



Western Wisconsin Healthcare Emergency Readiness Coalition

Buffalo Crawford Jackson La Crosse Monroe
Trempealeau Vernon Counties & Ho-Chunk Nation

Regional Coordinator

REQUIREMENTS:

The HERC coordinator serves as the HERC's administrative and programmatic point of contact during everyday operations, including managing communications, systems, and coordination with DHS. The HERC coordinator oversees HERC planning activities, including coordinating training, facilitating exercises, ensuring financial sustainability in collaboration with the fiscal agent, developing budgets collaboratively for Board approval, and working with the Board of Directors to achieve the grant deliverables. They lead three principal activities:

- Reviewing and assisting the HERC during the activation of the HERC Readiness Plan under the direction of HERC Executive Board..
- Supporting the HERC in steady state and in response under the direction of the Executive Board.
- Leading engagement with non-clinical community partners.
- The coordinator is responsible for the coordination of BP3 activities and at the direction of the Executive Board.

TIMELINE:

This retainer agreement is effective from date of signing and runs through June 30, 2027, with the intent of extending into an ongoing role.

SCOPE OF WORK:

The HERC coordinator facilitates coalition activities by fulfilling tasks for timely completion of cooperative agreement requirements and deliverables. Specifically, the Coordinator will ensure the WWHERC completes and properly submits all "ASPR Activities" as detailed in the Scope of Work the WWHERC signed with the Department of Health Services, Division of Public Health for the Hospital Preparedness Program as listed below. The HERC coordinator will also facilitate the WWHERC budget development adhering to applicable federal, state, and HPP fiscal policies, as directed by DHS.

The WWHERC Coordinator must reside in or be in commuting distance from the WWHERC regional footprint. and can only be assigned to the WWHERC. A reasonable commuting radius is such that the WWHERC Coordinator can be present to work on site with the WWHERC and its members daily. The ability to travel for this position is required.

BP3 ASPR Activities	Due to OPEHC	Due to ASPR
1.1 HERC Governance Document	November 13, 2026	December 31, 2026
1.2 Jurisdiction Information	November 13, 2026	December 31, 2026
2.1 Risk Assessment (State led)	Ongoing	June 30, 2027
2.2 Hazard Vulnerability Assessment (HVA)	December 4, 2026	December 31, 2026
2.3 Readiness Assessment	November 13, 2026	December 31, 2026
2.4 Supply Chain Integrity Assessment	December 4, 2026	December 31, 2026
2.5 Workforce Assessment	June 11, 2027	June 30, 2027
2.6 Cybersecurity Assessment	June 11, 2027	June 30, 2027
2.7 Extended Downtime Health Care Delivery Impact Assessment	June 11, 2027	June 30, 2027
3.1 Strategic Plan (State led)	November 13, 2026	December 31, 2026
3.2 Readiness Plan	November 13, 2026	December 31, 2026
3.2.1 Training and Exercise Plan	November 13, 2026	December 31, 2026
3.3.1 Response Plan: Information-Sharing Plan	June 11, 2027	June 30, 2027
3.3.2 Response Plan: Resource Management Plan	June 11, 2027	June 30, 2027
3.3.4 Response Plan: Medical Surge Support Plan	June 11, 2027	June 30, 2027
3.3.5 Response Plan: Patient Movement Plan (State led)	Ongoing	June 30, 2027
3.4.1 Continuity of Operations Plan (COOP)	June 11, 2027	June 30, 2027
3.4.2 Cybersecurity Support Plan	June 11, 2027	June 30, 2027
3.4.3 Extended Downtime Support Plan	June 11, 2027	June 30, 2027
3.4.4 Recovery Plan	June 11, 2027	June 30, 2027
4.1 Medical Response and Surge Exercise (MRSE)	June 11, 2027	June 30, 2027

CERTIFICATIONS & EXPERIENCE:

- **Education:** Bachelor's Degree in related field, master's degree preferred.
- **Experience:** Experience in a lead, supervisory, or project management role which includes grant compliance experience, organizational performance monitoring, emergency response coordination, and multi-year strategic planning.
- **Certifications:** IS-100, 200, 700, and 800 recommended prior to start.

1) Compensation & Contract Considerations

- This is an independent contractor position.
- The coordinator, by executing this agreement, certifies that he or she is an independent contractor and that its status as such is in accordance with all applicable state and federal laws and regulations governing the same. The Coordinator agrees to hold harmless the HERC in the event, subsequent to execution of the contract, federal or state authorities determine that the Coordinator does not qualify for independent contractor status.
- Upon execution of the contract, the coordinator shall provide the HERC with a federal employers identification number or Unique Identification Number, or social security number for the processing of the 1099.
- The coordinator may assign, transfer, contract or subcontract any obligation or right of the coordinator with prior written consent of the HERC and Fiscal Agent.

- e. The term of this budget period 3 agreement shall be from the time of signing to June 30, 2027. This contract may be renewed annually by the HERC Board of Directors dependent upon mutual agreement, available funding, and satisfactory performance.
- f. The WWHERC may temporarily suspend this contract without notice. The WWHERC may temporarily suspend or interrupt this contract for a period of time that the WWHERC determines appropriate for the convenience of the WWHERC. There is no limit to the length of suspension. This contract may be restarted at the convenience of the WWHERC. No work will occur during the period of suspension. No payment will be made for the period of suspension. If the suspension period is less than the period normally invoiced (monthly or annually) the period worked will be prorated according to the percentage of days worked in the period.
- g. Either party may terminate this agreement without notice, upon written notification to the other respective party via certified U.S. postal mail or by electronic mail. If the suspension period is less than the period normally invoiced (monthly or annually) the period worked will be prorated according to the percentage of days worked in the period.
- h. If renewed by the WWHERC Board of Directors, future contract periods will run from July 1 to June 30 of the following year.
- i. The HERC agrees to pay the coordinator \$7,500 per month for services.
- j. Work-related expenses will be paid by the contractor.
- k. The coordinator is required to obtain, at his/her own cost and expense, certain insurance coverages with insurance companies licensed in the State of Wisconsin and if possesses such, shall provide a Certificate of Insurance to the HERC upon request:
 - i. 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.
 - ii. The Coordinator acknowledges that its indemnification liability to HERC is not limited by the limits of any insurance coverage.

2) Ensure compliance with the coalition policies listed below:

- a. Policy #1 – Federal Civil Rights Laws
- b. Policy #2 – Affirmative Action Plan
- c. Policy #3 – Conflict of Interest
- d. Policy #4 – Whistle Blower
- e. Policy #5 – Non-Disclosure Agreement
- f. Policy #6 – Document and Destruction Policy
- g. Policy #7 – Funding Request & Bidding Parameters

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.

Entity provident Coordinator services: _____

Representative _____ Date _____

Western Wisconsin Healthcare Emergency Readiness Coalition

Representative _____ Date _____