Northwest Wisconsin Healthcare Emergency Readiness Coalition

Membership Meeting
March 6, 2026
HICS Form 202: Incident Objectives

1. Incident Name: Northwest Wisconsin Healthcare Emergency Readiness Coalition Membership Meeting	2. Date Prepared: 2/23/2026	3. Time Prepared: 0730
4. Incident Location: **Brian Kaczmarski is inviting you to a scheduled Zoom meeting.** **Topic: Brian Kaczmarski's Personal Meeting Room** **Join Zoom Meeting** **https://us06web.zoom.us/j/9940320364?pwd=IHL0Y3vATtbcNJf9J1anreZllFAGAb.1** **Meeting ID: 994 032 0364** **Passcode: 446313**	**5. Operational Period:** **Friday, March 6, 2026 (0930-1130) – NOTE: Longer meeting time due to Learning Opportunity.**	
6. Objectives for specified Operational Period:		

Agenda Items	
• **Call to Order: Any additions to the agenda –**	**Bob**
• **Welcome/Introductions/Announcements** • **Additions to agenda:**	**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 ○	**Bob/Natasha/All**

OVERVIEW OF RESPTC PROGRAM - The Ready for the Rare: High Consequence Infectious Disease (HCID) Overview will provide education on the National Special Pathogens System, regional resources, current and emerging Special Pathogens, as well as the steps that first responders and healthcare professionals should take to prevent the spread of an HCID when caring for a patient with a suspected Special Pathogen infection. Future opportunities for in-person HCID training will also be covered. (*Estimated 50 minute presentation with Q/A at conclusion).*

Sara Thul, MSN, RN, PMP – RESPTC Regional Outreach Specialist, Special Pathogens Unit

Bob/Brian

OLD BUSINESS

- **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
  - 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 $17417.00 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.
  - "Other" Category – this region does support 2 Salamander Rapid Tag systems (badging and credentialing that tracks people and resources). 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.

  - **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
  - **WISCOM SME Specialist –** Report Out

- **Medical Advisor Position –** Report Out

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 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
    - Current Planning Team (others can join at any time): Anna Treague, Amanda (Advent Health), Jamie Paro, Jamie McCready, Mary Wienke, Natasha Brunell, Rob Goodland, Scott Whitaker

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	**ALL**

- Wisconsin League of Nursing Spring Conference
- Wisconsin Public Health Association Conference
- WPHA (Wisconsin Public Health Association) Conference
- National Conferences; NACCHO, NHCPC, 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 –
- RTAC –
- WALHDAB
- WEM –
- Other:
- Wade –

- **Motion to Adjourn –**
- **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**
  - **MEMBERSHIP: MARCH, MAY, and likely JUNE as EOY Closeout**
  - ***NOTE: NEXT MEMBERSHIP MEETING SCHEDULED FOR MAY 1, 2026 (0930-1100)***

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 Kaczmarski	**12. Approved by (Joint Command):** Bob Lindberg and Brian Kaczmarski