NOTICE OF MEETING

LAW COMMITTEE

March 6, 2024 - 4:00 PM

Law Enforcement Center 525 North 6th Street Sheboygan, WI 53081

LEC-West Conference Room

To Join the Meeting Remotely:

Dial: +1 636-452-0229 Enter PIN: 587 225 471#

MEMBERS OF THE COMMITTEE MAY BE APPEARING REMOTELY. PERSONS WANTING TO OBSERVE THE MEETING MAY COME TO THE LAW ENFORCEMENT CENTER OR LISTEN REMOTELY.

Amended Agenda

- Call to order
- Pledge of Allegiance
- Certification of Compliance with Open Meeting Law
- Approval of Minutes
- Correspondences/Communications

Clerk of Circuit Court

- Consideration of Equity Adjustment
- <u>Consideration of 2024 Budget Adjustment</u>

<u>Sheriff</u>

• Sheriff's Report

(The Sheriff's Report is a summary of key activities. No action will be taken by the Law Committee resulting from the report, unless it is a specific item on the agenda.)

- Consideration of Contract with the Village of Oostburg
- Consideration of 2024 Budget Adjustments from Non-Departmental
- Consideration of Budget Adjustment for Fire/EMS Study
- Consideration of Amending Ordinance Chapter 12
- Receipt of Sheboygan County EMS Council Annual Report
- Review and Consideration of the Updates to the 2024 Sheboygan County Emergency Medical Services Plan
- Consideration of repairs to Squad 59

- Consideration of approving vouchers
- Consideration of attendance of members at other meetings or functions
- Adjourn

Prepared by: Jodi LeMahieu Recording Secretary

Gerald Jorgensen Committee Chairman

Note: persons with disabilities needing assistance to attend or participate are asked to call 459-3895, prior to the meeting so that accommodations may be arranged.

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

SHEBOYGAN COUNTY LAW COMMITTEE MINUTES

Law Enforcement Center 525 North 6th Street Sheboygan, WI 53081

February 7, 2024	Called to Order: 4:20 PM	Adjourned: 4:46 PM
MEMBERS PRESENT:	In Person: Chairman Gerald Jorgensen, S Schobert, Member Carl Nonhof	ecretary Wendy
MEMBERS ABSENT:	Vice Chairman Paul Gruber, Member Jacol	o Immel
ALSO PRESENT:	Chad Broeren, Cory Roeseler, Steve Steinl Jay Vander Weele, Dan Althaus, Matt Sper	-

Call to Order

Chairman Jorgensen called the meeting to order.

Pledge of Allegiance

All in attendance recited the Pledge of Allegiance.

Certification of Compliance with Open Meeting Law

The meeting notice was posted on February 6, 2024 at 9:35 a.m. in compliance with the open meeting law.

Approval of Minutes

Motion by Schobert, second by Nonhof, to approve the minutes from the previous meeting. Motion carried with no negative votes.

Correspondences/Communications

There were no correspondences/communications.

Medical Examiner

The Committee reviewed the year end variance report.

<u>Sheriff</u>

Sheriff Roeseler informed the Committee of recent resignations/retirements.

Motion by Nonhof, second by Schobert, to approve paying the attached invoice with MEG Unit State Drug Forfeiture funds. Motion carried with no negative votes.

The Committee reviewed updates to the Orange Cross Ambulance billing schedule.

Motion by Nonhof, second by Schobert, to approve the repairs to Squad 42. Motion carried with no negative votes.

Discussion was held regarding damage to Squad 63. Progressive is handling the claim.

Motion by Nonhof, second by Schobert, to approve repairs to Squad 54. Motion carried with no negative votes.

Motion by Schobert, second by Nonhof, to approve the Recommendation to Appoint Tyler Wuestenhagen to the EMS Council, replacing Rory Beebe, representing the Fire Chiefs Association. Motion carried with no negative votes.

Discussion was held regarding the 4th Quarter Variance Report.

Motion by Schobert, second by Nonhof, to approve the equity adjustments for certain sworn supervisors. Motion carried with no negative votes.

<u>Vouchers</u>

Motion by Nonhof, second by Schobert, to approve the vouchers. Motion carried with no negative votes.

Approval of Attendance at Other Meetings or Functions

There were no requests for approval of attendance at other meetings or functions.

Adjournment

Motion by Nonhof, second by Schobert, to adjourn. Motion carried with no negative votes.

Jodi LeMahieu Recording Secretary Wendy Schobert Committee Secretary

AGREEMENT FOR SPECIAL LAW ENFORCEMENT

SERVICES BETWEEN SHEBOYGAN COUNTY AND

THE VILLAGE OF OOSTBURG

FOR 2024 (Updated 2/13/2024) Effective: 3/01/2024

AGREEMENT

This AGREEMENT, made and entered into on the dates indicated after the signature of the parties by and between Sheboygan County, a municipal corporation (hereinafter referred to as "COUNTY"), and the Village of Oostburg, a municipal corporation located within the geographic boundaries of Sheboygan County (hereinafter referred to as "VILLAGE").

WHEREAS, the VILLAGE has requested that the Sheboygan County Sheriff's Department provide special law enforcement services in addition to services currently provided by regular patrols, and

WHEREAS, the Sheboygan County Board of Supervisors has authorized the Law Committee to enter into contract for the provision of said services, and

WHEREAS, this AGREEMENT is authorized by Wisconsin Statute 66.0301;

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, the parties hereto agree as follows:

I. SCOPE OF SERVICES

A. An officer in a county squad car shall be assigned to patrol duty in the VILLAGE.

B. While on patrol within the VILLAGE, the officer will undertake all regular patrol duties. In addition, the officer will carry out the enforcement of VILLAGE ordinances and special assignments based on particular problems or special events occurring within the VILLAGE.

C. The COUNTY shall provide an <u>average</u> of 11.5 hours of patrol services per week, during the term of this AGREEMENT. D. Assignment of officers to the VILLAGE shall be at the discretion of the Sheriff's Department, based on availability, but shall as closely as feasible coincide with the needs of the VILLAGE.

II. COMPUTATION OF 11.5 HOUR AVERAGE

A. In addition to the duties described in Item I, B, time spent by officers in court time and case preparation in connection with VILLAGE ordinance enforcement shall be counted as a portion of the 11.5 hour weekly

average.

B. Time spent by officers in the following activities shall not be counted as a portion of the 11.5 hour weekly average:

 Travel time to and from the VILLAGE.
 Response by the officer on patrol to emergencies outside the VILLAGE.
 Court and case preparation time in connection with violations of Wisconsin

III. RECORDKEEPING

Statutes.

The Sheriff's Department shall require that all time spent by its officers, under the terms of this AGREEMENT, be recorded on separate daily worksheets.

IV. TERM

The term of this contract shall begin on the January 1, 2024 and shall expire on December 31, 2024.

V. TERMINATION

The herein contained AGREEMENT may be termin-

ated at any time upon Ninety (90) days written advance notice to the opposite party.

VI. PAYMENT

In consideration of supplying such services, the VILLAGE agrees to pay the COUNTY a total sum in the amount of \$58,448.52. Payments of \$14,612.13 will be made quarterly to the COUNTY. In the event the herein contained contract is terminated, payment shall be prorated to coincide with the actual term of this AGREEMENT.

In the event that the Sheriff's Department is unable to or does not provide a total of 1196 hours of service during the term of this contract, the number of hours less than 1196 shall be multiplied by \$47.45, and this amount shall be deducted from the fourth quarterly payment to the COUNTY.

VII. MISCELLANEOUS

A. Nothing in this AGREEMENT shall be construed as preventing the officer on patrol in the VILLAGE and engaged in fulfilling the 11.5 hour weekly average requirement, from being able to respond to any other Department assignment, whether inside or outside of the VILLAGE limits. B. The VILLAGE Board shall submit an initial request to the COUNTY, at the beginning of the term of this AGREEMENT, outlining their particular and recurring daily law enforcement needs that are currently not being met by regular patrols, and those needs will be addressed under the terms of this AGREEMENT.

C. The VILLAGE Board may, if it so desires, submit a monthly or other periodic request, detailing special events or current problems that should be addressed under the terms of this AGREEMENT, and those needs likewise will be addressed under the terms of this AGREE-MENT.

D. The COUNTY'S responsibility hereunder shall at all times be subject to the availability of its forces and its sole determination as to such availability.

VIII. INDEMNIFICATION

As between the VILLAGE and the COUNTY, each party shall be responsible for its own acts and defend, hold harmless, and indemnify the other party from and against any claims brought against the other party founded in or growing out of the negligence or illegal conduct of the responsible party, its officers, agents, and employees. To evidence their agreement hereto, the parties have signed the herein AGREEMENT on the dates indicated after their signatures, to wit:

VILLAGE OF ØØSTBURG President

Date: 2-14-24

SHEBOYGAN COUNTY LAW COMMITTEE

SHEBOYGAN COUNTY BOARD

County Board Chair

Date: _____

SHERIFF'S DEPARTMENT

Sheriff

Date:

Vice Chair

Chair

Secretary

Member

Member

Date: _____



SHEBOYGAN COUNTY

Steve Hatton *Finance Director* Jeremy Fetterer Deputy Finance Director

Memorandum

- To: Members of the Law and Finance Committees
- From: Stephen Hatton, Finance Director and Sheriff Cory Roeseler
- RE: 2024 Budget Adjustments for Non-Departmental and Sheriff's Department
- Date: March 6, 2024

Since adoption of the 2024 budget, the need for several adjustments to how planned expenditures are to be funded have become apparent. These come in two pieces in the 2024 budget:

- 1. No changes to expenditures, change funding source.
 - a. We planned for Supplemental Shared Revenue (SSR) as a sustainable funding source to replace the one-time American Rescue Plan Act (ARPA) funding used to support equity adjustments approved for 2023 and 2024. As Supplemental Shared Revenue can be retained while ARPA funding will lapse after 2024, we will reinstate use of ARPA to fund these wage costs in 2024. The \$593,612 required will come from ARPA for 2024, preserving this amount of Supplemental Shared Revenue. This use of ARPA funds were originally included in ARPA Resolution #5 approved on December 20, 2022. Funding will be sourced from 1074.631900 (ARPA) vs. 1074.631000 (General Fund).
 - b. We budgeted to use ARPA to fund the local match requirements of the NextGen911 Grant. Treasury terms that govern ARPA funding use does not permit its use for local match for this type of Federal grant. We will instead utilize Supplemental Shared Revenue to cover the cost of the grant match totaling \$100,000. Funding will be sourced from 1074.631000 (General Fund) vs 1074.631900 (ARPA).

This portion is informational only as it does not alter the level, nature or appropriation units of expenditures approved under the adopted 2024 budget and previously approved ARPA resolutions.

- 2. Additional expenditure not included in 2024 Budget.
 - a. This represents a \$35,667 local match requirement for a Department of Military Affairs grant to support telephone and radio recording hardware and software upgrades. The grant was not awarded until immediately before budget adoption. We are recommending to fund utilizing Supplemental Shared Revenue to support this grant match requirement. This item does require approval of the Law Committee and Finance Committees per Chapter 5.07 (a) of County Ordinance.

We are respectfully asking for a budget adjustment to cover the \$35,667 cost of this grant-match requirement. We recommend covering these expenses through a transfer of funds from Supplemental Shared Revenue recorded in Non-Departmental (1074) to the Sheriff's Department (196).

Thank you for your consideration.

SHEBOYGAN COUNTY SHERIFF'S DEPARTMENT OFFICE OF THE SHERIFF

Cory L. Roeseler, Sheriff Chad Broeren, Inspector

Phone: (920) 459-3112 FAX: (920) 459-4305

То:	Members of the Law Committee
From:	Members of the Law Committee Steve Steinhardt, Director of Emergency Management March 3 rd , 2024
Date:	March 3 rd , 2024
RE:	Fire and EMS Study

Fire Departments and EMS agencies across the country, including Sheboygan County, are experiencing difficulties in staffing and budgeting for known expenses. Local municipalities are struggling to adequately fund response agencies. Although the agencies have agreed that the fundamental problems exist we do not have a planned approach on how to deal with the problems. With our aging demographics the need for services continues to climb but the number of people willing and able to serve is declining.

Within recent times two fire departments have closed and two EMS transport agencies have closed within Sheboygan County. This trend will likely continue if nothing is done. The Heads of Local Government and the Fire Chiefs Association have agreed that we need a comprehensive plan on how best to deal with difficulties facing fire departments, EMS agencies, and local municipalities from an independent source.

Sheboygan County Emergency Management was tasked with forming a committee to develop a request for proposal (RFP) for a county wide fire/EMS study in the fall of 2023. The RFP was developed and submitted for bid. Two proposals were received and reviewed. The cost of the lower bid is \$49,600. I am requesting a budget adjustment to cover the costs of this study. The funding source for the study will be determined with cooperation from the County Administrator and Finance Director.

1	SHEBOYGAN COUNTY ORDINANCE NO (2023/24)
2 3 4	Re: Amending Chapter 12 – County Emergency Medical Services Council
5 6 7	WHEREAS, the Sheboygan County Board of Supervisors created the County
8 9 10	Emergency Medical Services Council in Chapter 12 of the Sheboygan County Code of General Ordinances to assist and advise the County in emergency medical services and related matters; and
11 12 13 14	WHEREAS, the County Emergency Medical Services Council is made up of members representing various agencies, disciplines, and areas of expertise; and
14 15 16 17	WHEREAS , two members of the County Emergency Medical Services Council are designated as members of the County Medial Society; and
18 19	WHEREAS, the County Medical Society no longer exists.
20 21 22	NOW, THEREFORE , the County Board of Supervisors of the County of Sheboygan does ordain as follows:
23 24 25 26 27	Section 1. <u>Amending Chapter 12</u> . Chapter 12 of the Sheboygan County Code of Ordinances is hereby amended as follows (only those Sections or portions of Sections affected appear – deletions indicated by strikeouts; additions by shading):
28 29 30 31 32 33	12.01 CREATION OF COUNCIL. There is hereby established a County Emergency Medical Services Council to be appointed by the Chairperson of the County Board and confirmed by the County Board to serve Sheboygan County representing the following agencies, disciplines, or areas of expertise, but not to exceed a total of 20 members:
34 35 36 37 38	 (a) County Board. (b) Hospital Administration. (c) Sheboygan Fire Department. (d) Sheboygan County Fire Departments.
39 40 41 42	 (d) Cheboygan County The Departments. (e) Law Enforcement - City. (f) Law Enforcement - County. (g) Private Ambulance Services. (h) Rescue Services.
43 44 45	 (i) County Bar Association. (j) Consumers interested but not involved in provision of EMS Services.
46 47	(k) City Government.(I) Village Government.

	(m)	Town Governme	nt.
	(n)		agement and Highway Safety Coordination.
	(0)	First Responder.	
	(p)	Nursing.	
	(q)		Society Licensed Medical Provider.
	(r)	-	Society Licensed Medical Provider.
	(s)	Industry.	
	(t)	Member at-large	
Section	on 2	Effective Date	The barain Ordinance shall take affect upon
enactment.	011 2.	Ellective Date.	The herein Ordinance shall take effect upon
enaciment.			
Respectfully	suhmit	ted this 19 th day of	March 2024
respectidity	Subrin		
		LAW CC	DMMITTEE
Gerald Jorgensen,	Chairpe	erson	Paul A. Gruber, Vice-Chairperson
			<u> </u>
Vendy Schobert, S	ecretar	у	Jacob Immel
			Carl Nonhof
		Opposed to	Introduction
		Opposed it	Introduction:
Countersigned by:			
Soundereighted by:			
Vernon Koch, Chair	rperson		
, endi	1		
R:\CLIENT\08299\00021\00		00	February 21, 2024, draft

SHEBOYGAN COUNTY EMERGENCY MEDICAL SERVICES COUNCIL ANNUAL REPORT 2023 February 21,2024

Ladies and Gentlemen:

I am pleased to present the annual report from the Sheboygan County Emergency Medical Services Council. The 2023 year continued to challenge the members of the Council. The following is a summary of the challenges met.

Emergency Medical Dispatch (EMD) is going well. Compliance rates are within 3% of the compliance benchmark needed for accreditation. Work continues to improve. Compliance numbers continue to vary from month to month, but maintain an upward trend. October had us at 1%. Dispatch is committed to achieving accreditation as soon as possible.

The Council recognized the National EMS Memorial Service Honorees, those EMS personnel who died in the line of duty. Dr Martens distributed a list to the Council. There were 60 Honorees.

Due to continuing staffing problems, Sheboygan Falls has asked to not respond to the Alpha calls from Emergency Medical Dispatch. Daytime hours are the most difficult, as that is when most people are at work. The council agreed to the proposal and asked for follow up next year.

Chapter 12 County Ordinance which covers the EMS Council was revised to change "City Law Enforcement" to "City/Village/Town Law Enforcement" to enable a larger group of candidates to represent Law Enforcement on the EMS Council.

The Mercury boat race was reviewed and went well with no major EMS issues. Mercury plans to bring the race back again in 2024 and 2025. The events at Road America and Whistling Straights PGA show the ability of Sheboygan to maintain EMS coverage for large scale national events.

A potential study of Fire and EMS in Sheboygan County continues to move forward. A committee has been formed and meetings should begin in Fall of 2023.

The Council continues to evaluate the EMS plan every year and responds to changes appropriately.

In 2024, the EMS Council will continue to monitor the EMS system and address problems that arise so that we may continue to enjoy the high quality of Emergency Service that we have in Sheboygan County.

Respectfully submitted, Thomas M. Bahr BA BSN RN TNS EMT-P(retired) Member at Large Vice Chairperson, Sheboygan County Emergency Medical Services Council

SHEBOYGAN COUNTY

EMERGENCY MEDICAL SERVICES PLAN

DATE ADOPTED BY E.M.S. COUNCIL

Revised February 2024

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EMS PLAN

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SHEBOYGAN COUNTY EMS COUNCIL

MISSION STATEMENT

The Sheboygan County EMS Council's Mission is to provide a forum for a group of well informed individuals from all areas of Emergency Services including Emergency Medical Responders, Fire Departments, Ambulance Services, Government Officials, Legal, and Health Professionals to oversee the EMS system in Sheboygan County. The Council serves as an advisory committee to the Sheboygan County Board of Supervisors' Law Enforcement Committee to keep it informed of changes in emergency services and the present and future needs of EMS.

The Council acts in the best interest of the County to address issues of concern or questions from the public. The Council will provide information, education and training as to the operations of the EMS system in Sheboygan County.

The Council strives to provide the highest level of Emergency Medical Services to the citizens and visitors of the Sheboygan County area.

EMERGENCY MEDICAL SERVICES PLAN FOR SHEBOYGAN COUNTY

GENERAL CONCEPT

The concept adopted by the Sheboygan County Emergency Medical Services Council is a network of various levels of support located throughout the County of Sheboygan, each level complimenting the other.

This continuum of support is composed of Emergency Medical Responders, Ambulance Services, and emergency care at the hospitals.

All of these segments will be addressed in this plan. A combination of quality care, cost effectiveness, realism and goal setting will be the governing factors throughout.

I. EMERGENCY MEDICAL RESPONDERS

A. There are two levels of Emergency Medical Responders in Sheboygan County.

1. The first level are individuals throughout the County, many of whom are trained in First-Aid, CPR, AED (Automatic External Defibrillator). They are involved in many walks of life and could, if necessary, react in situations where a victim has stopped breathing or, as a passerby, render support at an emergency. This group of people responds as individuals with or without an allegiance to any particular group (e.g., general public). They provide a valuable asset to a community's emergency medical resources. Efforts are continuing to respond to the growing demands for CPR training in our County, so that the number of individuals possessing this skill may be increased.

2. The second level of Emergency Medical Responder support at present consists of some law enforcement personnel, fire department personnel, and volunteer organizations who are certified Emergency Medical Responders. People at this level of Emergency Medical Responder participate as part of a group and have allegiance to particular organizations. Individuals at this level shall be trained through a designated Emergency Medical Responder Training Course and shall be licensed for operation by the State of Wisconsin. These individuals shall adhere to the guidelines under the Sheboygan County Emergency Medical Services Council Standard for Emergency Medical Responder Units.

B. State Licensed Emergency Medical Responder Units

- 1. Adell Fire Department Emergency Medical Responder Unit
- 2. Aldrich LLC Emergency Medical Responder Unit
- 3. Cascade Fire Department Emergency Medical Responder Unit
- 4. Cedar Grove Fire Department Emergency Medical Responder Unit
- 5. Howards Grove Fire Department Emergency Medical Responder Unit

- 6. Glenbeulah Fire Department Emergency Medical Responder Unit
- 7. City of Sheboygan Falls Fire Dept. Emergency Medical Responder Unit
- 8. City of Sheboygan Fire Department
- 9. St. Cloud Emergency Medical Responders
- 10. Town of Scott Emergency Medical Responders
- 11. Town of Sheboygan Fire Department Emergency Medical Responder Unit
- 12. Town of Sheboygan Falls Fire Dept. Emergency Medical Responder Unit
- 13. Village of Elkhart Lake Emergency Medical Responder Unit
- 14. Kohler Police Department/Village of Kohler
- 15. Town of Wilson Emergency Medical Responders
- 16. Oostburg Emergency Medical Responders

C. Sheboygan County Emergency Medical Services Council Standards for Emergency Medical Responder Groups

1. <u>Overall Objective.</u> Medical Emergency Medical Responders are the foundation of the EMS system by providing immediate care to the victims of trauma and illnesses. Emergency Medical Responders in rural communities can dramatically decrease response time and give stability to an emergency scene. It is critical that the Emergency Medical Responders be proficient in providing basic life support and in taking the necessary action to minimize the patient's discomfort and prevent further complications.

2. <u>Identification.</u> Individuals participating in this level of care shall be identified and dispatched as Emergency Medical Responders.

3. <u>Role.</u> The Emergency Medical Responders should respond only upon request of the emergency dispatchers. In doing so, they may arrive at the scene before the responding ambulance service. The skills and equipment of Emergency Medical Responders enable the initiation of basic life support techniques and patient stabilization. Emergency Medical Responders also gather appropriate patient history information and performs a physical examination on the patient(s). Base line vital signs are also obtained and recorded for the responding ambulance crews. Emergency Medical Responders should only lift and move patients prior to ambulance arrival when absolutely necessary, and shall do so without causing additional injury. Emergency Medical Responders enable to assist responding ambulance personnel.

4. <u>Skill Level.</u> The Emergency Medical Responders shall be trained and certified in emergency medical care as set forth by the State of Wisconsin Department of Transportation Emergency Medical Responder Course. Typically, as the first on-scene, the Emergency Medical Responders must be knowledgeable about basic principles of emergency medical care and must know what should, as well as what should not, be done. Their primary function is to stabilize a patient's condition until the responding ambulance service arrives.

5. <u>Responsibility At Emergency Scene.</u> It is recognized that the responsibilities of the Emergency Medical Responders at an emergency scene may be numerous, depending on the situation. The Emergency Medical

Responders may need to perform the following activities:

- Administer basic emergency medical care;
- Request the dispatcher to summon additional resources, such as fire department units, electric power company units, heavy-duty rescue units, aeromedical transport, etc.;
- Move victims;
- Solicit and direct help of bystanders;
- Relay additional information from relatives and bystanders to responding ambulance service;
- Complete Emergency Medical Responder Report Forms;
- Assist ambulance personnel in patient care, including but not limited to CPR, extrication, and driving the ambulance.
- 6. <u>Recommended Equipment.</u> See Appendix D for Equipment List.
- 7. Policies: Emergency Medical Responders.

a. Certified Emergency Medical Responders shall complete the State of Wisconsin Department of Transportation Emergency Medical Responder Training Course prior to being recognized by the Sheboygan County EMS Council.

b. Emergency Medical Responder Units desiring to become recognized by the Sheboygan County EMS Council will present their plan of operation to the Council.

- Contact the EMS Council Secretary to place the proposal on the next meeting agenda. The proposal will include scheduling method, mode of transportation, equipment available and identification.
- The proposal will be reviewed by the Plans and Goals Subcommittee.
- The Plans and Goals mci will present the proposal at the next EMS Council meeting.
- The EMS Council will conduct an oral or written ballot. The vote will constitute a recommendation to the Law Enforcement Committee.
- Upon Law Committee approval of the Emergency Medical Responder Unit's Operational Plan, any subsequent future changes shall be reviewed in the same procedural manner.

c. Each Emergency Medical Responder Unit shall file with the Secretary of the Sheboygan County EMS Council, a yearly update regarding their service. This update shall include a reporting of current equipment and vehicles, and a list of active personnel. The use of the Annual Report template is recommended. This report must be submitted between January 1st and February 1st of each year. Should the Emergency Medical Responder Unit be seeking any changes in its

scheduling or operating procedures those changes should be identified in the report.'

d. The Emergency Medical Responder Units shall maintain a report for each emergency call to which it has responded.

e. Emergency Medical Responder Units shall have some affiliation with a transporting EMS agency.

f. Boundary lines for Emergency Medical Responder Units will be defined and established by the Sheboygan County EMS Council. (See Appendix A).

g. Emergency Medical Responder Units shall schedule and respond with the designated number of personnel to a call, preferably two, but possibly more, if needed.

h. Emergency Medical Responder Units shall be dispatched by the appropriate Public Safety Answering Point (PSAP) on Sheboygan County Fire frequency, Sheboygan City Fire frequency, in-house paging or character generator.

i. The activity of one service may necessitate temporary geographical extension of another service.

j. Radio communications between Emergency Medical Responder Units and ambulances shall be on the EMS Talk Groups.

k. Any time an Emergency Medical Responder Unit is dispatched for a medical call, an ambulance or paramedic intercept unit will also be dispatched. (**Exception:** Lift Assist/Citizen assist calls: Emergency Medical Responders may cancel the responding ambulance if they have established independent responsibility for citizen/lift assist call in their area.)

I. It is <u>not</u> considered to be within the role of the Emergency Medical Responder Unit to divert (call off) an ambulance once it has been dispatched, unless the call is later determined to be non-medical in nature or the medical call is cancelled. The ambulance crew will determine whether to respond in the emergency or nonemergency mode based upon the information received through dispatch and/or Emergency Medical Responders on-scene.

m. Emergency Medical Responders that are certified to a higher level of care, (e.g. paramedic) may use their advanced skills if they work for and have liability coverage from the responding ambulance service.

II. AMBULANCE SERVICES

A. Ambulance Transportation is provided by six (6) services in Sheboygan County and surrounding areas.

1. Orange Cross Ambulance, Incorporated. Orange

Cross Ambulance (OCA) is a combination part-time/full time BLS and ALS service which operates multiple transport vehicles and up to two paramedic

intercept units. The County of Sheboygan contract with OCA for specific ambulance services, primarily 911 response. Orange Cross will also provide non-emergency transport and interfacility transfers.

2. <u>City of Sheboygan Fire Department Ambulance</u>. The City of Sheboygan Fire Department Ambulance is a full-time career-oriented paramedic service which operates multiple transport vehicles, ALS/BLS first response engine companies, and provides non-emergent and emergent hospital to hospital transport services.

3. <u>Random Lake Fire Department.</u> Random Lake has one full-time member along with volunteer support EMS Organization with AEMTs which provides emergency medical responders and operates multiple transport vehicles. Sheboygan County contracts with them for specific ambulance services.

4. <u>Kewaskum Fire Department Ambulance Service.</u> Kewaskum is a volunteer EMS Organization with AEMTs which operates multiple transport vehicles transporting only in cases of emergencies. They are an adjunct of the Kewaskum Fire Department. They do not contract with Sheboygan County.

5. <u>Kiel Ambulance Service.</u> Kiel is a part-time EMS Organization with BLS and ALS which operates multiple transport vehicles. They are an adjunct of Kiel Fire Department. They do not contract with Sheboygan County.

6. <u>Mt. Calvary Ambulance Service.</u> Mt. Calvary is a volunteer EMS Organization which operates one transport vehicle. Sheboygan County has designated a portion of the Town of Russell and Town of Greenbush for specific ambulance services.

7. <u>Plymouth Fire Department.</u> Plymouth Fire Department is a volunteer EMS Organization with AEMTs which provides emergency medical responders and operates one transport vehicle. Sheboygan County has designated them as the primary EMS provider for the Sheboygan County Hazardous Materials Team and MABAS Division 113 Dive Team. They do not contract with Sheboygan County. Plymouth Fire Department Ambulance may provide mutual aid as needed within Sheboygan County.

B. Policies: Ambulance Services

1. <u>Dispatch.</u> Ambulances shall be dispatched according to the service response area as described under transportation services and boundaries found in Appendix B as well as the protocols set forth by Emergency Medical Dispatch (EMD). The activity of one service may necessitate temporary geographical extension of another service.

2. Response Time.

a. Response times should be reflected in the individual ambulance service contracts, and are subject to review as circumstances dictate. E.g, weather, construction, etc.

b. Response time is defined as the interval between the Public Safety

Answering Point (PSAP) dispatching the service and the time the responding agency calls on-scene.

3. <u>Annual Report.</u> Each ambulance service shall file with the Secretary of the Sheboygan County EMS Council a yearly update regarding their service. This update shall include a registry of current equipment, vehicles, and a list of active personnel. The report should also include any changes in scheduling or operating procedures since the previous report. Ambulance services should provide proof of State licensure. This report must be submitted between January 1st and February 1st of each year. It is recommended to use the Annual Report template.

Ambulance services desiring to become recognized by the Sheboygan County Emergency Medical Services Council shall present their operational proposal in the same manner as Emergency Medical Responder agencies. See Emergency Medical Responder Policies.

4. <u>Destination</u>. The medical needs, specialty needs and the patient's preference shall be the primary indicators as to the destination.

5. <u>Time Reporting.</u> Ambulance services dispatched by a Public Safety Answering Point (PSAP) shall promptly and accurately report the following times via radio to the appropriate PSAP:

- a. The time en route.
- b. The time arrived at scene.
- c. The time leaving the scene.
- d. Time arrived at medical facility.

If radio traffic prohibits the ambulance service from providing the PSAP with any given times, the PSAP should be contacted as soon as possible and advised of the time in question.

C. Policies: Participating Ambulance Services and Emergency Medical Responders

All participating EMS providers will operate in accordance to Wisconsin State Statute and Administrative Code, and within the scope of their agency's operational plan.

D. ALS Intercepts

1. Any ambulance which has determined that they will be transporting a patient who could benefit from paramedic level services can request an intercept from Orange Cross or Sheboygan Fire Department. Similar considerations exist for services in Washington and Ozaukee Counties. Likewise, the Medical Control Physicians at any of the hospitals may order an incoming ambulance to be intercepted by a paramedic unit as part of the overall treatment plan for the patient being transported to their facility. Such determinations should be made

at the interest of providing the best possible care for the critically ill or injured patient.

2. When it has been determined that a paramedic intercept is desired by an incoming ambulance or the hospital medical control physician, the paramedic service shall be contacted as early as possible via radio contact with the Sheboygan Sheriff 911 dispatcher.

3. Information regarding the patient's condition should be provided along with the planned route of travel to the respective hospital. If the intercept is not planned to occur in transit, the exact address of the ambulance call should be specified.

4. The ambulance which is to be intercepted should utilize the dispatch assigned EMS channel for all communications with the paramedic unit. Use the appropriate hospital channel or cell phone to communicate with the Medical Control Physician.

5. Once the paramedic unit is en route, both ambulances should communicate with each other and decide the exact location where they will meet and the appropriate route.

6. When the ambulances have reached the rendezvous location, there are two methods of executing the paramedic intercept procedure:

a. Paramedic personnel shall board the incoming ambulance and transfer over all necessary advanced life support supplies and equipment from their paramedic ambulance vehicle. The paramedic personnel will remain with the intercepted ambulance for the remainder of the trip to the hospital. This procedure also requires that one person from the intercepted ambulance crew drive the unused paramedic ambulance vehicle to the hospital behind the transporting ambulance in the non-emergency mode. Communications will need to be carried out on the dispatch-assigned EMS channel or cell phone.

b. The paramedic unit may transport patient, if transfer of a patient from the scene by the first ambulance has not begun.

7. Emergency Medical Dispatch protocol requires an automatic paramedic codispatch for all Charlie, Delta, and Echo calls in areas serviced by BLS agencies.

III. COMMUNICATIONS

Sheboygan County has a combined dispatch center servicing all municipalities. Emergency Medical Dispatch (EMD) will be used to process all EMS calls, in accordance with policies established by the Sheboygan Sheriff's Office. Three committees have been established, the Quality Improvement Unit, the Dispatch Review Committee and the Dispatch Steering Committee. These committees will be responsible for continually reviewing the EMD program.

The Dispatchers have been trained in emergency medical dispatching. This facilitates the dispatching of appropriate medical services. It also allows dispatchers to provide instructions to

bystanders/patients until Emergency Medical Responders or an Ambulance arrives (eg. CPR, open airways, direct pressure).

IV. MEDICAL FACILITIES

A. St. Nicholas Hospital

- 1. 24-Hour In-House Emergency Medicine Board Eligible or Emergency Medicine Certified M.D. coverage, with the addition of Physician Assistants and Nurse Practitioners to assist the physicians.
- 2. 24-Hour R.N. Coverage ACLS Trained; PALS Trained; TNCC Trained.
- 3. Capable of receiving all levels of emergency cases.
- 4. Intermediate Haz-Mat Preparedness Level.
- 5. Designated as Level 4 Trauma Center.

B. Aurora Medical Center – Sheboygan County

- 1. 24-Hour In-House Emergency Medicine Board Eligible or Emergency Medicine Certified M.D. coverage, with the addition of Physician Assistants and Nurse Practitioners to assist the physicians.
- 2. 24-Hour R.N. Coverage ACLS Trained; PALS Trained; TNCC Trained.
- 3. Capable of receiving all levels of emergency cases.
- 4. Intermediate Haz-Mat Preparedness Level.
- 5. Designated as Level 4 Trauma Center.

C. Aurora Medical Center – Sheboygan County and St. Nicholas Hospital medical facilities have agreed to participate in all levels of EMS Training according to State of Wisconsin approved EMT Levels Training and Operational Plans.

D. The hospitals assure that the emergency department physicians from their respective medical staff will be available for direct radio voice communications with EMS personnel in the field on a 24-hour a day basis.

The hospitals in Sheboygan County will assume some degree of medical control based on the following guidelines:

1. Patient choice determines the destination of transport,

whenever possible. Therefore, the EMS Unit will first seek medical control from the destination hospital of choice.

- 2. If, at any time, it is not possible to establish direct voice contact with the medical control physician at any of the hospitals (e.g., the in-house ED physician is occupied on a resuscitation elsewhere within the hospital), the EMS Unit will seek medical control from another hospital and will transport to the original destination, or to a hospital per the patient's wishes. If this contact is not possible, the patient will be transported to the hospital under whose medical control the orders were given.
- 3. If a patient requiring EMS skills is going to be transported to an out-ofcounty hospital (i.e., St. Mary's in Mequon, Aurora in Grafton, St. Joseph's in West Bend, or St. Agnes in Fond du Lac), the necessary medical control should be obtained from the destination facility.
- 4. All of Sheboygan County's Medical Facilities have the capability to land helicopter ambulances.

V. <u>PROTOCOL – DISPATCH OF HELICOPTER AMBULANCES</u>

A. Aero medical helicopter transportation should be considered when emergency care personnel have evaluated the individual's circumstances and have found that:

- 1. The time needed to transport a patient by ground to an appropriate facility proposes a threat to the patient's survival and recovery.
- 2. Extrication and rescue or weather and traffic conditions would seriously delay the patient's access to advanced life support.
- 3. Critical Care personnel and equipment are needed to adequately care for the patient (i.e., compromised airway, severe hemorrhagic shock).

B. Rapid transport to a Level 1 or 2 Trauma Center shall be considered when indicators of possible serious injury exist as stated in "*Guidelines for Trauma Definition*" found in Appendix C.

C. Any emergency care personnel at the scene of an incident may request an aero medical transport service by the following procedure:

1. Emergency care personnel will contact the appropriate dispatch center and communicate the need for aero medical transport. Basic information regarding the nature of illness or injury and the desired aero medical transport service should be given to the dispatcher.

2. The appropriate dispatch center will contact the requested aero medical transport service and will relay all pertinent information regarding the incident, particularly the specific geographical location.

3. The responding ambulance(s) will also be made aware of the request and preliminary patient information.

4. When time allows, the closest hospital should also be notified of the situation, in the event that ground transportation will be required.

5. The helicopter will confirm that they are en route to the scene. As the helicopter gets closer, it can contact EMS personnel on the ground for more specific information regarding patient condition, landing zone, and other logistical communications.

6. Prior to the field cancellation of aero medical services, hospital medical control shall be consulted.

7. Mobile phone App (Flight for Life) - The Helicopter Activation function (prior registration and approval required) instantly alerts Flight for Life of your location and request for Flight for Life aircraft. Simply tapping the Send Alert button allows you to send a text message to Flight for Life that includes your GPS coordinates, name, organization, and hospital or dispatch center. The agency requesting flight via the App is still required to notify dispatch.

VI. OUT-OF-COUNTY SERVICES

A. Four transporting services are located outside the borders of Sheboygan County. These transporting services should be requested only as a back-up unit when an existing service within Sheboygan County is not available or in the event of a disaster.

1. <u>Campbellsport Ambulance Service (EMT I-Tech):</u> Campbellsport Volunteer Ambulance is located approximately Eight (8) miles west of southwestern Sheboygan County. Because of the distance involved, the Campbellsport Ambulance should be requested only as a back-up unit. The Campbellsport Ambulance Service could be used as a back-up for the Random Lake Fire Department, the Kewaskum Ambulance Service, or the Orange Cross Ambulance Service. This transporting service should be utilized only when the above ambulance services are not available or in the event of a disaster.

2. <u>Fredonia Fire Department Ambulance Service (EMT I-Tech)</u>: The Fredonia Fire Department Ambulance Services is located five miles south of the Sheboygan County line. As such, it is positioned for fast access via STH 57 to a portion of southern Sheboygan County. The Fredonia Fire Department Ambulance Service should be considered as a back-up service when Random Lake is not available or in the event of a disaster.

3. <u>Manitowoc Fire Department:</u> Manitowoc Fire Department is a Paramedic Level Service located north of Sheboygan County in the City of Manitowoc. Manitowoc Fire Department can be considered as a back-up service when Orange Cross Ambulance Service or the City of Sheboygan is not available or in the event of a disaster. **Note:** Kiel Ambulance Service and Mt. Calvary Ambulance Service are included in Section III. Transportation/Ambulance Services.

B. Sheboygan Co. EMS Policy Regarding Out-Of-County Services

1. The Sheboygan County EMS Council must continue to give their support to Sheboygan County's EMS System and support services. Services within the County should be utilized as primary providers.

The exception to this policy is when the fastest means of transportation is required and the geographic location is such that an out-of-country service would provide this.

2. This policy includes the assumption that all existing services provide quality medical care. Any allegations regarding cooperation, attitude, procedures at the scene, or general quality of care, should be brought to the Council as a separate issue.

VII. <u>SUMMARY</u>

The EMS System should be viewed as a continuum with each element complementing the others for the patient's benefit. Only when all elements in the EMS System understand their capabilities and limitations and cooperate in an effective and responsible manner, will each patient receive the optimal care from the system, starting at the emergency scene and continuing through to hospital discharge.

APPENDIX A

EMERGENCY MEDICAL RESPONDER UNITS

AND

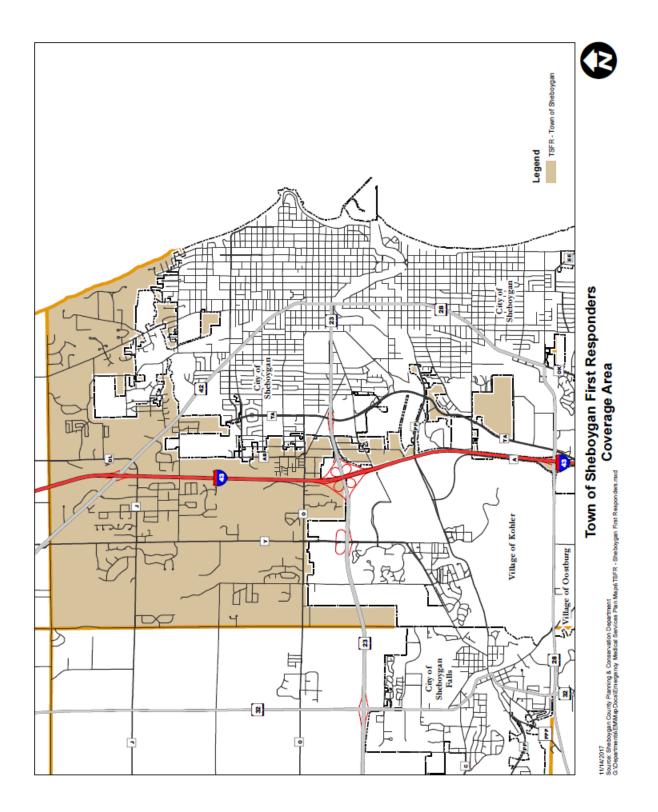
BOUNDARIES

TOWN OF SHEBOYGAN

FIRE DEPARTMENT

RESPONSE AREA: Town of Sheboygan

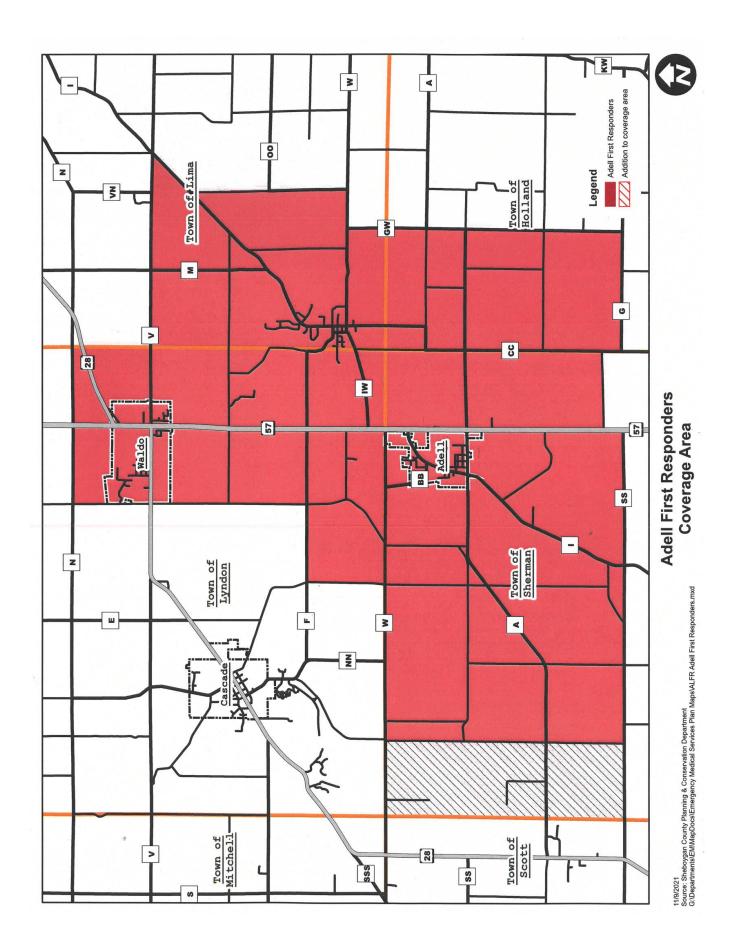
BOUNDARIES: Corporate Limits of the Town of Sheboygan



ADELL FIRE DEPARTMENT

EMERGENCY MEDICAL RESPONDER UNIT

- **RESPONSE AREA:** Village of Adell Hingham Village of Waldo
- PORTIONS: Town of Sherman Town of Lyndon Town of Lima Town of Holland
- **BOUNDARIES:** North – South side of County Road N from Blueberry Lane east to the Lima Town Line. West – South on the east side of Blueberry Lane from County Road N to County Road F. Then west on County Road F covering the south side of the road to Bates Road. Then south on Bates Road covering the east side of the road to County Road W. Then west on County Road W covering the south side of the Road to the Town of Scott Line. Then south along the Town of Scott line to County Road SS. East – From County Road N to County Road V along the Town of Lima line. The east on County Road V covering the south side of the road to County Road I. Then south on County Road I covering the west side of the road to Leynse Road. South on Leynse Road covering the west side of the road to County Road W. County Road W west covering the north side of the road to County Road GW. Then South on County Road GW covering the west side of the road to County Road G. South - North side of County Road SS from the Town of Scott line to Highway 57. Then North on Highway 57 to Knuth Road. East on Knuth Road covering the north side of the road to County Road CC. Then south on County Road CC to County Road G covering the east side of the road. The east on G covering the north side of the rod to County Road GW.



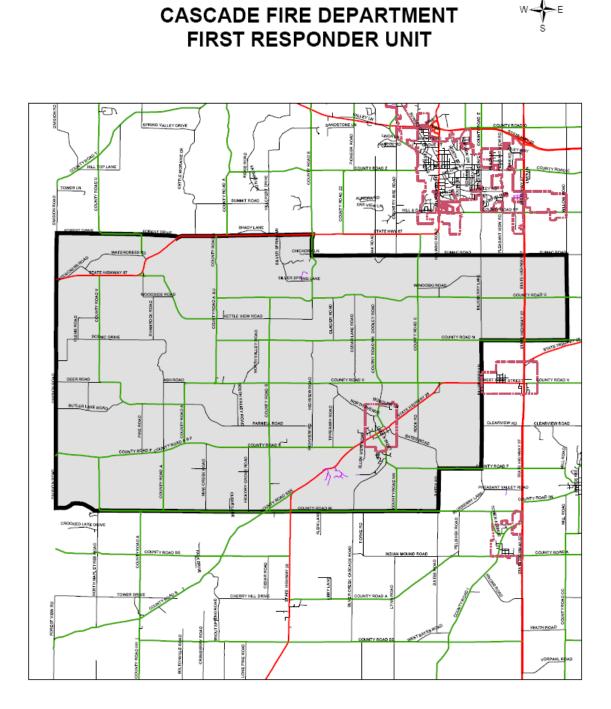
CASCADE FIRE DEPARTMENT EMERGENCY MEDICAL RESPONDER UNIT

- RESPONSE AREA: Village of Cascade Parnell Town of Mitchell
- PORTIONS: Town of Lyndon Town of Greenbush
- **BOUNDARIES:** East The Lyndon Town Line from Sumac Road south to CTH N. Then west on CTH N to Blueberry Lane. Then south on Blueberry Lane to CTH F. Then west on CTH F to Bates Road. Then south on Bates Road to W.

West – Division Road and/or the Sheboygan/Fond du Lac County Line from CTH W/Division Road (west) north to Scenic Drive and continuing north in a straight line to Forest Drive.

North – Sumac Road from Willow Road west to its end and continuing west in a straight line to CTH S. Then north on CTH S to STH 67. Then west on STH 67 to Forest Drive. Then west on Forest Drive to Division Road and/or the Sheboygan/Fond du Lac County Line.

South – CTH W from Bates Road west to Division Road and/or Sheboygan/Fond du Lac County Line.



SHEBOYGAN COUNTY

CEDAR GROVE FIRE DEPARTMENT

EMERGENCY MEDICAL RESPONDER UNIT

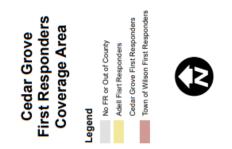
RESPONSE AREA: Village of Cedar Grove

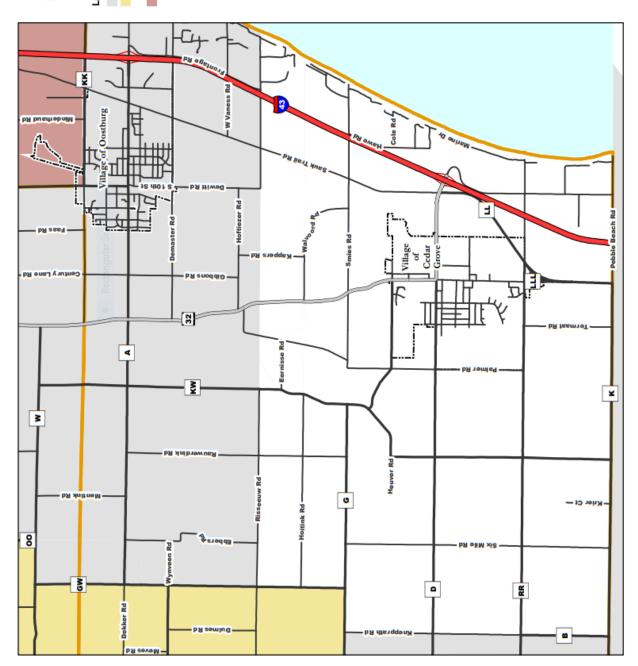
- **PORTION:** Town of Holland
- BOUNDARIES: East Lake Michigan from Pebble Beach Road and the Sheboygan/Ozaukee County Line north to the straight east line extension of Risseeuw Road.

West – CTH B from CTH K and/or the Sheboygan/Ozaukee County Line north onto Knepprath Road. Then north on Knepprath Road to CTH G. Then east on CTH G to CTH GW. Then north on CTH GW to Risseeuw Road.

North – Risseeuw Road from CTH GW east. Then east in a straight line from Risseeuw Road to Lake Michigan.

South – CTH K and/or Sheboygan/Ozaukee County Line from CTH B east to Pebble Beach Road then east on Pebble Beach Road to Lake Michigan.





HOWARDS GROVE FIRE DEPARTMENT

EMERGENCY MEDICAL RESPONDER UNIT

RESPONSE AREA: Ada Franklin Village of Howards Grove Town of Hermann Town of Mosel

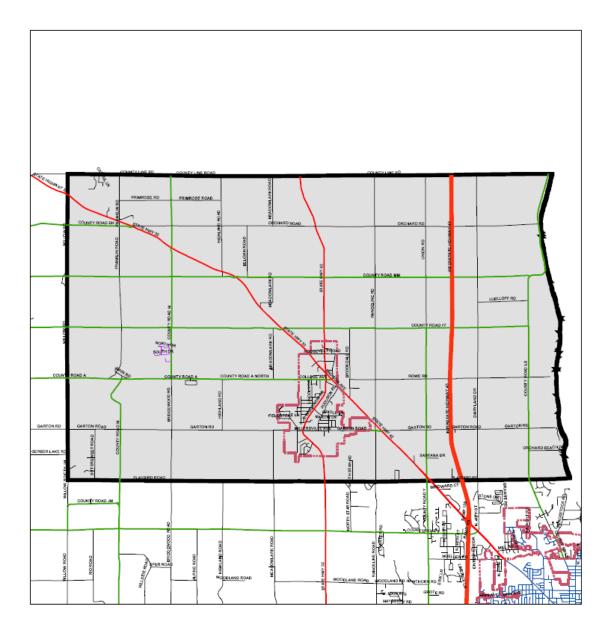
BOUNDARIES: East – Lake Michigan from the County Line south to Playbird Road.

West – Willow Road from County Line Road or Sheboygan/Manitowoc County Line south to the west straight line extension of Playbird Road from Bittersweet Road.

North – County Line Road and/or Sheboygan/Manitowoc County Line from Willow Road east to Lake Michigan.

South – Playbird Road from Lake Michigan west to Bittersweet Road and continuing west in a straight line to Willow Road.





GLENBEULAH FIRE DEPARTMENT

EMERGENCY MEDICAL RESPONDER UNIT

RESPONSE AREA: Village of Glenbeulah

- **PORTIONS:** Town of Greenbush
- **BOUNDARIES:** East at intersection of Town of Greenbush Town Line and Town of Rhine Town Line south along CTH P in a straight line to STH 67.

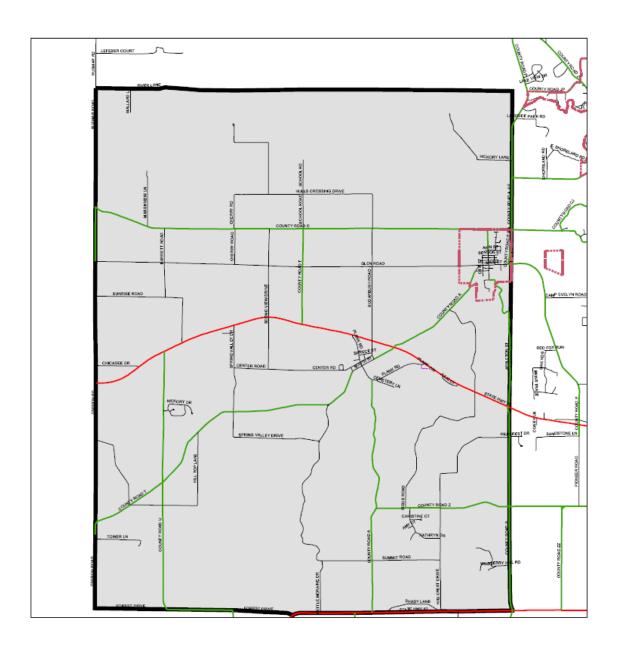
West – Division Road and/or the Sheboygan/Fond du Lac County Line from Forest Drive north to CTH C and continuing north in a straight line to River Lane.

North – River Lane from Division Road east to its end. Then continuing east in a straight line and following the Town of Greenbush Town Line to its intersection with the Town of Rhine Town Line.

South – STH 67 west from CTH S to Forest Drive. Then west on Forest Drive to Division Road and/or the Sheboygan/Fond du Lac County Line.

SHEBOYGAN COUNTY GLENBEULAH FIRE DEPARTMENT FIRST RESPONDER UNIT

w♣e



VILLAGE OF ELKHART LAKE

EMERGENCY MEDICAL RESPONDER UNIT

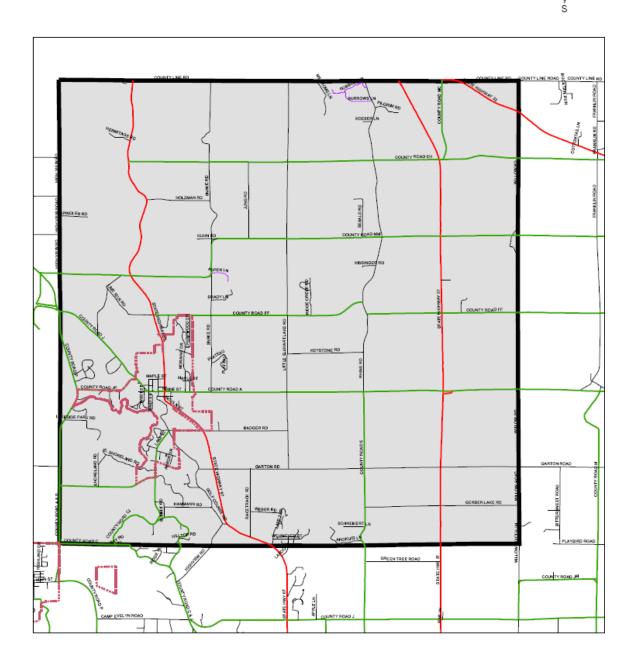
- **RESPONSE AREA:** Village of Elkhart Lake Town of Rhine
- **BOUNDARIES:** East The west side of Willow Road (Willow Road being the eastern boundary for the Town of Rhine), starting at the boundary line of County Line Road and going south on Willow Road to the north side of the Town of Rhine/Town of Plymouth boundary line.

West – The east side of Highview Road (Highview Road being the western boundary for the Town of Rhine) south in a straight line along CTH P to CTH C.

North – At intersection of Highview Road and County Line Road east in a straight line to the west side of Willow Road.

South – At intersection of CTH P and CTH C east in a straight line along the north side of the Town of Rhine/Town of Plymouth line to the west side of Willow Road.

SHEBOYGAN COUNTY ELKHART LAKE FIRST RESPONDER UNIT



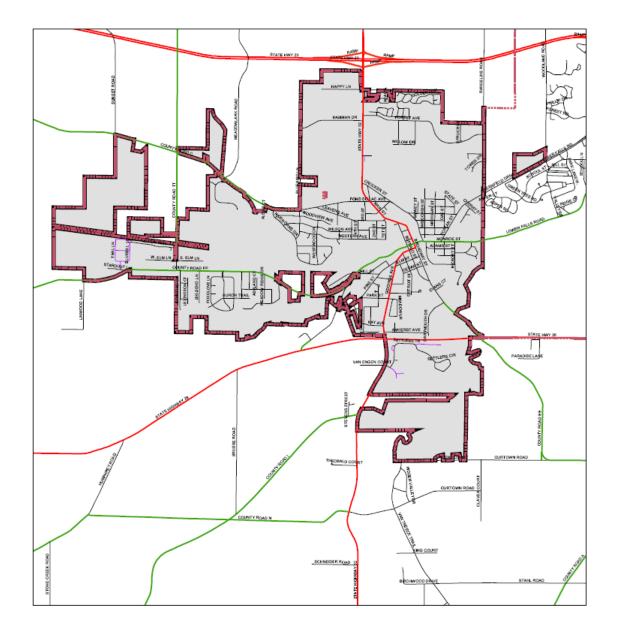
CITY OF SHEBOYGAN FALLS FIRE DEPARTMENT EMERGENCY MEDICAL RESPONDER UNIT

BOUNDARIES: Corporate City Limits of Sheboygan Falls

(Operations are governed by and fall under the authority of the City of Sheboygan Falls Council)





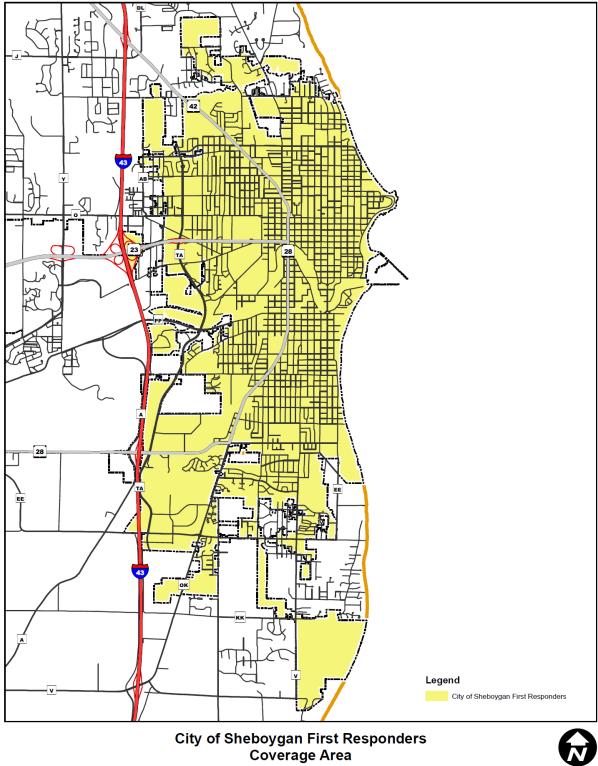


CITY OF SHEBOYGAN

FIRE DEPARTMENT

BOUNDARIES: Corporate City Limits of Sheboygan

(Operations are governed by and fall under the authority of the City of Sheboygan Common Council)





TOWN OF SCOTT

EMERGENCY MEDICAL RESPONDER UNIT

RESPONSE AREA: Town of Scott

BOUNDARIES: East – An imaginary line running the eastern boundary of the Town of Scott.

West – An imaginary line running the western boundary of the Town of Scott.

North – County Road W.

South – An imaginary line running the southern boundary of the Town of Scott.



TOWN OF SHEBOYGAN FALLS FIRE DEPARTMENT

EMERGENCY MEDICAL RESPONDER UNIT

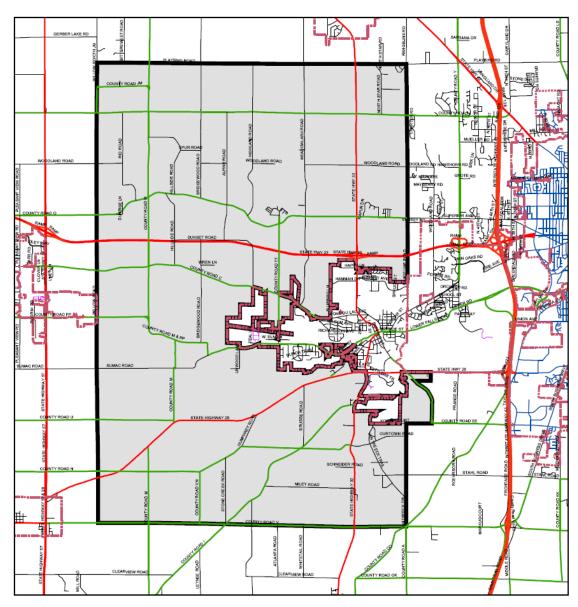
- **RESPONSE AREA:** Johnsonville Town of Sheboygan Falls
- PORTION: Town of Lima Town of Wilson
- BOUNDARIES: East Van Treeck Trail from CTH V north and continuing in a straight line north along the Lima Town Line and Claver Street, west side of the road, to Ourtown Road then east to Broadway Road (CTH EE) then north to STH 28. STH 28 east from Broadway Road to the last residence east of Paradise Lane. Valley Court and Paradise Lane both sides of the road. The northerly extension to Rangeline Road (excluding the City of Sheboygan Falls and excluding the Village of Kohler). Then north on Rangeline Road to Playbird Road.

West – The Lima Town Line from CTH V north to Willow Road. Then north on Willow Road to Road to the westerly extension of Playbird Road, Playbird Road from Bittersweet Road.

North – Playbird Road west from Rangeline Road and continuing in a straight line west from Bittersweet Road to its intersection with section with Willow Road.

South – CTH V west from Van Treeck Trail to the Lima Town Line.





VILLAGE OF KOHLER

POLICE DEPARTMENT

RESPONSE AREA: Village of Kohler

BOUNDARIES: Corporate limits of the Village of Kohler

(Operations are governed by and fall under the authority of the Village of Kohler Board)

ALDRICH LLC

EMERGENCY MEDICAL RESPONDERS

RESPONSE AREA: MILLIPORE Sigma Chemical Facilities

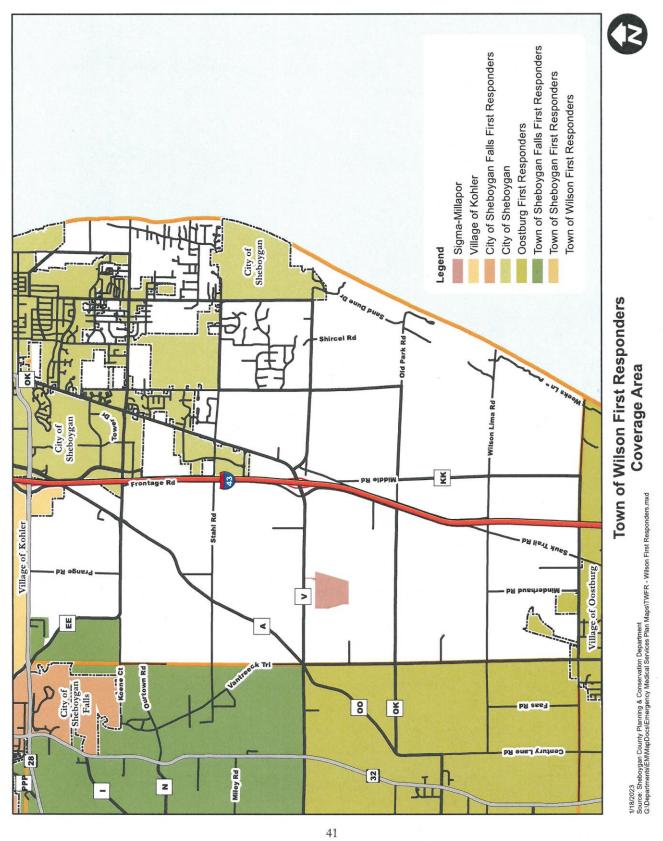
BOUNDARIES: MILLIPORE Sigma Facilities

TOWN OF WILSON

EMERGENCY MEDICAL RESPONDERS

RESPONSE AREA: Portion of the Town of Wilson

BOUNDARIES: The entire Town of Wilson with the exception of fenced area of MILLIPORE Sigma Chemical and the northwest corner of the Township north of Ourtown Road and west of Broadway Road.



ST. CLOUD

EMERGENCY MEDICAL RESPONDERS

RESPONSE AREA PORTIONS: Town of Russell Town of Greenbush

BOUNDARIES: Description of area contracted for by the Town of Russell and Town of Greenbush request (includes both sides of the road).

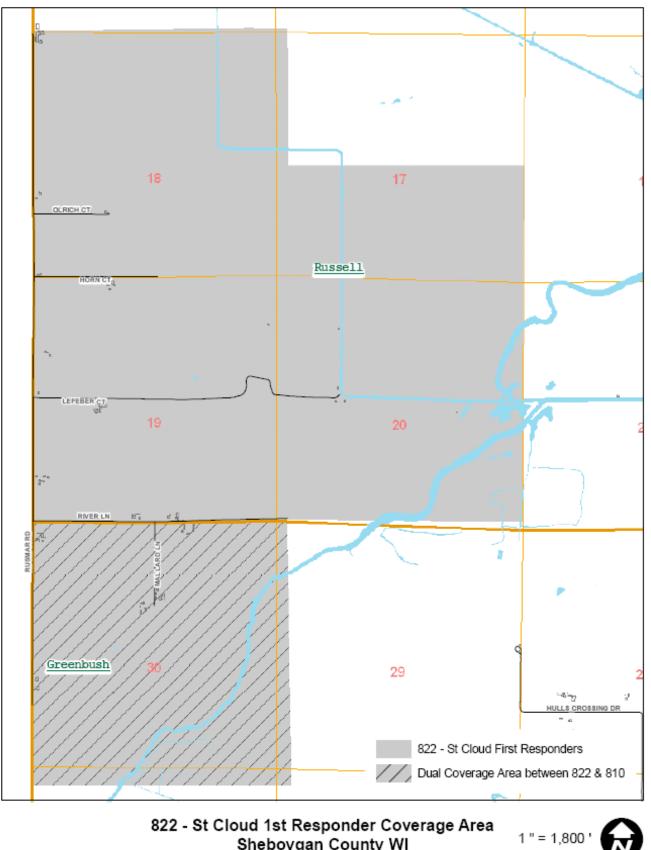
East – An imaginary line created by the straight line extension south from the dead–end of Hunters Court to the point of intersection to the north with the straight line extension from the end of Hulls Crossing Road and the point of intersection to the south with the straight line extension east of River Lane.

West – Rusmar Road (Division Road) from N7700 Rusmar Road north to its end in Sheboygan County where it veers west into Fond du Lac County (N8900).

North – An imaginary line created by the straight line extension east from the north end of Rusmar Road in Sheboygan County (at the point where it veers west into Fond du Lac County) to its intersection with the point created by the imaginary straight line extension north from the dead-end of River Lane (east end); thence south approximately 2900' and thence east to an imaginary line created by the straight line extension south from the dead-end of Hunters Court.

South – An imaginary line created by the straight line extension east from the point located at N7700 Rusmar Road to its point of intersection created by the imaginary extension in a straight line south from the deadend of River Lane (east end). Thence north to the dead-end of River Lane, and thence east to an imaginary line created by the straight line extension north from the dead-end of Hulls Crossing Road.

Dispatched by Fond du Lac County. Glenbeulah Emergency Medical Responders also cover this area.



822 - St Cloud 1st Responder Coverage Area Sheboygan County WI

Source: Sheboygan County G(Departments)EMIMapDocs/Emergency Medical Services Plan Maps/822 St Cloud Responder

OOSTBURG EMERGENCY

MEDICAL RESPONDERS

RESPONSE AREA PORTIONS:

Village of Oostburg Portions of Town of Holland Portion of Town of Lima

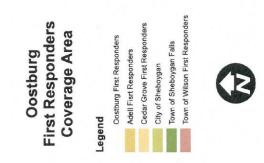
BOUNDARIES:

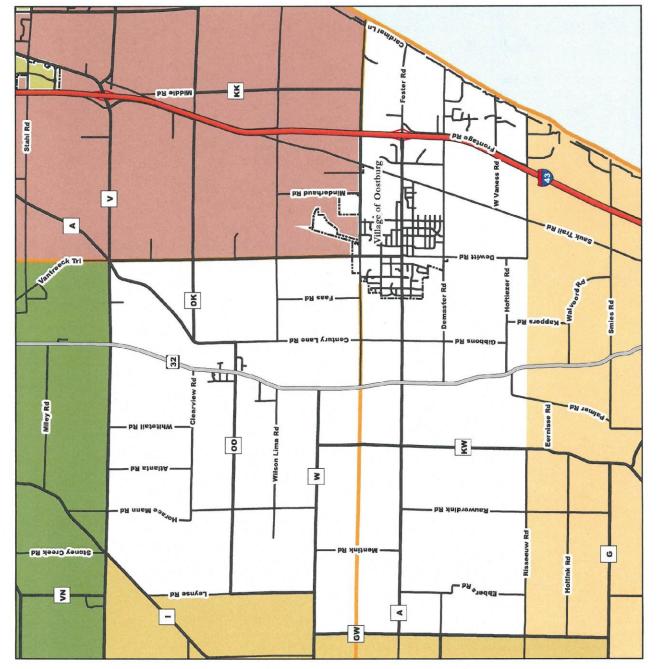
East – Beginning at the intersection of County Road A and County Road V, south on County Road A to Town Line Road. It then follows Town Line Road, including all portions of the Village of Oostburg lying north of Town Line Road, to the Lake Michigan shoreline and then south to Dewitt Road.

West – County Road GW from Risseeuw Road to County Road W and then it follows County Road W from County Road GW to Leynse Road. This western edge then runs to north on Leynse Road to County Road I, and northeast on County Road I to County Road V.

North – County Road I (angled) and County Road V from Leynse Road to County Road A.

South – A straight line that runs with Risseeuw Road and Dewitt Road from County Road GW to the Lake Michigan shoreline.





APPENDIX B

TRANSPORTATION SERVICES

AND

BOUNDARIES

ORANGE CROSS AMBULANCE SERVICE 1919 Ashland Avenue Sheboygan, WI 53081

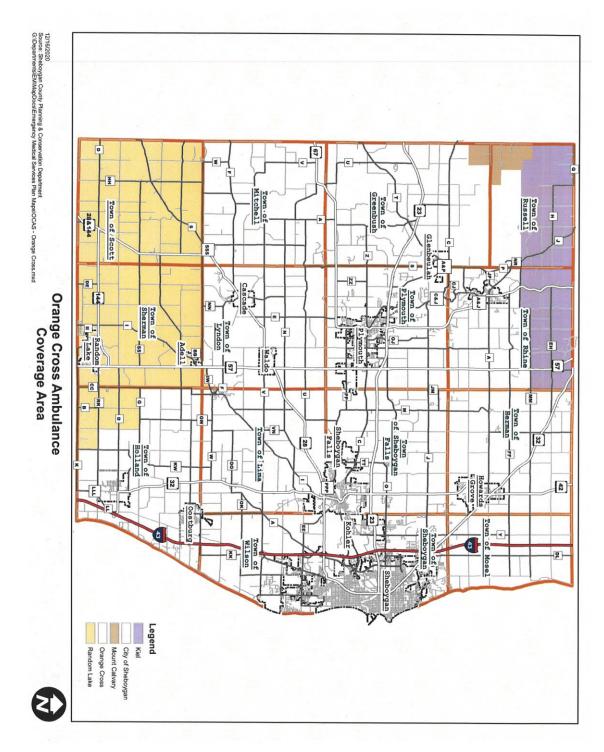
- **RESPONSE AREA:** City of Plymouth City of Sheboygan Falls Village of Cascade Village of Cedar Grove Village of Elkhart Lake Village of Glenbeulah Village of Howards Grove Village of Kohler Village of Waldo Village of Oostburg Town of Herman Town of Mitchell Town of Mosel Town of Plymouth Town of Sheboygan Town of Wilson
- PORTIONS: Town of Greenbush Town of Holland Town of Lima Town of Lyndon Town of Rhine Town of Russell Town of Sheboygan Falls
- **BOUNDARIES:** East Lake Michigan from Sheboygan/Manitowoc County Line south (up to but not including) to CTH V.

West – Division Road and/or the Sheboygan/Fond du Lac County Line from CTH W/Division Road (west) north and continuing in a straight line north to a point located at N7700 Rusmar Road.

North – County Line Road and/or Sheboygan/Manitowoc County Line from Lake Michigan west Willow Road. Then south on Willow Road (including both sides) to CTH MM. Then west from Willow Road along CTH MM (up to but not including) to Snake Road. Then south on Snake Road (up to but not including) to CTH MM. Then west on CTH MM (up to but not including) and continuing west in a straight line to the point of intersection between the easterly extension of the northerly end of Rusmar Road and the northerly extension of the dead-end of River Lane. Then south in a straight line from that point of intersection to the point of intersection with the easterly straight line extension from N7700 Rusmar Road. Then west along the straight line extension from 7700 Rusmar Road to the Sheboygan/Fond du Lac County Line.

South – Sheboygan/Fond du Lac County Line east along Division Road (up to but not including) to CTH W. Then east along CTH W to STH 57. Then continue east with a straight line extension to Mill Road. Then south on Mill Road/CTH CC to CTH G. Then east on CTH G to Six Mile Road. Then south on Six Mile Road to CTH RR. Then east on CTH RR to CTH KW. Then south on CTH KW to CTH K. Then east on CTH K to CTH LL. Then continue east on Pebble Beach Road and continuing in an easterly direction to Lake Michigan.

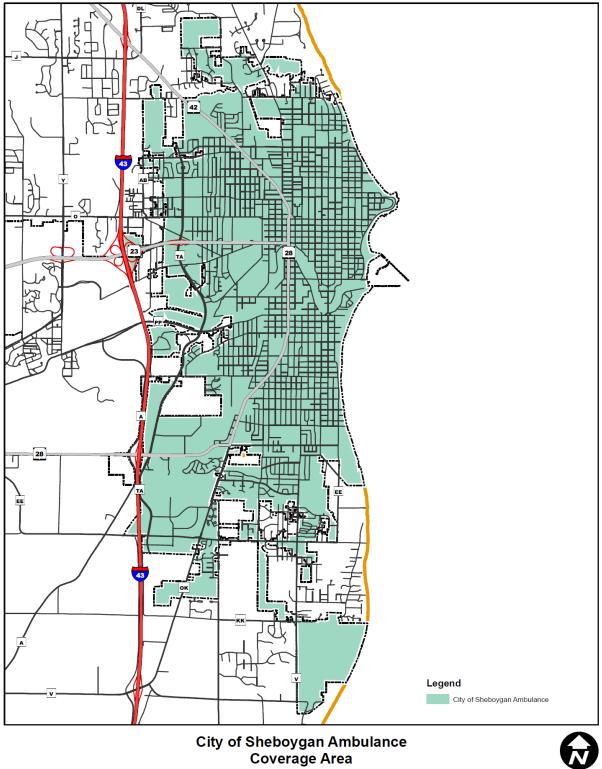
Note: This area does not include the City of Sheboygan. This area also excludes area serviced by Mount Calvary Ambulance. See description for Mount Calvary Ambulance Service boundaries in Town of Russell and Town of Greenbush contained in Appendix B.



CITY OF SHEBOYGAN FIRE DEPARTMENT

BOUNDARIES: Corporate City Limits of Sheboygan

(Operations are governed by and fall under the authority of the City of Sheboygan Common Council)





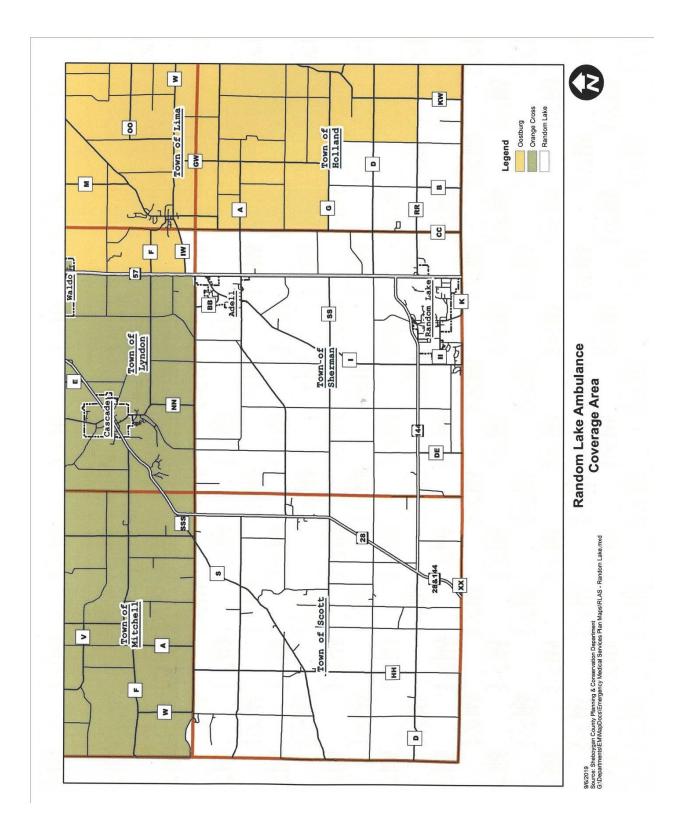
RANDOM LAKE FIRE DEPARTMENT AMBULANCE SERVICE Post Office Box 0076 Sheboygan, WI 53082-0076

- RESPONSE AREA: Village of Adell Village of Random Lake Town of Scott Town of Sherman
- PORTIONS: Town of Holland Town of Lyndon
- **BOUNDARIES:** East -- CTH KW (up to but not including) north to CTH RR (up to but not including). Then west on CTH RR (up to but not including) to Six Mile Road. Then north on Six Mile Road (including both sides) to CTH G. Then west on CTH G (including both sides) to Mill Road. Then north on Mill Road (including both sides) to CTH IW.

West – Division Road (including both sides) from Valley View Drive north and continuing in a straight line north to Division Road and Division Road (east).

North – CTH IW (including both sides) west from Hingham Mill Road to STH 57. Then south on STH 57 (but not including Hwy 57) to CTH W. Then west on CTH W (including both sides) to Division Road. Then west on Division Road (including both sides) to Division Road and/or Sheboygan/Fond du Lac County Line.

South – Valley View Drive (including both sides) and/or Sheboygan/Washington County Line from Division Road east in a straight line to Town Line Road (including both sides) continuing in a straight line east CTH K and/or Sheboygan/Ozaukee County Line. Then east on CTH K including both sides to CTH KW (up to but not including).



KEWASKUM AMBULANCE SERVICE

RESPONSE AREA PORTIONS: Town of Scott

Boundaries have been pre-determined by the telephone companies 911 telephone lines. Sheboygan County will not dispatch Kewaskum Ambulance Service unless the caller specifically asks for that ambulance service.

KEWASKUM AMBULANCE SERVICE

A map is NOT attached as Sheboygan County will NOT dispatch Kewaskum Ambulance Service unless the caller specifically asks for that ambulance service.

KIEL AMBULANCE SERVICE

RESPONSE AREA PORTION:

Town of Russell Town of Rhine

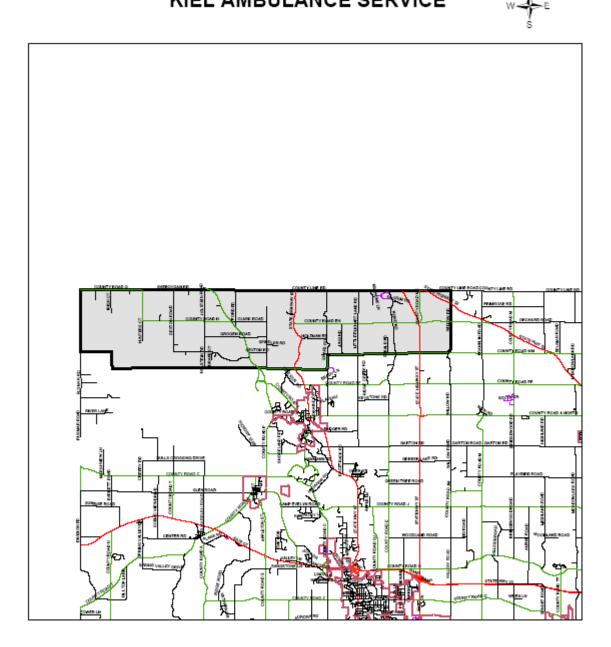
BOUNDARIES: East -- Willow Road (up to but not including) south from County Line Road to CTH MM.

West -- Division Road (just north of Olrich Court where the westerly extension of CTH MM would intersect) north and continuing north in a straight line to CTH Q and/or Sheboygan/Calumet County line.

North -- County Line Road west from Willow Road and continuing west in a straight line to the Sheboygan/Calumet County line.

South -- CTH MM (including both sides) west from Willow Road to Snake Road. Then south on Snake Road (including both sides) to CTH MM. Then west on CTH MM (including both sides) and continuing west in a straight line to Division Road and/or the Sheboygan/Fond du Lac County line.

SHEBOYGAN COUNTY KIEL AMBULANCE SERVICE



PLYMOUTH FIRE DEPARTMENT

BOUNDARIES: Plymouth Fire Department Ambulance Service may provide mutual aid anywhere within Sheboygan County upon request.

MOUNT CALVARY AMBULANCE SERVICE

RESPONSE AREA PORTIONS: Town of Russell Town of Greenbush

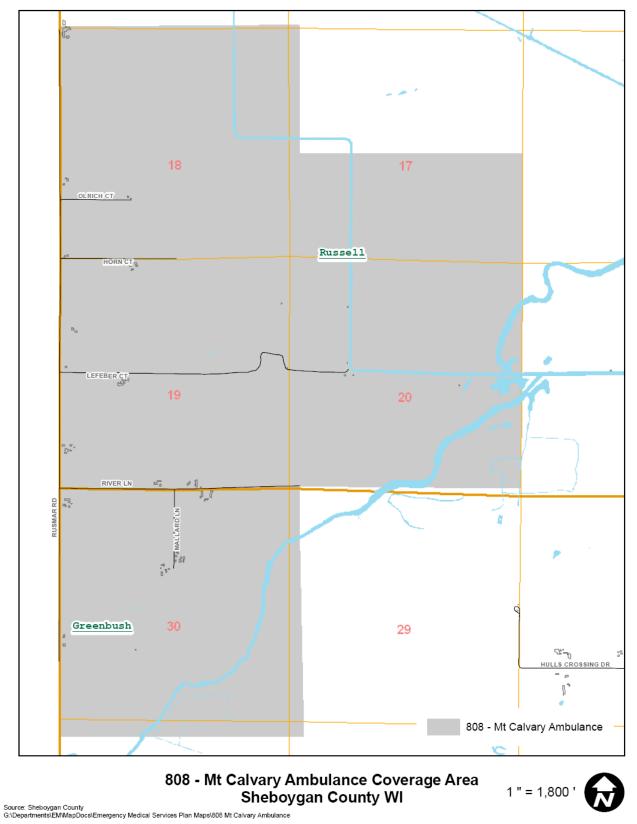
BOUNDARIES: Description of area contracted for by the Town of Russell and Town of Greenbush request (includes both sides of the road).

East – An imaginary line created by the straight line extension south from the dead–end of Hunters Court to the point of intersection to the north with the straight line extension from the end of Hulls Crossing Road and the point of intersection to the south with the straight line extension east of River Lane.

West – Rusmar Road (Division Road) from N7700 Rusmar Road north to its end in Sheboygan County where it veers west into Fond du Lac County (N8900).

North – An imaginary line created by the straight line extension east from the north end of Rusmar Road in Sheboygan County (at the point where it veers west into Fond du Lac County) to its intersection with the point created by the imaginary straight line extension north from the dead-end of River Lane (east end); thence south approximately 2900' and thence east to an imaginary line created by the straight line extension south from the dead-end of Hunters Court.

South – An imaginary line created by the straight line extension east from the point located at N7700 Rusmar Road to its point of intersection created by the imaginary extension in a straight line south from the deadend of River Lane (east end). Thence north to the dead-end of River Lane, and thence east to an imaginary line created by the straight line extension north from the dead-end of Hulls Crossing Road.



APPENDIX C

GUIDELINES

FOR

TRAUMA DEFINITION

Recommendations from the Southeastern Regional Trauma Council 2012

National Guideline for the Field Triage of Injured Patients

RED CRITERIA High Risk for Serious Injury

Injury Patterns	Mental Status & Vital Signs
 Penetrating injuries to head, neck, torso, and proximal extremities Skull deformity, suspected skull fracture Suspected spinal injury with new motor or sensory loss Chest wall instability, deformity, or suspected flail chest 	All Patients • Unable to follow commands (motor GCS < 6) • RR < 10 or > 29 breaths/min • Respiratory distress or need for respiratory support • Room-air pulse oximetry < 90% Age 0–9 years • SBP < 70mm Hg + (2 x age in years)
 Suspected pelvic fracture Suspected fracture of two or more proximal long bones Crushed, degloved, mangled, or pulseless extremity Amputation proximal to wrist or ankle Active bleeding requiring a tourniquet or wound packing with continuous pressure 	Age 10-64 years • SBP < 90 mmHg or • HR > SBP Age ≥ 65 years • SBP < 110 mmHg or • HR > SBP

Patients meeting any one of the above RED criteria should be transported to the highest-level trauma center available within the geographic constraints of the regional trauma system

YELLOW CRITERIA

Moderate Risk for Serious Injury

Mechanism of Injury	EMS Judgment
 High-Risk Auto Crash Partial or complete ejection Significant intrusion (including roof) >12 inches occupant site OR >18 inches any site OR Need for extrication for entrapped patient Death in passenger compartment Child (age 0–9 years) unrestrained or in unsecured child safety seat Vehicle telemetry data consistent with severe injury Rider separated from transport vehicle with significant impact (eg, motorcycle, ATV, horse, etc.) Pedestrian/bicycle rider thrown, run over, or with significant impact Fall from height > 10 feet (all ages) 	 Consider risk factors, including: Low-level falls in young children (age ≤ 5 years) or older adults (age ≥ 65 years) with significant head impact Anticoagulant use Suspicion of child abuse Special, high-resource healthcare needs Pregnancy > 20 weeks Burns in conjunction with trauma Children should be triaged preferentially to pediatric capable centers If concerned, take to a trauma center

Patients meeting any one of the YELLOW CRITERIA WHO DO NOT MEET RED CRITERIA should be preferentially transported to a trauma center, as available within the geographic constraints of the regional trauma system (need not be the highest-level trauma center)

APPENDIX D

REQUIRED EQUIPMENT

Sheboygan County EMR minimum equipment list for units	
Airway and Ventilation	
Portable Suction - Manual or Electric	1
Large bore ridged suction tip	1
Large bore flexiable suction tip	1
Portable Oxygen System with Flow Regulator (25 LPM)	1
Cylinder Wrench	1
Adult Nasal Cannula	2
Pediatric Nasal Cannula	1
Adult non-rebreather (NRB) mask	2
Blob Mask	1
Pediatric non-rebreather (NRB) mask	1
Bag Valuve Mask with oxygen tubing to connect	
Child (per AHA Standards)	1
Non-Visual Airway Devices (one or the other)	
King and approriate sizes	1 set
Igel and approrate sizes	1 set
Orophargaeal airway - complete set (5 pc minimum)	1 set
Nasalpharyngeal Airway - complete set (5 pc minimum)	1 set
Bite Sticks	1
Monitoring and Assessment	
Blood Pressure cuffs - XL, Adult, and Child	1 set
Stethoscope	1
Penlights	1
AED with Pads - Adult and Peds	1
Glucometer kit (optional)	1
Pulse Oximeter for Adult and Pediatric (Band aid type for LifePack)	1
EKG Accusition equipment with cables for same (optional)	1
Immobilization Equipment	
Rigid Cervical Collars - (Each size or adjustable)	1 set
Padded Extremity Splints (carboard, wire, air, SAMS)	
Wound Management	
Wound Management Sterile Burn Sheets	1
	1
Sterile "10 x 30" Mutlti-Trauma Dressings	1
Sterile "4 x 4" guaze	6
Sterile "5 x9" dressings	1
Sterile occlusive dressings, 3" x 8" or larger (Expired AED Pads)	1

All Emergency Medical Responder Units should carry the following minimum equipment

10 2-3
rolls
2-3
rolls
2
1
1
1
1
1
1
1
1
1
1
1
1
1
1
45 mg
Ū
1
2
2
25
1
1
1
1

Revised 8/16/2023	
Approved by SCEMSA	

--The Sheboygan County EMS Council recognizes this list Represents only minimum equipment requirements. Many Emergency Medical Responder Units will carry additional equipment.

APPENDIX E

TRANSFER DIRECTLY TO AEROMEDICAL CREW ON HOSPITAL LANDING PAD

TRANSFER DIRECTLY TO AEROMEDICAL CREW ON HOSPITAL LANDING PAD

This Letter of Agreement will constitute the basis of a standard operating protocol for Sheboygan County Transport Agency to transfer patients to the care of a helicopter medical crew for the purpose of transport to a tertiary center for higher level of care.

Based on previous investigation, this is acceptable medical care and is not an EMTALA violation. This action is considered an extension of the prehospital scene care.

The Protocol:

- 1. The facility will be advised of the incoming patient, even if expected to be a direct transfer on the helipad;
- 2. The medical control physician may provide consultation, as usual, without the patient being considered as coming to the hospital;
- 3. When the helicopter landing is not imminent, such as if the helicopter has not initiated final approach, the EMS providers may bring the patient into the Emergency Department for evaluation and further care;
- 4. Any treatment by hospital personnel beyond Security Officers at the helipad will constitute medical treatment and the patient will be registered in the Emergency Department;
- 5. At any time, the EMS or helicopter personnel determine that the patient requires further stabilization, such as a definitive airway, vascular access or chest tube decompression, the patient will be brought into the Emergency Department and treated as a registered patient. The transfer will then be facilitated according to EMTALA requirements.

ORANGE CROSS AMBULANCE	RANDOM LAKE FIRE DEPT. AMBULANCE
By: Dan Althaus	By: Pat Depies
SHEBOYGAN FIRE DEPT. AMBULANCE	
By: Mike Lubbert	
PLYMOUTH FIRE DEPT. AMBULANCE	KIEL AMBULANCE
By: Ryan Pafford	By: Richard Isley
EMS COUNCIL CHAIR	
By:	

Suzanne Martens, M.D.

"If as part of the EMS protocol, EMS activates helicopter evacuation of an individual with a potential EMC (emergency medical condition), the hospital that has the helipad does not have an EMTALA obligation if they are not the recipient hospital, **unless a request** is made by EMS personnel, the individual, or a legally responsible person acting on the individual's behalf for the examination or treatment of an EMC." From EMTALA Deskbook 2011; MEDLAW.com; A.C. Frew, Editor

APPENDIX F

MULTI / MASS CASUALTY PLAN

APPENDIX F

SHEBOYGAN COUNTY EMERGENCY MEDICAL SERVICES



MULTI / MASS CASUALTY INCIDENT PLAN

June 2013

LETTER OF PROMULGATION

To All Agencies and Readers:

Sheboygan County Emergency Medical Services have prepared this Multi / Mass Casualty Incident (MCI) Plan. The purpose of this plan is to provide consistent definitions, clear direction, common terminology, and solid organizational structure to emergency medical responses within Sheboygan County during an MCI. This plan does not replace Sheboygan County's EMS plan, Annex H, or Annex T for emergency medical services. Rather, it provides the procedures necessary to ensure an effective and coordinated response to an incident involving mass casualties in Sheboygan County. The Sheboygan County EMS plan, Annex H, and Annex T provide the policies under which this plan operates.

This plan will be reviewed and updated as needed to reflect changes in policies, technology or operational procedures that affect the emergency response capabilities of the EMS agencies in the Sheboygan County area.

The Sheboygan County Emergency Medical Services welcomes your comments and suggestions for improving this plan. Please direct your comments and suggestions in writing to Sheboygan County Emergency Management, 525 N 6th Street, Sheboygan, WI 53081 or via e-mail to: steve.steinhardt@SheboyganCounty.com.

Sheboygan EMS Association MCI committee

Steve Steinhardt Daniel Althaus Tom Bahr Mike Lubbert

MULTI / MASS CASUALTY INCIDENT PLAN

I. INTRODUCTION

A. Sheboygan County has developed an emergency medical services (EMS) plan and supplemented the basic plan with an Annex H for emergency medical responses during multi / mass casualty incidents and Annex T for emergency medical responses during acts of terrorism. This plan and the annexes direct local emergency medical services to develop internal plans or suggested operating procedures on how emergency medical responses would be provided in the event of a major incident within Sheboygan County.

The Emergency Medical Services of Sheboygan County have recognized this requirement and in the 1990's began developing local procedures that would be understood by all the agencies responding to a larger scale incident. From that starting point, this joint services plan was developed.

During the later part of 2005 the Emergency Medical Services dissolved into an organization that now includes all Medical Emergency Medical Responders and Ambulance Services. The new organization is referred to as "Sheboygan County Emergency Medical Services Association". With the start of this new association, the MCI plan was updated to include Medical Emergency Medical Responders.

- **B**. Sheboygan County is fortunate to be served by medical Emergency Medical Responder groups, ambulance services, ambulance services along its borders, and two hospitals.
- **C.** When the plan was first developed, mutual aid agreements between the various EMS agencies within the County existed but no formal agreements between all agencies have been developed.
- **D.** At the time of the writing of the original document, a Mutual Aid Box Alarm System (MABAS) was being considered for Sheboygan County.
- **E.** In 2010 MABAS went live in Sheboygan County. All EMS agencies residing in Sheboygan County are member of Division 113.

II. PURPOSE AND OBJECTIVES

A. Purpose

This plan establishes a standard structure or guideline for the operation of multiple EMS agencies at a multi-patient / mass casualty incident.

B. Objectives

- 1. This plan may be applied to any multi-patient or mass casualty incident regardless of the number of patients or incident size.
- 2. For purposes of clarification, this document will provide the reader with an overview of how an incident could be organized when put together at the Unit leader level. The writers of this plan assume that the reader understands the Incident Command structure and its ability to grow into the need for additional management components involving groups, divisions, or branches.
- 3. The procedures outlined in this plan shall be integrated into the framework of the National Incident Management System and the agencies using this plan may build upon the components presented in this plan.
- 4. The plan will give direction to EMS agencies and others involved in a multi / mass casualty incident in a manner that is consistent and compatible with local plans and protocols.
- 5. The plan will improve multiple EMS agency coordination through increased knowledge and consistent terminology.
- 6. MABAS Life Safety Box Cards will be used in mass casualty incidents specific to the area served.

III. PLAN PARTICIPANTS

A. All ambulance services, medical Emergency Medical Responder units and hospitals serving all or portions of the county as listed in Sheboygan County EMS Plan.

IV. DEFINITIONS

A. Multiple Victim Incidents

Local emergency medical services modify their triage, treatment, and transportation procedures to handle the number of casualties. Local medical facilities require advanced notice to prepare for multiple patients.

B. Mass Casualty Incident

Local emergency medical services (including mutual aid) are available and adequate for triage, pre-hospital treatment / stabilization, and transportation. Local medical facilities are adequate and appropriate for further diagnosis and treatment.

C. Major Medical Incident

Involves a large number of casualties and requires a regional emergency medical response for adequate mitigation of the incident.

D. Disaster

A disaster is any natural or man-made event, civil disturbance or hostile attack, or any other hazardous occurrence of unusual or severe effect, threatening or causing injury to multiple individuals. A disaster exceeds / overwhelms the available regional resources and requires assistance from state or federal sources. The Emergency Medical Services of Sheboygan County may operate in an "operational disaster mode" prior to any formal declaration of a disaster by local officials.

E. Catastrophe

Local and regional resources are concentrated on self-survival. State or federal assistance required for mitigation.

V. NATIONAL INCIDENT MANAGEMENT SYSTEM

- A. The National Incident Management System (NIMS) is the first federal mandate that standardizes the approach to incident management and response. Developed by the Department of Homeland Security and released in March 2004, it establishes a uniform set of processes and procedures that emergency responders at all levels will use to conduct response operations.
- **B.** Annex H of the Sheboygan County Emergency Medical Services Plan identifies an integrated management system as the means for ensuring central control and inter-agency coordination at an MCI. The use of an incident management system helps ensure that every event will have unity of command, span of control and chain of command.
- C. While this plan does not supplant or dictate local department operations, it assures that all agencies working at an incident follow consistent procedures. The more a system can be used on routine operations, the easier it will be to use on complex MCI's.
- **D.** The roles and responsibilities of the various positions within the NIMS are described in detail in Appendix A and B.
- **E.** The Emergency Medical Services triage supplement and operational worksheets at an MCI event can be found in Appendix C and D.

VI. IMPLEMENTING THE MASS CASUALTY INCIDENT PLAN

A. First Unit on the Scene

Regardless of the location, nature or extent of the incident, the first arriving emergency response agency with medical responsibility for the call shall:

- 1. Establish Incident Command or report to the Command Post.
- 2. If he/she is reporting to a Command Post the writer of this document is assuming that he/she will be assigned the role of an EMS Group Supervisor until the position is transferred or the incident is stabilized and the position is terminated.

- (i) The duties of the EMS Group Supervisor shall be:
 - 1. Rapidly survey the scene to identify any hazards or safety concerns.
 - 2. Request additional resources based upon the approximate number of patients involved in the incident.
 - 3. Appoint a Triage Unit Leader and initiate triage. Triage will be initiated early in an incident, especially when the number of patients and / or the severity of their injuries exceed the capabilities of the on scene personnel to provide effective treatment and transportation.
 - 4. To establish the Treatment and Transportation units from the initial arriving resources if necessary.
- 3. Off-duty medically trained personnel who happen to be in the area and respond to the incident first should try to accomplish as many of the above tasks as safety possible. Once a dispatched agency has arrived on-scene, the off-duty person shall report to the arriving agency what tasks have been accomplished and then wait for further direction from the Incident Commander.

B. *Criteria* for Requesting a MABAS Box Card and Implementing the Mass Casualty Incident Plan

This Mass Casualty Incident Plan will be implemented when the following circumstances occur:

- 1. An emergency that meets the definition of an MCI has occurred or appears imminent. (see page 2, Section IV definitions)
- 2. The requesting jurisdiction or agency anticipates that all of its available resources are needed to ensure quality pre-hospital patient care. The intent of the Mass Casualty Incident Plan at this point is to insure that no one agency or department uses all of it's available resources to handle a call and leave it's response territory uncovered and dependent upon mutual aid from another area.

C. *Procedures* for Requesting a MABAS Box Card and Implementing the Sheboygan County Emergency Medical Service Mass Casualty Incident Plan

- 1. When it is determined by the first arriving resources of the affected jurisdiction that additional EMS assistance is required, they shall:
 - i. Report this request to the transport agency of jurisdiction.
 - ii. The transport agency will request the appropriate MABAS Card from the communication center and advise them of the level of mutual aid necessary.
 - iii. When a MABAS Box is requested, local hospitals should be advised of the expanding or escalating incident by the transport agency of jurisdiction.

D. Identification of Functional Areas and Personnel

- 1. Any one or all of the following functional areas may be set up to accomplish the management of the incident.
 - a. Group Supervisor
 - b. Triage Area
 - c. Treatment Area
 - d. Transport area
 - e. Staging Area
- 2. All emergency medical responders on the scene of the multi / mass casualty incident, including EMS personnel, should wear identification designating their jurisdiction/agency. The Incident Commander, Group Supervisors and Unit Leaders should be identified by reflective vests.
- 3. In Sheboygan County the various agencies responding to EMS calls are staffed by volunteers, paid on-call and full time personnel. The

current capabilities of these agencies to account for personnel at the scene of an incident vary.

E. Standing Orders for EMS Operations

- 1. When communications with area hospitals and medical control cannot be obtained or when there is an unavoidable delay in the transport of a patient to a medical facility, standing orders for EMS operations may be used.
- 2. These standing orders will allow ALS and BLS units providing mutual aid outside of their jurisdiction to administer all drugs and perform all procedures as contained in their own jurisdictional written protocols.

F. Use of Helicopters

- 1. Helicopter support may be a valuable and effective resource in providing timely patient care and transportation, depending on weather conditions, the location of the incident and other factors.
- 2. When patient needs determine that conditions exist for the use of air evacuation services:
 - i. Report this request to the Command Post.
 - ii. Request the appropriate resources from the communication center.
- 3. An appropriate landing site will be identified and cleared. The local fire department or designee in whose jurisdiction the incident is occurring will assume responsibility for clearing and holding the landing area.
- 4. After landing, helicopter medical crews will be directed to activities or positions to best support the incident.

VII. TRIAGE / TREATMENT / TRANSPORTATION / STAGING PROCEDURES

The primary objective of the triage and treatment areas is to evaluate, treat and transport patients in an orderly and expedient manner.

A. Triage Area

The purpose of triage is to determine the location, number, and condition of patients and whether treatment should be performed before or after patients are moved from their original location. Triage is also responsible to ensure that patient triage is done in accordance with standard operating procedures and provide the Incident Commander with a "Triage Report" when triage is completed.

- 1. The EMS Group Supervisor shall assign one or more medically trained personnel to the task of triage. On extremely large incidents the triaging may be subdivided into smaller areas as more resources arrive.
- 2. When conducting triage, patients should be divided into four categories, Red, Yellow, Green and Black. Color-coded triage tags, ribbons, or other tracking systems may be used. The four categories include:
 - <u>Red</u> First priority in patient care, these are victims in critical condition whose survival depends upon immediate care.
 Treatment of the Red victims should begin as soon as possible.
 - b. <u>Yellow</u> Victims that need urgent medical attention and are likely to survive if simple care is given as soon as possible.
 - c. <u>Green</u> Victims who require only simple care or observation. Even though victims in this category may appear uninjured and emotionally stable, it is recommended that they be evacuated to a medical facility for evaluation by a physician.
 - d. <u>Black</u> These victims are dead or whose injuries make them unlikely to survive and/or extensive or complicated care is needed within minutes.

- 3. Once the initial triage is complete, a triage report should be given to the EMS Group Supervisor or Treatment Officer depending upon the scale of the incident. The report may sound something like: "Triage is complete. We have 9 total patients: 2 Reds, 3 Yellows, and 4 greens." A triage report signifies that triage has been completed. It also provides essential information regarding decisions that the EMS Group Supervisor will make in determining the need for additional resources or to scale back the response.
- 4. After the initial triage report is completed, the EMS Group Supervisor or Treatment Officer may ask them to continue working with triage or assign them to another task.

B. Treatment Area

The purpose of the treatment area is to first determine whether patient treatment will occur "in place" or in a designated treatment area. Generally, a centralized treatment area is preferred, as patient care and site operations are substantially enhanced.

If a treatment area is designated, the Treatment Officer may decide to treat patients in a common area. However, if the incident is large enough the Treatment Officer may designate separate treatment areas. The treatment area is responsible for providing definitive advanced and basic life support stabilization and the continuing care of patients until they can be transported. The treatment area will determine priorities for patients to be transported to medical facilities and will coordinate transportation with the Transportation Officer.

- 1. The EMS Group Supervisor will decide if a treatment area is needed. If so, a Treatment Officer will be designated. He or she will be responsible for:
 - a. Re-evaluating the patient's condition.
 - b. Directing definitive care such as medications, IV, etc.
 - c. Notifying the EMS Group Supervisor of a need for more personnel, medical supplies or equipment.
 - d. Coordinate patient disposition to the transportation unit.

e. Coordinating the actions of physicians and/or other medical personnel.

Transportation Area

The purpose of the Transportation Area is to obtain all modes of transportation needed to take patients to the hospital. The Transportation Officer should determine where the patient loading area will be. He / she is also responsible to determine hospital availability, coordinate patient allocation with the treatment unit and supervise the movement of patients from the treatment area to the ambulance loading area or helicopter landing zone.

The transportation area should determine hospital destination and notify hospitals of patients being transported. In essence, the Transportation Unit Leader is the only person talking with the hospitals after the initial report if given notifying the hospitals of the incident. However, ambulances leaving the scene shall continue to communicate their en-route and arrival information with their respective dispatch center as they would during normal operations. Transportation is also responsible for removing patient tracking slips from the triage tags prior to transport, notify the EMS Group Supervisor when all "Red" patients have been transported (a quality assurance benchmark) and maintain an accounting of all patients transported.

C. Staging Area

When additional resources are requested at a multi / mass casualty event a staging area should be set-up. Setting-up this area will facilitate an incremental approach to the incident and provide predictable resources. Once in staging, resources can be directed to appropriate locations thus avoiding unnecessary congestion near the impacted area. The Incident Commander shall:

- 1. Appoint a Staging Area Manager.
- 2. Determine an appropriate location for the staging area and the best route of travel to the designated location.
- 3. Announce the Staging Area location to the Communications Center.
 - a. The Communications Center should then relay this information to all incoming agencies.

All arriving agencies responding to the incident shall report to the Staging Area. This area should be a sufficient distance from the event to keep the scene clear of congestion but maintain easy access. The Staging Area Manager shall release resources from the staging area when requested.

The Staging Area Manager shall ensure that all responding resources are positioned appropriately in the staging area which allows them an easy exit. Drivers assigned to vehicles must be identified and readily available for dispatching to the requested location.

The Staging Area Manager should assume a visible position and he/she should wear a vest that identifies his/her role. All vehicles in the staging area should turn off their emergency lights.

Any responding agencies, organizations, groups, or individuals other than the first and reinforced response must report to Staging for assignments.

VIII. EMERGENCY COMMUNICATIONS

Only essential radio communications should be made during a multi / mass casualty incident.

A. Radio Identification

- 1. When communicating during a response to a mass casualty incident, all responding units shall identify themselves on the radio with "Department Name Unit Type Unit Number".
- 2. Once a unit is assigned a task, it should identify itself on the appropriate radio talk group. (i.e. "TREATMENT AREA to TRANSPORTATION AREA.") When a task is complete, the unit should report back to the assigning officer that the given task is complete and that the Department Name Unit Type Unit Number is available.
- 3. Units using radio communications should first make sure that the receiving unit is ready to copy before sending a message. The receiving unit should then summarize the receipt of the message or order.

- 4. In order to provide for maximum safety and clarity of operation, certain key words must be understood to mean the same to all involved:
 - a. <u>Withdraw</u> In an orderly manner, back out of the area taking all equipment with you as you go.
 - b. <u>Evacuate</u> Immediately leave area, dropping in place any equipment that would slow down your retreat
 - c. <u>All Clear</u> It has been determined that the hazard has been eliminated or does not exist.

B. Initial Communication by Responding Agency

When the initial responding agency's communications center determines that an MCI exists or may exist, that communications center will begin mutual aid contacts of other agencies to provide appropriate resources.

C. Use of the Radio System

- 1. The two-way radio communication system allows EMS field crews to communicate with area hospitals on pre-hospital patient care or to alert the hospitals of in-coming patient situations.
- 2. The system operates on either the UHF bands reserved by the Federal Communications Commission for medical communications or the 800 megahertz system.
- 3. Assigning a specific talk group or talk groups for the EMS Group Supervisor, Triage, Treatment, and Transportation units may be necessary.

D. Use of Cellular Phones

1. Depending upon the scope and type of the incident, cellular phones may provide a communications system between dispatchers, the Incident Command, medical personnel on scene, local hospitals, and other organizations.

- 2. Available cellular phones at the incident scene should be identified to the Incident Commander, in the event that they are needed at specific times.
- 3. If the incident is one of longer duration, area cellular companies will be asked to provide cellular phones and priority access at the scene of the incident.

IX. REQUESTING ADDITIONAL MEDICAL SUPPLIES

Requests for additional supplies should be directed to area hospitals by the transport agencies involved.

X. PATIENT TRACKING

The color-coded triage tags should be filled out with as much information about the patient as the triage personnel are able to ascertain and complete. A portion of the tag should be retained by the Triage Unit Leader and Transportation Unit Leader. The Transportation Unit Leader will also obtain information indicating the destination hospital to which the patient is being transported. The Transportation Unit Leader will make the retained triage tag portions and transportation log available to the Incident Commander at the scene or others responsible for notifying family members or determining the location of victims.

XI. REVIEW OF MASS CASUALTY INCIDENTS

Within two weeks of an MCI, the Emergency Medical Services involved in the incident should appoint a task force to review the response to the incident. This task force should present its findings to the Sheboygan County EMS Council at its next regularly scheduled meeting and a report on the incident should be placed on file with the Sheboygan County Emergency Management office.

XII. TRAINING AND EXERCISES

The Emergency Medical Services shall review as necessary, determine training needs and schedule appropriate training. At a minimum, the plan should be exercised annually in conjunction with area hospital disaster drills.

APPENDIX A NATIONAL INCIDENT MANAGEMENT SYSTEM POSITION DESCRIPTIONS

EMS Group Supervisor

- Responsible for overall EMS operations at an incident
- Responsible for appointing all other EMS team members
- Responsible for forwarding all EMS recommendations to the Incident Commander.
- Responsible for formulating and disseminating factual and timely information about the incident to the Incident Command for release to the news media and other appropriate agencies.
- Responsible for the accounting of all EMS personnel at the incident.
- On simple incidents, the EMS Group Supervisor may well serve multiple roles.

Triage Unit Leader

- Responsible for the management of victims where they are found at the incident site.
- Responsible for sorting and moving victims to the treatment area.
- This person shall ensure coordination between extrication teams and patient care personnel to provide appropriate care for entrapped victims.

Treatment Unit Leader

- Responsible for sorting patients at the treatment area to establish priorities for treatment and transport, and for directing coordination with medical professionals mobilized to the scene.
- The treatment area should be headed by an individual who routinely functions in prehospital EMS, or a previously identified individual who is designated by position, and participates in pre-hospital mass casualty drills.

Transportation Unit Leader

• Responsible for arranging appropriate transport vehicles (ambulances, helicopters, buses, vans, etc.) for those patients that the Treatment Unit Leader has selected for transport.

Staging Area Manager

- Responsible for the organization of the staging area.
- Responsible for the flow of resources from the staging area to the scene.

APPENDIX B POSITION CHECKLISTS

EMS GROUP SUPERVISOR

Responsible:

For overall EMS operations at an incident, for appointing all other EMS team members, accounting for all EMS personnel, and forwarding all EMS recommendations to the Incident Commander

Reports to:

Incident Command

Tasks:

□ Inform Incident Command of your established position

□ Identify yourself as EMS Group Supervisor by wearing a reflective vest

- □ Perform a medical size-up and relay information to Incident Command
 - □ Assess the need for decontamination of patients prior to treatment or transport
- Develop an initial strategy for the medical aspects of the incident, including
 - □ Make initial contact to local hospitals advising them of the incident
 - Determine the location of the staging area from Incident Command
- □ Order additional medical resources through the Communications Center
- □ Maintain an accountability log of EMS personnel at the incident
- □ Appoint a Triage Unit Leader
- □ Appoint a Treatment Unit Leader
- □ Appoint a Transport Unit Leader
- Communicate regular updates to Incident Command on EMS operations

TRIAGE UNIT LEADER

Responsible:

For the management of victims where they are found at the incident site, and for sorting and moving victims to the treatment area. The person shall ensure coordination between extrication teams and patient care personnel to provide appropriate care for entrapped victims.

Reports to:

EMS Group Supervisor

Tasks:

- Assume position as Triage Unit Leader and identify yourself by wearing reflective vest
- □ Observe scene for hazards and take necessary precautions
- Determine the location, number and condition of patients involved in the incident
- □ Advise EMS Group Supervisor of the approximate number and severity of injuries
- □ Establish a strategy for triage with the EMS Group Leader, including:
 - □ Triage patients where they are found
 - □ Coordinate and move patients to the treatment area
- Determine and order any additional personnel, equipment or supplies through the EMS Group Supervisor.
- □ Assign and control all personnel in the triage area, including:
 - □ Establish triage teams and define operating zones
 - □ Make sure that sufficient quantities of triage tags are available
- □ Provide regular updated progress reports to EMS Group Supervisor

□ Advise "All Clear" to EMS Group Supervisor when all patients have been triaged and moved to the treatment sector

TRANSPORTATION UNIT LEADER

Responsible:

For arranging appropriate transport vehicles (ambulances, helicopters, buses, vans, etc.) for those patients that the Treatment Area has selected for transport.

Reports to:

EMS Group Supervisor

Tasks:

- □ Assume position as Transportation Unit Leader upon assignment by EMS Group Supervisor and identify yourself by wearing reflective vest
- Determine the location for the staging of the transportation of patients
- □ Determine and order any additional personnel, ambulances, Emergency Medical Responder units, helicopters, buses through EMS Group Supervisor
- □ Communicate with the appropriate hospital to determine hospital availability and capacities
- Designate a person to track all green triaged patients that are or are not transported
- □ Coordinate patient removal to loading zones in order of severity to include moving patients to helicopter landing zone sector for transport to distant hospitals
- □ Maintain accurate records of patients transported
- □ Provide regular updated progress reports to EMS Group Supervisor
- □ Advise "All Clear" to EMS Group Supervisor when all patients have been transported

TREATMENT UNIT LEADER Responsible:

For sorting patients at the treatment area to establish priorities for treatment and transport and for directing coordination with medical professionals mobilized to the scene. The treatment area should be headed by an individual who routinely functions in pre-hospital EMS, or a previously identified individual who is designated by position, and participates in pre-hospital mass casualty drills.

Reports to: EMS Group Supervisor

Tasks:

- □ Assume position as Treatment Unit Leader upon assignment by EMS Group Supervisor and identify yourself by wearing reflective vest
- Determine the location for the field treatment area and notify EMS Group Supervisor
- Determine and order any additional resources through EMS Group Supervisor
- □ Construct a formal treatment area to include:
 - □ Identifiable entrance and exit points
 - □ Separate red and yellow triaged patients within the treatment area
- \Box Develop a pool of medical supplies within the treatment area
- Designate an area for green triaged patients to be collected and treated outside the formal treatment area
- □ Locate yourself at the entrance point and perform re-triage as needed on patients arriving from the triage sector
- □ Perform triage on patients arriving into the treatment area without triage tags
- □ Assign and control all personnel in the area to ensure appropriate treatment for all patients
- \Box Move patients through the exit point into the transport area in order of severity

- □ Provide regular updated progress reports to EMS Group Supervisor.
- □ Advise "All Clear" to EMS Group Supervisor when all patients have been treated and moved to the transport area.

STAGING AREA MANAGER

Responsible:

For the organization and flow of resources into the incident. The Staging Area Manager shall utilize an area near the incident with easy access to and from the scene avoiding the increase of congestion at the scene. The Staging area should be headed by an individual who routinely functions in pre-hospital EMS, or a previously identified individual who is designated by position, and participates in pre-hospital mass casualty drills.

Reports to:

EMS Group Supervisor

Tasks:

- □ Utilize the appointed staging area
- □ Coordinate staging activities with law enforcement representatives
- □ Ensure that all resources are positioned in the Staging area to allow ease of exit
- □ Identify personnel who are assigned to drive ambulances and assure that they are ready for dispatching to the transportation area
- □ Assume a visible position
- □ Identify your position by wearing a reflective vest
- Give regular progress reports to EMS Group Supervisor

APPENDIX C TRIAGE TAGS SUPPLEMENT

Triage Tags

Triage is a function which is performed primarily during extrication and treatment of patients. It is simply a system of identifying patient injuries and classifying these patients according to the severity of injuries and their priority needs for treatment and transportation. The most seriously injured patients are classified as Priority 1 (Red), and the very minor injured as Priority 3 (Green). The most visible means of identifying these different patients is by use of a triage tagging system.

Triage tags will be used by the Sheboygan County Emergency Medical Services on all "working" multi-patient incidents. A "working" multiple patient incident is defined as:

 \square Three or more patients, with one of the patients requiring ALS level treatment.

Any medical incident involving six or more patients requiring transportation to a hospital.

During large medical emergencies, triage tagging should be completed during the "initial assessment" of all patients, and before the "focused history and physical exam" is initiated. Only correction of ABC's identified in the "initial assessment" should be completed at that time. More complete patient treatment (splinting, bandaging, etc.) will be done in a treatment area location.

DEFINITIONS

The terms <u>priority</u> and <u>level</u> are sometimes used interchangeably, but a distinction should be made between the terms to avoid confusion, both at the scene and at the hospital.

During triage, patients are assigned a <u>priority</u> to efficiently facilitate treatment and transportation.

PRIORITY TAGGING

Triage priorities should follow the guidelines listed below. Reminders are listed on the back of all triage tags for quick reference.

Priority 1 – ALS (Triage Tag Color = Red)

A. Patients with unresolved or compromised ABC problems.

- B. Unconscious patients.
- C. Shock.
- D. Major or multiple fractures.

E. ALS level medical problems (cardiac, diabetes, CVA).

Priority 2 BLS (Triage Tag Color = Yellow)

Non-ambulatory patients not requiring ALS treatment.

Priority 3 (Triage Tag Color = Green)

Ambulatory patients.

Priority 4 (Triage Tag Color = Black)

Priority 4 patients are those persons obviously dead or where wounds are so severe that death appears reasonably certain, even if paramedic-level treatment were to be administered. Examples may be:

- 1. Massive open skull fractures with brain tissue showing.
- 2. Third degree burns of 80% or more of the body.

3. Massive crushing injuries to chest, abdomen, and pelvis with very faint vital signs detectable.

There is a fine line between the obviously mortally-injured (dying) patient and a seriously-injured patient who may survive if paramedic-level treatment is administered. If the medical incident involves only a single patient who appears mortally-injured, enough trained manpower and equipment normally is available to totally commit crews to that patient. However, as the number of seriously injured patients at the medical incident increases, trained manpower and equipment may become extremely limited. Under these circumstances, mortally-injured patients may need to be black-tagged as a Priority 4 with no treatment administered, while available resources concentrate on treating a large number of salvageable patients.

Once tagged, Priority 4 patients should not be moved unless it is necessary to treat other patients. Those that must be moved should be covered and placed in an out-of-the-way location. If possible, mark the position of the body before moving.

TRIAGE TAG LOCATION

Triage tags should be secured preferably to the patient's uninjured ankle or wrist. When securing tags to the wrist, leave the attachment line loose enough so that it can be moved up or down the arm to accommodate an IV line infusion, but tight enough so that it will not slide off the wrist. Do not secure triage tags to belts or clothing.

INVENTORY LEVELS

Ambulances - 50 triage tags

Emergency Medical Responder Units - 50 triage tags

The Law Committee of the Sheboygan County Board of Supervisors has reviewed and approved this document entitled "Sheboygan County Emergency Medical Services Plan", March 2024, revision.

	Date:	
Gerald Jorgensen, Chairman		
Paul Gruber, Vice-Chairman	Date:	7
Wendy Schobert, Secretary	Date:	,
Jacob Immel, Member	Date:	3
Carl Nonhof, Member	Date:	

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EMERGENCY SERVICE UNITS – SHEBOYGAN COUNTY

Ambulance Services

1.	Orange Cross Ambulance Daniel Althaus, Executive Director 1919 Ashland Avenue Sheboygan, WI 53081 <u>dalthaus@orangecross.org</u>	Phone: Fax:	(920) 694-0344 (920 694-0350
2.	City of Sheboygan Fire Department Ambulance Mike Lubbert, Battalion Chief 1326 North 25 th Street Sheboygan, WI 53081 <u>Michael.Lubbert@sheboyganwi.gov</u>	Station: Main:	(920) 459-3975 (920) 459-3328
3.	Random Lake Fire Department Ambulance Pat Depies, Chief 718 Spring Street Random Lake, WI 53075 randomlakechief@gmail.com	Phone:	(920) 946-1848
4.	Kiel Ambulance Service Richard Isley, Service Director 90 Raider Heights Kiel, WI 53042 <u>Medic0990@msn.com</u>	Phone: Fax:	(920) 286-0414 (920) 894-2144
5.	Kewaskum Fire Department Ambulance Service Sandy Hahn, Rescue Captain Mark Groeschel, Fire Chief 1106 Fond du Lac Avenue Kewaskum, WI 53040 kewrescu@yahoo.com	Station: Phone:	(262) 626-2411 (262) 626-1320
6.	Plymouth Fire Department Ambulance Jason McCoy, EMS & Safety Assistant Chief Ryan Pafford, Fire Chief P.O. Box 294 Plymouth, WI 53073 rpafford@plymouthfd.com	Station:	(920) 893-1331

Emergency Medical Responder Units

1.	Adell Emergency Medical Responders Dan Wiersema, Captain 516 Clark Street Cascade, WI 53011 Station: P.O. Box 242, Adell, WI 53001 <u>caseihman@gmail.com</u>	Phone:	(920) 838-4326
2.	Cascade Emergency Medical Responders Kelly Green, Captain 801 Madison Street Cascade, WI 53011 <u>cascadefirstresponders@gmail.com</u>	Station:	(920) 528-8432
3.	Cedar Grove Emergency Medical Responders Kyle Voskuil, Manager 306 S Main Street Cedar Grove, WI 53013 <u>Kvoskuil22@yahoo.com</u>		
4.	Glenbeulah Emergency Medical Responders Tad Matzdorf, EMS Captain 110 N Swift Street Glenbeulah, WI 53023 <u>Tmatzdorf@glenbeulahwi.gov</u>	Phone:	(920) 838-6390
5.	Howards Grove Emergency Medical Responders Tyler Wuestenhagen 1013 South Wisconsin Drive Howards Grove, WI 53083 tyler.wuestenhagen@sheboygancounty.com	Station:	(920) 565-2121
6.	Town of Sheboygan Falls Emergency Medical	Work:	(920) 802-1990
	Responders Tom Hass N5480 County Road TT Sheboygan Falls, WI 53085 <u>medic375@charter.net</u>	Phone:	(920) 698-2453
7.	City of Sheboygan Fire Department Emergency Medical Responders	Station:	(920) 459-3975
	Michael Lubbert, Battalion Chief 1326 North 25 th Street Sheboygan, WI 53081 <u>Michael.Lubbert@sheboyganwi.gov</u>	Main:	(920) 459-3328

8.	Elkhart Lake Emergency Medical Responders Michael Meeusen, EMS Service Director 610 South Lincoln Street Elkhart Lake, WI 53020 <u>mmeeusen@elkhartlakewi.gov</u>	Station:	(920) 876-2244
9.	City of Sheboygan Falls Emergency Medical Responders Amanda Myszewski, Captain 375 Buffalo Street Sheboygan Falls, WI 53085 amandamyszewski@gmail.com	Station:	(920) 467-7914
10.	Town of Sheboygan Emergency Medical Responders Mike Brungraber, EMS Captain Andrew Perman, EMS Chief 3911 CTH Y Sheboygan, WI <u>Michael.Brungraber@sheboygancounty.com</u>	Station: Town Hall:	(920) 467-6800 (920) 451-2320
11.	Town of Scott Emergency Medical Responders Theresa Reysen, Service Director N1306 Boltonville Rd Adell, WI 53001	Phone:	(262) 483-9259
12.	Village of Kohler EMS Shawn Splivalo Chief 319 Highland Drive Kohler, WI 53044 <u>ssplivalo@kohlerpolice.com</u>	Station:	(920) 459-3877
13.	Town of Wilson Emergency Medical Responders Shelley Hittman, Service Director Pam Schneckloth, Co-Director 5935 South Business Drive Sheboygan, WI 53081 <u>72shelleyh@gmail.com</u>	Station:	(920) 208-2390
14.	St. Cloud Emergency Medical Responders Jeff Horn 1105 Main Street St. Cloud, WI 53079 Jeffhorn80@yahoo.com	Station: Phone:	(920) 999-1234 (920) 904-2564

15.	Millipore Sigma Brenda Blaser 5485 County Road V Sheboygan Falls WI 53085 <u>Brenda.Blaser@Milliporesigma.com</u>	Work:	(920) 917-1211
16.	Oostburg FD Emergency Medical Responders Cree TenDolle PO Box 700048 Oostburg, WI 53070 captain@oostburgemr.org	Station	: (920) 564-3844 (920) 698-0868
1.	Aurora Medical Center Sheboygan County Craig Schicker, Director ED 3400 Union Ave Sheboygan, WI 53081 <u>Craig.schicker@aurora.org</u>	Phone:	(920) 802-2100
2.	St. Nicholas Hospital Courtney Loebel, Nursing Manager ED 3100 Superior Avenue Sheboygan, WI 53081 Courtney,Loebel@hshs.org	Phone:	(920) 459-4717

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VACANT HOSPITAL ADMINISTRATION

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