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| 1. Incident Name: Northwest Wisconsin Healthcare Emergency Readiness Coalition BOD Meeting | 2. Date Prepared: 2/23/2026 | 3. Time Prepared: 0730 |
| 4. Incident Location: Brian Kaczmariski is inviting you to a scheduled Zoom meeting. Topic: Brian Kaczmariski's Personal Meeting Room Join Zoom Meeting https://us06web.zoom.us/j/9940320364?pwd=IHL0Y3vATtbcNJf9J1anreZlIFAGAb.1 Meeting ID: 994 032 0364 Passcode: 446313 | 5. Operational Period: Friday, March 6, 2026 (0830-0930) | |
| 6. Objectives for specified Operational Period: | | |
| Agenda Items | | |
| <ul style="list-style-type: none"> • Call to Order: Any additions to the agenda – Meeting called to order at 8:32AM | Bob | |
| <ul style="list-style-type: none"> • Welcome/Introductions/Announcements • Additions to agenda: No additions, approved as submitted | All | |

- **Review of minutes from 020626 Meeting**

- **Located in Resources Section of Website** – a little change in process. Would like BOD and members to be directed to the website for minutes.



NWWIHERC BOD AgendaMinutes 020226.1.pdf

- **Wayne Street makes a motion to approve, rob Paulson seconds, motion carried**

Bob/Natasha/All

OLD BUSINESS

Bob/Brian

- **Budget Review** -currently working under an approved budget (8th Iteration – reflection of increased monitoring/oversight)
- **Review most current Budget Revision and seek Action (NOTE: seeking Action from Board on Approval)**
- **Region 1 budget is current as of February 3 (7 iteration)**
 - Under One Roof Conference is now back ON; May 19-20, 2026. Request to add this budget line item back into the budget (Travel Line 2 - \$1542.00
 - Adjusted ‘Scholarship’ Budget Amount to \$16952.00 to balance budget. Travel Line 3). Request approval
 - Contractual line items 13 – Competitive bids sought for Specialist to create 3 CMS pre-canned TTX’s – Review bids and seek BOD approval on chosen vendor. **Received two of three- one is significantly lower, identify vendor (minimum of three, so needing to seek clarification if this is satisfactory with OPEC) Take action with Melissa Waller, the bid valued at \$5,000**
 - “Other” Category – this region does support 2 Salamander Rapid Tag systems (badging and credentialing that tracks people and resources/ **Lisa Olson McDonald WC and Brian CocrianNW**). Two WEM regions currently have rapid tag systems. Cost would be \$2,300 for supporting these two systems, personnel management and annual fee. Request BOD approval-
 - Storage Units for NWWIHERC equipment – Original BOD desire was to retain the ‘large’ storage unit at Banbury and eliminate the small unit and the parcel drop-off location. Coordinator was onsite at Banbury to do inventory and get equipment out into the field (Body-bags – 11 boxes, Salamander Printer – 1, Qualitative Fit Test Kits – 2). Still enough inventory to warrant retaining both the Large and Small Storage Units at least through BP2. Category – Other. Line Items 4 and 5 reflect this. Seek BOD approval. **\$120 a month/ \$1440 annual for large and \$85 a month/ \$1020 annual for small**

Motion to approve all 5 above bullet points under the Region 1 Budget Review by Robb Paulson, seconded by Wayne Street, motion carried

Further clarification was made for bullet point 3 and Motion to accept Melis Waller’s bid by Wayne Street, seconded by Robb Paulson, motion carried

- **Additions to NWWIHERC Website** – Discussion (Review updates and member’s section) – roll-out plan
 - i. There is a new login feature that will be password protected. The Members only resources will have State Level Plans and Regional Level Plans, which will have the parameters of that login members only feature.
Username: nwh_member
Password: member!resources
- WEM Training Calendar is up to date
- Approved Meeting Minutes on ‘Resources’ Page
- RESPCT Newsletter
- Kristin Bunch has been added to our ‘Contacts’ page
- **Admin Specialist Position** – Report Out
- Kristin processed 5 different invoices for the contracts, approved 3 scholarships, and 2 more spaces for attending One Roof. Due to government shutdown, many trainings were cancelled. FEMA, DMI and DHS training are currently on hold but, training through WEM is still going through. As soon as

congress approves the last of the 12 appropriations, FEMA/DHS funds will be reinstated. Between the scholarships, we can provide 12 scholarships (6,000).

- **WISCOM SME Specialist** – Report Out
- John is not present, so Brian provided update. John continues with weekly WISCOM drills. Bob Linberg asked about the consistency of compliance reports. Brian will request these be disseminated on a weekly basis.
- **Medical Advisor Position** – Report Out
- Dr. Hailey is the key connection to Brian and the equivalent healthcare coalition in the cities resulting in training coming to our region. UM-Fairview is our special pathogen treatment center. RESPTC- Region 5 Emerging Infection Disease. Another training schedule for our region, EMS and Emergency Guidelines “Big Bleeds” deals with brain injuries or automatic transport to large facility. Will schedule more trainings in areas that did not get access due to geography.

- **COOP Ideas**

- NWWIHERC 24/7 EMS Dispatch Center implications
- RESPTC Regional Training
- Regions EMS/ED Guidance Change Education – Regional (Presentation at March 2026 Membership Meeting)

NEW BUSINESS

- **SCHOLARSHIP WINDOW OPEN: Encourage the use of scholarships!**

- Review parameters
- Review list of pre-approved offerings
- Review application process
- Review reimbursement process,
- These are time sensitive (MUST BE COMPLETED BY JUNE 30, 2026)
- Kristin Bunch will be primary POC (Kristin_bee@yahoo.com)
- See pre-approved offerings list at end of Agenda/Minutes – this list is to help simplify the process and is available below in notes. Please cross-reference this list. This does not mean you cannot attend a training or conference that is not on this list, please just send it to the scholarship point of contact and it will get vetted for approval.
 - Kristin B. to provide update on interest/# of scholarships requested/current balance.

- **BOD Open Positions**

- We have a CRITICAL need for a Vice-Chair position. This is impacting our representation at HERC AG meetings. **We are only getting one vote instead of two.**
- We still need positions filled. Request again at membership meeting.
- We need an At-Large Hospital rep and a PH position.
- Please send suggestions to Brian!

- **Competitive Bid for MRSE (Medical Response Surge Exercise) Contractor –**

- C&O - Tuesday February 17 at 11am
- IPM - Wednesday March 11 at 11 am
- FPM - Tuesday April 7 at 11am
- CE Briefing - Wednesday April 29 at 11am
- EX DATE: Friday, May 1 from 9-1130am

- AAR - Tuesday June 2 at 10am
 - All info and resources from these planning meetings posted to our website
- **45 individuals have registered, we are represent 17 hospitals**

- **Birkie Update: Resources provided to Les Luder re: Birkie**
- We have received back the resources they did not use. It was a successful partnership
- Deliverable Update: All deliverables should be completed on time. MRSE and Response Plan/ COOP will take the greatest amount of times. New deliverables coming up in June will be present to the board.

Training Opportunities:

NWWIHERC website – ‘Calendar’

***If you have staff that would like to get on a distribution list with the HERC the most efficient way is to go to our webpage and have the sign up with the “JOIN NOW” button. It is the best way to keep distribution organized and have them on the newsletters.

***Membership meetings will be every other month on the First Friday of that month. Next meeting will be in March.

Project Awareness: Is there a regional project we're missing? Are there regional 'resources' we are missing? Is there an outside training we can bring in? We can make budget amendments if we deem a project a priority.

SCHOLARSHIP LIST OF PRE-APPROVED OFFERINGS:

- AEMSA Conference & Expo - Arrowhead EMS Association
- Association of Healthcare Emergency Preparedness Professionals Conference
- Disaster Recovery Institute International - Associate Healthcare Provider Continuity Professional Certification - <https://drii.org/certification/ahpcp>
- Disaster Recovery Institute International - Certified Healthcare Provider Continuity Professional Certification - <https://drii.org/certification/chpcp>
- Emergency Care and Trauma Care conferences hosted by UW Health, Mercyhealth, and others
- FOCUS (Sponsored by WI Division for Quality Assurance) Conference
- Regional Trauma Advisory Council Conferences offered throughout Wisconsin
- Regional Trauma Conferences
- Rural Trauma Acute Care Surgery Symposium
- The Joint Commission Emergency Management Conference
- WALHDAB Operations Conference
- WEM Governor's Conference on Emergency Management and Homeland Security
- WEMA (Wisconsin Emergency Management Association) Conference
- WEMSA (Wisconsin Emergency Medical Service Association) Conference
- WHCA/WiCAL (Wisconsin Health Care Association/Wisconsin Center for Assisted Living) Conference
- WIPSCOM (Wisconsin Public Safety Communications) Conference
- Wisconsin Active Threat Integrated Response Conference
- Wisconsin Collegiate Conference on Emergency Management

- Wisconsin League of Nursing Spring Conference
- Wisconsin Public Health Association Conference
- WPHA (Wisconsin Public Health Association) Conference
- National Conferences; NACCHO, NHPC, etc, when they are hosted in Wisconsin)
- WEM Sponsored Training (most)
- WEM: Incident Tactical Dispatcher
- WEM: COML - All-Hazards Communications Unit Leader
- Stepping On: an evidence-based program that is effective and proven to reduce falls in older people living in the community
- Pediatric Disaster Response and Emergency Preparedness (TEEX)
- BDLS/ADLS/CHEC/AHLS/ABLS
- OPEHC Trauma Program - Trauma 101 Course
- OPEHC Trauma Program - Trauma 201 Course

[Wisconsin Emergency Management](#)

[Home - TRAIN Wisconsin - an affiliate of the TRAIN Learning Network powered by the Public Health Foundation](#)

Partner Agency Report Outs:

- WWPHRC – NA
- RTAC – Robert Goodlant attended the coordinator meeting. There are discussion in the subcommittee about length of stays and accurate information of staying/ barriers. RTAC coordinators put together a cheat sheet which Robert will send out this month. 24th is the next meeting. Getting into the time of year for spenddown. Coordinate a process to get inventory that is not expired to replenish MRSE bags.
- WALHDAB- Busy addressing Measles and budget paper to avoid the dead-zone of last winter. HERC Advisory group is writing a paper in support.
- WEM – NA
- Other: Rob Paulson asked if HERC will go back to in-person meetings? During budget dead-period we moved to virtual only. Board may make decision to hybrid and/or in-person meetings twice a year. WWHA can be a location for in person meeting.
- Wade – NA

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| <ul style="list-style-type: none"> • Motion to Adjourn – Meeting adjourned at 9:26AM • Next Meeting: April 3 (This is a BOD ONLY meeting this MONTH): 1st Friday of Every Month for BOD. • BOD MONTHLY; MEMBERSHIP every other Month <ul style="list-style-type: none"> ○ MEMBERSHIP: MARCH, MAY, and likely JUNE as EOY Closeout | |
| 7. Health and Safety Message: Pay attention to your stress levels and reach out if you are struggling! | 8. Weather forecast for specified Operational Period: Visit www.weather.com for up-to-date weather information. |
| 9. Attachments: | 10. Future Agenda Items: |
| 11. Prepared by (Planning Section Chief): Brian Kaczmariski | 12. Approved by (Joint Command): Bob Lindberg and Brian Kaczmariski |