



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 07/21/2021

Amended* Post Date: 07/22/2021

The following documents are included in the packet for the AdHoc Ambulance Committee on July 28, 2021:

- 1) Agenda
- 2) Minutes from May 11, 2021
- 3) Draft resolution adopting county wide ambulance service
- 4) AdHoc Ambulance Committee Report to the Green Lake County Board



**GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK**

*Elizabeth Otto
County Clerk*

*Office: 920-294-4005
FAX: 920-294-4009*

AdHoc Ambulance Meeting

***Date: Wednesday, July 28, 2021 Time: 6:00 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI***

Agenda

**Committee
Members**

*Brian Floeter,
Chair
Doug Vrechek,
Vice Chair
Joel Strahota
Kyle VanBuren
Evan
VandenLangenberg
Brian Bending
Kathy Jerome*

*Elizabeth Otto,
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Approval of minutes: 05/11/2021
5. Public Comment
6. Discussion and Recommendation regarding Resolution to the Green Lake County Board
7. Future Meeting Dates
8. Future agenda items for action & discussion
9. Adjourn

A quorum of the Administrative Committee, Highway Committee and Finance Committee may be present at the AdHoc Ambulance Committee meeting. The presence of the quorums will not constitute a meeting of the committees which will not be in session at any time.

Due to the COVID-19 pandemic, this meeting will be conducted through in person attendance (6 ft. social distancing and face masks required for non-vaccinated individuals) or audio/visual communication. Remote access can be obtained through the following link:

The Green Lake County Clerk is inviting you to a scheduled Zoom meeting.

Topic: AdHoc Ambulance
Time: Jul 28, 2021 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/88643595649?pwd=RS1EVUQyMGt1ZFVyU3ZBL3RWMkM2UT09>

Meeting ID: 886 4359 5649

Passcode: 011691

Dial by your location

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 886 4359 5649

Find your local number: <https://us06web.zoom.us/u/kcnfQuH4lb>

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.

AdHOC AMBULANCE COMMITTEE MEETING
May 11, 2021

The meeting of the AdHoc Ambulance Committee was called to order by Chair Brian Floeter at 5:30 PM on Tuesday, May 11, 2021 in the County Board Room and via Zoom format at the Green Lake County Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Doug Vrechek
 Evan Vandenlangenberg
 Brian Bending
 Brian Floeter
 Kathy Jerome
 Joel Strahota
 Kyle Van Buren

Other County Employees Present: Liz Otto, County Clerk; Cathy Schmit, County Administrator (Zoom); Dave Abendroth, Supervisor #4; Gene Thom, Supervisor #19; Dennis Mulder, Supervisor #14, Bob Schweder, Supervisor #12, Charlie Wielgosh, Supervisor #7, Harley Reabe, County Board Chair

APPROVAL OF MINUTES: 05/04/2021

Motion/second (Bending/Vrecheck) to approve the minutes of the 05/04/2021 meeting as presented. Motion carried with no negative vote.

PUBLIC COMMENT

Allan Weckwerth, Town of Princeton Chair, spoke in favor of the county wide ambulance service and gave recommendations for implementation and also questioned the use of current funds set aside for ambulance replacement.

Mary Neubauer, Princeton City Administrator, spoke in favor of county wide service and requested staffing at the Princeton station as well for better coverage and response time.

EMS COORDINATOR JOB DUTIES

County Administrator Cathy Schmit provided job descriptions from other counties. Discussion held.

DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION TO THE GREEN LAKE COUNTY BOARD

The committee reviewed the revised document with their recommendations for a resolution to the Green Lake County Board. Discussion held.

Motion/second (Strahota/Vandenlangenburg) to approve the recommendations and forward to the Administrative Committee and County Board. All ayes. Motion carried.

COMMITTEE DISCUSSION

Future meeting date: TBD after legal review by Corporation Counsel

Future agenda items: review of formal resolution

ADJOURNMENT

Chair Floeter adjourned the meeting a 6:29 PM.

Submitted by,

Liz Otto
County Clerk

DRAFT

RESOLUTION NUMBER -2021

Resolution Implementing a Countywide Ambulance Service

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of August 2021, does resolve as follows:

- 1 **WHEREAS**, in 2018 the Green Lake County Clerk received resolutions from the Towns
- 2 of Aurora in Waushara County and Nepeuskun in Winnebago County, the towns of
- 3 Princeton, Brooklyn, Seneca, St. Marie and Town of Berlin in Green Lake County,
- 4 Village of Kingston as well as the Cities of Berlin, Green Lake, and Princeton regarding
- 5 ambulance services in Green Lake County which asked for a comprehensive feasibility
- 6 study for a countywide ambulance service; and,
- 7 **WHEREAS**, Resolution 27-2018 authorized the retention of a consultant to conduct a
- 8 comprehensive feasibility study to explore the potential for a countywide ambulance
- 9 service to bring stability for emergency medical services within Green Lake County;
- 10 and,
- 11 Fiscal note is attached.
- 12 Majority vote is needed to pass.

Roll Call on Resolution No. -2021

Submitted by Administrative Committee

Ayes , Nays , Absent , Abstain

Harley Reabe, Chair

Passed and Adopted/Rejected this 17th day of August, 2021.

Dennis Mulder

County Board Chairman

Keith Hess

ATTEST: County Clerk
Approve as to Form:

Katie Mehn

Corporation Counsel

Brian Floeter

13 **WHEREAS**, Strategic Management & Consulting was chosen to do a comprehensive
14 study of EMS services in Green Lake County and its report has been received and
15 distributed to the County Board of Supervisors; and,

16 **WHEREAS**, the Ambulance System and EMS Operations Evaluation, Review, Findings,
17 and Recommendations (“the Study”) of Strategic Management & Consulting contains
18 information vital to an understanding of the County’s ambulance system and EMS
19 needs; and,

20 **WHEREAS**, the Study states, in part,

- 21 • “Emergency Medical Services is a tough, demanding, and necessary service in
22 today’s society. Paramedics, Emergency Medical Technicians, Emergency
23 Medical Technicians Advanced, and Emergency Medical Responders are on-call
24 around the clock to respond to anything imaginable from broken bones to heart
25 attacks, car crashes and assaults, and everything in between, even COVID-19.”
- 26 • The demographics of volunteers has aged, and in rural communities the age
27 range of volunteers is between 45 and 65 years of age. “It is currently extremely
28 difficult for rural areas to bring the people needed to keep the ambulance service
29 going” with volunteers.
- 30 • The highest population group in the County is 50-69 years, the median age is
31 45.5, and the 50-69 and above 69 years of age groups represent the highest
32 EMS utilization of resources.

33 **WHEREAS**, regionalization of EMS services in Green Lake County will allow for the
34 combination of current resources and allow for better utilization of a dwindling workforce
35 and volunteers.

36 **WHEREAS**, A countywide operated EMS System can be efficient, cost effective and
37 create a stable and efficient ambulance model that is able to more efficient and timely
38 respond to the emergency calls within the County; and,

39 **WHEREAS**, Wisconsin Statute §66.0602(3)(e)6. allows the County to exceed levy limits
40 for a countywide emergency medical system; and,

41 **WHEREAS**, municipalities may not exceed levy limits to provide EMS services, thereby
42 levy limits complicate and limit municipalities’ ability to effectively manage their budgets
43 to address the increasing costs for EMS services; and,

44 **WHEREAS**, the Ambulance ad hoc committee was created on November 10, 2020, to
45 review the recommendations of Strategic Management and Consulting, has met and

46 has provided a written report to the Administrative Committee and the County Board
47 with its recommendations

48 **NOW THEREFORE BE IT RESOLVED**, that the Green Lake County Board of
49 Supervisors hereby establishes a County-wide ambulance service. The preferred
50 model for the ambulance service is a distributive model where the County will contract
51 with providers and be the coordinator for EMS delivery.

52 **BE IT FURTHER RESOLVED**, that the effective date of this Resolution shall be
53 September 1, 2021.

54 **BE IT FURTHER RESOLVED**, that a department, "Emergency Medical Services", is
55 hereby created, effective September 1, 2021. The governing committee shall be the
56 Judicial/Law Enforcement Emergency Management Committee.

57 **BE IT FURTHER RESOLVED**, that a new sub-committee to the Judicial/Law
58 Emergency Management Committee is created, the County-EAC Committee. The
59 committee shall consist of

- 60 a. One elected official from a town/city/village from each ambulance district as
61 established.
- 62 b. One elected official from the Green Lake County Board from each ambulance
63 district as established.
- 64 c. One employee/volunteer serving each ambulance district as established.
- 65 d. One member of the Judicial/Law Enforcement Emergency Management
66 Committee.

67 These members shall serve initially with staggered terms with one half of the members
68 serving a 1 year term (which shall be Class 1) and the second half a 2 year term (which
69 shall be Class 2). Upon completion of a Class 1 term, any member appointed shall
70 serve a full 2-year term. Members shall be appointed by the County Board Chair, who
71 shall initially determine which Class a member is in, and with the approval of the County
72 Board. The County-EAC Committee's role is to assess and continue transition, and
73 provide recommendations to the County Judicial/Law Emergency Management
74 Committee & County Administrator on future contracting and improvement of services.
75 The County-EAC Committee should report all recommendations to the County
76 Judicial/Law Emergency Management Committee for review.

77
78 The County-EAC Committee should meet at least semiannually, but additional meetings
79 may be necessary, based on need. The County-EAC committee would be advisory only
80 with no authority to make decisions and recommendations to the County Board. The
81 Judicial/Law Emergency Management Committee should report to the County Board at
82 least annually, and also when necessary, with any recommendations regarding the
83 EMS service.

84

85 **BE IT FURTHER RESOLVED**, the County Administrator shall create appropriate
86 expense/revenue accounts for the Emergency Medical Services Department.

87 **BE IT FURTHER RESOLVED**, that the County Administrator shall prepare Request for
88 Proposals for EMS providers to bid on becoming an ambulance service provider.

89 **BE IT FURTHER RESOLVED**, that the County Administrator shall work with
90 Corporation Counsel or outside counsel as needed to draft and negotiate contracts with
91 ambulance service providers.

92 **BE IT FURTHER RESOLVED**, that the County Administrator is directed to implement
93 the creation of the EMS Department, contract with service providers consistent with, to
94 the extent possible, state statutes and administrative codes.

95 **BE IT FURTHER RESOLVED**, that the County Administrator shall prepare a budget for
96 the EMS Department.

GREEN LAKE COUNTY
AD-HOC AMBULANCE COMMITTEE
REPORT TO THE GREEN LAKE COUNTY BOARD

This list of recommendations is not meant to be all inclusive, but represents those items that the committee chair received, reviewed, summarized, and together with the entire ad-hoc ambulance committee (hereinafter “the Committee”) recommends for a countywide ambulance service. The committee has held many meetings and held much discussion and debate to arrive the best possible solution for the County. The Ad-hoc Ambulance EMS committee appreciates the Green Lake County Board reviewing these recommendations as the County considers a County-Wide EMS system to serve Green Lake County for years to come.

1. ESTABLISHMENT OF EMS SERVICE

The Committee recommends that Green Lake County to establish a county wide emergency medical system (EMS) that will allow for a levy limit exemption (as needed), under WI Stats. 66.0602(3)(e)(6) during the annual budget process.

All annual EMS Levy Exemption increases under 66.0602(3)(e)(6) would need approval by Green Lake County Finance Committee and Green Lake County Board as part of the annual budget process.

Green Lake County (The County), would be the “coordinator” for EMS delivery and will negotiate contracts with (inter-governmental) entities via current existing entities i.e. Berlin EMS (BEMS) and Southern Green Lake County EMS (SGLC) to provide County-Wide EMS service to Green Lake County, rather than employ EMS personnel. This is referred to as a “distributed approach” which is currently used by Portage County.

2. CREATION OF EMS DEPARTMENT

The Committee recommends establishing a standalone county-wide EMS department with an EMS Coordinator and a fund within the County’s operating budget to manage and track EMS contracts and other direct costs related to the Countywide EMS system.

3. GREEN LAKE COUNTY - COMMITTEE OVERSIGHT

The County should create a new standing committee – “EMS Advisory Committee” (The County-EAC). The County-EAC Committee’s role is to assess and continue transition, and provide recommendations to the County Administrative Committee & County Administrator on future contracting and improvement of services. The County-EAC Committee should report all recommendations to the County Administrative Committee for review.

The County-EAC Committee should meet at least semiannually, but additional meetings may be necessary, based on need. The County-EAC committee would be advisory only with no authority to make decisions and recommendations to the County Board. The Administrative Committee should report to the County Board at least annually, and also when necessary, with any recommendations regarding the EMS service. As part of the service contracts, The County-EAC committee shall have

access to all service provider annual reports and budgets/cost reports. Contracted agencies shall provide any additional information as requested by the County-EAC Committee in a timely manner.

Recommended members of the County-EAS Committee would include:

- a. One elected official from a town/city/village from each ambulance district as established.
- b. One elected official from the Green Lake County Board from each ambulance district as established.
- c. One employee/volunteer serving each ambulance district as established.

These members shall serve initially with staggered terms with one half of the members serving a 1 year term (which shall be Class 1) and the second half a 2 year term (which shall be Class 2). Upon completion of a Class 1 term, any member appointed shall serve a full 2-year term. Members shall be appointed by the County Board Chair, who shall initially determine which Class a member is in, and with the approval of the County Board.

4. EMS RESPONSIBILITIES OF GREEN LAKE COUNTY

Responsibilities of an existing or new employee for Green Lake County (EMS Coordinator) would include, but not be limited to:

- Review yearly contract for compliance
- Review proposed contract changes and prepare correspondence for Green Lake County Board
- Review cost/revenue submittals for payment and compliance
- Settle disputes and/or bring disputes to the Green Lake County Board
- Develop budget and submit overruns/underruns

The County Administrator and Human Resources Coordinator shall develop a job description for the EMS Coordinator.

5. ANNUAL BUDGET REQUEST

The County Administrator and the EMS Coordinator will request annual budget amounts from service providers by September 1 of each year. These budgets should include all revenue estimates and costs associated in the delivery of EMS services in their respective areas, but not limited to:

Fleet vehicles, maintenance, equipment, calibration fees, housing, uniforms, personnel, fringe benefits, training, certifications, workers compensation, administration fees, incidentals, consumables, fuel, quality assurance, insurance and all other necessary expenses. These costs shall be documented by the contracted party, shall be identified as direct EMS costs, and shall be subject to review and approval as part of the County annual budget process.

Annual payments from the County to service providers should be made quarterly in installments at the actual cost incurred for operational expense. Any payment for capital fleet approved in the fiscal year shall be made to service provider at time service provider makes commitment order to purchase.

Any funds in excess of the service providers annual revenues less expenses shall be returned to the County, and placed in the County carryover EMS fund (to be established) for future EMS enhancements and future EMS capital asset fleet purchases.

6. DONATIONS & OTHER REVENUES

Any donations, subsidies or other revenues received during the year for the benefit of contracted EMS service shall be used to offset the provider's shortfall paid by the County.

Any prior fund balance of donations received prior to the contract date shall be retained by the service provider and locally controlled and shall not become part of County operations.

Future exemption, to offset a donation from the shortfall calculation may be requested and may be approved by the County Administrative committee if a donation is specifically designated to items outside of the annual budget, like specialty tools and equipment or employee amenities.

Wis. Stat. §59.54(1) permits the County Board to purchase, equip, operate and maintain ambulances. Wis. Stat. §66.0602(3)(e)6. exempts the County levy for a countywide emergency medical system. The County may accept donations, gifts and grants pursuant to Wis. Stat. §59.52(19) within the powers of the County. Therefore, all donations, gifts and grants accepted for a countywide medical system must comport with the statutes, and funds appropriated for a countywide emergency medical system shall also comport with statute and administrative codes.

7. BILLING

Each contracted agency shall attempt to recover EMS costs through their own billing methods. All reasonable collection efforts shall be made by provider and proceeds shall be used to offset the annual budget costs. Each agency shall have the discretion to subcontract these responsibilities, including medical billing to outside vendors (i.e. Cvikota)

8. SUB-CONTRACTING TO OTHERS

Any proceeds from subcontracting EMS service to additional towns/cities outside of the County (i.e. other municipalities in other counties) shall be used to offset the annual budget.

Recommend that the County contract with service provides stipulate that any additional sub-contracting of EMS services to new additional entities (municipalities) outside of Green Lake County shall inform the Green Lake County Administrative Committee.

9. LEVEL OF SERVICE

Each EMS provider shall have the discretion by its own boards and committees and management to determine appropriate asset and personnel staffing within their jurisdiction, including level of service.

10. PARAMEDIC INTERCEPT

The County shall negotiate a contract that at minimum requires one service provider, to provide for at a minimum of one paramedic employee. This paramedic shall be available for paramedic intercepts throughout the County, when requested to respond. If all paramedics are assigned to other calls, paramedic will not be available for the intercept and other various entities offering intercepting services would need to be requested to respond.

This one paramedic model is the minimum requirement of the County – this provision does not disallow the service provider from budgeting for additional paramedic staff as needed or desired during the annual budget process.

If the service provider chooses to be a non-paramedic service and requires use of a paramedic intercept, the contracted provider shall use any regional intercept service of their choice, given the geography, the patient need, time, and availability of other responders.

11. SUBMISSION OF BUDGETS

The County Administrator along with input from the County Board Chair and the Ad-Hoc EMS Chair should carry out these recommendations and negotiate the first provider services contracts with two entities Berlin EMS and Southern Green Lake County EMS via inter-governmental agreements for the first contract. Final contract shall be approved by the Corporation Counsel, County Administrative Committee, County Finance Committee, and the County Board prior to execution and signature by the County Administrator.

Subsequent negotiations with provider entities are to be led by the County EMS Coordinator in consultation with the Green Lake County Administrator and referred for approval to the appropriate County committees during the normal budget process as needed.

Budgets from each entity (as projected) should be provided to the County to begin the process. This would allow for contracts to be executed in 2021 for loss funding. The County-wide coverage and funding would begin once 100% of the municipalities within Green Lake County are covered by a the County contracted service provider – the committee recommends that time is of the essence and does not recommend a January 1, 2022 implementation date.

12. AUTO-RENEWAL

Contracts auto-renew with same terms and same fiscal terms each year unless otherwise amended.

13. RESOLUTION

A proposed resolution is attached to this report for the Administrative Committee and County Board's approval.

Respectfully submitted,

Brian Floeter
Ambulance Ad Hoc Committee Chair