Res 98

# **CONTRACT COVERSHEET**

NOTE: Shaded areas are for County Executive review.

DEPARTMENT	LOONED A OT (A PRESIDENT)			
EMERGENCY MANAGEMENT - EMS Division	contract/addendum#:			
This contract, grant or addendum: ☐ AWARDS ☐ ACCEPTS	Contract Addendum  If Addendum, please include			
2. This contract is discretionary  YES  NO	original contract number  POS			
3. Term of Contract or Addendum: From: 01/01/2014 To: 12/31/2016	Co Lesse Co Lessor			
4. Amount of Contract or Addendum \$0.00	☑ Intergovernmental □			
5. Purpose:	Proporty Sala			
To coordinate and have in place a coordinated EMS Region with Automatic Aid, Advanced Life Support and Standardized Medical Protocols in our region.				
6. Vendor or Funding Source: Lodi Area EMS				
7. MUNIS Vendor Code: みし814				
8. Bid/RFP Number:				
9. If grant: Funds Positions? ☐ YES ☐ NO Will require on-going or matching funds? ☐ YES ☐ NO				
10. Are funds included in the budget? ☐ YES ☐ NO				
11. Account No. & Amount, Org. & Obj Amount \$				
Account No. & Amount, Org. & Obj	Amount \$ Amount \$			
12. Is a resolution needed: YES NO If "YES," please attach a copy of the Resolution.  If Resolution has already been approved by the County Board, Resolution No. & date of adoption				
13. Does Domestic Partner equal benefits requirement apply?   YES   N	10			
14. Director's Approval				
CONTRACT REVIEW/APPROVALS	VENDOR			
Received Controller Corporation Counsel Risk Management ADA Coordinator Purchasing Agent  Ftnt Date In  Date Out  Date Out	Contact Person J Timothy Hillebrand Phone No.			
Purchasing Agent County Executive	608-798-2720 E-mail Address			
Footnotes:	cpemsdirector@charter.net			
1				
	Emergency Management			
Phone: 608-267-1591 Mail Address: E-mail: tubbs.charles@countyofdane.com	Madison, WI 53703			
L-mail.	· · · · · · · · · · · · · · · · · · ·			

_	e attached contract: (Check as many as apply)		
Ų	conforms to Dane County's standard Purchase of Services Agreement form in all respects		
	conforms to Dane County's standard Purchase of Services Agreement form with modifications and is accompanied by a revision copy¹		
☑	is a non-standard contract which has been reviewed or developed by corporation counsel which has not been changed since that review/development		
	is a non-standard contract previously reviewed or developed by corporation counsel which has been changed since that review/development; it is accompanied by a revision copy <sup>1</sup>		
	is a non-standard contract not previously reviewed by corporation counsel; it is accompanied by a revision copy		
	contains non-standard/indemnification language which has been reviewed or developed by risk management and which has not been changed since that review/development		
	contains non-standard insurance/indemnification language which has been changed since review/development or which has not been previously seen by risk management; it is accompanied by a revision copy		
	contains non-standard affirmative action/equal opportunity language which has been reviewed or developed by contract compliance and which has not been changed since that review/development		
	review/development by contract compliance or which has not been previously seen by contract compliance; it is accompanied by a revision copy <sup>1</sup>		
Dat	se. 6/8/16 Signed:		
Tele	Signed:		
. 5.0			
MA	AJOR CONTRACTS REVIEW (DCO Sect. 25.20) This review applies only to contracts which both exceed 10,000 in disbursements or receipts and which require county board review and approval.		
<b>MA</b> \$10	AJOR CONTRACTS REVIEW (DCO Sect. 25.20) This review applies only to contracts which both exceed		
<b>MA</b> \$10	AJOR CONTRACTS REVIEW (DCO Sect. 25.20) This review applies only to contracts which both exceed 00,000 in disbursements or receipts and which require county board review and approval.		
<b>MA</b> \$10	AJOR CONTRACTS REVIEW (DCO Sect. 25.20) This review applies only to contracts which both exceed 20,000 in disbursements or receipts and which require county board review and approval.  ECUTIVE SUMMARY (Attach additional pages, if needed).  Department Head  Contract is in the best interest of the County.  Describe any deviations from the standard contracting process and any changes to the standard Purchase of		
<b>MA</b> \$10	AJOR CONTRACTS REVIEW (DCO Sect. 25.20) This review applies only to contracts which both exceed 20,000 in disbursements or receipts and which require county board review and approval.  ECUTIVE SUMMARY (Attach additional pages, if needed).  Department Head		
<b>MA</b> \$10 <b>EXI</b>	AJOR CONTRACTS REVIEW (DCO Sect. 25.20) This review applies only to contracts which both exceed 20,000 in disbursements or receipts and which require county board review and approval.  ECUTIVE SUMMARY (Attach additional pages, if needed).  Department Head		
MA \$10 EXI 1.	AJOR CONTRACTS REVIEW (DCO Sect. 25.20) This review applies only to contracts which both exceed 20,000 in disbursements or receipts and which require county board review and approval.  ECUTIVE SUMMARY (Attach additional pages, if needed).  Department Head		
MA \$10 EXI 1.	AJOR CONTRACTS REVIEW (DCO Sect. 25.20) This review applies only to contracts which both exceed 10,000 in disbursements or receipts and which require county board review and approval.  ECUTIVE SUMMARY (Attach additional pages, if needed).  Department Head		

<sup>&</sup>lt;sup>1</sup>A revision copy is a copy of the contract which shows the changes from the standard contract or previously revised/developed contract my means of overstrikes (indicating deletions from the standard language) and underlining (showing additions to the standard language).

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# INTERGOVERNMENTAL AGREEMENT Regional Emergency Medical Service (EMS) System

This Intergovernmental Agreement ("Agreement"), is between the County of Dane ("County"), 210 Martin Luther King, Jr. Blvd., Madison, Wisconsin 53703, and the Lodi Area EMS ("Provider"), 715 North Main Street, Lodi, WI 53555.

#### WITNESSETH:

WHEREAS, this Agreement sets forth the expectations, responsibilities and mechanisms for the provision of a Regional Emergency Medical Service (EMS) System; and

**WHEREAS,** the County and the Provider to the fullest extent possible, will cooperatively seek regional standardization of equipment, protocols, training, medical direction, planning and programs; and

WHEREAS, in addition to the provisions of any other statutes specifically authorizing cooperation between municipalities, either party may contract with other municipalities in this state pursuant to Wis. Stat. § 66.0301, for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law; and

**WHEREAS,** Wis. Stat. § 66.0301, shall be interpreted liberally in favor of cooperative action between municipalities in this state; and

**WHEREAS,** the parties are authorized to enter into this Agreement pursuant to Wis. Stat. § 66.0301.

**NOW, THEREFORE,** in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, the County and the undersigned EMS Provider do agree as follows:

#### 1. Automatic Aid Service.

A. It is understood and agreed between the parties that Automatic Aid will be provided by the closest available Basic Life Support (BLS) ambulance as determined by the Dane County Public Safety Communications Center and the undersigned EMS Provider without regard to jurisdictional boundaries. In addition, BLS service providers will receive the closest available Advanced Life Support (ALS) ambulance on those calls determined by Priority Medical Dispatch and

agreed upon by the local BLS service provider, to fall within the currently adopted list of Automatic Aid Codes in Appendix A or when requested by a BLS provider.

- B. Provider will not solicit and/or enter into contracts to provide or receive ALS service with municipalities or EMS providers unless it can be done without compromising the efficiency of the ALS program. Agencies may chose their preferred mode of ALS as set forth in Appendix E. This provision does not apply to the requirement for ALS and BLS providers to execute separate agreements which define the terms for distributing Medicare reimbursements related to the provision of ALS intercepts.
- C. Provider shall have a radio system or communication system that can maintain direct links to the Dane County Public Safety Communications Center.
- D. Provider will be responsible for maintaining the records relating to the calls to which it has been dispatched regardless of jurisdictional boundaries.
- E. Provider will ensure that all assigned personnel maintain all required licenses and certifications related to the performance of Emergency Medical Services under this Agreement.
- **2. Definitions.** For the purposes of this Agreement, the following definitions will be used:

**Basic Life Support** (BLS) means any municipal non-paramedic Emergency Medical Service provider.

**Automatic Aid** means the sending of another ambulance into the primary provider's district when the need for an ambulance has been identified and the primary provider is unable to respond, or the need for additional ambulances has been identified.

**Automatic Aid Codes** means those codes listed in Appendix A.

**Advanced Life Support** (ALS) means a municipal paramedic-level Emergency Medical Service provider staffed at either the one or two paramedic level.

**Emergency Medical Service District** means an identified geographic response area with boundaries within the County of Dane as detailed in Appendix B.

**On-line Medical Control Physician** means a physician from a designated hospital who provides direction via radio or telephone to the Emergency Medical Services providers.

**Priority Medical Dispatch** means an adopted system of prioritization based on defined medical need.

**Regional EMS System** means a cooperative effort among the Emergency Medical Service providers within and surrounding the County of Dane.

**ALS Steering Committee** means a cooperative effort by the Advanced Life Support providers within the County of Dane to provide a coordinated regional approach of delivering Advanced Life Support.

**Tiered Response** means simultaneous response by an Advanced Life Support ambulance in support of a Basic Life Support ambulance response to the same call or an Advanced EMT ambulance in support of a Basic Life Support ambulance response to the same call.

- **3. Term.** The Intergovernmental Agreement commences on the day following the date when this Agreement has been fully executed by the parties and shall remain in full force and effect from the date it is fully executed by all the parties to December 31, 2016, and shall continue in full force and effect from year to year thereafter, unless at any time at least sixty (60) calendar days before December 31 of any year thereafter, either party furnishes the other with written notice of intent to terminate.
- **4. Amendment.** This Agreement may be amended from time to time by mutual agreement of the parties. Any party desiring to modify this Agreement shall notify the other in writing sixty (60) days prior to that action.
- **5. Personnel and Resources.** Each party agrees to secure at the party's own expense all personnel necessary to carry out its obligations under this Agreement. Such personnel shall not be deemed to be employees of the other party nor shall they, or any of them, have or be deemed to have, any direct contractual relationship with the other party. Each party to this Agreement shall determine for itself whether it has adequate staff and resources to meet its obligations under this Agreement. This Agreement does not create any enforceable rights for any party or parties to determine whether any other party's resources are inadequate to meet its obligations under this Agreement.
- **6. Insurance**. Each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, boards, commissions, agencies, officers, and representatives and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors, or omissions including providing its own defense. In situations of joint liability, each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, agents, boards, commissions, agencies, officers and representatives. It is not the intent of the parties to impose liability beyond that imposed by state statutes.

The County agrees to purchase a statutorily required Worker's Compensation insurance policy covering any of Provider's volunteers who are considered "employees" under Wis. Stat. § 102.07(7)(b), through December 31, 2016. Upon request, the County shall furnish Provider with a copy of the policy.

- **7. Notices.** All notices shall be in writing to both parties. Notices, bills, invoices, and reports required by this Agreement shall be deemed delivered as of the date of the postmark if deposited in a United States mailbox, first class postage attached, and addressed to a party's address as set forth above. It shall be the duty of a party changing its address to notify the other of such change in writing within a reasonable time.
- 8. Non-Discrimination. Each party shall abide by its respective non-discrimination and affirmative action policies and procedures during the term of this Agreement. Any

amendment, deletion, addition, or modification of policies existing at the inception of this Agreement shall not be effective as against a party's obligations under this paragraph unless approved by the other party in writing. If the Provider does not have a non-discrimination or affirmative action policy, the County's policies shall control.

## **Duties of the County:**

**9. Provide Centralized Support Services.** The County shall provide centralized support services for regional EMS providers in order to maintain and support a quality Regional EMS System. The County's centralized support services may include professional and technical assistance; EMS training and continuing education; EMS quality assurance and utilization review programs; loss control; EMS disaster planning and exercising; County program medical director services; medical control coordination; Hepatitis B immunization; critical incident stress debriefing; and assistance in compliance with the provisions of this Agreement.

**10. Provide for Automatic Aid.** The County shall require any EMS district or community, which has entered into an Intergovernmental Agreement with the County, to respond to any request for Automatic Aid by the Provider. The County shall furnish the Provider with a list of all EMS districts and shall annually notify the Provider, in writing, of any additions to or deletions from said list. [See Appendix D].

11. Submit Operational Plan. The County and the Provider shall submit to the State of Wisconsin, Department of Health and Family Services, an Operational Plan as identified in the Wisconsin Administrative Code. This Operational Plan will reflect information submitted by all contracted ambulance service providers. The Operational Plan will be reviewed and updated (if needed) on an annual basis.

**12.** Comply with Medical Guidance, Standards, and Protocols. The County and the Provider shall comply with all medical protocols and training standards established and agreed upon by the Provider, the Service Medical Director, and the County Medical Director.

**13.** Provide Medical Quality Assurance and Utilization Review Procedures. The County shall support and assist in medical quality assurance through training and outcome data collection.

**14. Provide Centralized EMS Communications and Dispatch Services.** Through the County's Public Safety Communications Center, the County shall provide a centralized dispatch system to coordinate the provision of emergency medical services. The Provider shall utilize the centralized dispatch system and operate all communications equipment in accordance with the standards, specifications, and operating procedures as developed and approved by the Dane County Public Safety Communications Center Board.

 **15. Paging Services.** The County shall provide communications paging services through the County's Public Safety Communications Center and, shall provide standards and operating procedures as developed and approved by the Dane County Public Safety Communications Center Board.

**16. Provide Standby Ambulance.** The County shall provide a fully equipped standby ambulance satisfying no less than the standards of Wisconsin Administrative Code Sec. Trans 309 and equipped to meet implemented program initiatives. The standby ambulance

shall be used by the Provider in accordance with the procedures listed in the Dane County District Director Handbook. The Provider shall be responsible for payment of any deductible portion of repair expenses for any collision or physical damages to ambulance(s) and related equipment insured by the County caused by the Provider.

**17. Provide Educational Programs for Loss Control.** The County may provide educational resources specifically directed to loss control in order to reduce worker's compensation claims. The programs may include such subject areas as driving, lifting and moving, care of the back, and communicable disease exposure.

**18.** Coordinate Regional EMS Disaster Preparedness and Response. The County shall develop Emergency Support Function 8B EMS, which will identify capabilities and access information on both local and regional disaster resources. Training for specialized events will be offered by the County and will include exercising specific disaster response resources. This training may include response to mass casualty Incidents, terrorist incidents, or other disasters requiring a regional response.

**19. Management Training.** The County shall make available training for EMS district managers such as new district director orientation.

20. Provide Hepatitis B Immunization Program. The County shall maintain a contract for the delivery of a Hepatitis B Immunization Program in full compliance with applicable minimum standards and/or requirements of the Wisconsin Department of Workforce Development or other applicable governmental regulatory agencies. The County shall offer this program to all Provider employees/volunteers. The number of Provider employees/volunteers who are able to participate under county funding is dependent on the contractor bid prices. The County budget funding and co-payment by the County will be limited to the first applying qualified individuals from all participating Providers.

In addition to the initial series of three injections for Hepatitis B Immunization, the County will offer a Hepatitis B blood titer testing and if necessary, a repeat of the series of three Hepatitis B injections. This is offered in accordance with OSHA CPL 2-2-077 dated September 27, 2010.

The County shall invoice the Provider on a regular basis for the co-pay amount agreed upon for this service. Payment shall be made by the Provider to the County within sixty (60) days of invoicing.

**21. Provide Critical Incident Stress Services.** The County shall have resources available for the Provider to access critical incident stress debriefing or defusing of Provider volunteers upon request by the Provider. The County shall be responsible for any professional fees associated with the initial debriefing services.

**22.** Provide Communication with Service Medical Directors. The County Medical Director shall provide communication with all Service Medical Directors to keep them advised of any changes. In addition, he/she shall provide at least an annual meeting with the region's Service Medical Directors.

**23. Provide Standard Operational Information.** The County shall provide a copy of the Dane County District Director Handbook to all regional EMS providers. All policies and procedures will be provided in this document. This handbook will be reviewed and updated on an annual basis.

- **24. Provide Advanced Skills Training, Retraining, and Related Services.** The County shall provide to the Provider such Advanced Skills training, retraining, and related services as enumerated in the County Advanced Skills Program. All training and retraining of recertifiers and Training Directors shall be provided under the direction of the County Medical Director.
- **25. Provide Quality Improvement and Case Review Services for Advanced Skills Program.** The County shall provide the Provider with Advanced Skills quality improvement and case review under the direction of the County Medical Director. The Provider shall comply with all operational and reporting requirements for Advanced Skills services and shall prepare and maintain such records in accordance with applicable Wisconsin Statutes and Administrative Code and with the procedures enumerated in the Dane County District Director Handbook.

## **Duties of the EMS Provider:**

- **26.** Comply with all Federal, State and Local Laws and Regulation. Provider shall comply with all Federal, State and Local laws and regulations governing Emergency Medical Services at the Provider's level of State licensure.
- **27. Maintain Defibrillator and Accessory Equipment.** The Provider shall, at its expense, maintain all defibrillators and accessory equipment owned by the Provider in an operable, safe and sanitary condition, and in full compliance with the Wisconsin Administrative Code.
- **28. Provide Ambulance Service.** The Provider shall make emergency ambulance services available at all times for sick, disabled, and injured persons within the municipalities or portions of municipalities specified in Appendix B of this Agreement.

Patients shall be transported to the most appropriate medical facility per Dane County destination determination protocol.

- **29. Provide EMS District First Response Program.** The Provider may maintain an organized First Response Program in support of its ambulance service. The Provider shall submit a State operational plan to the County EMS office for review.
- **30. Appoint a Service Medical Director.** The Provider shall appoint a Service Medical Director as required by Wisconsin Administrative Code § DHS 110.49. The Service Medical is encouraged to participate in Medical Advisory Subcommittee and is responsible for updating the County of any changes in contact information.
- **31. Maintain Management Functions.** The Provider shall appoint one or more supervisory personnel to oversee and carry out the following EMS management functions:
  - A. Supervise the day-to-day EMS operations of the Provider.
  - B. Ensure that the Provider operates in full compliance with the County EMS agreement and with all applicable Wisconsin Statutes and Administrative Codes and regulations governing licensed ambulance service providers.

C. Coordinate all EMS training activities of the Provider through a Training Director or designee who meets the minimal qualifications as outlined in the Dane County District Director Handbook.

D. Coordinate all Infection Control assignments by a designated Infectious Control Officer or designee who meets the minimal qualifications as outlined in the Dane County District Director Handbook.

A copy of the Provider's supervisory position description(s), names of incumbents, and a schedule of the chain of command shall be provided to the County annually or as changes occur.

**Maintain, Repair, and Replace Equipment.** The Provider shall, at its expense, maintain all ambulance(s) and equipment in an operable, safe and sanitary condition, and in full compliance with Wisconsin Statutes and Administrative Code.

- **32.** Provide Notice of Legal and Medical Claims. The Provider shall provide notice to the County as soon as possible, but no later than twenty-four (24) hours after becoming aware of any actual or potential claims against or involving the Provider, the Regional Emergency Medical Service, or the County.
- **33.** Licenses, Certification and Credentialing. Provider shall ensure that assigned personnel have and maintain all required licenses and certifications related to the performance of Emergency Medical Services under this Agreement. All personnel performing emergency medical services for Provider shall be credentialed by the Provider as required by Wisconsin Administrative Code Sec. DHS 110.52. On an annual basis, Provider shall submit a roster of all personnel providing Emergency Medical Services under this Agreement which includes the level of licensure and proof of credentialing. Provider shall notify the County within 10 days of any changes to its roster.
- 34. Background Review of Prospective Provider Employees/Volunteers. The Provider shall conduct a background review of all prospective employees and volunteers making application to join the Provider. The Provider shall advise all prospective employees and volunteers, in writing, that a background review will be conducted. Provider shall secure written releases from all prospective employees and volunteers authorizing the background review. Prospective employees and volunteers who refuse to sign a release shall not be allowed to participate in the EMS program. At a minimum, the background review shall include a review of convictions, current criminal charges, governmental or regulatory agency determinations of abuse, neglect or misappropriation of property, and a determination whether the prospective employee or volunteer holds a valid license or certificate issued by the State of Wisconsin to perform emergency medical services. If the prospective employee or volunteer holds a valid license or certificate, the review shall also include a determination that no grounds exist under any applicable provision of the Wisconsin Statutes or Administrative Code that would cause the denial, nonrenewal, suspension or revocation of the license or certificate. If the prospective employee or volunteer does not hold a certificate or license, or is in training, the background review must be in substantial compliance with the Wisconsin Caregiver Background Check Law. A prospective employee or volunteer who would not, for any reason, be eligible to obtain a license or certificate to perform emergency medical services shall not be allowed to participate in the EMS program.

The Provider shall review the motor vehicle driving abstract of any prospective employee or volunteer who will drive an ambulance, as defined in Wis. Stat. § 256.01(1), and make a determination that there is nothing in either the background review or motor vehicle abstract to preclude the Provider from authorizing the prospective employee or volunteer to drive an ambulance. Provider shall provide to the County the name of each individual authorized to drive an ambulance. The County may request additional verification from the Provider regarding any individual the Provider has authorized to drive an ambulance.

At the request of the Provider, the County may conduct background reviews of Provider's prospective employees and volunteers or any employee or volunteer currently providing EMS services to the Provider.

- **35. Maintain Records.** The Provider shall prepare and maintain records in accordance with the Dane County District Director Handbook.
- **36. Maintain a Policy on Alcohol Consumption and Use of Controlled Substances**. The Provider shall maintain and enforce a policy regarding the consumption of alcoholic beverages and use of controlled substances,
- **37. Social Media and Camera/Recording Device Policy.** Provider shall maintain and enforce a policy related to the use of social media and the use of cameras and other recording devices.
- **38. Authorization.** Each party warrants for itself that it has complied with all necessary requirements to execute this Agreement and that the persons executing this Agreement on its behalf are authorized to do so.
- **39. Applicable Law.** It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling and venue shall be in the Dane County Circuit Court.
- **40.** Third Party Beneficiaries. This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge, or repeal existing duties, rights, benefits, or privileges of any third party or parties, including but not limited to employees of either of the parties.
- **41. Entire Agreement.** The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by all parties.
- **42.** Counterpart Signature. The parties may evidence their agreement to the foregoing upon one or several counterparts of this instrument, which together shall constitute a single instrument.

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404	NOW IN WITHER WILLEDS	- 11
405	NOW, IN WITNESS WHEREOF	, the parties hereto, by their respective authorized
406	agents have executed this Intergovernmental Agreement, effective as of the date by which	
407	all parties hereto have affixed their respective signatures, as indicated below.	
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410	FOR COUNTY OF DANE:	FOR LODI AREA EMS:
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414	Joseph Parisi	Alan Treinen, President
415	Dane County Executive	Lodi Area EMS
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421	Scott McDonnell	Russell Schafer, Director
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