



1. Incident Name: Northwest Wisconsin Healthcare Emergency Readiness Coalition BOD Meeting	2. Date Prepared: 3/30/2026	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, April 3, 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 – called to order at 8:34 AM -Mark and Natasha - 	Bob	
<ul style="list-style-type: none"> ● Welcome/Introductions/Announcements ● Additions to agenda: 	All	

- **Review of minutes from 030626 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 0306
- March Minutes Approval – Wayne and Natasha
- Minutes will be posted to website along with membership minutes from March
- There was a request to start including the subcontractor monthly reports into the minutes. Brian will ensure this happens.

Bob/Natasha/All

BUDGET – Budget Update

- **Accounting ‘heads-up’ – we are a bit ‘over’ on spending at this point in the budget period. Discuss reasons and possible solutions**
- The additional expenses are attributed to personnel transitions and increased budget modification protocols. Ingrid transitioned out supported person transitioning in, so there was an adjustment there.
- **Kristin Report** – 2 scholarships were approved – she discussed the limit on approving ‘out of state’ scholarships. Currently allow 2 and there is a 3rd on the waitlist (Mary from St. Croix County Public Health).
 - i. Discussion on shifting a line item to allow Under One Roof Conference in MN to allow for more, due to the WEM Conference being cancelled this year and a large pool of members who were not able to attend and would like a similar conference.
 - ii. Preparedness Practicum – budgeted a little over \$2,000. The full amount is left. No one attended (it is out of state). Can shift this into other out of state training. This idea was unanimously approved.
- Kristin processed 11 invoices in March, just under \$1k, and we currently have about \$10k earmarked towards trainings. Most trainings coming up are around Mid-May. There are just under \$6200 remaining in the scholarship fund account. Kristin plans to create a fillable PDF of the scholarship application to improve accessibility and reduce formatting issues for applicants.
- Working to get invoices for Medical Director cleared up.
- There was discussion around ongoing budget items including CMS vendor work, storage sheds, and Salamander technology.

OLD BUSINESS

- **Budget Review** -currently working under an approved budget (8th Iteration – reflection of increased monitoring/oversight)
- CMS Vendor Identified; executed contract
- Storage sheds secured for one calendar year
- Salamander technology secured for one year
- PDF Editor software purchased and implemented

- **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 – Starting December of 2023 WEM moved towards providing two annual open application periods throughout the calendar year for training requests (December/June), during which time counties can request local delivery of training classes. Requests must be made through your local Emergency Manager. The goal of this was to consolidate, clarify and simplify the training request process. As a local community or agency representative, it is up to you to determine what training you require for your staff and responders.

-Approved Meeting Minutes on ‘Resources’ Page

Brian

Bob/Brian

- RESPCT Newsletter
- Kristin Bunch has been added to our 'Contacts' page
- All plans and items are housed under this membership section

- **Admin Specialist Position** – See Above
- **WISCOM SME Specialist – Individual Hospital Contacts:** Still working to form list which will then work to corollate for the radio contacts. This can be difficult as different hospitals have different organizational structures for contacts. **Roll Call Drills:** We started the roll call drill again but hit a snag as some radios it sounds like were either not on the correct talkgroup or maybe even powered on at all. The reassessed plan is to do the roll calls and then attempt to reach out to the hospitals that did not respond and do a one on one radio check. **700/800 MHz – WISCOM 2.0:** No new updates, keep an eye open for grants regarding radios and interoperability. Hospitals can have additional radios and some hospitals currently do in the state. **WISCOM Training (State Material):** No new updates **HERC WISCOM SME Meetings (all Regions):** With Kristine Johnson leaving her position no one from the state has been holding meetings. The different WISCOM SME's from the different regions will be holding monthly meetings on the 2nd Monday of each month at 2:00pm to discuss WISCOM items related to HERC. This completes the monthly report for March 2026
- 1. **Medical Advisor Position** – I worked with Brian and the Trauma team at Regions hospital to develop a plan for trauma outreach within our HERC region.
- 2. This included a virtual meeting and emails detailing a plan of action, as well as follow up items from our in person meeting.
- 3. The Trauma team at Regions will continue to work with the NW WI HERC and hope this relationship will continue to bring quality, patient care centered education to our area hospitals and EMS systems.
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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. ***Proxy requested and approved.***
- 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!
- Brian has been allowed on Advisory Committee to be a proxy vote (only good until we elect a Vice-Chair). Proxy has been put in for 12 months.

- **MRSE Remaining Activities –**

- 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
- CURRENT REGISTRATION LIST:
 - 20 Hospitals
 - 5 Local/Tribal PH
 - 11 CMS Partners
 - 2 EM

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:

- Please contact Brian for the approved list

[Wisconsin Emergency Management](#)

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

NEW – NEW! *The International Association of Emergency Managers (IAEM) has launched a new Family Assistance Consortium, designed to bring together practitioners across disciplines to strengthen how we support victims, families, and impacted communities following mass casualty, mass fatality, and mass violence incidents.*

👉 *You do not need to be an IAEM member to participate. Participation is open to emergency managers, public health, human services, hospitals, law enforcement, victim services, nonprofit partners, and anyone working in family and survivor assistance.*

Why join?

- *Promote consistent family assistance concepts across jurisdictions*
- *Integrate family assistance into all-hazards planning*
- *Share tools, lessons learned, and emerging practices*
- *Connect with peers and allied partners nationwide*
- *Help shape a practitioner-driven community of practice*

Introductory Webinar

📅 April 14, 2026 ⌚ 2 PM CT 🔗 Register: <https://bit.ly/IAEM-FACINTROWEBINAR>

Meetings will be held quarterly on Microsoft Teams and will include dialogue, presentations, and member-driven topics.

If your work touches any part of Family Assistance operations—from planning to response to survivor support—this is a valuable space to learn, collaborate, and contribute.

Partner Agency Report Outs:

- WWPBRC –
- RTAC – Rob will be stepping down at the end of the year to pursue some other interests.
- WALHDAB -

- WEM – FEMA has published the NOFO for the Federal Fiscal Year 2024 & 2025 Building Resilient Infrastructure and Communities (BRIC) Program. Interested and eligible sub applicants should apply (preapplications) by April 17th <https://grants.gov/search-results-detail/361620>
- Other:

- Motion to Adjourn – 9:21 AM
- Hold June 5th meeting as a closeout for BP2 (BOD/Membership) – Brian will send invite out
- Next Meeting: **The MAY 1, 2026 MEETINGS ARE BEING REPLACED WITH OUR MRSE EXERCISE. There are opportunities for all agencies to play.**
 - Melissa Waller and Brian Kaczmarski are Exercise Controllers
 - *The exercise will be virtual*
 - *Sign-up for the exercise by going to; [Pre-Emergency Planning, LLC](#) (lower right corner)*

Per BOD request, there are now June 2026 BP2 Close-out Meetings for both the BOD and Membership. These will take place the 1st Friday of June, the 5th at regularly scheduled BOD and Membership meeting times. This information is also posted to our HERC website, 'Calendar' tab.

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