



## HICS FORM 202: INCIDENT OBJECTIVES

<b>1. Incident Name:</b> NWWIHERC Board of Directors	<b>2. Operational Period:</b> August 12, 2022 0830-0930	<b>3. Incident Location:</b> <b>Teleconference</b>
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**5. In Person Attendance:** Aimee Wollman Nesseth (Coordinator), Robert Goodland (RTAC Coordinator), Brittany Fry (WWPHRC-Vice Chair) and Wayne Street (Mayo Clinic Health System-Eau Claire). **Virtual Attendance:** Darren Van Blaricom (Health Partners Valley Hospitals: Amery, Hudson, Westfields), Jon Schultz (Eau Claire Fire Department), Bob Lindberg (Cumberland Health-Chair), Candi McConnell (Water's Edge), Sara Wartman (Bayfield County PH), Dr. Kari Haley (Medical Advisor), Jean Roedl (St. Croix Tribal Health).

TOPIC	DISCUSSION
Call to Order	The meeting was called to order at 0830 by Chair, Bob Lindberg.
Additions to the Agenda and Announcements	Motion to approve the agenda as written by Brittany Fry and seconded Wayne Street. Motion approved.
Review of Minutes	<ul style="list-style-type: none"> <li>Aimee presented the May Board of Director Minutes as written for approval. There was no Board meeting in either June or July. Motion by Brittany Fry and seconded by Sara Wartman to approve. Motion approved.</li> </ul>
Financial Update	<p><b>July Monthly Expenses: Travel and Non-Travel:</b></p> <ul style="list-style-type: none"> <li>We don't have a signed grant agreement with OPEHC yet, so we aren't able to invoice any expenses for Budget Period 4 yet. This approval will allow us to submit for reimbursement as soon as possible after the grant agreement is signed. Motion to approve both invoices as presented by Brittany Fry and seconded by Sara Wartman. Motion approved.</li> </ul> <p><b>Final BP 3 Budget:</b></p> <ul style="list-style-type: none"> <li>All invoices for Budget Period 3 have been submitted with some delays in payment due to internal OPEHC processes. Draft Carryover amount is \$128,839.82. Waiting for final reconciliation with State. Motion to approve End of Year Budget as presented by Jon Schultz and seconded by Wayne Street. Motion approved.</li> </ul> <p><b>Budget Period 4:</b></p> <ul style="list-style-type: none"> <li>OPEHC is waiting for the "official" Notice of Award. Grant agreements between the OPEHC and HERC Regions is taking longer than expected. We will need to submit a base budget within 30 days of signing the grant agreement. Aimee presented a draft base budget based on last year's expenditures. Discussion held. Motion to approve base budget by Bob Lindberg and seconded by Brittany Fry. Motion approved.</li> </ul>
Advisory Group Updates	<p><b>Updates:</b></p> <ul style="list-style-type: none"> <li>The June meeting was cancelled. Next meeting will be a virtual check in on August 26, 2022, 1200-1300.</li> <li>Planning for only four in person meetings for the Advisory Group this year. First one will be Friday, September 30, 2022, at 1 West Wilson.</li> </ul>

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<p><b>Old Business</b></p>	<ul style="list-style-type: none"> <li>• Discussion regarding the Wakefield Brunswick final report following the April meeting. OPEHC Leadership has decided not to publish this report. However, OPEHC plans to incorporate strategic planning into the HERC work plans and other OPEHC work over the next several years. More information to come. If you have any questions, please reach out directly to Natalie Easterday at <a href="mailto:natalie.easterday@wisconsin.gov">natalie.easterday@wisconsin.gov</a></li> </ul> <p><b>HCID Facilitated Discussion and AAR</b></p> <ul style="list-style-type: none"> <li>• Just a note that this was completed and submitted to the CAT tool by the deadline. The AAR was shared with the membership and is posted on the NWWIHERC website.</li> </ul> <p><b>TEEX Class: Disaster Preparedness for Hospitals/Health Care dates submitted finalized: October 13-14 2022, Spooner, WI</b></p> <ul style="list-style-type: none"> <li>• This is a FREE course. To register, you will need to sign up on TEEX's site here: <a href="https://my.teex.org/TeexPortal/?MO=mExtLogin">https://my.teex.org/TeexPortal/?MO=mExtLogin</a> This will be held at the Spooner Fire Hall.</li> </ul>
<p><b>New Business</b></p>	<p><b>OPEHC Updates and Contracting Plan for HERC Coordinators</b></p> <ul style="list-style-type: none"> <li>• The plan is for the current HERC Coordinators to receive a three-month contract from July 1-September 30, 2022. A Request for Application will be sent out and posted for a nine-month contract (October 1, 2022-June 30, 2023) with an increase in pay. The HERC Coordinators have never had a change in their pay since the inception of the program in 2003 or 2004. There will be very few changes in the annual Scope of Work. Aimee has already signed the three-month contract. Waiting for the RFA to be released.</li> </ul> <p><b>Officer Elections</b></p> <ul style="list-style-type: none"> <li>• Per our bylaws, the Vice Chair position is up for election this year. Brittany Fry has agreed to continue in this position unless another person would like to have a turn. Motion by Darren Van Blaricom for Brittany to be the Vice Chair. Seconded by Jon Schultz. Motion approved.</li> </ul> <p><b>Work Plan for BP 4: Highlights with Deadlines</b></p> <ul style="list-style-type: none"> <li>• Aimee reviewed the draft work plan and highlighted the new requirements which includes the following: <ul style="list-style-type: none"> <li><b>Risk Assessment:</b> <ol style="list-style-type: none"> <li>1. Annual Regional Hazard Vulnerability Assessment (HVA)</li> </ol> </li> <li><b>Planning:</b> <ol style="list-style-type: none"> <li>1. Share emPOWER and SVI Information 2 times a year</li> <li>2. Radiological Emergency Plan Annex to Response Plan</li> <li>3. Annually review and maintain current plans</li> </ol> </li> <li><b>Exercises:</b> <ol style="list-style-type: none"> <li>1. MRSE: Medical Response Surge Exercise</li> <li>2. Pediatric MCI Annex TTX Exercise</li> <li>3. Radiological Emergency Annex Facilitated Discussion/TTX Exercise</li> <li>4. Virtual CMS Partners Emergency Preparedness Exercise</li> </ol> </li> <li><b>Communication:</b> <ol style="list-style-type: none"> <li>1. Two Redundant Communication Drills</li> <li>2. Two eICS Drills</li> </ol> </li> </ul> </li> </ul>

TOPIC	DISCUSSION
	<p><b>Outreach:</b></p> <ol style="list-style-type: none"> <li>1. Supply Chain Representatives</li> <li>2. CMS Partners</li> <li>3. Meet and greet with new partners and personnel</li> </ol> <p><b>Administrative:</b></p> <ol style="list-style-type: none"> <li>1. Document in Coalition Assessment Tool (CAT)</li> <li>2. 501c3 Business Operations</li> <li>3. Fiscal Sponsor for NWWIRTAC</li> </ol> <p><b>Resources:</b></p> <ol style="list-style-type: none"> <li>1. Maintain Resource Inventory</li> </ol> <p><b>Review of Policies</b></p> <ul style="list-style-type: none"> <li>• Aimee will be sending these out for signature via DocuSign. Watch for two policy statements. 1. Conflict of Interest and Confidentiality and the Whistleblower Policy.</li> </ul> <p><b>Board Retreat</b></p> <ul style="list-style-type: none"> <li>• We are planning the Board Retreat for September 13, 2022 at Luther Park Bible Camp in Chetek. Please try to attend if at all possible. Aimee is aware of a few conflicts. If you have ideas of what you'd like to see discussed at this meeting, please send to Aimee.</li> </ul> <p><b>Contracts:</b></p> <ul style="list-style-type: none"> <li>• WISCOM SME: Discussion regarding reducing the rate from \$1000 to \$750 per month. Aimee will present this to John Kruk for his review.</li> <li>• Business Operations and Response Contract with AIM Consulting are set up to automatically renew unless there are concerns.</li> </ul>
<b>Adjournment Next Meeting</b>	<p>Next Meeting will be In Person at the Board Retreat on <b>September 13, 2022, 0900-1500.</b></p> <p>Motion to adjourn made by Brittany at 0929, seconded by Wayne. Motion approved.</p>
<b>5. Prepared by:</b>	Aimee Wollman Nesseth