



Communications/Logistics Specialist

The Northwest Wisconsin Healthcare Emergency Readiness Coalition, Inc. (NWWIHERC), hereinafter referred to as the 'HERC', and TBD, TITLE, hereafter referred to as the 'Trainer', do hereby agree to this contract for the provision of professional services for the purpose of providing WISCOM Radio training and support to designated staff at 24 hospitals within the NWWIHERC region. Additional responsibilities include:

Duties:

1. WISCOM SME/Education and Hospital Communications Training
2. EM Resource Specialist
3. EMResource, WebEOC, (EICS), or similar platform Specialist
4. Logistics Specialist

Description of Duties:

WISCOM SME

1. Conduct roll call drills, conduct WISCOM Education, take part in WISCOM meeting with state or stakeholders, obtain updated/upgrade information on WISCOM 2.0 (700/800 MHz), serve as a resource for non-WISCOM communications for hospital (i.e. BLS 340, ALS 400, COR 280, Fire Ground channels, etc.)
2. Interact and maintain a positive relationship with regional hospitals, the NWWIHERC, the NWWIRTAC, and State Interoperability Coordinator.
3. Maintain video trainings for WISCOM radio operations to be shared via the NWWIHERC website for on demand training.
4. Facilitate on-going WISCOM and EMS radio communication training onsite or through on-line education to identified hospital staff.
5. Work with Healthcare Emergency Preparedness Coalition Coordinator (HERC Program Coordinator) and individual hospitals to conduct train the trainer sessions and to develop WISCOM champions in each hospital. Provide monthly reports to the coordinator on progress and issues.
6. Maintain dialogue with HERC Program Coordinator to track any trends or issues regarding WISCOM operation or use within the NWWIHERC.
7. As appropriate, work with EMS ground services and air medical to promote WISCOM and to assist with pre-hospital WISCOM training.



8. Assist assigned Hospital WISCOM Champions to plan and hold WISCOM roll call drills as scheduled.
9. Maintain contact with hospitals and their champions, in the assigned HERC, as the first point of contact regarding WISCOM questions and issues.
10. Participate in Statewide WISCOM SME teleconferences as available.
11. Attend HERC Membership meetings and exercises as available
12. Participate in an annual review of Scope of Work for constructive feedback and potential changes to responsibilities.
13. Assist, when possible, via telephone or in person on troubleshooting two-way radio issues with WISCOM related equipment or EMS radio communication equipment'
14. Server as a trainer or resource for hospitals in working with EM Resource, monitoring EM Resource, posting notifications for EM Resource for HERC Region # 1
15. Obtain training and server as a trainer for WEB EOC for trainings, planned events, or emergency events
16. Help manage any equipment/assets that the HERC owns/managers for usage within the Region or for distribution to hospitals

EM Resource Specialist

- Serve as a trainer or resource for hospitals in working with EM Resource, monitoring EM Resource, posting notifications for EM Resource for HERC Region # 1. This will serve as redundancy for SME's regarding EMResource Alerts and drills.

Online EOC Manager/SME

- Obtain training and server as a trainer for WEB EOC (or other platform) for trainings, planned events, or emergency events

Logistics Specialist

- Help manage any equipment/assets that the HERC owns/managers for usage within the Region or for distribution to hospitals.
- Develop and manage a 'resource request' process for HERC membership and key partners.



- Develop and operate an inventory management system at the NWWIHERC storage facilities at Banbury Place in Eau Claire. Produce a current inventory report, identify resource needs and make recommendations upon request.

Terms and Conditions

1. The term of this agreement shall be from July 1, 2024-June 30, 2029, to be reviewed annually, and dependent upon mutual agreement, available funding, and satisfactory performance. Either party may terminate this agreement, upon 30 days written notification to the contract administrator of the other respective party via certified U.S. posted mail or by electronic mail.
2. The contractor will provide professional services as described in the Scope of Services in a manner that is customarily provided in the trade, business, or profession of an individual qualified for the Scope of Services.
3. The Fiscal Agent, upon approval of the HERC Coordinator and BOD, agrees to pay the contractor \$1100 per month for Scope of Services and work-related expenses over the duration of this contract.
4. The contractor will submit a monthly invoice of \$1100 on either the last day of the month or the 1st day of the following month to the Admin Specialist for services provided. The Admin Specialist will forward said invoices to the accountant which will process said invoices and pay the same upon receipt of grant funding.
5. The contractor will provide to the HERC professional services described in the Scope of Services and timely (monthly written) reports in the professional manner that is customarily provided in the trade, business, or profession of the trainer including completed education sessions, and problems encountered with any issues that arise within the HERC that fall within the contracted Scope of Services.
6. The contractor agrees to comply with all Federal, State and Local laws, ordinances, rules, regulations or executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, marital status, status with regard to public assistance, disability or age.
7. The contractor will not assign, transfer, contract or subcontract any obligation or right of the contracted position without prior written consent of the HERC and Fiscal Agent.



8. It is the expectation of both parties that the contractor will not be provided health record information in performing this contract and that the provisions of HIPAA/HITECH are inapplicable for the sharing of general county record information required and expected in the performance of the services contract.
9. Documents and information provided by the trainer to the HERC and Fiscal Agent are subject to the Wisconsin Public Records Law Sec. 19.35 Wisconsin Statutes. Such documentation and information shall become public and may be subject to disclosure, unless there is an applicable statutory or administrative provision or common law that precludes such disclosure. The Fiscal Agent will release any or all data in its possession necessary to comply with the Wisconsin Public Records Law, other applicable law or administrative or court order.
10. The contractor shall notify the HERC within 48 hours of any change in address or telephone number. Upon execution of the contract, the contractor shall provide the HERC with a federal employers identification number or social security number for the processing of the 1099.
11. Each party shall hold harmless, and indemnify the other party and its directors, officers, agents, employees, insurers and successors in interest and assigns, against any and all actions, demands, claims, lawsuits, loss, liability, damage or expense, including any direct, indirect or consequential loss, liability damage, or expense, but not including attorney's fees, unless awarded by a court of competent jurisdiction, for personal injury, bodily harm or death to persons, including employees of either party, for damage to property, including property of either party, arising out of, resulting from or caused by an act or omission of each such other party or its directors, officers, agents, employees, and successors, in interest or assigns, whether such act or omission is intentional, willful, wanton, reckless or negligent conduct. However, neither party shall be indemnified hereunder for any loss, liability, damage or expense or the like that results from its sole negligence or willful misconduct.
12. The contractor, by executing the agreement, certifies that he or she is an independent contractor for the provision of the services identified within this scope of services and that its status as such is in accordance with all applicable state and federal laws and regulations governing the same. The contractor agrees to hold harmless the HERC in the event subsequent to execution of the contract federal or



state authorities determine that the contractor does not qualify for independent contractor status.

13. The contractor is required to obtain, at his/her own cost and expense certain insurance coverage with insurance companies licenses in the State of Wisconsin and if possesses such, shall provide a Certificate of Insurance to the HERC upon request:

- a. Comprehensive Professional General Liability: Minimum limit of \$1,000,000 per occurrence and, not less than aggregate.
- b. Motor Vehicle Liability: (including Uninsured Motorist Coverage and Underinsured Motorist Coverage); One hundred thousand dollars (\$100,000) each person, three hundred thousand dollars (\$300,000) each accident, and twenty-five thousand dollars (\$25,000) property damage each accident.
- c. Excess Umbrella Liability: Minimum limit of \$1,000,000.
- d. Worker's Compensation: If and as required by the State of Wisconsin
- e. The contractor acknowledges that its indemnification liability to HERC is not limited by the limits of any insurance coverage.

In signing this contract, the respective party represents that the noted signatory has been authorized to bind said party and administer this contract on behalf of said respective party.

FOR the Healthcare Emergency Readiness Coalition:

Bob Lindberg, HERC Board Chair
Cumberland Healthcare
Email: blindberg@cumberlandhealthcare.com

Date: _____



Contractor:

Date: _____

If you are interested in this position, please indicate so via email to Brian Kaczmariski at k3.consults.llc@gmail.com