



**HICS FORM 202: INCIDENT OBJECTIVES**

<b>1. Incident Name:</b> NWWIHERC Board of Directors	<b>2. Operational Period:</b> March 7, 2025 0830-0930	<b>3. Incident Location:</b> Virtual Only
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**Attendance:** Aimee Wollman (Program Coordinator), Natasha Trush (Red Cliff Tribal Health), Brittany Fry (Western WI Public Health Readiness Consortium), Kaiya Shrader (Meadowbrook of Bloomer), Jon Schultz (Eau Claire Fire Rescue), Wayne Street (Mayo Clinic Health System-Trauma), Bob Lindberg (Cumberland Healthcare), Dr. Haley (Clinical Advisor).

TOPIC	DISCUSSION
<b>Call to Order</b>	The meeting was called to order at 0831, by Brittany Fry, Vice-Chair
<b>Additions to the Agenda and Announcements &amp; Review of Minutes</b>	<p>One addition: Update on potential Avian Influenza Funds</p> <p>Motion to approve the agenda with the addition of discussion regarding potential Avian Influenza funding by Bob Lindberg and seconded by Jon Schultz. Motion approved.</p> <p>Motion to approve the February Meeting Minutes by Bob Lindberg and seconded by Natasha Trush. Motion approved. Minutes will be posted on our website under “Resources”.</p>
<b>Financial Update</b>	<p><b>Approval of HERC Coordinator Reimbursement Invoices for Travel and Non-Travel Expenses, February 2025</b></p> <ul style="list-style-type: none"> <li>Travel and non-travel expenses were reviewed. Motion to approve the reimbursement requests by Bob Lindberg, seconded by Kaiya Shrader. Motion approved.</li> </ul> <p><b>NWWIHERC Budget Period 1 (24-25) Budget to Date</b></p> <ul style="list-style-type: none"> <li>Reviewed the budget report. Have received more requests for scholarship funding than we currently have budgeted.</li> <li>Budget Revision: We have several budget line items that could be reduced or eliminated due to inaction. We’ve also received requests for some additional “Bleeding Control Kits”. Discussion about items to change in the revised budget request. Would like to add funding to scholarships and create some funding for Bleeding Control Kits. Wayne volunteered to spearhead the Bleeding Control Kit project. Motion by Bob Lindberg to ask Aimee to provide a modified budget to Board members for approval and to submit this to the State for approval. Seconded by Natasha Trush. Motion approved. Aimee will get this to Board members this weekend for email approval early next week.</li> </ul> <p><b>Avian Influenza Funds</b></p> <ul style="list-style-type: none"> <li>The Office of Preparedness and Emergency Health Care is working on submitting a budget for these funds to ASPR. It is unknown at this time how the funding will be allocated. We have been told not to expect to hear anything definitive until Budget Period 2 (July 1, 2025-June 30. 2026).</li> </ul>

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<b>Advisory Group Updates</b>	<p>Last meeting was a one-hour virtual meeting on February 21, 2025, 1200-1300. Brittany Fry and Sara Wartman (proxy for Darren Van Blaricom) attended. Next meeting will be March 21 in La Crosse. Bob Lindberg will be proxy for Brittany Fry.</p> <ul style="list-style-type: none"> <li>• There was similar discussion regarding the Avian Influenza funding.</li> <li>• There is a new Chair for the Advisory Group after James Newlun stepped down. Jason Selwitschka from Region 6 was elected. Dr. Clark remains the Vice-Chair.</li> <li>• Brittany also requested a proxy for the April 11 Advisory Group meeting. Bob stated he would be available to attend.</li> </ul>
<b>Old Business</b>	<p><b>Medical Surge Response Planning</b></p> <ul style="list-style-type: none"> <li>• Upcoming planning meetings: Mid Term, May 12, Final, June 2, Exercise, June 3, 0830-1130. We are working with Fire LLC, a contractor who will facilitate the exercise. Two of the four HERC regions utilizing this contractor held their MRSE this week, so we are hoping to learn from them as well.</li> </ul> <p><b>Capitalization Policy</b></p> <ul style="list-style-type: none"> <li>• After further discussion with our accountant, this policy is less important to us (we don't own anything worth over \$5000). Will get to it when we can.</li> </ul>
<b>New Business</b>	<p><b>Readiness Plan Review</b></p> <ul style="list-style-type: none"> <li>• Aimee walked through this plan which is a large excel spreadsheet from ASPR. Motion by Wayne Street and seconded by Bob Lindberg to have Aimee submit this as our final Readiness Plan. Motion Approved.</li> </ul> <p><b>Cyber Security Assessment</b></p> <ul style="list-style-type: none"> <li>• Awaiting guidance from ASPR related to remaining deliverables for the year.</li> <li>• As a group, HERC Coordinators and OPEHC have decided to enlist the support of Bill Nash from WI's CISA (Cyber Security and Infrastructure Security Agency) to facilitate this assessment. Bill is familiar with the Health and Public Health Sector Specific tool that ASPR would like us to use to assess the status of the healthcare entities in the State. We are setting up several three-hour sessions where healthcare IT personnel will be able to work through this tool to either compare with their third-party assessments or just to gauge where they are with this tool. Participation is voluntary. Results will be kept anonymous and will be rolled up into one statewide report. The entire membership list will be invited.</li> </ul> <p><b>Information Sharing Plan</b></p> <ul style="list-style-type: none"> <li>• Aimee presented the template that all of the HERC Coordinators are working from. Much of the information is already in our Response Plan and is being reformatted into this plan. The deliverable isn't due until the end of June.</li> </ul> <p><b>April 4 Membership Meeting:</b></p>

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> <li>• Aimee is providing primary support for a sick family member. He has been referred to MD Anderson for clinical trials. She will likely be making some trips to Houston, TX in the near future. She will be sure to have an out of office response to email and will have another of the HERC Coordinator's covering for her.</li> <li>• In light of this, decision was made by the Board to change the April Membership Meeting to all VIRTUAL as opposed to hybrid. It will be possible for Aimee to facilitate the meeting if it is virtual. Aimee will send out a notice to membership regarding this change.</li> </ul>
<b>Adjournment Next Meeting</b>	<p>Motion to adjourn at 0924 by Bob Lindberg and Natasha Trush. Motion approved.</p> <p><b>Next Meeting: April 4, 2025, 0830-0930, Virtual only.</b></p>
<b>5. Prepared by:</b>	Aimee Wollman

**Email Vote 3/10/25 to approve the proposed Revised Budget for NWWIHERC.**

I will make the motion to accept the revised budget.

Thanks,

Bob

I will second Bob's motion.

Mark

aye

**Brittany Fry, MPH** | *WWPHRC Director*

[Brittany.fry@eauclairecounty.gov](mailto:Brittany.fry@eauclairecounty.gov)

Aye!

Natasha Trush

Red Cliff Band of Lake Superior Chippewa

Environmental Health Specialist

approve

Wayne

**Wayne Street, MSN., RN** | Trauma Services | Phone: 715-838-3073

[street.wayne@mayo.edu](mailto:street.wayne@mayo.edu)

Agree to approve  
Kaiya

Aye



**Natasha Brunell | Emergency Support Services - Emergency Management Manager**  
**St. Croix County Sheriff's Office**

Aye  
Darren

Aye  
Jon Schultz