



HICS FORM 202: INCIDENT OBJECTIVES

1. Incident Name: NWWIHERC Board of Directors	2. Operational Period: January 7, 2022 1100-1200	3. Incident Location: Teleconference
5. Attendees: Aimee Wollman Nesseth (Coordinator), Rob Goodland (RTAC Coordinator), Brittany Fry (WWPHRC-Vice-Chair), Randy Books (NW WEM Regional Manager), Candi McConnell (Water's Edge), Darren Van Blaricom (Health Partners Valley Hospitals: Amery, Hudson, Westfields), Sara Wartman (Bayfield County Public Health), Jon Schultz (Eau Claire Fire Rescue).		

TOPIC	DISCUSSION
Call to Order	The meeting was called to order at 1101 by Brittany Fry.
Additions to the Agenda and Announcements	<p>Aimee received an email from Sandy Jacobson stating she is leaving her position with St. Croix Tribal Health. Therefore, she will need to resign from the HERC Board. Aimee asked for any suggestions of others working for Tribal Health who may be interested. Aimee will reach out to check their availability.</p> <p>Motion to approve the agenda with the addition of the Salamander Technology discussion and opportunity to order masks from the State stockpile made by Randy Books, seconded by Sara Wartman. Motion approved.</p>
Review of Minutes	Aimee presented the November Board of Director Minutes for approval. There was no meeting in December. Motion to approve the November minutes made by Sara Wartman and seconded by Randy Books. Motion approved.
Financial Update	<p>Approval of HERC Coordinator's (Aimee's) December Expenses</p> <ul style="list-style-type: none"> Motion by Sara Wartman to approve the expense report as presented. Second by Candi McConnell. Motion approved. <p>BP 3 Budget:</p> <ul style="list-style-type: none"> Aimee presented the updated Budget to date. Discussion regarding the Salamander Technology invoice which is due by March. This was not budgeted for, but the Board felt it was important to continue with this contract for the Rapid Tag technology. Motion by Randy Books and seconded by Darren Van Blaricom to pay the \$1750 invoice. Motion approved.
Advisory Group Updates	<ul style="list-style-type: none"> The next Advisory Group meeting will be held virtually on January 28, 2022. The steering group for the strategic planning process with Wakesfield Brunswick held their first meeting with the contractor yesterday. The plan is for several surveys to be developed including one for HERC members and HERC Boards of Directors. Aimee will share more information when it becomes available. The goal is to have some recommendations in place by May so OPEHC can consider them prior to the next budget period.
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 Friday, January 21 when we will be discussing the mission and purpose of the team and scope within the NWWIHERC. Discussion about recruiting members and providing training opportunities will also be discussed. <p>BP3 Work Plan to date:</p>

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	<ul style="list-style-type: none"> Aimee shared her plan which tracks the work plan deliverables for the year. We are on track, with the exception of items that require training or exercising. COVID has pushed a lot of training to the wayside for now. Exploring option of requesting waivers for large exercises with ASPR due to the ongoing COVID surge.
New Business	<p>Draft Audit:</p> <ul style="list-style-type: none"> This has been completed and sent to Bob, Brittany, and Natasha for review. Bob and Aimee both spoke to the auditor to answer standard questions. This will now be filed with the State to meet our annual requirement. Bob suggested inviting the auditor to a future meeting to discuss what the audit entails and what it does for us as a non-profit agency. <p>Schedule of Board Meetings</p> <ul style="list-style-type: none"> There has been a request to determine a consistent day and time of these meetings moving forward. The 0730 time slot doesn't work well for some Board members. Discussion about sending out a doodle poll to determine what day of the week works best first, and then trying to find a time. Aimee will send this out this week. <p>Annual Hazard Vulnerability Assessment</p> <ul style="list-style-type: none"> Discussion about how to conduct the Regional HVA this year. Once again, we are "due" for an extensive look at our HVA, however, the Board agreed that this is not the time to try to do that with how busy everyone is with the current COVID surge. Decision to send out last year's HVA by email to the membership, request feedback, and then schedule an hour-long conference call to discuss any needed changes. Regional participation in the HVA is an expectation for many of our members, so we will attempt to get this done in the coming months. <p>Coalition Assessment Tools, Draft Work Plan, Draft Budget all due by end of January</p> <ul style="list-style-type: none"> Aimee share that the HERC Coordinators have not received templates yet for the draft BP4 Work Plan or draft BP4 Budget. Will complete these once they become available and will share with the Board for review. The Coalition Assessment Tool questions will be completed by Aimee and sent to the Board for review as well prior to submission. Please be watching for these emails and respond in a timely manner so we can meet these deadlines. <p>Updates to Burn Plan Annex</p> <ul style="list-style-type: none"> One deliverable this year is to update the NWWIHERC Burn Mass Casualty Incident Annex to our Response Plan. The State Burn MCI plan has also been updated based on lessons learned from a Table Top Exercise. Aimee has made some changes to the annex based on these updates. Discussion about additional update needed in the regional plan. Aimee will make some changes and send out for Board review again.
Adjournment Next Meeting	<p>Motion to adjourn at 1201 by Sara Wartman, seconded by Jon Schultz. Motion approved.</p> <p>Next meeting will be held Friday, February 4, 2022. Time TBD</p>
5. Prepared by:	Aimee Wollman Nesseth