



HICS FORM 202: INCIDENT OBJECTIVES

1. Incident Name: NWWIHERC Board of Directors	2. Operational Period: December 6, 2024 0830-0930	3. Incident Location: In person with virtual option Barron County EOC
<p>Attendance: Aimee Wollman (Program Coordinator), Mark Manning (Tamarack Health-Hayward), Jon Schultz (Eau Claire Fire), Sara Wartman (Bayfield County Public Health), Natasha Trush (Red Cliff Tribal Health), Brittany Fry (Western WI Public Health Readiness Consortium), Wayne Street (Trauma-Mayo Clinic Health System-Eau Claire), Natasha Brunell (St. Croix County Emergency Management), Darren Van Blaricom (HealthPartners Valley Hospitals), Dr. Haley (Clinical Advisor) and Robert Goodland (RTAC Coordinator).</p>		

TOPIC	DISCUSSION
Call to Order	The meeting was called to order at 0831, by Darren Van Blaricom, Chair
Additions to the Agenda and Announcements & Review of Minutes	<p>Motion to approve the December agenda by Brittany Fry and seconded by Mark Manning. Motion approved.</p> <p>Motion to approve the November Summary Notes and email vote Minutes by Jon Schultz and seconded by Brittany Fry. Motion approved.</p> <p>Minutes will be posted on our website under “Resources”.</p>
Financial Update	<p>Approval of HERC Coordinator Reimbursement Invoices for Travel and Non-Travel Expenses, November, 2024</p> <ul style="list-style-type: none"> Travel and non-travel expenses were reviewed. Motion to approve the reimbursement request by Natash Brunell, seconded by Brittany Fry. Motion approved. <p>NWWIHERC Budget Period 1 (24-25) Budget to Date</p> <ul style="list-style-type: none"> Reviewed the current budget expenditures and fiscal report. The initial two invoices have been submitted and payments should arrive this weekend or early next week. The third invoice was submitted yesterday. We should be on a pretty regular rhythm of invoicing and receiving reimbursements going forward. Mark Manning made a motion to approve the fiscal report as presented, seconded by Brittany Fry. Motion approved. <p>RTAC Request for PHTLS Course Funding</p> <ul style="list-style-type: none"> Rob presented a request from the NWWIRTAC for funding from the “EMS Requested Funding” line item to cover the cost of books and instructors for Pre-Hospital Trauma Life Support (\$5100). This is an 8-hour course that is very popular. The RTAC typically hosts two per year, but that takes up 1/3 of their annual budget. They have decided to pursue some other training opportunities this year, therefore the request. EMS is one of the four core members of the HERC. Motion by Mark Manning and seconded by Natasha Trush to support this course out of the EMS training budget line. Motion approved. <p>Budget Revisions</p> <ul style="list-style-type: none"> Aimee proposed several budget revisions:

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	<ul style="list-style-type: none"> a. Since no one from the Board chose to attend the National Health Care Coalition Conference next week, recommend moving this designated funding to support two members to attend the Association of Healthcare Emergency Preparedness Professionals (AHEPP) National Conference to be held February 25 & 26, 2025 in Orlando, FL. Mark Manning has already expressed interest in attending this conference. b. We now have a signed contract with Fire LLC to help coordinate and facilitate the MRSE Exercise. Aimee can reduce this amount from the previously budgeted amount. c. We have requested a request for tourniquets from Washburn County Sheriff’s Office. We have exhausted our cache of tourniquets at this time. Propose purchasing 100 CAT tourniquets to be available throughout the region as requested. <p>Motion by Brittany and seconded by Jon to make the revisions listed above and to add any additional funding to the scholarship funds to fulfill the \$152,000 in requested funding. Motion approved.</p>
Advisory Group Updates	The last meeting was held Friday, November 8, a virtual one-hour meeting. Aimee presented the After-Action Report from the Wagon Rollover incident in Chippewa Falls.
Old Business	<p>Long Term Care Representative to the Board</p> <ul style="list-style-type: none"> • Aimee has sent out at least two emails requesting applications for this position. Two were received. Aimee presented the information. After review, motion by Mark Manning and seconded by Brittany Fry to appoint Kaiya Schrader to complete this vacant term until June, 30, 2025. <p>NWWIHERC Reimbursement and Disbursements Policy</p> <ul style="list-style-type: none"> • Aimee presented a draft of the policy for review. Discussion about the need to add information regarding the process for donations or unrestricted funding. Aimee will add this section for final review at the January Board meeting.
New Business	<p>Governance Document</p> <ul style="list-style-type: none"> • Aimee presented a draft of this document. This is one of the Hospital Preparedness Program grant deliverables due January 31, 2025. Discussion regarding including information regarding RTAC fiscal agent fees to the document under “Funding Sources”. Aimee will make changes and Board will approve at the January Board meeting. <p>Readiness Assessment</p> <ul style="list-style-type: none"> • This is also a grant deliverable due January 31, 2025. Aimee thanked the Board for completing the Survey Monkey that will help with determining the “level of importance” of various assessments, plans, and exercises. <p>Clarification on Scholarship Form</p> <ul style="list-style-type: none"> • Aimee had received the following question that needs to be clarified by the Board. “If a person works for two Emergency agencies, may they apply for up to \$1000 in scholarships, or are they also limited to \$500 per individual per fiscal year”. Motion by Mark Manning and seconded by Brittany Fry to state the following on Scholarship

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	Application Form: "An individual MAY apply for more than one event, but will not receive more than <u>a total of \$500 per individual</u> in scholarship funds per fiscal year."
Adjournment Next Meeting	Motion to adjourn at 0923 by Mark Manning and seconded by Jon Schultz. Motion approved. Next Meeting: January 3, 2025, 0830-0930, Virtual Only
5. Prepared by:	Aimee Wollman