



Cross Plains Area Emergency Medical Services District Board

Meeting Agenda for Wednesday, October 22, 2025 @ 7:00 p.m.

Cross Plains Berry Fire Department, 1505 Bourbon Road, Cross Plains, WI 53528

- I. Call to Order at 7:00 p.m.**
- II. Roll Call.** Jay Lengfeld, Mike Statz, Dave Laufenberg, Greg Hyer, Holly Ellickson.
- III. Pledge of Allegiance**
- IV. Approval of July 16, 2025, meeting minutes.** This was an error. Last meeting and minutes were from August 27, 2025. Dave Laufenberg made a motion to approve minutes. Jay Lengfeld seconded the motion. Motion Passed.
- V. Public Comment –** This is an opportunity for anyone to address the Cross Plains EMS Board on any issue. Please observe the time limit of 3 minutes. While the Cross Plains EMS Board encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda. Those wishing to speak during the Meeting are encouraged to register prior to the start of the meeting. You may also register your comment by sending an email to Chief@crossplainsems.com by 4:00 p.m. on the day of the meeting.

No public comments.
- VI. Cross Plains Area EMS Association update by President Kelly Powell.**
No report. Kelly not in attendance.
- VII. Discussion/Action on 3rd quarter financials.**
 - Chief Ellickson makes a statement that there are four people at this table and they all budget differently. Asking us to decide how budget will be made and reported so we are all on the same page.
 - Holly should print a quarterly report. This report should NOT be prorated as it makes it difficult to see where we are.
 - Holly will always provide a Statement of Financial position printed with Agenda.

- Holly will ask bookkeeper on how to report Ambulance, if we follow governmental budgeting and if we should be using a different form to show fixed assets.
- Holly and Greg will talk to bookkeeper about transferring funds and how to zero these out.
- Holly will make better report for check register and expenses automatically paid through checking account.
- a. Checks written since July 16, 2025. Dave Laufenberg makes a motion to approve checks written from 7/16/2025 through 10/20/2025. Jay seconds this motion. Motion passed.
- b. Visa bills for July, August and September 2025
Previously approved by Greg Hyer

VIII. Discussion/Action on 2026 Budget.

- Need to check formulations/calculations.
- Dave Laufenberg makes Motion to approve 2026 budget with corrections and new percentage allocations. Mike Statz seconded the motion. Motion approved unanimously.

IX. Discussion/Action on District Agreement, Amendments, Process, Timetable and Meeting dates.

- Changes cannot be made by December 1, 2025
- Town of Berry doesn't want to extend per Berry Board vote.
- Mike to discuss with board members 11/4/25.
- Other board members will contact Duane to expedite reconsideration.
- Village will vote to authorize Jay to notice withdrawal from District since it is not clear Berry will reconsider. Village prefers to renegotiate agreement rather than withdraw.
- Town of Berry Board Meeting 11/4/25
- Village of CP to meet with Attorney 11/5/25 in order to meet the 12/1 notice date.

X. Calculating population or other cost allocation approaches

- Discussion on DOA numbers, vacancies, etc.
- 2020 Population + New Building permits for the most recent full year times 2020 average household size without using census vacancy rate.

XI. Updates on New Ambulance.

- Delivery Date is Monday, October 27, 2025.
- Check written and co-signed by Mike Statz.

XII. Report from EMS Board Members:

- a. **President – Town of Cross Plains**
- b. **Vice President – Village of Cross Plains**
- c. **Treasurer – Town of Berry**
- d. **Town of Springfield**

No reports from EMS Board members.

XIII. Chief's Report

- Chief called out for ambulance call. No report will send by email.

XIV. Adjournment

Dave Laufenberg made a motion to adjourn. Mike seconded this. Motion passed.

This meeting notice constitutes an official meeting of the above-mentioned group and was posted in accordance with all applicable laws related to Open Meetings Laws. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-mentioned meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the EMS Chief at 608-798-2720 or chief@crossplainsems.com

Agenda approved by EMS Board President: Greg Hyer, Chair, Town of Cross Plains.

Checks Written 10/01/2025 - 12/31/2025

| Date | Check Number | To Who | Amount | | |
|------------|--------------|-------------------------------|--------------|--|--------------------------------------|
| 10/1/2025 | 10690 | EMS/MC | \$1,182.96 | | |
| 10/6/2025 | 10697 | Servpro of Dane County West | \$6,019.95 | Cleaning up Water Damage | See Insurance Payment 11/2025 (MPIC) |
| 10/6/2025 | 10682 | Ace Hardware | \$68.67 | | |
| 10/10/2025 | 10698 | Kate Laufenberg | \$500.00 | Bookkeeping Payment | |
| 10/10/2025 | 10706 | Securian Financial Group | \$52.92 | Life Insurance | |
| 10/15/2025 | 10699 | Ace Hardware | \$95.65 | | |
| 10/16/2025 | 10705 | Boundtree | \$183.32 | Medical Supplies | |
| 10/16/2025 | 10704 | Middleton Ford | \$146.90 | Oil Change and Battery Check for R32 Payment for Medications from Vending | |
| 10/20/2025 | 10700 | Dane County Treasurer | \$746.35 | Machines at Hospitals | |
| 10/20/2025 | 10710 | Boundtree | \$617.35 | Medical Supplies | |
| 10/20/2025 | 10703 | Katrina McKee | \$44.02 | Reimbursement | |
| 10/21/2025 | 10708 | Kwik Trip | \$533.25 | Gas for the month for R32 | |
| 10/21/2025 | 10712 | Jefferson Fire | \$38.45 | | |
| 10/22/2025 | 10713 | Per Mar | \$226.17 | security and fire system | |
| 10/28/2025 | 10717 | Middlesex Insurance Company | 5,180.00 | | |
| 10/28/2025 | 10716 | Cross Plains W/W Utility | \$117.86 | | |
| 10/30/2025 | 10718 | North Central Ambulance Sales | \$334,586.00 | R33 | |
| 10/15/2025 | 10711 | EMS/MC | \$187.57 | Ambulance Billing Company | |
| 11/1/2025 | 10721 | Boundtree | \$1,157.17 | Medical Supplies | |
| 11/1/2025 | 10701 | Kate Laufenberg | \$500.00 | Bookkeeping Payment Confrence classes for the week in Feb. | |
| 11/1/2025 | 10719 | WEMSA | \$500.00 | Holly Ellickson | |
| 10/22/2025 | 10714 | City of Middleton | \$455.39 | Payment for ALS calls with Middleton EMS Medications from Vending Machines at | |
| 11/1/2025 | 10720 | Dane County Treasurer | \$6.59 | Hospitals | |
| 11/11/2025 | 10723 | Boundtree | \$425.05 | Medical Supplies | |
| 11/12/2025 | 10726 | USPS | \$78.00 | Stamps | |
| 11/11/2025 | 10722 | Kwik Trip | \$594.66 | R32 Gas for October | |
| 11/13/2025 | 10728 | ***** | \$121.91 | Patient Refund | |
| 11/11/2025 | 10724 | GenCom | \$5,877.30 | New CAD System for R33 | |
| 11/13/2025 | 10731 | ***** | \$275.00 | Patient Refund | |
| 11/13/2025 | 10729 | ***** | \$250.00 | Patient Refund | |
| 11/11/2025 | 10725 | Kwik Kill | \$96.00 | Bug/Rodent killer monthly | |

| | | | | |
|-------------------|-------------------------------------|-------------|--|--|
| 11/19/2025 | 10743 Mid Towne Construction | \$10,940.00 | Reconstruction on water damaged area | Insurance paid us \$ 17,510,45 (MPIC) for entire project |
| 11/19/2025 | 10742 GenCom | \$340.00 | Install for new Radio | |
| 11/18/2025 | 10739 Cross Plains Water/Sewer | \$148.10 | | |
| 11/18/2025 | 10741 Baycom | \$4,398.00 | Radio for R33 | |
| 11/13/2025 | 10733 EMS/MC | \$234.05 | Ambulance Billing Company | |
| 11/18/2025 | 10736 Sauk Prairie Plumbing | \$212.83 | Fixing pipes per Village update ? | |
| 11/13/2025 | 10734 Securian Financial | \$52.92 | Life Insurance | |
| 11/18/2025 | 10735 Ace Hardware | \$92.09 | | |
| 11/18/2025 | 10737 Kwik Kill | \$48.00 | | |
| 12/1/2025 AutoPay | Delta Dental | \$184.47 | Dental Payment | |
| 12/2/2025 AutoPay | Knecht Buisness | \$558.50 | Payroll | |
| 12/4/2025 AutoPay | MG&E | \$442.37 | | |
| 11/19/2025 | 10744 Nathaniel Ryan | \$1,011.40 | Reimbursement for AEMT Class | |
| 12/2/2025 | 10747 Kate Laufenberg | \$500.00 | Bookkeeping Payment | |
| 12/2/2025 | 10750 ***** | \$1,553.70 | Patient Refund | |
| 12/9/2025 AutoPay | TDS | \$555.61 | Telephone, Cable, etc | |
| 12/1/2025 | 10746 Streamline | \$2,928.00 | New Website | Association paid for half of this site. |
| 12/2/2025 | 10749 Boundtree | \$483.79 | Medical Supplies | |
| 12/2/2025 | 10751 Boundtree | \$519.98 | Medical Supplies | |
| 12/7/2025 | 10755 Jordan Zimmerman | \$286.11 | Holiday gifts/awards/etc for holiday party | |
| 11/13/2025 | 10732 ***** | \$200.00 | Patient Refund | |
| 12/2/2025 | 10748 Central Square | \$400.00 | program and mapping for R33 | |
| 12/7/2025 | 10753 R & R Doors | \$145.00 | fixing of garage door | |
| 12/5/2025 | 10752 Sixchips Catering | \$1,364.55 | Catering for Holiday Party | |
| | | | Medications from Vending Machines at | |
| 12/7/2025 | 10754 Dane County Treasurer | \$111.89 | Hospitals | |
| 12/9/2025 | 10759 The 2100 Venue | \$316.50 | Holiday Party | |
| 12/12/2025 | 10762 Securian Financial | \$48.02 | Life Insurance | |
| 12/13/2025 | 10764 Kwik Trip | \$564.28 | November gas for R32 | |
| 12/15/2025 | 10766 Boundtree | \$441.50 | Medical Supplies | |
| 12/13/2025 | 10765 Ace Hardware | \$24.95 | | |
| 12/17/2025 | 10769 Econoprint | \$593.32 | 2026 check off forms for skills | |
| 12/8/2025 | 10756 Glatfelter Specialty Benefits | \$9,640.00 | LOSA Payment for 2025 | |
| 12/18/2025 | 10776 Brothers Main | \$2,988.27 | New Washer and Dryer, Ours died. | |
| 12/13/2025 | 10763 Badger Welding Supplies | \$20.82 | Oxygen and Oxygen tanks | |
| 12/15/2025 | 10767 Badger Welding Supplies | \$89.44 | Oxygen and Oxygen tanks | |

Construction on water damage
for new Radio

1980
1981

12/15/2025

10768 Baycom

\$176.00 Face plate and magnets for new radios

12/7/2025

10757 Dane County EMS Association

\$150.00 2026 dues

Cross Plains Area EMS

2025 Budget

January - December 2025

| | TOTAL | | | |
|---------------------------------------|---------------------|---------------------|---------------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Revenue | | | | |
| 1500 Ambulance Fees | | | | |
| 1500.1 Ambulance Service Revenue | 306,116.54 | 240,000.00 | 66,116.54 | 127.55 % |
| 1500.3 WIGEMT | 16,356.38 | | 16,356.38 | |
| Total 1500 Ambulance Fees | 322,472.92 | 240,000.00 | 82,472.92 | 134.36 % |
| 1502 Surplus/Carry Forward | | 29,675.47 | -29,675.47 | |
| 1504.1 Interest | 972.28 | | 972.28 | |
| 1505 CPR Community Training Revenue | 1,648.00 | 3,000.00 | -1,352.00 | 54.93 % |
| 1506 Other Income | 733.34 | | 733.34 | |
| 1506.1 Cash Back | 176.93 | | 176.93 | |
| Total 1506 Other Income | 910.27 | | 910.27 | |
| Contributed income | | | | |
| Donations directed by individuals | 5,150.00 | | 5,150.00 | |
| Government grants & contracts | 65,277.10 | | 65,277.10 | |
| Grants from other nonprofits | 5,425.00 | 0.00 | 5,425.00 | |
| In-kind donations | 660.00 | | 660.00 | |
| Total Contributed Income | 76,512.10 | 0.00 | 76,512.10 | |
| Dividends | 335.00 | | 335.00 | |
| Municipal Fees | | | | |
| 1601 Village of Cross Plains (58.58%) | 286,068.54 | 286,068.54 | 0.00 | 100.00 % |
| 1602 Town of Cross Plains (17.55%) | 86,702.28 | 86,702.28 | 0.00 | 100.00 % |
| 1603 Town of Springfield (14.15%) | 69,557.76 | 69,557.76 | 0.00 | 100.00 % |
| 1604 Town of Berry (9.72%) | 47,514.81 | 47,514.81 | 0.00 | 100.00 % |
| Total Municipal Fees | 489,843.39 | 489,843.39 | 0.00 | 100.00 % |
| Total Revenue | \$892,693.96 | \$762,518.86 | \$130,175.10 | 117.07 % |
| GROSS PROFIT | \$892,693.96 | \$762,518.86 | \$130,175.10 | 117.07 % |
| Expenditures | | | | |
| 100 Gross Wages | | | | |
| 101 Chief Wages | 70,699.99 | 70,700.00 | -0.01 | 100.00 % |
| 101.1 Chief Stipened | 5,000.00 | 5,000.00 | 0.00 | 100.00 % |
| 102 Deputy Chief | 60,852.85 | 60,600.00 | 252.85 | 100.42 % |
| 103 Full Time Wages | 94,167.21 | 100,100.00 | -5,932.79 | 94.07 % |
| 103.1 FT Overtime | 9,941.85 | 15,000.00 | -5,058.15 | 66.28 % |
| 103.2 PTO Paid out | 1,792.90 | | 1,792.90 | |
| 104 Part Time Wages | 158,152.60 | 165,000.00 | -6,847.40 | 95.85 % |
| 104.1 Part Time OT | 2,973.00 | 3,000.00 | -27.00 | 99.10 % |
| 105 Volunteer Stipends | 24,723.61 | 23,000.00 | 1,723.61 | 107.49 % |
| 106 Monthly Training | | 0.00 | 0.00 | |
| 106.1 Meeting | 1,875.00 | 7,000.00 | -5,125.00 | 26.79 % |
| 106.2 Event Pay | 800.00 | | 800.00 | |
| 107 FICA tax | 27,930.81 | | 27,930.81 | |
| 171 Health Insurance | 41,152.59 | 50,000.00 | -8,847.41 | 82.31 % |

Cross Plains Area EMS

2025 Budget

January - December 2025

| | TOTAL | | | |
|---------------------------------------|-------------------|-------------------|-----------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| 172 Dental | -2,318.68 | | -2,318.68 | |
| 173 Workman's Comp Insurance | 13,842.00 | 13,000.00 | 842.00 | 106.48 % |
| 174 Retirement | 41,183.56 | 45,000.00 | -3,816.44 | 91.52 % |
| 177 Life Insurance | 78.94 | 400.00 | -321.06 | 19.74 % |
| 178 Income Continuation Disability | | 0.00 | 0.00 | |
| 181 Length of Service Award (LOSA) | 19,700.00 | 8,000.00 | 11,700.00 | 246.25 % |
| 190 CPR Wages | 362.98 | 400.00 | -37.02 | 90.75 % |
| Total 100 Gross Wages | 572,911.21 | 566,200.00 | 6,711.21 | 101.19 % |
| 175 WRS Accrual | 1,063.35 | | 1,063.35 | |
| 186 CPR Cards | 1,089.00 | 800.00 | 289.00 | 136.13 % |
| 187 CPR Disposable Supplies | 394.30 | 200.00 | 194.30 | 197.15 % |
| 188 CPR Equipment | -1,107.55 | 100.00 | -1,207.55 | -1,107.55 % |
| 200 Contractual Services | | | | |
| 200.1 Medical Direction | 1,200.00 | 1,300.00 | -100.00 | 92.31 % |
| 201 Computer Consulting & Supplies | 9,812.34 | 5,400.00 | 4,412.34 | 181.71 % |
| 202 Bookkeeping | 5,500.00 | 7,000.00 | -1,500.00 | 78.57 % |
| 204 Payroll Processing Fee | 6,178.50 | 6,100.00 | 78.50 | 101.29 % |
| 205 Ambulance Billing | 15,788.53 | 13,200.00 | 2,588.53 | 119.61 % |
| 205.1 Outreach | 44.02 | | 44.02 | |
| 206 CAD software | 1,163.11 | 1,500.00 | -336.89 | 77.54 % |
| 208 Fire Alarm System Monitoring | 1,199.40 | 912.00 | 287.40 | 131.51 % |
| 209 Defib Maintenance | | 650.00 | -650.00 | |
| 210 ALS Intercepts | 3,590.16 | 6,000.00 | -2,409.84 | 59.84 % |
| 211 Patient Reimbursements | 5,131.72 | | 5,131.72 | |
| 212 Scheduling Software | 3,906.08 | 3,000.00 | 906.08 | 130.20 % |
| 213 Vector Solutions | 5,282.85 | 550.00 | 4,732.85 | 960.52 % |
| 214 Legal/Accounting Fees | | 8,000.00 | -8,000.00 | |
| Total 200 Contractual Services | 58,796.71 | 53,612.00 | 5,184.71 | 109.67 % |
| 200.2 Employee Health Stipend | 3,000.00 | 3,000.00 | 0.00 | 100.00 % |
| 203 Utilities | | | | |
| 203.1 Gas & Electric | 6,036.52 | 7,400.00 | -1,363.48 | 81.57 % |
| 203.2 Mobile Phone | 3,633.20 | 900.00 | 2,733.20 | 403.69 % |
| 203.3 Telephone, Internet & TV | 4,352.55 | 4,000.00 | 352.55 | 108.81 % |
| 203.4 Water & Sewer | 1,791.19 | 2,800.00 | -1,008.81 | 63.97 % |
| Total 203 Utilities | 15,813.46 | 15,100.00 | 713.46 | 104.72 % |
| 250 FAP Expense | 20,716.36 | | 20,716.36 | |
| 300 Supplies and Expenses | 46.40 | | 46.40 | |
| 301 Office Supplies | 2,832.59 | 3,000.00 | -167.41 | 94.42 % |
| 301.1 Postage & PO Box | 310.91 | 200.00 | 110.91 | 155.46 % |
| Total 301 Office Supplies | 3,143.50 | 3,200.00 | -56.50 | 98.23 % |
| 302 Building Operating Cost | | | | |
| 302.1 Building Cleaning Supplies | 1,139.58 | 850.00 | 289.58 | 134.07 % |
| 302.2 Building Maintenance | 18,255.34 | 10,000.00 | 8,255.34 | 182.55 % |

Cross Plains Area EMS

2025 Budget

January - December 2025

| | TOTAL | | | |
|--|---------------------|---------------------|---------------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| 302.3 Insurance - BLD & PROP | 2,267.00 | 2,300.00 | -33.00 | 98.57 % |
| Total 302 Building Operating Cost | 21,661.92 | 13,150.00 | 8,511.92 | 164.73 % |
| 303 Building Supplies | 157.10 | 800.00 | -642.90 | 19.64 % |
| 305 Vehicle Cost | | | | |
| 305.1 Vehicle Fuel | 5,721.35 | 8,000.00 | -2,278.65 | 71.52 % |
| 305.2 Vehicle Repair | 2,255.15 | 5,000.00 | -2,744.85 | 45.10 % |
| 305.3 Vehicle Insurance | 1,943.00 | 9,000.00 | -7,057.00 | 21.59 % |
| Total 305 Vehicle Cost | 9,919.50 | 22,000.00 | -12,080.50 | 45.09 % |
| 306 Medical Supplies | | | | |
| 306.1 Disposable Medical Supplies | 20,481.39 | 15,000.00 | 5,481.39 | 136.54 % |
| 306.2 Oxygen | 696.80 | 1,500.00 | -803.20 | 46.45 % |
| 306.3 Medical Equipment | 1,205.14 | 4,000.00 | -2,794.86 | 30.13 % |
| Total 306 Medical Supplies | 22,383.33 | 20,500.00 | 1,883.33 | 109.19 % |
| 307 Uniforms | 13,999.22 | 2,200.00 | 11,799.22 | 636.33 % |
| 307.01 Uniform Stipends - FT | 856.53 | 1,200.00 | -343.47 | 71.38 % |
| Total 307 Uniforms | 14,855.75 | 3,400.00 | 11,455.75 | 436.93 % |
| 308 Training | 60.00 | | 60.00 | |
| 308.1 Public Relations | 3,121.26 | 1,500.00 | 1,621.26 | 208.08 % |
| 308.2 Training Supplies | 3,957.71 | 1,500.00 | 2,457.71 | 263.85 % |
| 308.3 School Expenses | 5,948.99 | 3,600.00 | 2,348.99 | 165.25 % |
| 308.4 Employee Recognition | 5,827.54 | 2,500.00 | 3,327.54 | 233.10 % |
| Total 308 Training | 18,915.50 | 9,100.00 | 9,815.50 | 207.86 % |
| 309 Equipment/Capital Fund | 13,927.86 | 3,000.00 | 10,927.86 | 464.26 % |
| 309.1 Communication-Pager, Radio, & Central Square | 21,647.88 | 14,675.47 | 6,972.41 | 147.51 % |
| Total 309 Equipment/Capital Fund | 35,575.74 | 17,675.47 | 17,900.27 | 201.27 % |
| Total 300 Supplies and Expenses | 126,658.74 | 89,825.47 | 36,833.27 | 141.01 % |
| 302.4 Insurance - Crime Policy | 500.00 | | 500.00 | |
| 315 Dues & subscriptions | 1,000.00 | | 1,000.00 | |
| Advertising & marketing | 110.00 | | 110.00 | |
| Insurance | | | | |
| 207.4 Liability insurance | 2,890.00 | | 2,890.00 | |
| Total Insurance | 2,890.00 | | 2,890.00 | |
| Office expenses (deleted) | | | | |
| 317 Bank fees & service charges (deleted) | 10.00 | | 10.00 | |
| Total Office expenses (deleted) | 10.00 | | 10.00 | |
| Total Expenditures | \$803,845.58 | \$728,837.47 | \$75,008.11 | 110.29 % |
| NET OPERATING REVENUE | \$88,848.38 | \$33,681.39 | \$55,166.99 | 263.79 % |
| Other Revenue | | | | |
| Ambulance #33 Fund | 239,886.00 | | 239,886.00 | |
| Total Other Revenue | \$239,886.00 | \$0.00 | \$239,886.00 | 0.00% |
| NET OTHER REVENUE | \$239,886.00 | \$0.00 | \$239,886.00 | 0.00% |

2026 EMS Budget

January-December, 2026

| Distribution account | Total | |
|---------------------------------------|---------------|---------------------|
| | Actual | Budget |
| Income | | |
| 1500 Ambulance Fees | | |
| 1500.1 Ambulance Service Revenue | | 260,000.00 |
| 1500.4 Community EMS | | 1,000.00 |
| Total for 1500 Ambulance Fees | \$0.00 | \$261,000.00 |
| Municipal Fees | | |
| 1601 Village of Cross Plains (58.58%) | | 295,558.76 |
| 1602 Town of Cross Plains (17.55%) | | 88,546.54 |
| 1603 Town of Springfield (14.15%) | | 71,392.22 |
| 1604 Town of Berry (9.72%) | | 49,041.16 |
| Total for Municipal Fees | \$0.00 | \$504,538.68 |
| 1505 CPR Community Training Revenue | | 1,500.00 |
| Contributed income | | |
| Government grants & contracts | | 20,000.00 |
| Total for Contributed income | | \$20,000.00 |
| Total for Income | \$0.00 | \$787,038.68 |
| Cost of Goods Sold | | |
| Gross Profit | \$0.00 | \$787,038.68 |
| Expenses | | |
| 100 Gross Wages | | |
| 101 Chief Wages | | 77,250.00 |
| 102 Deputy Chief | | 62,418.00 |
| 103.1 FT Overtime | | 10,000.00 |
| 103 Full Time Wages | | 103,103.00 |
| 104.1 Part Time OT | | 3,000.00 |
| 104 Part Time Wages | | 190,000.00 |
| 106.1 Meeting | | |
| 107 FICA tax | | |
| 171 Health Insurance | | 38,000.00 |
| 172 Dental | | 2,000.00 |
| 174 Retirement | | 52,000.00 |
| 177 Life Insurance | | 500.00 |
| 105 Volunteer Stipends | | 30,000.00 |
| 106.2 Event Pay | | 2,000.00 |
| 173 Workman's Comp Insurance | | 10,000.00 |
| 181 Length of Service Award (LOSA) | | 10,000.00 |
| 190 CPR Wages | | 400.00 |
| Total for 100 Gross Wages | \$0.00 | \$590,671.00 |
| 200 Contractual Services | | |
| 201 Computer Consulting & Supplies | | 8,000.00 |
| 204 Payroll Processing Fee | | 6,300.00 |
| 200.1 Medical Direction | | 1,300.00 |
| 202 Bookkeeping | | 6,500.00 |

| | | |
|--|---------------|--------------------|
| 205 Ambulance Billing | | 13,500.00 |
| 206 CAD software | | 2,000.00 |
| 208 Fire Alarm System Monitoring | | 1,000.00 |
| 210 ALS Intercepts | | 5,000.00 |
| 212 Scheduling Software | | 4,000.00 |
| 213 Vector Solutions | | 5,300.00 |
| Total for 200 Contractual Services | \$0.00 | \$52,900.00 |
| 203 Utilities | | |
| 203.1 Gas & Electric | | 7,400.00 |
| 203.3 Telephone, Internet & TV | | 4,000.00 |
| 203.4 Water & Sewer | | 2,800.00 |
| 203.2 Mobile Phone | | 4,000.00 |
| Total for 203 Utilities | | \$18,200.00 |
| 250 FAP Expense | | 20,000.00 |
| 300 Supplies and Expenses | | |
| 302 Building Operating Cost | | |
| 302.2 Building Maintenance | | 5,000.00 |
| 302.1 Building Cleaning Supplies | | 1,000.00 |
| 302.3 Insurance - BLD & PROP | | 2,300.00 |
| Total for 302 Building Operating Cost | \$0.00 | \$8,300.00 |
| 306 Medical Supplies | | |
| 306.1 Disposable Medical Supplies | | 20,000.00 |
| 306.2 Oxygen | | 1,500.00 |
| 306.3 Medical Equipment | | 5,000.00 |
| Total for 306 Medical Supplies | \$0.00 | \$26,500.00 |
| 301 Office Supplies | | 3,000.00 |
| 301.1 Postage & PO Box | | 250.00 |
| Total for 301 Office Supplies | | \$3,250.00 |
| 305 Vehicle Cost | | |
| 305.1 Vehicle Fuel | | 10,000.00 |
| 305.2 Vehicle Repair | | 8,000.00 |
| 305.3 Vehicle Insurance | | 3,886.00 |
| Total for 305 Vehicle Cost | | \$21,886.00 |
| 307 Uniforms | | 4,000.00 |
| 307.01 Uniform Stipends - FT | | 1,200.00 |
| Total for 307 Uniforms | | \$5,200.00 |
| 308 Training | | |
| 308.1 Public Relations | | 4,000.00 |
| 308.2 Training Supplies | | 2,000.00 |
| 308.3 School Expenses | | 5,000.00 |
| 308.4 Employee Recognition | | 4,000.00 |
| Total for 308 Training | | \$15,000.00 |
| 309 Equipment/Capital Fund | | 7,000.00 |
| 309.1 Communication-Pager, Radio, & Central Square | | 3,000.00 |
| Total for 309 Equipment/Capital Fund | | \$10,000.00 |
| Total for 300 Supplies and Expenses | \$0.00 | \$90,136.00 |
| 186 CPR Cards | | 1,000.00 |
| 187 CPR Disposable Supplies | | 500.00 |

| | | |
|-------------------------------|---------------|---------------------|
| 188 CPR Equipment | | 500.00 |
| 200.2 Employee Health Stipend | | 3,500.00 |
| 315 Dues & subscriptions | | 1,600.00 |
| Total for Expenses | \$0.00 | \$779,007.00 |
| Net Operating Income | \$0.00 | \$8,031.68 |
| Other Income | | |
| Other Expenses | | |
| Net Other Income | | |
| Net Income | \$0.00 | \$8,031.68 |
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| | | |

January 14, 2026

A bullet point summary of the changes to the Cross Plains Area EMS District Agreement the Town of Cross Plains would support.

- The first step of the budget process would be the District board recommending a budget with a majority vote. The District budget would then require majority approval from member communities' governing bodies. This would not include municipalities that receive services through contracting. However, if the budget increase year over year exceeds the consumer price index plus 2%, the budget would require 2/3 approval from the member communities.
- Annually, the member municipalities would make good faith efforts to adopt resolutions for the levy increase under Wis. Stat. § 66.0602(3)(h) that would allow for increasing the respective member levies by EMS budget increases equal to CPI plus 2%.
- The EMS Board would use reasonable efforts to allow for online/zoom attendance at meetings. Similarly, the district would use reasonable efforts to make meeting materials available online.
- Modify the budget apportionment formula by using a combination of a municipality's population, equalized value, and calls for service. The Town believes this formula would accurately capture the amount of services used and the potential for service calls to a member community and therefore be a better way to calculate budget apportionment. Additionally, the proportionate share would be averaged over five years to avoid large increases to an individual community year over year.
- The Town would like to clarify the mediation process. The Town doesn't have a preference regarding what the process will look like, just that there is a more specific process, such as timelines for mediation, selecting a mediator, etc.
- Clarify that the District is a distinct legal entity that has the authority to contract, sue, and be sued.
- The Village previously expressed interest in specifying that a member that has less than five percent share will not have voting rights. The Town would be willing to consider this if the other affected towns agree to this concept.
- The Town does not object to the rolling two-year notice for withdrawing from the District or modifying District boundaries.
- The Town agrees that the Secretary and Treasurer roles and responsibilities should be clarified.

There may be other items worth modifying in the Agreement, but the above points are more substantive areas of the Agreement that the Town believes can be improved.



Village of Cross Plains
PO Box 97, 2417 Brewery Road
Cross Plains, WI 53528
Phone: (608) 798-3241
Fax: (608) 798-3817

January 14, 2026

To: EMS District Board Members
From: Jay Lengfeld
Subject: Agreement Discussion – Modifications and Updates

I thought it would be helpful to prioritize the issues for the agreement discussion.

Priority 1

- Section 2.01 – withdrawal terms
- Section 5.12 (new) – Operating Budget
- Section 10.01 – Withdrawal from District

Priority 2

- Section 3.01 – Voting
- Section 11.01.02 (new) – Mediation process
- Section 11.02.02 – Expense of Arbitration

Priority 3

- Section 3.03 – Update to current practices
- Section 5.03, 5.04, and 5.05 - Update to current practices

Rules for Chief from the board

1. Cross Plains EMS Chief, or their representative is designated to post notices for District Board meetings to comply with Wisconsin Statute 19.84.

In addition to an email notice to the editor of the Middleton Times-Tribune, all district board members and all clerks of village and towns in the EMS district; meeting notices will be posted on Crossplainsems.com and on Cross Plains EMS building at 2027 Park Street Cross Plains, WI 53528, in a location easily visible and accessible to the public.

If the District's governmental web site is not available, the posting locations will be: Cross Plains Village Hall, 2417 W. Brewery Road, Cross Plains Fire, 1501 Bourbon Road and Cross Plains EMS building.

Agenda notices will be distributed and posted no later than 24 hours before the meeting time.

Adopted by Cross Plains EMS Board on 3/15/2023

Updated?

General Rules

2- person verification system on paying bills. Bookkeeper and Chief will do bills together and bookkeeper will enter them into QuickBooks, limiting errors and ensuring accurate numbers. Chief will then sign and send checks; if either party has questions on the bill, this will be brought to the board for approval/discussion.

2-person verification system on payroll. Chief will fill out form online for Bookkeeper. Bookkeeper will double-check the hours, overtime, holiday pay and meeting pay. Bookkeeper will then send to payroll company. Chief and Bookkeeper will double check numbers before payroll approves.

VISA bills will be compiled monthly along with receipts and statement and sent to President of the EMS Board for approval.

Checks written will be reported at each District Board meeting for approval. This should be sent to all 4 board members with agenda.

Past meeting minutes will be typed up by the EMS Chief and sent to the President for approval. Once approved, meeting minutes should be sent to all 4 board members and village and town clerks to be posted. In addition, meeting minutes will be posted on CPEMS website.

Checks over \$2,000.00 will need to be signed by Chief and by the District Board Treasurer.

The Chief is not allowed to make money orders from either bank.

Chief will deposit all incoming money to Lake Ridge Bank checking account unless otherwise directed by board.

The Chief will not have a petty cash fund. If any cash is received either by donation or by staff, Chief will notify Bookkeeper immediately and it will be deposited into Lake Ridge Checking Account that same day.

Medical Control Implementation and Evaluation of the QA/QI Program

Cross Plains EMS will utilize both Medical Control/Medical Director and peer review for our QA/QI program.

1. Peer review will be performed by the Chief, Safety Officer and other personnel that have had QA/QI training. A standardized form/method will be used to make sure protocol was followed as outlined by MEP. Any Echo level call or other call that reviewer has questions on will be sent to Medical Director for review.
2. Skills will be kept track of so that CPEMS can make sure all employees are meeting all requirements for skills.
3. No one that does QA/QI may review their own call.
4. Peer review will be audited by Chief to ensure QA remains objective and protocol based.
5. Remediation training will be done individually or service-wide if deemed appropriate.
6. Dane County EM also reviews calls and assists with suggestions as needed or may make suggestions for our QA program in general.

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ARTICLE I

CREATION, TERRITORY INCLUDED AND NAME

1.01 – AUTHORITY

This District is created under, by virtue of and pursuant to the provisions of Wis. Stat. §66.0301, and the enabling authority set forth under the provisions of Wis. Stat. Chapter 60 and Chapter 61. The Municipalities have determined that the word “District” is more descriptive locally and better recognized by the electorate than the word “Commission,” and for that reason shall use the word “District,” rather than “Commission,” to describe the governmental entity created by this Agreement pursuant to Wis. Stat. §66.0301. In keeping with this decision, the governing body of the District shall be known as the “**DISTRICT BOARD**” rather than the “Commission.”

1.02 – ENABLING ACTS

The respective governing bodies of each Municipality have authorized this Agreement and the execution and delivery hereof to the District, and the resolutions of each Municipality are incorporated herein by reference. The execution of this Agreement by the officers of each Municipality certifies that each governing body adopted such resolution in a legal manner, at a legally constituted and legally held meeting of each of such governing bodies. Such resolution and the adoption of the same are included in the official minutes of each of such meetings. Such resolution in each case has in no way since said adoption been altered, amended or rescinded and is presently in full force and effect. Certified copies of each of the resolutions from each of the Village and TOWN Boards are on file in the office of the Secretary of the District Board.

74

75 1.03 -TERRITORY INCLUDED

76 The territory included in the joint Emergency Medical Services District and served by the
77 District is all of the territory within the corporate limits of the Village of Cross Plains (as may be
78 amended over time as a result of annexation and/or detachment) and those parts of the Towns of
79 Berry, Cross Plains and Springfield as described in Exhibit A, which is attached hereto and
80 incorporated by reference.

81 1.04 – OFFICIAL NAME

82 The official name of the District is:

83 **“ Cross Plains Area Emergency Medical Services District”**

84 1.05 – OTHER DEFINITIONS

85 As used in this Agreement:

86 **“DISTRICT”** means the governmental entity established by this Agreement and the
87 aggregate territory included therein. Ambulance and other emergency medical services shall be
88 provided by the District in accordance with this Agreement and Wisconsin law.

89 **“DISTRICT BOARD”** refers to the governing authority of the District, which shall have
90 the responsibilities and authority described in this Agreement and Wisconsin law.

91 **“GOVERNING BODY”** or **“MUNICIPAL BOARD”** refers to the governing body of
92 each Municipality that is served by the District. For towns, the governing body is the Town
93 Board. For the Village, the governing body is the Village Board.

94 **“MUNICIPALITY”** or **“MUNICIPALITIES”** refer to the parties to this Agreement:
95 the Village of Cross Plains, a municipal corporation organized under Wis. Stat. Chapter 61
96 (sometimes referred to as **“VILLAGE”**); and, the Towns of Berry, Cross Plains and Springfield,

97 each a body corporate and politic organized under Wis. Stat. Chapter 60 (hereinafter sometimes
98 referred to as "**TOWNS**"). The Village and Towns may be referred to individually as a
99 "**Municipality**" or collectively as the "**Municipalities**."

100 **ARTICLE II**

101 **TERM**

102 **2.01 - COMMENCEMENT AND TERMINATION**

103 The initial term of this Agreement shall commence on December 1, 2017 (the "**Effective**
104 **Date**") provided that the Agreement has been executed by all Municipalities, and shall continue
105 for a period of five (5) years thereafter. The initial term shall be extended thereafter for
106 successive five (5) year terms unless written notice of withdrawal or termination of the
107 Agreement is provided by one Municipality and two (2) years notice is received by the other
Municipalities. at least two

(2) years prior to the end of a term.

108 **ARTICLE III**

109 **MANAGEMENT**

110 **3.01 – DISTRICT**

111 The District shall be governed by the District Board. The District Board shall consist of
112 five (5) members, each of whom shall reside within the District and be appointed to represent his
113 or her respective Municipality. The EMS Chief shall serve as an ex-officio¹ member of the
114 District Board. Each Municipality shall appoint a representative to serve as a member of the
115 District Board, and shall determine whether the representative shall or shall not be required to be
116 an elected official of the Municipality. Each representative will have one (1) vote on the District
Board unless their Municipality's proportionate share of cost is less than five (5) percent and then
are a non-voting member. Appointments shall be made, and vacancies filled, in the
117 same manner that the Municipality appoints members and fills vacancies on its own committees.

¹ An ex-officio member is a member of a body (such as a board, committee, or commission) who is part of it by

virtue of holding another office or position. The chief has no voting rights as an ex-officio member.

118 Appointments shall be made and approved at the Municipality's organizational meeting
119 following the April elections, with the intent that the appointment be effective as of the District
120 Board's first meeting in May. Failure of the Municipal Board of any municipality to appoint a
121 member to the District Board at the April organization meeting shall not constitute a waiver of
122 the right to appoint. Making an appointment shall be a continuing obligation of said Municipal
123 Board until complete and any District Board member without a successor at the expiration of his
124 or her term shall continue in office until his or her successor is appointed and qualified. In the
125 event of a vacancy from any Municipality, a successor shall be appointed for the balance of the
126 term in the same manner as a regular appointment. If a member of the District Board is
127 temporarily incapacitated or absent, as determined in the sole discretion of the appointing
128 Municipality, a substitute member may be designated by the appointing Municipality until the
129 return of the absent member or end of the incapacity. Each District Board member shall be
130 considered appointed upon the filing of a written certification of appointment by the Municipal
131 Clerk of his or her Municipality with the Secretary of the District Board. A Municipality may
132 choose to appoint an alternate annually and said alternate may attend District Board meetings on
133 a regular basis; however, only the designated appointed representative shall have a seat at the
134 table and participate as a member of the District Board until the alternate is needed and asked to
135 serve because of the appointed representative's absence or incapacity. A Municipal Board may
136 remove and replace its representative on the District Board with or without cause by providing
137 written notice to the Secretary of the District Board. In the event of any such removal or
138 vacancy, the Municipality shall appoint a successor in the same manner as a regular appointment.

139 3.02 – CERTIFICATE OF APPOINTMENT

140 The Municipal Clerk of each Municipality shall annually certify its appointed
141 representative member on the District Board. Similarly, the Municipal Clerk shall certify
142 alternates, successors, removals, appointments and other actions with regard to said
143 Municipality's representative(s). Certification shall take the form of a writing from the
144 Municipal Clerk to the Secretary of the District Board. An email may constitute the requisite
145 writing for this purpose.

146 3.03 – OFFICERS

147 Due to annual appointment of its members, a new District Board takes office at the May
148 meeting of each year. The District Board shall hold an organizational meeting annually, at a
149 regularly scheduled meeting held in May (after April elections), and elect a President and Vice
150 President. In the event of a vacancy in the office of President or Vice President, the District
151 Board shall elect a successor to replace said President or Vice President to fill the unexpired term
152 of the vacating officer.

153 In addition, the District Board shall provide for a Secretary and Treasurer. This position
154 shall be combined as one position until the District Board chooses to separate the position. It is
155 not necessary for the Secretary-Treasurer to be a member of the District Board. The District
156 Board shall appoint the Secretary-Treasurer for an indefinite term, and the Secretary-Treasurer
157 shall serve at the will of the District Board. The Secretary-Treasurer shall be compensated as
158 determined by the District Board. The Secretary-Treasurer does not have voting rights, unless
159 the Secretary-Treasurer is a member of the Board.

160 3.04 – GENERAL POWERS

161 The District Board shall have the possession, care, control and management of the
162 property and affairs of the District and the Department, subject solely to the limitations set forth

163 in this Agreement or in amendments to this Agreement. In addition to this general grant of
164 authority and responsibility, the District Board shall have certain specific duties and
165 responsibilities as enumerated in this Agreement.

166 **ARTICLE IV**

167 **PURPOSE OF CREATION**

168 **4.01 – PURPOSE**

169 The purpose of the District is to have a local emergency medical services district to
170 provide certain emergency medical services within the territory that comprises the District. The
171 services provided by the District include: local ambulance and related direct services; operation
172 and maintenance of equipment needed for such services; governance and administration of the
173 District; and, budgeting and management of finances for operation of the District.

174 **4.02 – CONTINUING RESPONSIBILITY**

175 The District Board is authorized and directed to continue the operation of the local
176 emergency medical services district in a manner that: (1) serves the residents of the District; (2)
177 improves District facilities and services in accordance with the available technology; and, (3)
178 recognizes what is economically feasible under the circumstances. The District Board shall have
179 this continuing responsibility until such time as the Agreement is terminated.

180 **ARTICLE V**

181 **OPERATING PROCEDURES**

182 **5.01 – MEETINGS OF THE DISTRICT BOARD**

183 The District Board shall meet regularly at least four times a year at a time and place
184 established by the District Board. The regular meeting place is subject to change at any time by
185 action of the District Board. Special meetings may be called and held upon written notice from

186 the President, Secretary-Treasurer and/or any two District Board members of the time and place
187 of meeting and the purpose of the meeting. Notice of the meeting shall be provided by the
188 person properly calling the meeting, or his or her designee, as required by Wisconsin's open
189 meeting law. Accordingly, notice shall be posted at least 24 hours before the commencement of
190 the meeting, unless an emergency exists sufficient to permit an emergency meeting with 2 hours
191 notice. The District Board may only conduct business if a quorum is present. Three members of
192 the District Board shall constitute a quorum. Members may be present in person or via
193 telephone, VOIP, Skype or other similar means that allow the member to hear and participate in
194 the meeting. Action may be taken at any such meeting by a majority of the quorum present
195 unless otherwise provided by law or agreement. The District Board may also hold closed
196 sessions for the purposes permitted under Wisconsin's open meeting law in accordance with the
197 requirements of said law.

198 5.02 – MINUTES

199 The Secretary of the District Board shall attend all meetings of the District Board, keep a
200 full record of the proceedings, reduce the same to writing as minutes subject to approval by the
201 District Board, and keep the minutes as a public record. In the event the Secretary is absent, the
202 President, or other person chairing the meeting, shall appoint an acting secretary to take the
203 minutes of the meeting.

204 5.03 – PRESIDENT AND VICE PRESIDENT

205 The President shall be the chief executive officer of the District Board and shall preside
206 at meetings of the District Board. The District Board is responsible for management of the
207 business operations of the District and shall have general control and responsibility for the

208 business affairs of the District. It is not intended that the President or the District Board control
209 the day-to-day operation or direct local emergency medical services to the District.

210 The President shall, when present, preside at all meetings of the District Board. The
211 President shall have the authority, subject to the control of the Board, to sign, execute, and
212 acknowledge on behalf of the Board all deeds, mortgages, notes, bonds, contracts, leases, reports
213 and other documents and instruments necessary or proper to be executed in the course of the
214 business of the District, or authorized by resolution of the District Board. In general, the
215 President shall perform all duties incident to the office which are hereby declared to be similar to
216 those of a Village President and such other duties as may be prescribed by the District Board
217 from time to time, except as herein limited or enlarged.

218 The Vice President shall have the same responsibilities and authority as the President, but
219 only at such times and for such duration as the President is absent or otherwise unable to perform
220 the duties of the President set forth above. If it is unclear that the President is able to perform the
221 duties required of the office due to illness or incapacity, the District Board shall take a vote and
222 the determination shall be made by a majority of those present and voting. Where the
223 determination is made that the President is unable to perform the duties required of the office due
224 to illness or incapacity, the Vice President shall serve as President for the duration of the
225 President's illness or incapacity. The Vice President shall also have such other duties as are
226 determined by the District Board.

227 5.04 – SECRETARY

228 The Secretary shall keep the minutes of the meetings of the District Board; draw and sign
229 all orders upon the treasury in the manner provided by Wis. Stat. §66.0607 and §66.0608, and
230 keep a full account thereof with appropriate books and records; see that all notices are duly given

231 and in accordance with the directions of the Board or as required by law; be custodian of the
232 District records; and make reports required of the District Board to state agencies and other
233 governmental bodies including the Municipal Boards of the Municipalities, unless the same is
234 required to be filed by the President or the Treasurer or separately by the District Board. In
235 general, the Secretary shall perform all duties incident to the office which are hereby declared to
236 be similar to those of a Village Clerk except as herein limited or enlarged, and have such other
237 duties and exercise other authority as from time to time may be delegated or assigned to him or
238 her by the District Board. The person designated to hold the Secretary and/or the combined
239 offices of Secretary-Treasurer (as determined by the District Board) is not required to be a
240 member of the District Board and such person shall be selected for an indefinite term to serve at
241 the will of the District Board.

242 5.05 – TREASURER – Needs to be updated to reflect actual duties.

243 The Treasurer shall be in charge of and be responsible for all funds and securities of the
244 District; shall receive and give receipts for monies due and payable to the District from any
245 source whatsoever and deposit all such monies in the name of the District at such banks, trust
246 companies or other depositories as shall be selected or designated by the District Board; and shall
247 disburse such funds from time to time in the manner as hereinafter provided. The Treasurer shall
248 keep a detailed account on suitable books in such manner, as the District Board shall direct. In
249 general, the Treasurer shall perform all duties incident to the office which are hereby declared to
250 be similar to those of the Village Treasurer except as herein limited or enlarged and may have
251 such other duties and exercise other authority as may from time to time be delegated or assigned
252 to him or her by the District Board. The Treasurer shall be bonded by a surety company licensed
253 to do business in the State of Wisconsin in such amounts as determined by the District Board.

254 The person designated to hold the Treasurer and/or the combined offices of Secretary-Treasurer
255 (as determined by the District Board) is not required to be a member of the District Board. The
256 Treasurer or the combined Secretary-Treasurer shall be appointed by the Board for an indefinite
257 term to serve at the will of the Board.

258 5.06 – DISBURSEMENT OF FUNDS

259 Funds shall be disbursed by order check and it is hereby provided that Wis. Stat.
260 §66.0607 shall apply to the District Board as to approval and authorization of disbursements and
261 the procedure or payments through order check. Any disbursements that are over Two Thousand
262 Dollars (\$2000.00) shall require two signatures: the EMS Chief and one other District Board
263 member. Credit cards and/or other means of disbursement of funds may also be used for
264 payment of approved and budgeted expenses in accordance with a policy approved by the
265 District Board.

266 5.07 – PUBLIC DEPOSITORIES

267 The District Board shall designate a public depository for its accounts. In addition, the
268 District Board may designate other depositories for the purpose of depositing or holding funds or
269 acting as a paying agent. All funds of the District shall be considered public deposits and be
270 governed by Wis. Stat. Chapter 34, and the designation of the depositories aforesaid shall be
271 made at the discretion of the District Board as provided in Wis. Stat. §34.05.

272 5.08 – ACCOUNTING SYSTEM

273 The District Board shall maintain a system of accounting in conformity with the
274 generally accepted accounting principles and methods customary for such a District. The
275 District Board shall have an independent financial audit of the District's financial records

277 prepared no less than every five (5) years, in a manner determined by the District Board. Copies
278 of the audit shall be furnished to the Clerk of each of the Municipalities.

279

280 5.09 PAYMENT FOR TIME AND EXPENSE OF BOARD MEMBERS

281 Each Municipality shall determine whether to pay per diems and/or reimburse the District
282 Board member(s) that the Municipality appoints. To the extent that such payment or
283 reimbursement is approved by the appointing Municipality, the District Board member may be
284 reimbursed by his or her respective Municipality for actual expenses including mileage, per diem
285 for attending meetings, and for other days spent in the service of the District. The District shall
286 not provide any such payments or reimbursement to District Board members.

287 5.10 – CONTRACTS

288 Contracts of the District for equipment, supplies and projects included in the budget
289 approved by the Municipalities shall be made in the name of the District, subject solely to
290 approval by the District Board. To be binding on the District, all contracts of the District over
291 Five Thousand Dollars (\$5000.00) shall require signatures of both the EMS Chief and the
292 President of the District Board. The threshold amount for contracts requiring two signatures, as
293 set forth in this Section 5.10, may be changed from time to time by resolution of the District
294 Board.

295 5.11 – CONSTRUCTION

296 All contracts for public construction in excess of the threshold amounts set by Wis. Stat.
297 §61.55,² as may be amended from time to time, shall be let in accordance with Wis. Stat. §61.55,
298 which is incorporated herein by reference. The District Board is authorized to bid, award and

² The threshold amount as of March 1, 2015 for Wis. Stat. 61.55 is \$15,000.

299 administer any such contracts for projects included in the approved budget for the District, as
300 approved by the Municipalities. Other purchases of equipment or supplies included in the
301 approved budget may be made directly by the District Board, or its designee, or let to bid in a
302 manner determined by the District Board.

303 5.12 – OPERATING BUDGET

304 The District Board is authorized to increase the operating budget to 3% annually. Budgets
over 3% must be approved by all Municipal Boards.

305 5.123 – PROFESSIONAL SERVICES

306 The District Board may employ from time to time or contract for the services of any
307 professional help such as engineers, accountants, attorneys or other consultants with needed
308 expertise.

309 5.134 – BY-LAWS

310 The District Board may create and establish by-laws for its own operation not in conflict
311 with any of the provisions of this Agreement and may amend such by-laws from time to time as
312 it sees fit.

313 **ARTICLE VI**

314 **ACQUISITION OF PROPERTY**

315 6.01 – EQUIPMENT AND SUPPLIES

316 The District is hereby authorized to obtain the ambulance, medical equipment and two-
317 way radio and communication equipment as recommended by the District Board and consistent
318 with the reasonable requirements established by the Dane County Emergency Medical Services
319 Commission. The District Board is further authorized to acquire such additional equipment from
320 time to time as it deems advisable and necessary as well as to accept additional equipment or
321 supplies from the Dane County Medical Services Commission or other governmental agencies.
322 Said District Board is further authorized to provide for the acquisition of supplies, as they deem

321 advisable and necessary. The District's acquisition of any and all such equipment and supplies
322 shall be consistent with the District's approved budget.

323

324 6.02 – FACILITIES

325 The District Board shall take the necessary steps to provide facilities for the ambulance
326 and other equipment and for operations in connection therewith, including but not limited to
327 Bedrooms, Kitchen, Training and living space as well as District operation office space whether
328 by leasing or acquisition. Any acquisition that would require the Municipalities to furnish funds
329 in excess of those necessary for leasing of comparable facilities shall require prior approval by
330 no less than three of the four Municipal Boards.

331

ARTICLE VII

332

FINANCING

333 7.01 – BASIS OF DIVISION OF COST

334 Each Municipality shall pay its proportionate share of costs for the District in the
335 proportion that its population bears to the population of the entire District ("**Proportionate**
336 **Share**"). The population of each Municipality herein shall be based on the population shown by
337 the last State of Wisconsin Department of Administration Demographics Services Center
338 Census. The District Board shall establish an equitable method, as determined by the District
339 Board, to determine the population where only a portion of a Municipality is included in the
340 District.

341 7.02 – REQUIRED PAYMENTS

342 The District Board shall apportion and assess the District's costs against each
343 Municipality based on its Proportionate Share. The Treasurer of the District shall bill each

344 Municipality for its Proportionate Share twice a year on or about February 15 and August 15.
345 Each Municipality hereby agrees to promptly pay its Proportionate Share. It is recognized and
346 agreed that the District requires a working cash balance and should at all times keep sufficient
347 funds on hand at the time of billing each Municipality so that there will be sufficient funds to
348 carry the District through until the anticipated receipt of funds from the next assessment.

349 The District Board may also apportion and assess each Municipality its Proportionate
350 Share in advance of making extraordinary equipment purchases or supply purchases. To the
351 extent mileage charges are inadequate to provide for the purchase of a replacement ambulance
352 and ambulance-related equipment, the District Board may levy assessments sufficient to
353 maintain an adequate sinking fund, dedicated solely to the purchase of a replacement ambulance
354 and ambulance-related equipment. Any extraordinary equipment or supply purchases shall
355 require prior approval by $\frac{3}{4}$ of the Municipal Boards.

356 **ARTICLE VIII**

357 **OPERATION**

358 **8.01 – INTERGOVERNMENTAL AGREEMENT WITH DANE COUNTY**

359 It is understood that the District Board will enter into an agreement with the County of
360 Dane, Wisconsin ("**Dane County**"), as is customary and required for coordinated operation of a
361 local emergency services district. By the resolution of the Municipal Boards of the
362 Municipalities authorizing this Agreement, the District Board is hereby authorized by the
363 Municipalities to enter into such an intergovernmental agreement with Dane County ("**County**
364 **Agreement**"). A copy of the County Agreement is hereby incorporated by reference. The
365 Municipal Boards acknowledge that, in the future, there may be some enlargements, modifications,
366 reductions, alterations or amendments. It is hereby declared and provided that the authority to

367 formulate and agree to minor modifications is delegated to the District Board. Minor
368 modifications are those that are substantially in conformance with the purposes set forth in the
369 current County Agreement. Any material changes or enlargements of purposes in the future, as
370 reasonably determined by the District Board, shall be submitted to the Municipal Boards for
371 approval. The District Board is further encouraged and empowered to execute automatic aid
372 agreements and/or mutual aid agreements with adjoining districts.

373 8.02 – DISTRICT OPERATION

374 The District shall provide and train personnel, operate the equipment and perform the
375 emergency medical services deemed necessary for the territory served by the District. The
376 District Board shall provide general oversight rather than day-to-day operational management of
377 the District. (See also Section 8.03 *EMS Chief and Operating Personnel* below in this
378 Agreement.) The District Board’s responsibilities shall include: (1) recommending an adequate
379 budget for District operations to the Municipalities; (2) oversight of the key operations personnel
380 identified in Section 8.03 of this Agreement; (3) obtaining appropriate insurance coverage (for
381 real property, equipment, liability, worker’s compensation, and so forth); (4) financial and audit
382 review; (5) responsibilities set forth in this Agreement; and, (6) such oversight as is generally
383 provided by boards of local governments.

384

385 8.03 – EMS CHIEF AND OPERATING PERSONNEL

386 The District shall have an EMS Chief, Deputy Chief of Operations and Training,
387 Infectious Control Officer and Medical Director who will manage the day-to-day operation and
388 direct services of the District in a manner that assures that emergency medical services are
389 provided in accordance with Wisconsin Statutes and the Wisconsin Administrative Code. The

390 District Board shall have the authority to hire, review, commend, discipline and terminate the
391 EMS Chief using procedures that are customary for public employees. Other key District
392 personnel (that is, the Deputy Chief of Operations and Training, Infectious Control Officer and
393 Medical Director) shall report directly to the EMS Chief; however, the EMS Chief's authority to
394 hire, review, commend, discipline and terminate such key personnel shall be subject to review
395 and approval by the District Board.

396 The EMS Chief shall be the chief executive officer of the District. The EMS Chief's
397 command and operations shall be subject to the budget recommended by the District Board and
398 approved by the Municipalities, and oversight by the District Board. The Chief shall recommend
399 and provide for the rules, regulations and conditions for operation of the District, as necessary to
400 render emergency medical services to the extent such services are desired by the District, which
401 rules, regulations and conditions shall be subject to review and approval by the District Board.

402 The District will have both volunteer and paid staff. While there will be intermediate
403 management levels, all volunteer and paid staff of the District are under the overall supervision
404 of the EMS Chief.

405 The District Board shall obtain such advice and expertise from the EMS Chief and others
406 as deemed necessary and prudent to assure that the District operates in accordance with law.
407 Such rules, regulations, conditions and extent of services may be identified by descriptive terms
408 or words such as a "code" or "District rules and regulations" and may be enlarged, modified,
409 reduced or amended from time to time by recommendation of the EMS Chief, subject to
410 approval by the District Board, except to the extent limited by this Agreement or by future
411 amendments of this Agreement.

412 8.04 – SYSTEM OF CHARGES

413 The District Board is hereby authorized to establish and maintain a system of charges for
414 services to be performed by the District and to make changes therein from time to time, as it
415 deems advisable and necessary. The system of charges shall be adopted by resolution of the
416 District Board. The District Board shall retain authority to make exceptions to the system of
417 charges on a case-by-case basis, as reasonably determined by the District Board.

418 **ARTICLE IX**

419 **ADDITIONAL AREA AND MINOR CHANGES IN BOUNDARIES**

420 **9.01 – ADDITIONAL MUNICIPALITY**

421 The District may agree to include additional area from other adjoining towns or villages
422 subject to the approval of no less than three of four of the Municipal Boards.

423 **9.02 – MINOR CHANGES**

424 The District Board, without approval of the Municipal Boards, may agree to alter the
425 boundaries of any Town already partially within the District, to include additional territory or to
426 reduce the territory from any such Town, with the approval of the Town Board of such Town and
must give at least twenty-four (24) months notice to all Municipal Boards.

427 **ARTICLE X**

428 **WITHDRAWAL**

429 **10.01 – WITHDRAWAL FROM DISTRICT**

430 Any of the Municipalities who are parties to this Agreement may withdraw from the
431 District in accordance with the following procedure. The Municipality desiring to withdraw
432 shall notify the District Board at least two (2) years prior to withdraw date. to the end of the
initial term or
433 successive renewal terms of the Agreement. An appraisal of the assets of the District shall be
434 made by the District Board or caused to be made by a third party as of the withdrawal date. The
435 District Board or third party shall take into consideration the depreciated value of the equipment

436 on hand. In making such appraisal, no equipment belonging to Dane County or contributed by
437 Dane County or any other governmental unit shall be included in the equipment appraisal.

438 Following said appraisal, the District Board, in consultation with the Municipalities that
439 did not give notice of withdrawal, shall determine whether to compensate the withdrawing
440 Municipality and continue the District, or terminate the District entirely and compensate all
441 Municipalities on the basis of their Proportionate Share as of the withdrawal date. If the decision
442 is to continue the District, payment shall be made to the withdrawing Municipality in the month of
443 February that occurs 14 months after the December 31 withdrawal date unless, during said 14
444 months, the remaining Municipalities elect to dissolve the District instead of making such
445 payments. In the event of dissolution of the District, property on hand shall be sold and the
446 assets shall then be divided among the Municipalities based on the Proportionate Share as of the
447 date of withdrawal.

448 Notwithstanding the foregoing, and only with respect to those Towns where only a
449 portion of the Town is within the District, the Town may provide the required notice withdraw a
450 portion of its territory from the District but in such event shall not be entitled to any withdrawal
451 payment. The assets to which the now withdrawing portion contributed shall be considered a
452 contribution from that portion of the Town that remains in the District.

453 **ARTICLE XI**

454 **DISPUTE RESOLUTION**

455 **11.01 - INFORMAL DISPUTE RESOLUTION.**

457 If any Municipality has a dispute concerning any of the matters of this Agreement, the
458 Municipality asserting the dispute shall first seek to have the matter resolved informally by

459 providing the District Board with a written notice stating the nature of the dispute. If informal
460 resolution is not reached within forty-five (45) days from the date of the notice, the Municipality
461 asserting the dispute shall provide written notice of the dispute and the desired outcome to the
462 other Municipalities who are parties to this Agreement. If informal resolution is not reached
463 within forty-five (45) days from the date of the notice, the Municipalities agree to mediate the
464 dispute. Nothing in this provision shall preclude any party from filing a notice of claim or taking
465 other action required by statute to preserve its rights under applicable notice of claim statutes.

466 Need a mediation process here.

467 11.02 - ARBITRATION.

468 Arbitration is to follow any unsuccessful mediation unless the parties agree to forego
469 mediation and proceed directly to arbitration. If any of the terms, duties, obligations or
470 responsibilities of the Agreement cannot be resolved via mediation, or if any Municipality
471 believes that a provision is unenforceable or that there has been a material breach of this
472 Agreement, the Municipalities agree they will timely notify the others, or their successors or
473 assigns, of any intent to seek arbitration for a final and binding declaration concerning such
474 dispute or breach of this Agreement. A determination of disputed matters described in this
475 Agreement and/or whether there has been a material breach of this Agreement, will be conducted
476 via arbitration hearing, that the arbitrator's decision to be final and binding upon the parties. The
477 parties agree to mutually agree upon a single arbitrator to decide the dispute, or if no agreement
478 on selection of an arbitrator can be reached within 5 business days of notice or arbitration, any
479 party may petition the Dane County Circuit Court for appointment of the arbitrator. Each
480 Municipality shall bear equal costs of any arbitration proceeding. All other provisions of the
481 arbitration and the conduct of the hearing shall be pursuant to Wis. Stat. Chapter 788, or its
482 successor, unless otherwise ordered by the arbitrator or agreed by the parties.

483 11.02.01 Authority of Arbitrators Limited. The arbitrators shall not have the
484 authority to add to, change, alter or modify any of the terms or provisions of this Agreement.

485 11.02.02 Expense Of Arbitrators Shared. The expense of the arbitrators shall be
486 divided and shared among the Municipalities in accordance with their Proportionate Share.(In
conflict with line 479 - 480) Each Municipality shall bear equal costs of any arbitration proceeding.

487 **ARTICLE XII**

488 **MISCELLANEOUS**

489 **12.01 – NOTICE**

490 With the exception of bills from the District to the Municipalities, any notices permitted
491 or required under this Agreement shall be in writing signed by the party giving notice and served
492 upon the Clerks of the Municipalities, the Secretary of the District Board and the EMS Chief of
493 the Department. Service shall be by personal delivery or another method that provides
494 confirmation of delivery such as service by a process server, certified mail with return receipt
495 requested or commercial delivery by a service such as Federal Express, with delivery tracking
496 requested.

497 **12.02 – AMENDMENT**

498 This Agreement may be amended at any time hereafter by an instrument in writing
499 executed by the proper officers of each Municipality and supported by a certified copy of a
500 resolution duly adopted by a majority vote of the Municipal Boards of the Municipalities within
501 the District.

502 **12.03 – EFFECTIVE OPERATION DATE FOR DISTRICT**

503 The effective date of the organization of the District pursuant to this Agreement shall be
503 December 1, 2017, provided that the Agreement has been executed by all parties.

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IN WITNESS WHEREOF, the Village of Cross Plains, 2417 Brewery Road, Cross Plains, WI 53528, Dane County, Wisconsin, by its Village Board has caused this Agreement to be signed by its Village President and by its Village Clerk, to be effective as of December 1, 2017.

**VILLAGE OF CROSS PLAINS
DANE COUNTY, WISCONSIN**

BY: _____
Pat Andreoni, Village President

ATTESTED BY:

Caitlin Stene, Village Administrator / Clerk

ACKNOWLEDGEMENT

Personally came before me this _____ day of _____, 2017, Pat Andreoni, Village President and Caitlin Stene, Village Administrator / Clerk of the above named Village of Cross Plains, Dane County, Wisconsin, to me known to be the persons who executed the foregoing instrument and to me known to be such Village President and Village Clerk and acknowledged that they executed the foregoing instrument as such officers as the act of said Village by its authority.

Notary Public
State of Wisconsin
My Commission Expires _____



Cross Plains Area EMS Ride Along Program Policy GENERAL POLICIES

Subject: RIDE ALONG PROGRAM

Purpose

In response to the increasing demand from potential Interns, student volunteer, and community members wanting to learn more about the Emergency Medical Services of Cross Plains a ride along program has been initiated with the Cross Plains Area EMS.

General

The ride along program is intended for potential interns, applicants, student volunteers, or community members seeking an understanding of Emergency medical Service (EMS) and also for students needing course required field experience (ride time).

Procedure

1. People requesting a ride along must read and fully understand the Ride Along program standard operating guideline
2. People requesting a ride along must fill out a Ride Along Application to be considered.
3. Ride Along must sign and date the Agreement assuming risk of injury or damage, waiver and release of claims and indemnity agreement.
4. Ride Along must submit forms listed above.
5. Once forms are submitted a background check may be conducted.
6. Pending a positive background check, if completed, a staff member will contact the potential Ride Along to schedule a date for their participation.

Rules for Ride-Along

1. Dress and appearance
 - a. Riders shall be neat and clean in appearance. Their personal hygiene and grooming must be acceptable to the department standards. While participating in the Ride along Program, the Rider is, in effect, representing the Cross Plains Area EMS Department.
 - b. Riders shall wear suitable attire. Dark pants and light plain shirts are recommended. No writing or artwork is allowed on clothing, except small brand logos are acceptable. Riders must wear flat, closed-toe shoes.



Cross Plains Area EMS Ride Along Program Policy

2. Riders shall wear no exposed jewelry, except a ring, watch and, ear rings that do not hang below the ear lobe

GENERAL POLICIES

Subject: RIDE ALONG PROGRAM

Rules for Ride-Along. continued

3 Ride along hours

- a. Riders wishing to ride along on EMS responses will generally be restricted to the hours of 0600 to 1800.
- b. Exceptions may be granted on a case-by-case basis.

4. Instructions and Rules:

- a. No person shall be permitted to participate in the Ride-a-long program unless he or she has first submitted a signed copy of both the following Department forms: (1) Ride Along Application; and (2) Agreement Assuming Risk of Injury or Damage, Waiver and Release of claims and Indemnity Agreement. The forms shall have been approved and in the possession of the Crew Chief. Refusal to complete these forms or false statements of any nature made on these forms will disqualify the applicant from participating in the Ride along Program.
- b. The rider may not use cameras or recording devices unless authorized by the Crew Chief. Any photos taken by a Rider showing emergency activities are the property of the Department until released by the Crew Chief.
- c. The rider must not leave the immediate vicinity of the EMS vehicle in which they are riding unless the Crew Chief of the apparatus has given them permission to do so.
- d. The rider must obey the orders and instructions given to them by Crew Chief.
- e. When the ambulance is assigned to an escalated incident, the rider may be dropped off at a safe location. The rider should remain there until Department or other assigned personnel retrieve the rider. The rider will provide his or her own transportation to and from Cross Plains Area EMS Department.
- f. Persons with a criminal background may not be allowed to participate in the Ride along Program.
- g. Either the Department or the Rider can terminate the tour at any time.



Cross Plains Area EMS Ride Along Program Policy

- h. It shall be understood by the Rider that participation in the Ride along Program is a privilege and that the basic premise of the program is to learn more about the functions of Cross Plains Area EMS in general.

GENERAL POLICIES

Subject: RIDE ALONG PROGRAM

Rules for Ride Along, continued

- i. The Rider agrees not to discuss names or persons involved in any EMS case or other incidents. Each Rider will be considered a confidant of the EMS Department and it is essential that all matters pertaining to recipients of EMS or related service by the Cross Plains Area EMS Department and any and all personal information including but not limited to, names, medical history and statements gathered remain confidential in compliance with federal HIPAA regulations.
- j. The rider must carry a valid driver's license or Identification.
- k. Only the EMS student riders will be allowed to assist with patient care and management, conduct patient assessments, and document the various aspects of assessment and management.

| | | |
|------------------------------|---------------------------|---------------|
| Section: Safety & Health | Section: 800.05 | Page 1 of |
| Subject: Public Safety Rehab | Date of Issue: 11/01/2025 | Date Revised: |

Scope: To provide guidelines to EMS Personnel on management of Public Safety Providers operating at the scene of an emergency or a training exercise that meet criteria for entering rehab.

BACKGROUND: Emergency operations require significant physical activity, but no rescuer will be required to perform emergency operations beyond safe levels of physical or mental endurance. This protocol is intended to examine and evaluate the physical and mental status of emergency workers working on an emergency incident or a training exercise and determine which treatment, if any, is necessary. Personnel rehabilitation using appropriate protocols in this area will decrease injury risk and enhance recovery for later emergency operations. Based on NFPA 1584 (<https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=1584>).

Criteria for Entering Rehab:

- Use of a 2nd 30 – minute **OR**
- A single 45 – minute SCBA cylinder **OR**
- A single 60 – minute SCBA cylinder **OR**
- 40 minutes of intensive work without a SCBA

PROCEDURE:

- Log personnel into rehab sector
- Assist in removal of all PPE and other equipment, at minimum turnout coat, Nomex hood, and turnout pulled down to knees
- If there are any complaints of injury or illness, perform immediate assessment and go to appropriate Dane County/MEP protocol
- Recommend transportation if complaints of:
 - o Chest pain
 - o Shortness of breath not readily improved with Oxygen
 - o Irregular HR or HR >85% of NFPA predicted maximum [(220-Age bpm) x 0.85]
 - o Syncope or AMS o Vomiting

Commented [GU1]: can we type this out?

Commented [KM2R1]: this protocol is pulled straight out of the MEP book.

Provider judgement or member requesting transport

o Notify incident command

- 10-minute rest period, oral hydration, temperature control as indicated
- Obtain vital signs at 10 minutes – does individual meet any of these criteria?
 - Temp >100.5 (not may be inaccurate after oral hydration)
 - SBP >160
 - DBP >100 ▪ RR <12 or >20
 - SpO2 <93%

o If no criteria above are met and no complaints, then release personnel from rehab sector

o If any criteria above are met, then:

- Initiate full assessment
- Go to appropriate protocol as indicated
- Transport if indicated
- Reassess vitals after additional 10-minute rest periods
- If any abnormal VS as above, recommend transport if indicated or at minimum cessation of functioning within the operation and notify incident command
- If all normalized, then release member from rehab sector

o If no improvement after 30 minutes of rehab, recommend transport

**This Protocol is adapted from 2025 MEP EMS Protocols, as such, it will be updated as necessary in accordance with future Dane County EMS and/or MEP EMS Protocols for Public Safety Personnel Rehabilitation-Special Operations **

Commented [GU3]: food?

Commented [GU4]: are we using sheets or how are we keeping track?

Commented [KM5R4]: we have sheets in the binder, but i would like to mass produce the forms that i found - they can be mult - functional (can use for check in/out and recording rehab info)

Commented [HE6R4]: Katrina, do you have a copy of the sheets you want to use? I want to add one to policy

Procedure

Rehabilitation Area Set Up

- Supplies
- Accountability board/Rehab Documentation Papers
- Rehab Documentation Binder
- Pop Up tent or portable shelter with removable sides
- Chairs or benches
- Table
- During Hot Weather
 - **Cooler filled with towels and water, battery operated fans, batteries
- During Cold Weather
 - **blankets, towels, emergency blankets, heater
- Water
- Rehydration powder packets
- Protein snacks, high calorie snacks, bananas
- Portable garbage bin with bags
- wipes/towels

Establishing Rehabilitation

- If fire command requests rehab 1 person on CPEMS will be designated Rehabilitation Manager and coordinate all rehabilitation measures
- If CPEMS is on scene and no immediate need for EMS is determined and criteria is met for establishing rehabilitation as per protocol, then 1 person from CPEMS will communicate with fire command that rehab should be established and will then become the rehabilitation manager and coordinate all rehabilitation measures.
 - During incident scene operations, additional EMS transport capable basic life support shall be on site as part of the incident scene rehabilitation for the evaluation, treatment and transport of symptomatic members.
- ***During training exercises, basic life support personnel and equipment shall be on site as coordinated in advance with Cross Plains Fire Department.***
- ***For live fire training and acquired structures, emergency medical services with transport capabilities shall be available in accordance with NFPA 1403.***

Commented [GU7]: who is calling for second Ambo?

Commented [KM8R7]: we should check the MABAS cards and see when a second rig would be auto paged. Other wise, as soon as rehab is determined to be needed a second rig should be requested.

Commented [HE9R7]: I can print mabas cards.

Rehabilitation Manager Job Role (adapted from NFPA 1584 Standard on the Rehabilitation Process for Members During Emergency Operations and Training Exercises)

- The rehabilitation manager shall provide the Accountability Officer with a Rehab personnel accountability card and name plates (a.k.a. passport).
- When formal rehabilitation is established, the rehabilitation manager shall be responsible for all rehabilitation activities.
- The rehabilitation manager shall designate responder for rehabilitation location(s) and have the location(s) communicated to incident personnel.
- The rehabilitation manager shall ensure that the locations include a gateway and a process for contamination reduction prior to rehab entry.
- The Incident command or rehabilitation manager shall identify those resources that might be needed at the rehabilitation location.
- The rehabilitation manager shall request necessary medical personnel to evaluate symptomatic members being rehabilitated according to the above EMS protocol.
- The rehabilitation manager shall request necessary resources for rehabilitation of personnel.
- The rehabilitation manager shall maintain accountability of all personnel in the rehabilitation area.
- The rehabilitation manager shall release personnel for reassignment or for demobilization and post incident recovery following rest and recovery.
- The rehabilitation manager shall maintain appropriate records and documentation.
- The rehabilitation manager shall release those individuals needing additional medical care to EMS.

Location (adapted from NFPA 1584 Standard on the Rehabilitation Process for Members During Emergency Operations and Training Exercises)

- Formal rehabilitation shall be located in the cold zone.
- The location shall include a gateway and a process for contamination reduction. Prior to PPE doffing.
- The location shall provide protection from the prevailing environment conditions
- For hot environments, the location shall include shade. Fans and/ or air conditioning and a place to sit.

Commented [GU10]: how will we know if fire needs to be decontaminated prior to rehab?

Commented [KM11R10]: all this means is that we need an area for firefighters to take off SCBAs, hoods, jackets, helmets ect. we don't want that stuff in the rehab area because it is wet, smelly and could have stuff on it that might make us sick (organochemicals, soot, ect) it also creates tripping hazards that we don't want.

Commented [KM12R10]: i will put a term definitions list at the end of this

- For cold or wet environments, the location shall provide dry, protected areas, out of the wind; heated areas and a place to sit.
- The location shall be free of exhaust fumes, from apparatus, vehicles and equipment.
- The location should be large enough to accommodate. Multiple crews and rehabilitation personnel. Based on the size of the incident.
- The location shall allow access for EMS to transport members to a medical treatment facility as necessary.
- When the size of the operation or geographic barriers limit members' access to the rehabilitation area.
- The incident commander shall establish more than one rehabilitation area.
- Each rehabilitation area shall be given a geographic name consistent with its location at the incident site.

Rehabilitation Efforts

1. Log personnel into rehab sector
 - Assist in removal of all PPE and other equipment, at minimum turnout coat, Nomex hood, and turnout pulled down to knees
2. Medical monitoring — Specifies a minimum of six conditions that EMS must assess in each member during rehab:
 - a. Presence of chest pain, dizziness, shortness of breath, weakness, nausea or headache.
 - b. General complaints such as cramps or aches and pains.
 - c. Symptoms of heat or cold-related stress.
 - d. Changes in gait, speech or behavior.
 - e. Alertness and orientation to person, place and time.
 - f. Any vital signs considered abnormal in local protocol (*see above Dane County/MEP Public Safety Personnel Rehabilitation Protocol*). The specific vital signs and what defines normal is entirely up to local medical control and department medical authorities.

Vital signs include: temperature, pulse, respirations, blood pressure, pulse oximetry and carbon monoxide assessment using either an exhaled breath CO monitor or a pulse CO-oximeter (i.e. a pulse oximeter designed to measure carboxyhemoglobin).

****When emergency medical care is provided, the incident commander and health and safety officer shall be notified. ****for CPFD is there a safety officer or is it the accountability officer?

3. Rehydration

a. 12.5 fl oz (1 bottle) water /1 bottle of water with rehydration powder during rehab minimum.

be wary not to over hydrate as to avoid hyponatremia

4. Calorie replacement

a. Calorie replacement should be facilitated during incidents exceeding three hours in duration or situations where members are likely to work for more than one hour.

b. Calorie replacement should be in the form of high calorie foods that are shelf stable and easily portable.

o Some great options at short-term incidents (1 to 2 hours):

- o Granola or power bars
- o Fruits (apples, oranges, bananas)
- o Small turkey or ham sandwiches

o For longer incidents (over 2 hours), consider:

- o Hot/cold soups, broths or stews provide easily digestible nutrition.

Apples, oranges and bananas provide supplemental forms of energy and nutrition and should always be available.

Fatty foods like hot dogs, hamburgers and pizza—though tasty—should be avoided due to the high fat content, which can lead to lethargic performance.

whenever food is available, means for members to wash their hands and faces must also be provided.

5. Rest, Relief, Recovery

a. relief from climate conditions

- active/passive heating/cooling
- fans, water-soaked towels for cooling
- blankets, heaters for heating

see also EMS protocols for Heat/Cold Injury

b. 10 minutes (minimum) of rest

6. Release — Prior to leaving rehab, EMS must confirm that members are able to safely perform full duty.

7. Rehab Disposition/Member accountability —The personnel accountability system must track members assigned to rehab as they enter and leave.

a. Rehab Manager releases from rehab and sends personnel back to accountability for next task or demobilization.

b. Rehab Manager releases to EMS unit for transport if indicated and informs accountability officer. *****safety officer****if present*

Documentation

Rehabilitation documentation report shall be created and include the following information:

Unit number

Member name

Time in / time out for member(s) / crew entering or leaving the rehabilitation area.

If the member is referred for medical evaluation

Term Definitions:

Rehab Manager: 1 CPEDS member designated at start of rehab to manage all rehab activities and communications with fire/command/other EMS agencies/other resources

Firefighter decontamination area: a place for firefighters to remove gear (i.e. SCBAs, Jackets, hoods, helmets etc.) so that it is not in the rehab area adding to clutter and noxious smells (smoke) or allowing potentially harmful chemicals near other personnel who do not have protective gear on.

Apparatus: any vehicle used for the incident – including firetrucks, command cars, law enforcement vehicles, ambulances etc.

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Cross Plains Area EMS Peer Support Program Policy

Purpose

The purpose of the Peer Support Program is to provide a core group of personnel who are trained to provide support, information, and assistance program referrals to department members and family members who are seeking assistance whether it is related to a critical incident, day-to-day work stress, or personal life stress.

Policy

It is the policy of this department to provide services to department members to help maintain and improve the wellbeing of department members after being exposed to significant trauma. The Peer Support Program (PSP) will act as a liaison to the department member's employee assistance program (EAP) and support for department members and family members. Peer Support Members (PSM) will adhere to the guidelines set forth in this policy, including confidentiality and mandatory reporting guidelines.

Program Structure

- A. Oversight of the Cross Plains Peer Support Program will lie with the Deputy Chief of the department. The program supervisor will be the Cross Plains Peer Support Team Coordinator (Coordinator).
- B. Role of the Program Coordinator
 - a. Responsible for supervision of PSMs and overall program implementation and utilization.
 - b. Maintain roster of PSMs, including correct contact information, and assist in the selection of the new PSMs, as needed.
 - c. Work with the EAP provider to provide ongoing training for PSMs, as well as other agency training on EAP and mental wellness topics.
 - d. Coordinate meetings and share information with PSMs, as needed.
 - e. Work with the other agencies to facilitate program use and assure adherence to program guidelines.
- C. Role of Peer Support Member (PSM)

- a. To serve as a peer support person for department members and their families seeking information on EAP resources for issues such as work or personal stress, emotional stress, addictions, financial stress, relationship difficulties, and family concerns.
- b. PSMs will NOT provide therapy or counseling but will act as a referral person to available resources.
- c. PSMs may be called in at the time of a Critical Incident to serve as a resource to the department and affected personal. PSMs will assist with coordinating a defusing immediately following a Critical Incident, as well as the needed debriefing(s) in the hours and days following the incident.
- d. PSMs called in during a Critical Incident will be responsible for making follow up contacts with affected department members at intervals, to be determined by the mental health provider, related to that Critical Incident.

Expectations of a Peer Support Member

- A. Convey trust, provide anonymity, and assure confidentiality to department members seeking assistance.
- B. Be available for peer support contacts and willing to provide support on a voluntary basis.
- C. Complete all necessary paperwork for the purpose of documenting program utilization.
- D. Attend mandatory training and periodic refresher training.
- E. Understand there is a minimum commitment of service to the peer support team.
- F. Follow and comply with Code of Ethics.

Confidentiality Guidelines

All contacts with the Coordinator, PSMs, and an EAP Providers shall remain strictly confidential unless:

- A. Prior written consent is obtained from the department member through an EAP Provider that specifies exactly what information may be disclosed, to whom, and for what purpose.
- B. A case of suspected child or elder neglect or abuse because Mandating Reporting Requirements.

- C. A threat to one's own life or safety, or that of another.
- D. A report or information required to be reported by police per S.S. 968.075 (WI Domestic Abuse Law).
- E. A report of having committed or threatening to commit a crime.

PSMs are NOT afforded the same legal privilege regarding confidentiality the EAP Providers receive. There is no guarantee a court, whether civil or criminal, will not, under some circumstances, be able to order, either the individual seeking assistance through the PSP, or a PSM to whom the individual spoke, to disclose any conversations which may have taken place, unless the PSM has confidentiality privilege under Chapter 905 of the Wisconsin State Statutes.

Training Requirements

- A. All PSMs are required to complete a new PSM training. The training shall occur as soon as practical after appointment as a PSM. PSMs shall not function as a PSM until initial training has been received and the Code of Ethics signed.
- B. Periodic meetings/trainings may be called by the Coordinator, as needed. One meeting/training will be required per year for the Cross Plains Peer Support Team at a minimum of 2 hours.
- C. All PSMs will document a minimum of 6 hours annually of related/refresher training through other means.

Selection Process

- A. The Coordinator and PSMs will continually recruit new members.
- B. Members involved in peer support do not need to be off probation, as qualities and experiences desired for the position may already be inherent in the candidate.
- C. Selection Process
 - a. Letter of Interest submitted to Coordinator
 - b. Questionnaire provided by training facilitators or Coordinator
 - c. Peer Letter of Recommendation
 - d. Interview with training facilitators

Activation of Peer Support Team

A peer support contact can start in a number of ways, including but not limited to:

- A. An individual coming to a PSM.
- B. A PSM reaching out to an department member, either on their own or at the request of someone else.
- C. A request to have PSMs present during a debriefing or defusing following a critical incident.
- D. Depending on scale of a critical incident, several PSMs may be called to assist with coordination of resources and services.

Peer Support Member Code of Ethics and Removal from Position

- A. Upon completion of training, a Code of Ethics declaration is read and signed. A signature on the Code of Ethics demonstrates the PSM has read, understands, and agrees to abide by the Code of Ethics.
- B. All PSMs must adhere to the responsibilities in the Code of Ethics declaration, or they will be removed from the PSP.
- C. If a PSM fails to comply with any one or several of the outlined ethical responsibilities, or for other related reasons, it is the discretion of the Coordinator, to remove the member from their role as a PSM in the PSP.
- D. A PSM who violates this policy may also be subject to discipline within the PSMs host agency in addition to removal from the program.
- E. Given strenuous personal and professional reasons, PSMs may be allowed to take a step away from the program for their own mental wellness. The PSM will need to contact the Coordinator about the potential leave.
 - a. They will be considered in suspended status during this time.
 - b. Once the PSM has returned to a place of mental wellness, they will be allowed to participate as a PSM again in full standing.

Reporting Requirements

- A. Each PSM contact will be documented on the Peer Support Contact Tracking Form. This form shall NOT contain any identifying information.
- B. The Peer Support Contact Tracking Form shall be submitted to the Coordinator on a monthly basis.
- C. Only the Coordinator will maintain any program records. Records and actions taken under the PSP will be maintained in strictest confidence and only anonymous information for statistical evaluation will be recorded to show program utilization.
- D. No reference to any PSMs contact will be placed in an department member's personnel file, unless the Confidentiality Guidelines are breached based on the previously mentioned notations.