



Town of Rome
Nekoosa, WI 54457
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MEETING MINUTES

BFMR EMS DISTRICT BOARD OF COMMISSIONERS MEETING INCLUDING THE TOWNS OF BIG FLATS, MONROE, AND ROME

TUESDAY, MARCH 21, 2023

6:00 P.M.

BIG FLATS MUNICIPAL BUILDING

1. Call to Order

The meeting was called to order at 6:00 PM by EMS Commissioner Reed.

2. Roll Call

Commissioners Dan Gohmann, Doug Scurto and Mark Reed; also, present Rome Administrator Jami Gebert, Lifestar representatives Mykela Kramper and Steve Hensler, Big Flats Fire Chief Dick Meyers, and Big Flats Fire members Lacey Lopez and Kris Cruise

3. Certify Posting of Meeting

The Town of Rome certified on Monday, March 13, 2023, the agenda for the BFMR Commissioners Meeting for Tuesday, March 21, 2023 was posted at:

<i>Emailed to the Wisconsin Rapids Tribune</i>	<i>1:10 PM</i>
<i>Posted at the Rome Town Hall</i>	<i>1:15 PM</i>
<i>Posted at Kwik Trip, Inc.</i>	<i>3:55 PM</i>
<i>Posted at Nekoosa Port Edwards State Bank</i>	<i>4:00 PM</i>

The meeting was also posted at the Town of Big Flats three posting board locations and Town of Monroe three posting board locations.

4. Discussion and possible action – Approval of the December 20, 2022 EMS Board of Commissioners Meeting Minutes

Motion by Scurto, seconded by Gohmann to approve the December 20, 2022 meeting minutes, all approved.

5. Discussion and possible action – Review/update on Mutual Aid Agreements with participating nearby ambulance services and continuation of discussion regarding Mutual Aid dispatching

Administrator Gebert reviewed email sent to Sheriff York regarding mutual aid dispatching and response. Any confusion on dispatching will hopefully improve with implementation of MABAS. Suggested to move to next agenda item to further discuss MABAS.

6. Discussion only – Update regarding the Mutual Aid Box Alarm System (MABAS) for Adams County

MABAS will begin in Adams County on April 1st. Both the Rome & Big Flats Fire Departments have received training. The MABAS Board for Adams County is available for additional trainings and/or assistance with the transition. There was a sample MABAS card provided in the packet for Life Safety in the Town of Rome. With the Alarm Level Boxes outlined, MABAS should assist with who to call in Mutual Aid requesting situations. Group discussed having MABAS under next agenda items to get an update on implementation.

7. Discussion and possible action – Review/update on any potential grant application opportunities available to the district

Noting new to report.

*Positively applying the tools of government to serve and protect our people,
strengthen our community and promote prosperity.*

8. Discussion and possible action – Review/update on BFMR Emergency Medical Operations internal procedures/policies manual
No updates are required/needed at this time. Maybe with MABAS implementation there will be updates required, TBD.

9. Discussion and possible action – Review timeline for Ambulance and Emergency Medical Services Agreement with term ending December 31, 2024
Administrator Gebert stated she would reach out to Attorney Flanagan regarding calculation of the 2024 per municipality amounts due to the 3% increase next year. The calculation could then be reviewed at the June meeting in advance of starting 2024 budgets. All municipalities agreed to have Administrator Gebert contact Attorney Flanagan.

10. Discussion and possible action – Review BFMR Ambulance Report & operations with each respective municipality and address any concerns and/or questions
All municipalities shared positive comments regarding provided monthly reports. Big Flats Fire shared a concern regarding hospital location on a transport. But reported that Lifestar reviewed and provided follow-up on the situation to resolve concern. Lifestar mentioned appreciation of first responder assistance and has been a part of both departments' trainings.

Administrator Gebert mentioned a Wisconsin Office of Rural Health (WORH) report on The Reliability of Wisconsin's 911 Ambulance Response shared by Rome Fire Chief Kane. Administrator Gebert will forward the report to the commissioners and alternate commissioners for review.

11. Future Agenda Items and Meeting Dates
*MABAS update
Calculation for budget*

Administrator Gebert also reminded the commissioners with the spring election approaching, if new commissioners or alternate members need appointment, please complete at your respective town board meeting following spring election.

Next meeting will be June 20, 2023, at 6 PM in Town of Monroe.

ADJOURNMENT

Motion by Scuto, seconded by Gohmann, meeting adjourned at 6:21 PM.

Emergency Medical Services Mutual Aid Agreement

As used in this section, the following words shall have the following meanings unless the context requires otherwise:

A. **Agreement:** the statewide ambulance service agreement established in this section is also referred to as "Mutual Aid."

B. **Authorized Representative:** Ambulance Service President, Owner, Chief Operations Officer, or Representative.

C. **Incident:** An event, or emergency (natural or human-made) that depletes a service's resources or exceeds the response capabilities.

D. **Mutual Aid:** An agreement between emergency responders to lend assistance across jurisdictional boundaries. The request may occur due to an emergency response that exceeds local resources.

E. **Requesting Party:** A party that requests aid or assistance from another party under the agreement.

F. **Sending Party:** A party that renders aid or assistance to another party under the agreement.

1. This contract shall be a statewide agreement creating a framework for the provision of mutual aid agreement among the parties to the agreement in the case of an incident. The assistance to be provided under the agreement shall include, but not be limited to, emergency medical services, standby coverage, emergency response, or patient transportation. This agreement shall consist of all ground ambulance services.

2. Each transporting service shall have at least 2 signed mutual aid agreements to allow for continuous coverage within the service areas at all times as defined in the current EMS Rules. This coverage shall be at the same or higher level of licensure of the requesting service. Signed contracts must be submitted and on file with the Section of EMS.

3. The service that receives a request for mutual aid assistance shall provide, if available, reasonable, and practicable, the resources requested; provided, however, that a sending party may withhold requested resources to the extent necessary to provide reasonable protection and coverage for its service area.

4. No party shall make claims against another party for refusal to send the requested resources where such refusal is based on the responding party's judgment that such resources are either not available or are needed to provide reasonable protection and coverage for its service area.

Financing Formula Calculation (based off \$287,370.00 2024 ambulance service cost):

MUNICIPALITY DATA:

Township	2022 Population	Equalized Valuation	2020 Call Volume	2021 Call Volume	2022 Call Volume*	3YR. Avg. Call Volume
Big Flats	951	137,445,000	87	113	97	99
Monroe	395	113,231,300	41	36	35	38
Rome	3111	1,023,433,700	275	262	288	275
Totals	4457	1,274,110,000	403	411	420	412

- Total Call Volume does not reflect Mutual Aid calls for service

Each party’s annual financial contribution is based on the following three criteria:

- a) Population
 - a. 1/3 of the total cost contribution shall be shared among the Parties in proportion to each Party’s percentage share of the total population of all the Parties, as determined by the State of Wisconsin DOA through annual population estimate.
- b) Equalized Valuation
 - a. 1/3 of the total cost contribution shall be shared among the Parties in proportion to each Party’s percentage share of total equalized valuation, of all the Parties, as determined by the State of Wisconsin DOR annually.
- c) Usage
 - a. 1/3 of the total cost contribution shall be shared among the Parties in proportion to each Party’s percentage share of usage. Usage shall be calculated based on the actual number of calls for EMS runs in the municipality in which the call for service originated. Usage shall be determined using the average of the last 3 full years of calls.

Financing Formula Table:

Party	% of total Population (Weight: 33%)	% of total Valuation (Weight: 33%)	% of total EMS Calls (Weight: 34%)	Annual Cost to Each Party (2024)
Big Flats	21%	11%	24%	\$53,824.12
Monroe	9%	9%	9%	\$26,081.48
Rome	70%	80%	67%	\$207,464.40
	100.00%	100.00%	100.00%	\$287,370.00

94,832.10 94,832.10 97705.80

Breakdowns:

Big Flats = 19914.74+10431.53+23477.85 = 53,824.12
 Monroe = 8534.89+8534.89+9011.70 = 26,081.48
 Rome = 66382.47+75865.68+65216.25 = 207,464.40

Excerpt from Ambulance & Emergency
Medical Services Agreement,
Signed November 30, 2021

quality of service.

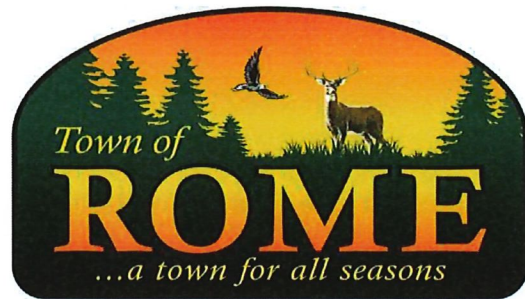
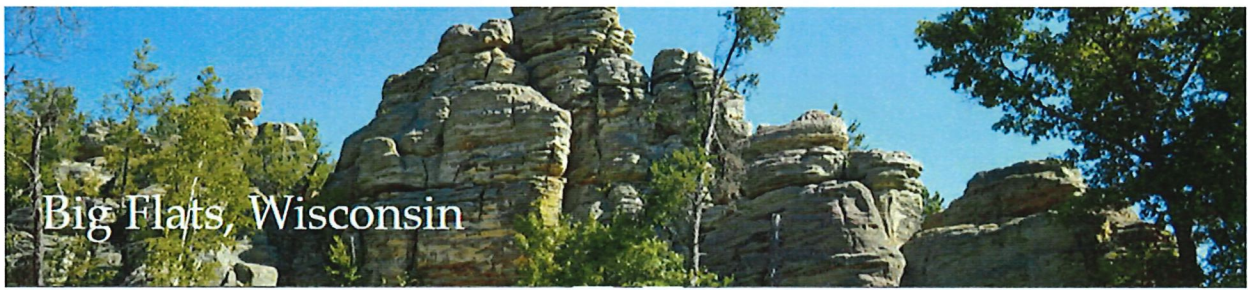
13. SUBSIDY AND FEES: Provider is entering into an Agreement to perform Emergency Medical Services with the District. The total subsidy owed by the District to Provider for 2022 is \$279,000.00, the subsidy amount for 2023 will be \$279,000.00, the subsidy amount for 2024 will be a 3% increase, or a total of \$287,370. District shall use the following financing formula to determine Member-Municipalities' share of costs in the provision of ambulance services (See, Appendix A for financing formula calculation):

- a. Population. 1/3 of the total cost contribution shall be shared among the Municipalities in proportion to each Member-Municipality's percentage share of the total population of all the Municipalities, as determined by the State of Wisconsin DOA through annual population estimate.
- b. Equalized Valuation. 1/3 of the total cost contribution shall be shared among the Municipalities in proportion to each Member-Municipality's percentage share of total equalized valuation, of all the Municipalities, as determined by the State of Wisconsin DOR annually.
- c. EMS Usage. 1/3 of the total cost contribution shall be shared among the Municipalities in proportion to each Member-Municipality's percentage share of usage. Usage shall be calculated based on the actual number of calls for EMS runs in the municipality in which the call for service originated. Usage shall be determined using the average of the last three (3) full years of calls.

The payment owed by each Member-Municipality shall be made in quarterly installments made by each Member-Municipality within thirty (30) days after the close of the quarter in which Emergency Medical Services are provided in accordance with this Agreement. Each Member-Municipality shall be solely responsible for its share of the subsidy payments owed under this Agreement. Provider shall invoice each Member-Municipality for the amount owed by it, at least thirty (30) days prior to the due date of its payment. No Municipality shall be responsible for the subsidy payment owed by any other Member-Municipality under this Agreement. If any payment owed by a Member-Municipality is not received within thirty (30) days of its due date, the Municipality that is in default shall then be responsible for paying all of Provider's actual costs of collection, including reasonable attorney's fees. Provider shall notify the Chair of the BFMR EMS District Board of Commissioners and the Clerk of the Municipality in default, of the default occurring. In the event of default by any Member-Municipality, this Agreement shall remain in place and no part may be changed without agreement by the District and Provider. The Provider shall be responsible for billing and collecting all patient fees and charges at rates to be determined by the Provider.

14. NATURE OF RELATIONSHIP: This Agreement shall not create an employer/employee relationship between District and Provider. The compensation paid to Provider hereunder is made solely to induce Provider to provide Emergency Medical Services to persons within the Primary Service Area without the necessity of the Provider first inquiring as to the financial responsibility and ability to pay of the persons provided services. Provider is an independent contractor working solely for the persons within the Primary Service for whom ambulance and Emergency Medical Services are being provided. Provider shall not, through advertisement or otherwise, either directly or by implication, hold itself out as an agent and/or employee of District or any of the District's Member-Municipalities.

BIG FLATS, MONROE, AND ROME EMS DISTRICT EMERGENCY MEDICAL OPERATIONS POLICIES MANUAL



APPROVED POLICIES MANUAL IN ENTIRETY

June 21, 2022

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INTRODUCTION

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1.03	3-15-2022	Assigning Fiscal Agent

INTRODUCTION

The Emergency Medical Operations Policies Manual has been prepared for the Big Flats, Monroe, and Rome (BFMR) EMS District. Municipalities are duly constituted units of government under the Wisconsin Statutes and are under a statutory mandate to provide ambulance services to its residents. On September 28, 2021, the municipalities entered into an Intergovernmental Agreement forming the BFMR EMS District, with the goal of expanding the level of emergency medical services provided to their respective citizenry. The BFMR EMS District collectively agreed to provide for ambulance services and related paramedic-level emergency medical services to be available within the District boundaries. The Provider selected must possess all licenses necessary to provide those Emergency Medical Services to the District and possess the staff and equipment to perform those Emergency Medical Services.

This Policies Manual has been prepared for internal informational purposes only. None of the statements, policies, procedures, rules, or regulations contained in this Manual constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment expressed or implied. The provisions set forth in this Manual may be altered, modified, changed, or eliminated at any time by the EMS Board of Commissioners with input from the municipalities and Provider. This Policies Manual is effective immediately and supersedes any and all prior internal Policies Manuals.

Policy No. 1.01 **Dispatching Procedure**
Date of Issuance: **November 11, 2021**
Revision Date: **March 18, 2022**

Description: This policy explains the first responder/EMR dispatching procedure.

1. Towns of Big Flats & Monroe:
 - A. Starting 12 AM, January 1, 2022, Big Flats First Responders will be paged for every call.

2. Town of Rome:
 - A. Starting 12 AM, January 1, 2022, Lifestar will be paged automatically and Rome Police Department (RPD) notified on emergency medical calls.
 - B. RPD may attend call, depending on location, emergency type and availability of Lifestar ambulance, etc.
 - C. RPD or Lifestar may request Adams County Dispatch to page Rome First Responders on any call received depending on call type/need.
 - D. If Lifestar is busy on a call, Adams County Dispatch will page Rome First Responders automatically.
 - E. Calls for lift assist with no injuries shall be assigned to the Fire Department (First Responders/EMRs). Fire Department will make request for additional resources as needed.

Policy No. 1.02 Ambulance Operation

Date of Issuance: March 15, 2022

Revision Date:

Description: This policy outlines training required for first responders/EMRs that are needed to drive the ambulance.

1. Towns of Big Flats & Monroe:
 - A. First responders/EMRs who operate the ambulance must successfully complete the Motor Pump Operator (Emergency Vehicle Operations) course.

2. Town of Rome:
 - A. First responders/EMRs who operate the ambulance must successfully complete the Motor Pump Operator (Emergency Vehicle Operations) course.

Policy No. 1.03 **Assigning Fiscal Agent**

Date of Issuance: **March 15, 2022**

Revision Date:

Description: This policy assigns a fiscal agent for the BFMR EMS District.

1. The Town of Rome is assigned the responsibility of Fiscal Agent. The Fiscal Agent will hold the performance assurance required under the Ambulance and Emergency Medical Services agreement.
2. The Fiscal Agent can work with Lifestar to apply for grant opportunities, and if necessary, Rome can work with the Attorney to establish the District under individual status if needed for grant applications.