately \$75K in carryover funding that needs to be spent by June 30, 2022. Motion by Darren Van Blaricom and seconded by Sara Wartman to approve the budget report. Motion approved. <p>Fiscal Agent for RTAC:</p> <ul style="list-style-type: none"> To date the RTAC expenses have included the fiscal agent fees and one PHTLS course.
Advisory Group Updates	<ul style="list-style-type: none"> The last Advisory Group meeting was held virtually on January 28, 2022. Bob asked Aimee to send out the minutes from the meeting to the Board as they summarized the meeting well. Wakefield Brunswick is planning to send out surveys to the HERC Coordinators and Membership soon. Will plan to meet with Boards of Directors from each HERC region as part of the Strategic Planning process for the Office of Preparedness and Emergency Health Care (OPEHC) at DHS. They will be holding an in-person meeting in Madison, Friday, April 29, 2022. In a "normal year" the HERC Coordinators would be needing to reapply for their contract positions. OPEHC has asked for a waiver of this requirement from the State in order to incorporate some of the lessons learned in the strategic planning process. The waiver is "likely".

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Old Business	<p>Advanced Burn Life Support (ABLS) Seats:</p> <ul style="list-style-type: none"> We continue to wait to hear from OPEHC regarding the availability of additional seats. We do have some people on a wait list for this training. <p>Next Steps for Regional Incident Management Team:</p> <ul style="list-style-type: none"> The next meeting is scheduled for February 18. The timing of our interest is matching up with some work being done within WEM’s strategic plan to have IMT teams throughout the State. Much discussion about training requirements and opportunities. There will be a Command and General Staff training (40 hours) May 9-13, 2022 in Wausau. Anyone interested in being on an IMT team must have this training. Registration link is here: https://www.trainingwisconsin.org/DeliveryDetails.aspx?classid=b46d9989-df7f-4479-aa71-e3b3f3d0440c <p>Planning team will focus on attending this training this year and then hope to specialize next year. Recruitment for the team has not started yet.</p> <p>Hazard Vulnerability Assessment 2022:</p> <ul style="list-style-type: none"> Aimee will be sending out the 2021 Regional HVA plan for review early next week and will ask for email responses and feedback. Will hold a regional discussion regarding the 2022 HVA on Tuesday, March 1, 2022, at 1000. Email review and participation in that conversation will help CMS partners and other receive credit toward their Emergency Preparedness requirements. There is another risk assessment tool created by the Assistant Secretary for Preparedness and Response called the RISC assessment. We may look at this for the next year. <p>Updates to Burn Annex:</p> <ul style="list-style-type: none"> Aimee sent this out for review. Jon made some changes to the EMS section to emphasize that Command in the field will not be sending out any EMResource alerts, rather it will be the first hospital notified of a large event. If that hospital is capable of managing the event, there is no need for an EMResource alert. Motion by Sara and second by Darren to approve the Burn Annex with Jon’s changes. The HERC is required to complete a Burn Annex TTX or facilitated discussion by June 30, 2022. We will be presenting the annex for a brief TTX at our next membership meeting, April 8. Will share the annex prior to the meeting for the membership to review. <p>Self-Assessment Tools:</p> <ul style="list-style-type: none"> Capability Planning Guides were completed and updated to the Coalition Assessment Tool (CAT) by the January 31, 2022 deadline. <p>Budget Period 3 Work Plan:</p> <ul style="list-style-type: none"> In spite of requests for waivers from ASPR this year, the HERC will be required to complete the following: Burn Surge Annex Table Top Exercise/Facilitated Discussion with AAR, an Infectious Disease Annex Table Top Exercise/Facilitated Discussion with AAR, and the Medical Response and Surge Exercise (MRSE).
New Business	<p>Appointment of New Board member:</p> <ul style="list-style-type: none"> As announced at our last Board meeting, we have an opening for our Tribal Health Representative on the Board. Aimee did reach out to Diane Erickson (Red Cliff Community Health Center) to see if she would be interested in this position. She indicated she would be willing to complete Sandy Jacobson’s term (June 30, 2022). Discussion about appointment vs. letting the entire membership know there is an opening. Decision to go ahead with appointment and then open up nominations to the entire

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	<p>membership when there is a Board election. Motion to appoint Diane Erickson to this position made by Darren Van Blaricom, seconded by Sara Wartman. Motion approved.</p> <p>Budget Period 4 Draft Budget and Work Plan:</p> <ul style="list-style-type: none"> • OPEHC was delayed in getting these templates to the HERC Coordinators this year. Aimee was able to change the dates in our current base budget in order to submit a very similar draft base Budget for next fiscal year by the January 31, 2022 deadline. • The biggest difference in the BP4 Draft work plan is the emphasis on writing a plan for Radiation Annex for our Response Plan along with a Table Top Exercise/Facilitated Discussion with AAR. The majority of the other items in the draft work plan are carry overs from the past year or two due to COVID.
<p>Adjournment Next Meeting</p>	<p>Motion to adjourn at 1156 by Sara Wartman, seconded by Natasha Cardinal. Motion approved.</p> <p>Next meeting will be held Friday, March 4, 2022, 1100-1200.</p>
<p>5. Prepared by:</p>	<p>Aimee Wollman Nesseth</p>