



## HICS FORM 202: INCIDENT OBJECTIVES

<b>1. Incident Name:</b> NWWIHERC Board of Directors	<b>2. Operational Period:</b> September 13, 2024 0830-0930	<b>3. Incident Location:</b> Virtual Only
---	--	--

**Attendance:** Aimee Wollman (Program Coordinator), Mark Manning (Tamarack Health-Hayward), Jon Schultz (Eau Claire Fire), Sara Wartman (Bayfield County Public Health), Bob Lindberg (Cumberland Health), Darren Van Blaricom (HealthPartners Valley Hospitals), Natasha Trush (Red Cliff Tribal Health), Brittany Fry (Western WI Public Health Readiness Consortium), Robert Goodland (NWWRTAC Coordinator).

TOPIC	DISCUSSION
<b>Call to Order</b>	The meeting was called to order at 0832, by Darren Van Blaricom, Chair
<b>Additions to the Agenda and Announcements &amp; Review of Minutes</b>	Motion to approve the September agenda and to approve the July Minutes by Sara Wartman and seconded by Bob Lindberg. There was no August meeting. Motion approved. Minutes will be posted on our website under “Resources”.
<b>Financial Update</b>	<p><b>Review of Budget Period 5 FINAL Report.</b></p> <ul style="list-style-type: none"> <li>Aimee presented the final fiscal report which has been submitted to the DHS OPEHC office. We did fairly well with spending down funds this year with only \$1628.91 remaining in Base Funds and \$461.51 in RTAC funding (due to a misunderstanding regarding a “working lunch” for one of the RTTDC classes). Carryover funding was spent down completely.</li> </ul> <p><b>Approval of HERC Coordinator Reimbursement Invoices for Travel and Non-Travel Expenses, July-August, 2024</b></p> <ul style="list-style-type: none"> <li>Travel and non-travel expenses were reviewed. Motion to approve the reimbursement request by Bob Lindberg, seconded by Brittany Fry. Motion approved.</li> </ul>
<b>Advisory Group Updates</b>	No meetings this summer. Next meeting is Friday, September 20, in person (Fitchburg, WI) with virtual option. Both Brittany and Darren plan to attend the meeting virtually. The October 18 <sup>th</sup> Advisory Group meeting will be hosted by Region 1. Aimee asked if both Brittany and Darren could plan to attend in person. This will be held at the Chippewa Falls Fire Station #1.
<b>Old Business</b>	<p><b>CHEMPACK</b></p> <ul style="list-style-type: none"> <li>Question was asked if the CHEMPACK that had been removed from St. Joseph’s Hospital and moved to Milwaukee for the summer RNC and DNC has been returned to our region. Aimee isn’t sure, but will reach out to Kay Mittelstadt-Lock for an update.</li> </ul> <p><b>Request for Applications</b></p>

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> <li>Discussion about the request for applications for three positions: Clinical Advisor, WISCOM SME, and Business Operations Coordinator. Each was reviewed. Question regarding whether we are allowed to make these renewable up to a total of 5-years vs. having to put them out for bid each and every year. Aimee will send this question to the grant manager at OPEHC. This would parallel the decision to put out the RFA for the HERC Program Coordinator position only once per 5-year cooperative agreement with annual review and provide more consistency in these positions. Motion by Bob Lindberg and second by Mark Manning to approve these RFA's with the possible additional of language extending them for five year with annual review. Will also back date these to July 1, 2024, the start of the contract between the HERC and OPEHC. Will make decisions on the applications during the October 4, Board meeting.</li> </ul> <p><b>Annual Review of RTAC Fiscal Agent Agreement</b></p> <ul style="list-style-type: none"> <li>The Board of Directors reviewed the current agreement charging the NWWIRTAC 10% (\$3,418) of their annual budget (\$34,182.44) to cover fiscal agent fees. Discussion regarding whether or not the HERC would charge 10% on additional funding for seats for specific trauma registrar related courses that may be coming this year. Motion made by Mark Manning and seconded by Brittany Fry to keep the agreement as is (10%) and to request the additional funding for the upcoming training, however, not if this will impact the number of students or seats eligible in the region. Motion approved.</li> </ul> <p><b>Long Term Care Board position vacant</b></p> <ul style="list-style-type: none"> <li>Aimee sent out an inquiry to active Long-Term Care participants and has not received any responses yet. Will send out a request to the entire Long Term Care email distribution list along with Home Care and Hospice representatives.</li> </ul>
New Business	<p><b>Interim EMS Medical Director conversation</b></p> <ul style="list-style-type: none"> <li>Jon asked if it would be possible for the HERC to support an interim EMS Medical Director (particularly for EMR groups) who may be without a medical director for whatever reason. This would be a temporary position intended to allow the service to remain operational in the interim. More discussion needed.</li> </ul> <p><b>DRAFT Budget Period 1 (24-25)</b></p> <ul style="list-style-type: none"> <li>The base amount for this fiscal year is \$152,000, the same as last year. Aimee presented a draft budget based on last year's expenses.</li> <li>Discussion regarding the MRSE exercise and the Board supported the decision to contract this exercise out this year. It appears almost all of the HERC regions are hoping to do this and several requests for application for all 7 regions have been sent out.</li> <li>Motion by Bob Lindberg and seconded by Brittany Fry to accept the draft budget with the inclusion of the remaining undesignated funds in the scholarship line. Motion approved.</li> </ul>

TOPIC	DISCUSSION
<b>Adjournment Next Meeting</b>	Motion to adjourn at 0936 by Sara Wartman and seconded by Bob Lindberg. Motion approved.  <b>Next Meeting:</b> October 4, 2024, 0830-0930, In Person at Barron County EOC (1420 State Hwy 25, Barron, WI) with virtual option.
<b>5. Prepared by:</b>	Aimee Wollman