

COMMON COUNCIL MEETING AGENDA
TUESDAY, SEPTEMBER 9, 2025 AT 7PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR
MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE
CITY MEETINGS CAN BE WATCHED LIVE OR RECORDED
ON THE CITY OF BERLIN YOUTUBE PAGE @CITYOFBERLIN5623

1. Call to order/Roll Call
2. Seat Virtual Attendees (if necessary)
3. General Public Comments. Registration card required (located at podium in Council Chambers). Comments will be limited to **3 minutes** per registrant.

CONSENT AGENDA: The Consent Agenda contains items which staff considers to be routine and have already been discussed and recommended by a committee, board or commission at a previous meeting. Staff recommends that Council act on all of these items on a single roll call vote. If any member of Council wishes to have any item removed from the Consent Agenda and discussed, the Council member may request that item be removed from the Consent Agenda prior to the adoption.

4. Waive the reading of ordinances and resolutions.
5. Accept and place on file reports from the City Clerk, Treasurer, and Building Inspector.
6. Approve payment of bills.
7. Approve minutes from the 8.12.2025 Common Council Meeting.
8. Email conversion to cloud-based system versus in house server. RECOMMENDATION: Approve recommendation of the Committee of the Whole to approval of quote from Corporate Network Solutions to implement Microsoft 365 email services.
9. Approval of City of Berlin EMS Policies & Procedures. RECOMMENDATION: Approve recommendation of Committee of the Whole to adopt the City of Berlin EMS Policies and Procedures.

END OF CONSENT AGENDA

10. October 1, 2025 – September 30, 2026 Employee Health Insurance and Employee Dental Insurance provider determination and plan selection. RECOMMENDATION: Approve recommendation of the Committee of the Whole to approve the proposal of Robin Health Partners for employee health insurance (employer, City of Berlin, provided), to include the Broad and Focused Medical Plan Groups with the Plan Design of PPO \$3500/\$7000 / 100%. Employer cost share of 92.5% and employee cost share of 7.5%. Also, select employee funded dental insurance plan.
11. Discussion of the future of the Berlin Aquatic Center:
 - a. Update from Friends of the Berlin Aquatic Center
 - b. Update from StaffRECOMMENDATION: Listen to presentations, discussion and action as appropriate.

12. Tax Increment District #17 vacant lot development incentive program.

RECOMMENDATION: Discussion and action as appropriate.

13. Old Business (To be used to request items of old business be put on a future agenda for further discussion or action; or used to make a motion for reconsideration of an item from the current meeting or immediately previous meeting; or to make a motion to take items off the table which were laid on the table only during the current meeting.)

14. New Business (To be used to request items of new business be put on a future agenda)

15. Adjourn.

Note: In adherence to the City of Berlin Public Meeting Participation Policy, public participation will be allowed under each agenda item at the discretion of the presiding officer, with the exception of the Consent Agenda. Attendees must register their intention to participate on either a general comments section or a specific agenda item prior to the meeting by filling out a Registration Card, which can be obtained from the Internet, City Clerk's office or in the City Hall Council Chambers at the podium. Registration Cards should be turned in prior to the meeting to either the presiding officer or City Clerk.

Please note, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information to request services, contact the municipal Clerk at 920-361-5400.

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance in the above stated meeting to gather information; no action will be taken by any other governmental body except by the governing body noticed above.

City of Berlin WI Accounts Payable Status Report from 8/01/2025 to 8/31/2025

Lookup & Org Name	Invoice Number	Invoice Date	A/P Description	Original A/P Owed	Paid Amt To Date	Balance Due Run Date	Check Number
[ADVATECH] Advia Tech Systems	20250267	8/13/2025	3 Body Worn Cameras	4,734.00	4,734.00	0.00	8/29/2025
[ALCIVIA] Alcvia	4699	8/13/2025	Off Road Fuel	761.28	761.28	0.00	8/19/2025
[ALCIVIA] Alcvia	4737	8/25/2025	DIESEL FUEL	307.10	307.10	0.00	8/27/2025
[ALCIVIA] Alcvia	4737	8/25/2025	Fieldmaster Fuel	307.10	307.10	0.00	8/29/2025
[ALLNT] Alliant Energy/WPL	081525	8/15/2025	205 E Huron St. Nathan Restroom	65.13	65.13	0.00	8/19/2025
[Andrew Romanowski] Andrew Romanowski	082925	8/29/2025	Shelter Deposit Return 08/16/2025	100.00	100.00	0.00	8/29/2025
[AQUACHEM] AQUACHEM OF AMERICA INC	10144AQ	8/11/2025	AQUACHEM DP 3180	3,289.00	3,289.00	0.00	8/21/2025
[AAC] Associated Appraisal Consultants	181517	8/01/2025	August 2025 Service	2,000.00		0.00	
[AUGUST WINTER & SONS, INC.] AUGUST DIGESTER#11 WINTER & SONS, INC.		8/07/2025	DIGESTER MIXING & PIPING PROJECT- PAYMENT APPLICATION #11	23,400.00	23,400.00	0.00	7/31/2025
[AEW] Automatic Entrances of Wisconsin, Inc.	2052311	8/14/2025	Door Sensor	274.79	274.79	0.00	8/19/2025
[BAD] Badger Laboratories, Inc.	25-013512	8/11/2025	AMMONIA/BOD/PHOSPHORUS/SS SAMPLE DATE: 8/4/25	1,972.75	1,972.75	0.00	8/15/2025
[BAD] Badger Laboratories, Inc.	25-015698	8/11/2025		108.00	108.00	0.00	8/15/2025
[BAD] Badger Laboratories, Inc.	25-016716	8/21/2025	TOTAL COLIFORM BACTERIA Parks Truck Tires	81.00	81.00	0.00	8/27/2025
[BADGER STATE TIRE, INC] BADGER STATE TIRE, INC	6073	8/07/2025		429.98	429.98	0.00	8/19/2025
[BADGER STATE TIRE, INC] BADGER STATE TIRE, INC	6125	8/12/2025	Sweeper A/C	317.45	317.45	0.00	8/19/2025
[BALLWEG IMPLEMENT CO] BALLWEG IMPLEMENT CO	082625	8/26/2025	1600 Parts	130.08	130.08	0.00	8/29/2025
[BALLWEG IMPLEMENT CO] BALLWEG IMPLEMENT CO	082725	8/27/2025	Mower Parts	182.77	182.77	0.00	8/29/2025
[BALLWEG IMPLEMENT CO] BALLWEG IMPLEMENT CO	22355	8/13/2025	Deck Motor	1,613.48	1,613.48	0.00	8/19/2025
[BALLWEG IMPLEMENT CO] BALLWEG IMPLEMENT CO	P23308	8/15/2025	BLADE	96.69	96.69	0.00	8/21/2025
[BCT1015] Berlin City Treasurer 1015	AUG 2025 BEN	8/27/2025	AUGUST PAYROLL BENEFITS	41,481.76	41,481.76	0.00	8/27/2025
[BIN] BERLIN JOURNAL	082125	8/21/2025	Notice of Newly Enacted Ordinance	97.00	97.00	0.00	8/29/2025
[BIN] BERLIN JOURNAL	194366	8/12/2025	Strategic Plan Focus Group	70.00	70.00	0.00	8/19/2025
[BIN] BERLIN JOURNAL	194481	8/15/2025	One year subscription renewal	47.00	47.00	0.00	8/29/2025
[04-00000051-00-0] BERLIN SCHOOL SYSTEM	B. SCH SYS	8/05/2025	TO REFUND FOR BASEBALL DIAMOND SPRINKLING CHARGES- INACTIVE ACCOUNT	768.00	768.00	0.00	8/06/2025

City of Berlin WI
Accounts Payable Status Report from 8/01/2025 to 8/31/2025

Lookup & Org Name	Invoice Number	Invoice Date	A/P Description	Original A/P Owed	Paid Amt To Date	Balance Due Run Date	Check Number
[04-00000051-00-0] BERLIN SCHOOL SYSTEM	BER SCH SYS	8/05/2025	TO REFUND FOR OVERPAYMENT DUE TO METER READING TOO MANY DIGITS	1,603.53	1,603.53	0.00	8/06/2025
[BH20] Berlin Water & Sewer Department	080325	8/03/2025	Juhy Water & Sewer	5,765.64	5,765.64	0.00	8/08/2025
[Brad Willis] Brad Willis	081325	8/13/2025	D&D Program	50.00	50.00	0.00	8/19/2025
[BREWER] Brewer Heating & Cooling	164099	8/13/2025	Fall Furnace Cleaning	923.55	923.55	0.00	8/29/2025
[BRIGHT] Brightspeed	073025 (1)	8/09/2025	service 8-9-8 2025	574.89	574.89	0.00	8/29/2025
[BRIGHT] Brightspeed	490000310214	8/09/2025	LOCAL SERVICE 8/9/25 TO 9/8/25	80.02	80.02	0.00	8/21/2025
[Carol Chamberlin] Carol Chamberlin	080825	8/08/2025	Shelter Return	100.00	100.00	0.00	8/08/2025
[CCP] CCP DIRECT	IN05490116	8/05/2025	WICKING T-SHIRTS	71.82	71.82	0.00	8/15/2025
[Chad Martin] Chad Martin	081525	8/15/2025	Shelter Refund	100.00	100.00	0.00	8/19/2025
[CHCOMM - POOL] Charter Communication	17171880108072	8/07/2025	Pool 8/13-9/12/2025	169.98	169.98	0.00	8/29/2025
[CHCOM-SRCR] Charter Communication III	11988300107212	8/21/2025	Phone & Internet Service 08/21/2025-09/20/2025	867.33	867.33	0.00	8/29/2025
[Chris Bosveld] Chris Bosveld	08/04/2025	8/04/2025	Shelter Return 07/27/25	100.00	100.00	0.00	8/04/2025
[CIN] CINTAS	4239474836	8/07/2025	Maintenance supplies	352.82	352.82	0.00	8/19/2025
[CIN] CINTAS	4240942191	8/21/2025	MOP & PARTS/MATS	165.19	165.19	0.00	8/27/2025
[City of Appleton] City Of Appleton	17950	8/04/2025	August 2025 Weights & Measures	575.00	575.00	0.00	8/08/2025
[COM MIN] COMPASS MINERALS AMERICA INC	1529854	8/18/2025	COARSE SALT-BULK	5,775.81	5,775.81	0.00	8/27/2025
[CONSO] Convergent Solutions	58447	8/19/2025	Remote labor	303.00	303.00	0.00	8/29/2025
[CVK] Cvikota MBS	019-08012025-	8/04/2025	July 2025 Collections- \$4413.23 Princeton - \$0	4,413.23	4,413.23	0.00	8/11/2025
[DLF,LLC] Dobberstein Law Firm, LLC	073125	8/01/2025	Garnishment-Andrew Barton Case No. 2024SC000085	293.89		0.00	7/31/2025
[DLF,LLC] Dobberstein Law Firm, LLC	081525	8/15/2025	Garnishment-Andrew Barton Case No. 2024SC000085	273.72	273.72	0.00	8/19/2025
[Donald Fink] Donald Fink	081525	8/15/2025	FINAL PAYMENT Shelter Refund 8/10/25	100.00	100.00	0.00	8/19/2025
[DTN] DTN, LLC	210-00205718	8/01/2025	WeatherSentry Online Public Safety Professional	124.95	124.95	0.00	8/19/2025
[Duwayne Prellwitz] Duwayne Prellwitz	081125	8/11/2025	Pt. paid twice	300.00	300.00	0.00	8/11/2025
[Gene Kidd] Gene Kidd	081525	8/15/2025	Shelter Return 8/10/25	100.00	100.00	0.00	8/19/2025
[GFL] GFL Solid Waste	U40000120512	8/20/2025	STANDARD TRASH/RECYCLING SERVICE	384.30	384.30	0.00	8/27/2025
[Gloria Kay] Gloria Kay	081125	8/11/2025	Pt paid twice	175.00	175.00	0.00	8/11/2025

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[GECOM] Gordon Fleisch	15257050	8/11/2025	Images over base amount	123.86	123.86	0.00	8/19/2025
[GECOM] Gordon Fleisch	15257057	8/01/2025	Clerks Office Total Base & images over base amount Concessions	521.94	521.94	0.00	8/08/2025
[HOLIDAY WHOLESALE] HOLIDAY WHOLESALE	2101043	8/04/2025	Concessions	565.55	565.55	0.00	8/08/2025
[HOLIDAY WHOLESALE] HOLIDAY WHOLESALE	2104877	8/07/2025	Concessions	260.10	260.10	0.00	8/19/2025
[Horizon Commercial Pool] Horizon Commercial Pool	113029	8/01/2025	Chemicals	2,362.21	2,362.21	0.00	8/08/2025
[Horizon Commercial Pool] Horizon Commercial Pool	113557	8/01/2025	Lease	780.00	780.00	0.00	8/08/2025
[Horizon Commercial Pool] Horizon Commercial Pool	114406	8/11/2025	chemicals	1,211.97	1,211.97	0.00	8/19/2025
[IBU] INTERSTATE BATTERY	082625	8/26/2025	Batteries	329.90	329.90	0.00	8/29/2025
[Joe Formiller] Joe Formiller	080425	8/04/2025	Shelter Return 07/26/2025 INFLUENT PLANT CUMBERLAND Shelter Deposit Return 08/17/2025 Shelter Deposit Return 08/23/2025 Mileage - meeting with new business Shelter Deposit Return 08/16/2025 Shelter Deposit Return 08/15/2025 Weed Chips	100.00 964.08 427.00 100.00 100.00 100.00 33.60 100.00 100.00 100.00 47.99	100.00 964.08 427.00 100.00 100.00 100.00 33.60 100.00 100.00 100.00 47.99	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	8/29/2025 8/15/2025 8/15/2025 8/29/2025 8/29/2025 8/29/2025 8/19/2025 8/19/2025 8/29/2025 8/15/2025 8/19/2025
[Marie Reilly] Marie Reilly	081225	8/12/2025	Shelter Deposit Return	33.60	33.60	0.00	8/19/2025
[Melissa Bending] Melissa Bending	082925	8/29/2025	Shelter Deposit Return	100.00	100.00	0.00	8/29/2025
[Michelle & Zachary] Michelle & Zachary Polakowski	082925	8/29/2025	Shelter Deposit Return	100.00	100.00	0.00	8/29/2025
[MODERN] MODERN RENTALS, INC	334271	8/05/2025	Trimmer line - cemetery	118.48	118.48	0.00	8/19/2025
[MODERN] MODERN RENTALS, INC	334415	8/08/2025	Trimmer Heads	59.98	59.98	0.00	8/29/2025
[MODERN] MODERN RENTALS, INC	334785	8/20/2025	SERVICE 7/24/25/ ADD FRON TO A/C UNIT	272.22	272.22	0.00	8/15/2025
[Mortary] Mortary Refrigeration	9425	8/01/2025	ASSISTANCE WITH DISCONNECTION NOTICES & STATEMENT BALANCES	470.00	470.00	0.00	8/21/2025
[MOUNTAINEER] MOUNTAINEER COMPUTER SYSTEMS, INC.	29579	8/08/2025	Assistance adding new user	58.75	58.75	0.00	8/19/2025
[MOMAHA] MUTUAL OF OMAHA	001926971850	8/11/2025	August 2025 Life & Accident	407.16	407.16	0.00	8/11/2025

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[01-0000213-02-8] OBRIST, USA	2025-07	8/04/2025	Cleaning Service	581.25	581.25	0.00	8/19/2025
[PACKERLAND PORTABLES] PACKERLAND 141220 PORTABLES		8/06/2025	Porta Potties	185.00	185.00	0.00	8/19/2025
[PLANTZ] Plantz, Dennis	081125	8/11/2025	August 2025 Health Reimbursement	271.68	271.68	0.00	8/11/2025
[01-00000811-00-1] PODOL, GARY	081125	8/11/2025	Retiree Health Insurance - COBRA for S. Podoll	649.48	649.48	0.00	8/11/2025
[Quick Technologies] Quick Technologies, 2434 LLC		8/04/2025	August 2025 P/A/Radio	475.00	475.00	0.00	8/08/2025
[Robert Layton] Robert Layton	081525	8/15/2025	Shelter Refund 8/5/2025	100.00	100.00	0.00	8/19/2025
[SFG] SECURIAN FINANCIAL GROUP	081125	8/11/2025	September Invoice	1,143.78	1,143.78	0.00	8/11/2025
[STR] STRAND ASSOCIATES, INC	0228630	8/12/2025	DIGESTER MIXING & PIPING- PROF SERVICES 7/1/25 - 7/31/25	1,650.00	1,650.00	0.00	8/21/2025
[Terry Wallace] Terry Wallace	082925	8/29/2025	Shelter Deposit Return 8/20/2025	100.00	100.00	0.00	8/29/2025
[0110] Thiel, Debra L	082925	8/29/2025	Mileage for WAMCA conference	193.20	193.20	0.00	8/29/2025
[UMOS Inc] UMOS Inc	081825	8/08/2025	Shelter Return	100.00	100.00	0.00	8/08/2025
[Unique] Unique Management Services, Inc.	6142347	8/01/2025	Placements	69.90	69.90	0.00	8/19/2025
[USPSU010] US POSTAL OFFICE- POST MASTER	4EVER STAMPS 8	8/06/2025	1,000 FOREVER STAMPS	780.00	780.00	0.00	8/06/2025
[USPSU010] US POSTAL OFFICE- POST MASTER	Aug Billing	8/01/2025	August Billing	999.60	999.60	0.00	8/01/2025
[0642] VANDERLEEST, MARIAH G	080125	8/01/2025	Uniforms	200.00	200.00	0.00	8/01/2025
[vonBRIESEN & ROPER, s.c.] vonBRIESEN 501278 & ROPER, s.c.	8/09/2025	8/09/2025	General Labor Services through 7/31/25	328.50	328.50	0.00	8/19/2025
[WM] WASTE MANAGEMENT	0033083-0414-0	8/01/2025	July 2025 Service	32,857.77	32,857.77	0.00	8/08/2025
[WI PHY INS] WI Physician Insurance	2025-16	8/01/2025	Pay period ending 7/26/2025, EmphHealth	23,661.75		23,661.75	
[WI PHY INS] WI Physician Insurance	2025-16	8/01/2025	Pay period ending 7/26/2025, EmphHealth	13,003.52		13,003.52	
[WI PHY INS] WI Physician Insurance	2025-16	8/01/2025	Pay period ending 7/26/2025, EmphHealth	7,137.80		7,137.80	
[WI SCTF] WI SCTF	081525	8/15/2025	Garnishment - Child Support Dylan Saylor -	111.23	111.23	0.00	8/19/2025
[WI SCTF] WI SCTF	082925	8/29/2025	Payroll Date 8/15/2025 Garnishment - Child Support Dylan Saylor - Payroll Date 8/29/2025	111.23	111.23	0.00	8/29/2025

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Lookup & Org Name	Invoice Number	Invoice Date	A/P Description	Original A/P Owed	Paid Amt To Date	Balance Due Run Date	Check Number
[01-00002091-00-7] WILLIAMS, PAUL		8/06/2025	OVERPAYMENT	47.01	47.01	0.00	8/06/2025
[01-00002091-00-7] WILLIAMS, PAUL		8/06/2025	OVERPAYMENT	2.99	2.99	0.00	8/06/2025
[WDOH] Wisconsin Department of Financial Institutions	082925	8/29/2025	Notary - Brittani Majeskie	20.00	20.00	0.00	8/29/2025
[WIDOT-Huron] Wisconsin Department of Transportation		8/01/2025	Berlin - Connecting HWY Project - Broadway Street & Ripon Rd	8,302.25	8,302.25	0.00	8/19/2025
[WIDOT-Huron] Wisconsin Department of Transportation		8/01/2025	Berlin - Connecting HWY Project - Huron Street	4,493.05	4,493.05	0.00	8/19/2025
[WPPA] WISCONSIN PROFESSIONAL POLICE	082625	8/26/2025	Union Dues - September 2025	457.00	457.00	0.00	8/29/2025
[ZP-RENTAL] ZIEFLOW PROPERTIES, LLC	081125	8/11/2025	August 2025 Rent for Berlin EMS House	900.00	900.00	0.00	8/11/2025
Report Totals:				214,825.81		43,803.07	

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[illegible]

COMMON COUNCIL MEETING MINUTES
TUESDAY, AUGUST 12, 2025 AT 7PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR
MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE
CITY MEETINGS CAN BE WATCHED LIVE OR RECORDED
ON THE CITY OF BERLIN YOUTUBE PAGE @CITYOFBERLIN5623

1. Call to order by Mayor Burgess at 7:00pm. Roll Call: *Alderspersons Boeck, Hill, Sorenson, Nigbor and Stobbe were present. Alderperson Przybyl was excused. Also present were Jessi Balcom, City Administrator; Scott Zabel, City of Berlin Street Superintendent; Brittani Majeskie, Deputy Clerk-Treasurer.*
2. Seat Virtual Attendees (if necessary) - *None*
3. General Public Comments. - *None*

CONSENT AGENDA: The Consent Agenda contains items which staff considers to be routine and have already been discussed and recommended by a committee, board or commission at a previous meeting. Staff recommends that Council act on all of these items on a single roll call vote. If any member of Council wishes to have any item removed from the Consent Agenda and discussed, the Council member may request that item be removed from the Consent Agenda prior to the adoption.

4. Waive the reading of ordinances and resolutions.
5. Accept and place on file reports from the City Clerk, Treasurer, and Building Inspector.
6. Approve payment of bills.
7. Approve minutes from the 7.8.2025 Common Council Meeting and 7.28.2025 Special Common Council Meeting.
8. Approve Resolution #25-08 Adopting the Green Lake County Hazard Mitigation Plan. RECOMMENDATION: Approve recommendation from the Committee of the Whole to Adopt Resolution #25-08 adopting the Green Lake County Hazard Mitigation Plan, and approving its submittal by the Green Lake County Emergency Management Department to Wisconsin Emergency Management and Federal Emergency Management Agency.
9. WIS 91 (from WIS 49 South to Berlin, Green Lake County) 2029 DOT project detour and 30% Plan Review. RECOMMENDATION: Approve recommendation from the Committee of the Whole to approve staff's recommendations to the WDOT regarding the 2029 WIS 91 project detour and 30% Plan Review.
10. Request for Proposals for Auditing Services for years 2025-2029. RECOMMENDATION: Approve recommendation from the Committee of the Whole to issue a Request for Proposals for Auditing Services.
11. Police Department Body Worn Camera Pilot Program. RECOMMENDATION: Approve recommendation from the Police and Fire Commission to implement the Body Worn Camera Pilot Program for the Police Department for \$7,890.15, utilizing rolled over capital funds (previously Fund 15).

END OF CONSENT AGENDA

Aldersperson Hill made a motion to approve the consent agenda with minor corrections to be made to the Special Pool meeting minutes, including editing "seat the temporary president" to "temporarily seat the president" and editing "poor" to "pool", with a second by Aldersperson Nigbor. Roll call vote carried (5 ayes: Boeck, Hill, Sorenson, Nigbor, Stobbe; 0 nay; 1 absent: Przybyl).

12. Proclamation Honoring 130 Years of the Nathan Strong Park Gazebo.

RECOMMENDATION: Approve the Proclamation Honoring 130 Years of the Nathan Strong Park Gazebo. *Mayor Burgess read the Proclamation Honoring 130 Years of the Nathan Strong Park Gazebo. Aldersperson Stobbe made a motion to approve the Proclamation Honoring 130 Years of the Nathan Strong Park Gazebo with a second by Aldersperson Boeck. Voice vote carried with five ayes. (One absent: Przybyl)*

13. Purchase lighting for the Chapel in the Cemetery. RECOMMENDATION: Approve the request of the Cemetery Board to purchase and install lighting for the Chapel at a cost not to exceed \$10,000. *City Administrator Balcom confirmed funds for this project would come from the Cemetery funds. Street Superintendent Zabel discussed the Council needs to approve the purchase as it is above \$2,500. Aldersperson Hill made a motion to approve the request of the Cemetery Board to purchase and install lighting for the Chapel at a cost not to exceed \$10,000, with a second by Aldersperson Sorenson. Voice vote carried with five ayes. (One absent: Przybyl)*

14. Determine the use of \$1000 Donation from Waste Management grant per the Solid Waste and Recycling Services Agreement. RECOMMENDATION: Determine if the funds will be utilized for an environmental related project/event or environmentally-friendly scholarship program or charity. Discussion and action as appropriate. *City Administrator Balcom confirmed that Waste Management would be sending a check to the City, but they want confirmation on how the funds will be used, and it is the Council's decision how to use the funds. Discussion on offering a \$1,000 scholarship to a student going into an environmental field or to the Friends of the Park. Street Superintendent Zabel confirmed that there are currently no students working in the streets department. Discussion on using the funds this year in the community, and setting up the funds next year for a scholarship. Discussion to use funds to update the dump station at the campground. Aldersperson Stobbe made a motion to use the \$1,000 donation from Waste Management as an environmental related project to upgrade the dump station at Riverside for this year, with a second by Aldersperson Hill. Council requested that staff bring this to them for discussion in March of next year. Voice vote carried with five ayes. (One absent: Przybyl)*

15. Approve Resolution #25-09 Approval of Changes to the Berlin Urban Area Functional Classification System and map. RECOMMENDATION: Adopt Resolution #25-09 approving changes to the Berlin Urban Area Functional Classification System and approve the Functional Classification map. *Street Superintendent Zabel discussed the map that was approved last year by the Council. He presented the updated map with data collected from state traffic counting lines identifying streets eligible for State and Federal funding under the Urban STP programs. Aldersperson Hill made a motion to adopt Resolution #25-09 approving changes to the Berlin Urban Area Functional Classification System and approve*

the Functional Classification map, with a second by Alderperson Sorenson. Roll call vote carried (5 ayes: Boeck, Hill, Sorenson, Nigbor, Stobbe; 0 nay; 1 absent: Przybyl).

16. Approve City of Berlin Weights & Measures Program for 2026 including an Increase to the Pump Fee from \$30 to \$40. RECOMMENDATION: Approve the Weights & Measures Program for 2026 with an increase in the Pump Fee to \$40. *Alderperson Nigbor made a motion to approve the Weights & Measures Program for 2026 with an increase in the Pump Fee to \$40, with a second by Alderperson Stobbe. Voice vote carried with five ayes. (One absent: Przybyl)*
17. Ordinance #08-25 Establishing a Municipal Vehicle Registration Fee (Wheel Tax) of \$25 for Vehicles Kept Within the City of Berlin. RECOMMENDATION: Adopt Ordinance #08-25 to create Chapter 70-21 of the City of Berlin Municipal Code Establishing a Vehicle Registration Fee of \$25 for Vehicles Kept within the City of Berlin. *Mayor Burgess confirmed this fee is only to be used for street related costs. Alderperson Hill made a motion to adopt Ordinance #08-25 to create Chapter 70-21 of the City of Berlin Municipal Code Establishing a Vehicle Registration Fee of \$25 for Vehicles Kept within the City of Berlin, with a second by Alderperson Stobbe. Roll call vote carried (4 ayes: Boeck, Hill, Sorenson, Stobbe; 1 nay: Nigbor; 1 absent: Przybyl).*
18. Discussion of Park and Recreation Director position. RECOMMENDATION: Listen to staff presentation. Discussion and action as appropriate. *City Administrator discussed confusion regarding the title of the position. When the City moved forward with no longer doing recreation programming, a half-time position was cut from the Parks and Recreation Department. Currently the position oversees the Senior Center programming including committees, meals on wheels, and transportation, and also oversees scheduling the use of recreational facilities. City Administrator Balcom suggested changing the position title to Senior Center & Recreation Facilities Coordinator to more accurately describe the position. Discussion of a full-time or part-time staff need. Discussion that the position has not been on the Committee on Aging or the Parks and Rec. Commission agendas. A decision was made to table this until the Council hears from the Committee on Aging and the Parks and Rec. Commission. The Parks and Rec. Commission will be asked to hold a special meeting to get information to the Council prior to the September Committee of the Whole Meeting.*
19. Old Business (To be used to request items of old business be put on a future agenda for further discussion or action; or used to make a motion for reconsideration of an item from the current meeting or immediately previous meeting; or to make a motion to take items off the table which were laid on the table only during the current meeting.) - *None*
20. New Business (To be used to request items of new business be put on a future agenda) - *None*
21. Adjourn. *Alderperson Stobbe made a motion to adjourn at 7:37pm with a second by Alderperson Nigbor. Voice vote passed unanimously. Meeting adjourned.*

Respectfully submitted by
Brittani Majeskie, Deputy Clerk-Treasurer

**CITY OF BERLIN
COMMON COUNCIL MEETING
STAFF REPORT**

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Email conversion to cloud-based versus in house server
MEETING DATE: September 9, 2025

BACKGROUND

As presented at the Committee of the Whole meeting on September 2, the City's email system has been becoming less and less reliable. Due to the fact that the City is considered a "bulk sender" by many of the email platforms that the employees send to (to correspond with residents, businesses, other government entities), many of these platforms require greater sender authentication (to ensure the email is not spam) than the City's on-site server system can readily provide. This has led to emails that were sent by staff not being received by the intended recipient.

Additionally, recently Spectrum experienced a widespread internet outage, believed to be due to storms over the weekend. The City's internet was restored after close of business on Monday, but the email was not restored until after business hours the following day. This delay was due to restoration that had to be ran to bring the on-site email server back online.

To remedy the continual email issues and provide a reliable and secure email system, staff is recommending moving to a cloud-based email server. The Police Department has already transitioned to a cloud-based email server.

The quote from Corporate Network Solutions, Inc is attached. The fee for cloud-based email is a subscription model, meaning that the City would pay annually, based on the number of email users and the number of PCs they use. The initial cost of this subscription is \$6,085.

SUGGESTED MOTION

This item is on the consent agenda.

Motion to approve the recommendation of the Committee of the Whole to accept the quote from Corporate Network Solutions, Inc. of \$6,085 to implement a cloud-based email server through Microsoft 365.



Corporate Network Solutions, Inc.
1624 East Wisconsin Ave.
Appleton, WI 54911
Phone: (920)-832-8406
Fax: (920)-832-8485

QUOTE

Quote # AAAQ35506
Date 08/22/25
Sales Rep. Todd J. Schroeder

Quote To:

City of Berlin
Jessi Balcom
108 N Capron St
Berlin, WI 54923

Ship To:

Corporate Network Solutions, Inc.
Todd J. Schroeder
1624 E Wisconsin Ave
Appleton, WI 54911

Qty	Description	Unit Price	Ext. Price
41	DropSuite Microsoft 365 Email Box Backup and Archiving - Annual Subscription License Per User	\$40.00	\$1,640.00
21	Microsoft 365 Business Standard - Subscription License - 1 User - 1 Year - Single Language - Intel-based Mac, PC, Handheld	\$145.00	\$3,045.00
20	Microsoft 365 Business Basic - Subscription License - 1 User - 1 Year - NCE - Single Language	\$70.00	\$1,400.00
		SubTotal	\$6,085.00
		Sales Tax	\$0.00
		Shipping	\$0.00
		Total	\$6,085.00

ALL orders require 50% payment at time of order and the REMAINDER DUE upon product receipt.

***** NO LABOR (PC SETUPS, CONVERSIONS, ETC) IS INCLUDED, UNLESS OTHERWISE SPECIFIED AND DOCUMENTED *****

Prices Subject to CHANGE. Prices based upon total purchase - all delivery, training or consulting services to be billed at PUBLISHED rates for each activity involved. All hardware computer components proposed above are covered by a LIMITED Manufacturer's WARRANTY - Covering parts and labor on a depot basis. We specifically disclaim ANY and ALL warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products. We SHALL NOT BE LIABLE for any loss of profits, business, goodwill, data, interruption of business, or for incidental or consequential merchantability or fitness of purpose, damages related to this agreement. MINIMUM 30% restocking fee for unopened material with original packaging.

**CITY OF BERLIN
COMMON COUNCIL MEETING
STAFF REPORT**

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Approval of City of Berlin EMS Policies and Procedures
MEETING DATE: September 9, 2025

BACKGROUND

As presented at the Committee of the Whole meeting on September 2, the EMS policies have not been updated since 2015, back when we were still mostly volunteers. Now that we have mostly full-time crews, we need to change and add policies that more conform to our system. This is an addition to the city's handbook.

SUGGESTED MOTION

This item is on the consent agenda.

Motion to approve the recommendation of the Committee of the Whole to adopt the City of Berlin EMS Policies and Procedures.

CITY OF BERLIN

EMS



POLICIES

&

PROCEDURES

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OUR COMMITMENT

Our communities and patients are the reason we exist. Berlin EMS is committed to serving the citizens of Green Lake County with state-of-the-art patient care, outstanding customer service, dedication to the communities we serve, and financial health and responsibility. These concepts make up the four pillars of our organization. These pillars lead us in our everyday actions as well as organizational direction.

Pillar One: State-of-the-Art Patient Care

A strong quality management plan is the key to meeting this pillar. Berlin EMS is committed to using data to drive a Quality Assurance (QA) and Continuous Quality Improvement (CQI) process.

Pillar Two: Outstanding Customer Service

Berlin EMS is committed to providing outstanding customer service. We are always striving to exceed our community's expectations.

Pillar Three: Dedication to the Communities

Berlin EMS never forgets that serving the citizens of Green Lake County is a privilege and requires more than just responding to emergency medical calls. Berlin EMS provides training and support for the area's first responders, community education classes, and informational presentations.

Pillar Four: Financial Health and Responsibility

Berlin EMS receives revenue from the patients who receive medical care. In order to meet the other pillars, this revenue needs to meet operational needs as well as long-term capital needs, essentially ensuring the long-term financial health of the organization. However, Berlin EMS also needs to ensure that every patient is able to afford the service that is provided and has reasonable and compassionate means to collect for the services provided.

CHAIN OF COMMAND

- The Management team at Berlin EMS consists of one EMS Chief, one Assistant EMS Chief, a Captain, and a Lieutenant. In the absence of all officers, the most senior Paramedic on duty will assume the role of Officer in Charge (OIC). The Shift Lead consists of the Assistant EMS Chief, Captain, and Lieutenant.
- The EMS Chief and Assistant EMS Chief are under the general direction of the City of Berlin Common Council.
- The EMS Chief is responsible for the management, supervision, and coordination of the entire service and staff.
- The EMS Captain and Lieutenant shall carry out responsibilities in accordance with the policies of the department and applicable laws in the absence of the Chief and Assistant EMS Chief to oversee daily operations and staff. The first point of contact for all staff with any questions or concerns shall be the Shift Leader of the day.
- Staff concerns shall be directed to the Shift lead or, in the absence of one, the OIC. For any decisions that include a fiscal impact, the Chief needs to make the final decision.

SCHEDULES

- Full-time staff will be scheduled per their assigned rotation and as needed to fill the schedule.
- Volunteer staff will utilize Aladtec to sign up for shifts. The schedule will open on the 1st of the month for the next month.
- To request vacation time, you will need to put the request into Aladtec for approval. A two-week notice is preferable, and 48 hours is required.
- In the event that sick time is going to be used, it must also be put into Aladtec.
- Trades can be done hour for hour during the pay week with the approval of the Management team. The schedule will be updated to reflect the changes.

SICK/LATE CALL INS

- Please refer to the City Handbook.

PHYSICIANS CERTIFICATE OR EXCUSE

- Please refer to the City Handbook

SHIFT CHANGE

- All staff must be in uniform when reporting for their shift
- Outgoing staff can only leave once their replacement has arrived. In the event there is a no-show, contact the current Shift Leader and advise them. They will then make the decision if that crew member can leave.

- In the event of a late call going over the end of the shift, the crew must finish the call. Once the crew has returned to quarters with the rig restocked and report complete, then personnel can leave. Make a note of this late call on the punch-out with the call number.
- Any information from the previous shift should be passed on to the oncoming crew as needed. Any issues should be forwarded to the Shift Leader.

LEAVE OF ABSENCE

- Refer to the City Handbook

CREW DUTIES

- When starting your shift, communicate with the outgoing crew at the station to know if there is any pertinent information that needs to be passed on.
- Station and rig cleanliness must be maintained throughout the shift. Trash should be taken out daily, and dishes cleaned and put away.
- A rig check should be done as soon as possible at the beginning of the shift. It is the crew's responsibility to make sure your rig is ready for a call. Rig check forms should be filled out on Aladtec and submitted at the start of each shift before 8:00 a.m. The exceptions are on the first of the month, a monthly rig checklist needs to be completed, which includes a long form of the truck. Any excess supplies should be put in the bin on top of the station supply cabinet. If at any time you get a call during your rig check, the rig check needs to be completed and submitted within 2 hours of your returning back to the station. Other duties will be assigned as needed.
- A deep station cleaning is performed on the last day of the California rotation. This includes mopping all non-carpeted floors, vacuuming all areas, wiping down all flat surfaces, cleaning the bathroom, and washing the ambulance.
- At any time you find a discrepancy in the station or rig cleanliness or missing/broken equipment, the Shift Leader should be notified.
- The ambulance should always be clean, with the garbage being emptied after every call.
- Trash bins at Berlin house, Berlin Fire Department, and Princeton house need to be taken to the road one day before the scheduled pick-up day.
- Staff are required to remove snow away from all station entry doors and walkways. At the Princeton and Berlin stations, staff will also be required to remove snow from the sidewalks. At the Green Lake station, staff will be required to remove snow between employees' vehicles to maintain a cleared surface comparable to the plowed sections of the parking lot. Staff will also be responsible for removing snow in front of all EMS bay doors.

CITY EMAIL

- Email shall be checked at the start, throughout, and at the end of each shift. The city email is only required to be monitored while on shift. When not on shift, your email account does not have to be monitored.

PATIENT REPORTING SYSTEM

- At the start of every shift, the messaging portion of the reporting system should be checked to see if any corrections or additions are needed for previous reports completed.
- Corrections or additions should be made as soon as possible at the start of the shift to ensure proper documentation and billing can be completed promptly.
- This system only needs to be monitored while on shift and does not require monitoring while off shift.
- All reports must be completed prior to the end of the shift or 24 hours from the time of call, whichever comes first.
- In the event a report is incomplete or missing information, the crew may be contacted via phone or email to complete the report. If this is a recurring issue, disciplinary action may be taken.

LICENSURE TRAINING

- It is the EMT/Paramedic's responsibility to maintain the individual licenses
- Berlin EMS will provide adequate training throughout the renewal cycle for the Wisconsin State license renewal. Any online or electronically sent training videos, articles, PowerPoint or etc., are for your benefit and not required to be done when not on shift.
- If a mandatory training is scheduled to be completed online, it will be required to be completed while on shift.
- Mandatory training sessions will require employees to report to work and be paid for hours worked while in the training.

RESPONDING CREWS

- Berlin EMS has a Wisconsin State operational plan and must adhere to the minimal staffing stated in that operational plan
- The minimum ambulance crew must consist of at least two EMTs.
- The highest licensed provider must be with the patient when their assessment determines advanced life support skills and interventions are required to treat the patient.
- If treatments or medications are administered, the employee with the level licensure needed to administer the medications/treatments must remain in back with the patient throughout transport.

PRIMARY RESPONDERS (EMR)

- Green Lake County utilizes Primary First Responders, hereafter known as Emergency Medical Responders or EMRs of various levels of licensure. Their primary function is to respond to a scene when paged from the 911 dispatch center to render care to a patient before the arrival of the ambulance at the site of a medical/trauma emergency to which an ambulance has been/or will be summoned. How the responders respond to the scene will be determined by the department policies they belong to. EMRs may accompany and assist

EMS crews with patient care en route to the hospital or landing zone, at the discretion of the ambulance crew.

PAGERS & RADIOS

- Each employee will have a pager and a radio assigned to them. There will also be one house pager at every station as a backup, along with a pager in an amplifier. Do not remove the pager from the amplifier; this is not to be used as a worn pager.
- In the event one is not working correctly, the Shift Leader should be notified immediately to resolve the issue.
- Pagers and radios should be handled with care to eliminate the chance of damage.
- It is the crew's responsibility to make sure they are working properly and charged.
- Each crew member shall take a radio with them to each call or anytime they are leaving the station.
- House pagers shall not be taken home when employees are finished with their shifts.

DRESS CODE

- The EMS Chief/Assistant Chief or Shift Leader may alter the dress code during extreme weather. If this happens, the crews will be notified via email, phone, or face-to-face, advising what will be allowed for that day's 24-hour period. Any alterations in the dress code will only last for the remainder of that shift and then revert to this policy.

Standard attire

- Black shoes or boots with toes and heels covered.
- Black EMS pants
- Black Berlin EMS-branded polo shirt or T-shirt, along with a job shirt
- Department-issued Jacket is allowed anytime.
- Black Berlin EMS Hats are allowed.

Inside the station

- When sleeping, you may change into sleeping attire. Sleeping attire shall consist of pants or shorts that are longer than mid-thigh. A shirt must always be worn. At a minimum, the shirt must cover the same areas of the body as a department-issued T-shirt. No inappropriate words or images are allowed on sleeping attire. All clothing must be opaque.

Clothing changes

- All clothing changes must take place outside the presence of others unless emergency circumstances, such as a chemical spill, require the immediate removal of clothing for health and safety reasons. Employees should be prepared with at least one change of standard attire per shift.
- If clothing becomes contaminated, the clothing should be removed as soon as possible, outside the presence of others. Remove the clothing without contacting the contaminant if possible. Remove the clothing slowly so as not to spread the contamination. Contaminated

clothing that is transported must be placed in a plastic bag and returned to the station for washing. Contaminated clothing shall not be taken to the EMT's residence to be cleaned. The EMT shall shower as soon as possible after removing contaminated clothing. If the EMT is unable to shower, he or she shall immediately wash down any area of skin that was exposed. If the contamination involves a chemical, the EMT should reference the EMERGENCY RESPONSE GUIDE BOOK and contact the Shift Leader for proper cleaning techniques.

- All incidents of contaminated clothing shall be reported to the Shift Leader as soon as possible without hindering patient care.

GENERAL CONDUCT

- Employees, while representing this service, will conduct themselves in a manner of dress and language that is respectful to the public, fellow crew members, and all other members of Berlin EMS or any other Emergency Service assisting us in any manner, i.e., police, fire, rescue, mutual aid ambulance, or air transport.
- No part of the EMS clothing that has emblems of Berlin EMS may be worn while the employee is socializing in public while indulging in alcoholic beverages. This includes jackets, shirts, T-shirts, hats, etc.
- On or off duty, your actions still represent Berlin EMS. Just be aware that in the eyes of the public, you will be held to a higher standard as a professional in a public safety organization. This can include what you are posting on social media.

STATION CODE OF CONDUCT

- Berlin EMS employees shall strive to create and maintain a work environment in which people are treated with dignity, decency, and respect, and that is characterized by mutual trust and the absence of intimidation, oppression, and exploitation. The city will not tolerate unlawful discrimination or harassment of any kind.
- All Berlin EMS employees, regardless of their positions, are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any EMT who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.
- Berlin EMS employees shall not bring any animals into any City building or building that is rented by the City. This includes EMS stations and garages. This excludes any service animals.
- Berlin EMS employees shall not engage in verbal harassment. Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, gender, sexual orientation, age, body, disability, or appearance, including epithets, slurs, and negative stereotyping. Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcomed.
- Berlin EMS employees shall not engage in nonverbal harassment. Nonverbal harassment includes distribution, display or discussion of pornographic material, nudity, or content of a defamatory or discriminatory nature and includes any written or graphic material that

ridicules, denigrates, insults, belittles or shows hostility, aversion, or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital status or other protected status. Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that include nudity, are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, e-mails, photos, text messages, tweets and Internet postings; or other forms of communication that are sexual in nature and offensive.

- Berlin EMS employees shall not engage in physical harassment. Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.
- Berlin EMS employees may not use City Internet, e-mail, or other electronic communications to transmit, retrieve, or store any communications or other content of a defamatory, discriminatory, harassing, or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference may be viewed or transmitted. Harassment of any kind is prohibited. Berlin EMS employees shall not watch television or other media that includes content in violation of this policy while on duty.
- Berlin EMS employees shall not engage in sexual behavior, even if it is consensual, while on duty or at the stations.
- The city strongly discourages romantic or sexual relationships between a supervisory employee and his or her staff (an employee who reports directly or indirectly to that person). If there is such a relationship, the parties need to be aware that one or both may be moved to a different department, or other actions may be taken.
- If any employee of the City enters a consensual relationship that is romantic or sexual in nature with a member of his or her staff (an employee who reports directly or indirectly to him or her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the EMS Chief. Reporting is mandatory. This requirement does not apply to employees who do not work in the same department or to parties where neither one supervises or otherwise manages responsibilities over the other.
- No hardship, loss, benefit, or penalty may be imposed on an employee in response to:
 - Filing or responding to a bona fide complaint of discrimination or harassment.
 - Appearing as a witness in the investigation of a complaint.
 - Serving as an investigator of a complaint.
- Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.
- Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.
- **ALL COMPLAINTS OF HARASSMENT, DISCRIMINATION, OR RETALIATION SHALL BE REPORTED TO THE EMS CHIEF OR THE OFFICER IN CHARGE.**
- **ALL CONDUCT IN VIOLATION OF THIS POLICY SHALL BE REPORTED TO THE EMS CHIEF OR THE OFFICER IN CHARGE.**

SOCIAL MEDIA POLICY

- This policy applies to all Service employees, whether full-time or part-time. For the purposes of this policy, social media referenced in this policy includes any activity that integrates technology, social interaction, and content creation. Without limitation, this includes blogs and sites such as Facebook, Instagram, Snapchat, Twitter, X, news sites, or other similar sites. Please refer to the City handbook for additional information.
- Berlin EMS employee may not use personal devices or the City's Internet, e-mail or other electronic devices to communicate, transmit, retrieve, or store any content of a defamatory, discriminatory, harassing, pornographic, derogatory or inflammatory nature about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference. This prohibition applies to co-workers or members of the public served by our Service. Harassment of any kind is prohibited. This rule applies to all social media interactions, whether public or private.
- EMTs may engage in public debate or conversation on matters of concern. If a Service member engages in such activity, they shall identify the opinion or comment as their own and not that of the Service. No Service member shall state such an opinion in a public forum while in a Service uniform. Inner-departmental matters shall not be debated or discussed on a social media platform that is accessible to the public. If an EMT is in doubt about whether to comment or participate in social media activities, the EMT should confer with the EMS Chief/Assistant EMS Chief.
- Without prior approval of the Chief/Assistant EMS Chief, no employee of the Service shall post or display the content of the following on social media:
 - Internal or external EMS station or vehicles
 - An accident or response scene
 - Training, activities, or work-related assignments, including fire and medical calls.
 - Pictures or comments of other department employees while engaged in work-related activities of any kind.
 - Content that would otherwise be illegal under the laws of the United States or the State of Wisconsin, or content that solicits or encourages illegal activity.
 - Any other information that has previously been deemed confidential information of the Service.
 - A photograph of the Service member in uniform and/or displaying official identification, patches, badges, logos, or in any other way, either directly or indirectly, or provides any information, picture, or posting that would identify themselves as an employee of the Service.
- Use of personal visual and/or auditory recording devices while engaged in a call (i.e, phones, tape recorders, etc.) is not permitted without the approval of the Chief/Assistant Chief. No employee shall use any service-provided photography or video equipment without the express consent of the Chief/Assistant Chief.
- No employee shall release, either directly or indirectly, information concerning any EMS or fire calls. The use of descriptions that would identify the call without the use of specific names is also prohibited.
- Use of social media sanctioned by the Chief/Assistant EMS Chief shall comply with the City's Network and Internet Policy.

- A Service member shall not engage in personal use of social media at any time while on a call without the Chief/Assistant Chief's permission. A Service member may engage in the use of social media while on standby in accordance with this policy.

STATION VISITORS

- Any non-City employees are not allowed to enter the station unless all crew members agree. Station visitors are not to spend the night and must vacate the station no later than 8 pm.
- No Unattended Visitors in stations at any time.

LEAVING THE STATION

- Anytime you need to leave the station, the whole crew and the ambulance must go. At no time should one crew member leave the station property without their partner and/or the ambulance. Excluding Volunteers who are on duty.
- Staff can practice map reading and drive around their primary response area to learn the roads. You should never leave your primary response area except for calls or without prior Shift Lead knowledge.
- If supplies are needed, the Shift Lead should be notified so supplies can be brought to the station for you. Exception: if you have a serious call and need a lot of supplies, you should contact the Shift Lead and go to the Berlin Fire Station and restock.

PROHIBITED ACTIVITIES

- EMS employees will not solicit or accept any gifts, gratuities, loans, or fees, whether directly or indirectly related to services provided by Berlin EMS, unless they are of nominal value i.e., food, promotional items, etc.

SMOKING

- There will be no smoking/vaping tobacco use allowed in or around the ambulance at any time or while attending to a patient. This includes no smoking/tobacco use in or around the station. Around is suggesting that if the smoke can enter through any doors or windows, you are too close.

USE OF INTOXICANTS

- Drivers and EMTs will refrain from drinking intoxicating beverages or using mind-impairing drugs for a minimum of eight (8) hours before a scheduled shift or while on a shift. No signs of any previously stated substances should be in your system when reporting to a shift.

WEAPONS POLICY

- No EMS employee, while on duty, can clean, carry, or utilize any type of firearm or other type of weapon. Exception of a rescue knife.
- Members of the Green Lake County Combined Tactical Unit may be exempt from this policy while acting as a member of this unit.

DISCIPLINE POLICY

- Any complaint against any person connected with the EMS Department shall be in writing. Upon receipt of a complaint, the Chief shall, if the complaint is justified, give an oral admonition to the named subject.
- If a second complaint is received on the same individual, the matter shall be reviewed by the EMS Chief. After review and verification, the subject may be given a written reprimand or suspension from the service. A full report of these actions shall be forwarded to the City Administrator, and a copy shall be placed in their file.
- Should a third complaint be received on an individual, the matter shall be forwarded to the City Administrator for review and action, such as further suspension or possible dismissal from the service.
- Anytime that a complaint is received that is serious in nature as to warrant possible immediate removal from the service, the EMS Chief may proceed directly to step two of the policy. The EMS Chief shall decide the seriousness of the complaint. If a complaint falls under another city policy, i.e., sexual harassment, that policy will be followed.
- Whenever disciplinary actions are necessary due to negligence or poor patient care, the EMS Chief will involve the service's Medical Director in the disciplinary process.

EMT GRIEVANCE POLICY

- Please refer to the City Handbook

CONVENTIONS AND SEMINARS

- Berlin EMS staff are encouraged to attend training seminars and conventions pertaining to the Emergency Medical field. To be qualified for reimbursement, the employee shall be in good standing with the service and submit in writing to the EMS Chief their wish to attend such an event and submit proof of payment and attendance. Berlin EMS may limit attendance at such events to (2) staff annually. Requests will be based on the approval of the EMS Chief.

INSURANCE COVERAGE

- Every person who works for Berlin EMS is covered by the City of Berlin's Liability and Workmen's Compensation Insurance.

- Any job-related injury must be reported to the Shift Leader AND the Officer in Charge on the date of the incident. You will be provided with a number to call and will have to follow all instructions given to you. You will be provided with a reference number and will have to give that reference number to the EMS Chief.
- All coverage begins when you punch in and ends when you punch out.
- All scheduling for standbys must be scheduled through the Management team.
- Any employee who chooses to engage in EMS activities as an EMT/Paramedic, for an outside entity (ex., moonlighting as an EMT for private functions or other events not associated with Berlin EMS), is not and will not be covered by City insurance unless authorized by the EMS Chief. All liabilities fall on the provider who enters the contract, i.e., Malpractice, Personal Liability, etc.
- Any provider who enters an outside contract will not utilize Berlin EMS equipment or supplies unless given permission from the Chief. This includes jump bags, cardiac monitors, AEDs, any disposable medical equipment, etc.

PAYROLL GUIDELINES

Full and Volunteer staff payroll policy

- Over time, pay starts after 80 hours for two weeks
- Holidays are paid per the City's policy
- In the event a call runs over the scheduled end of shift, pay will stop when call work is completed. Make a note of this on your punch-out so you get compensated for it. Please include the call run number.
- All Berlin EMS full-time staff are required to use the Time Kiosk through the Aladtec system to accurately record working hours. All hours must be accurately punched in and punched out. When prompted for a reason for punching, full-time staff will give an accurate reason for the time of punch. All reasons that are not clearly stated will be defaulted to the scheduled time.

DISPATCH AND RESPONSE

- It is the purpose of this policy to provide a consistent radio transmission with the communication center.
- All full time employee shall be en route following a call for service within 3 minutes. Understanding that at night it may be slightly longer (5 minutes 10p-7a) and during the day will be quicker (under 3 minutes 7a-10p).
- If the crew contains a Volunteer, the unit response will be 10 minutes during all hours that a Volunteer is scheduled.
- If no person acknowledges the receipt of the call within 5 minutes, dispatch will activate a second page.
- If no person acknowledges the receipt of the second page within 5 minutes, dispatch will page the next closest ambulance to respond.
- A crew member will then notify dispatch of going en route.
- A crew member shall notify dispatch upon arrival at the call location.

- A crew member shall notify dispatch upon beginning transport of the patient and the destination.
- A crew member shall notify dispatch upon arrival at the receiving hospital.
- A crew member shall notify dispatch that they are clear of the hospital and returning. If returning and you are already in the County, you can state that you are available even if you are not in your primary response area.

COMMUNICATIONS

- Crew members should not be using the 10 codes.
- Clear language should always be used.
- Depress the mic for one second before starting to talk and hold for one second after done talking.

PASSENGERS

- If the patient is a minor child, try not to separate the child from his or her parents even in transport. Have the parent/guardian ride in the patient compartment with the child if needed for the comfort of the child. We cannot refuse the parent/guardian passage in the ambulance with their child. Parent/Guardian must be seat belted.
- All other passengers should ride in the passenger's seat in the cab of the Ambulance and seat belted.
- All other passengers will be allowed at the discretion of the EMS crew.

EMERGENCY VEHICLE OPERATION

- The purpose of this policy is to coordinate the efficient response of personnel and emergency vehicles to the scene of an emergency while minimizing risk to persons and property.
- **Enforcement**
 - The driver of each vehicle bears full responsibility for adherence to this policy.
 - State and local laws may exempt authorized emergency vehicles from regular traffic laws when the vehicles are responding to an emergency. However, neither state and local laws nor this procedure absolve the driver of an emergency vehicle from the responsibility of driving with due regard (Wis. Stat. §§ 346.03 (5) & 346.19 (2)) for the safety of others on the road. The driver remains fully accountable for his/her actions.
 - Safety should not be sacrificed to increase the speed of the response.
- **Driving Training:**
 - Only personnel who have completed the service's driver training program or received permission from the EMS Chief or Assistant EMS Chief may operate service vehicles in emergency mode unless a person operates a vehicle under supervision as part of the driver training program.

- All emergency vehicle operators shall undergo specific training prior to driving an emergency vehicle. A formal training course, such as the Emergency Vehicle Operators Course (EVOC) or Certified Emergency Vehicle Operator (CEVO), shall be used whenever possible. Training shall include both classroom and behind-the-wheel education. EMS personnel shall successfully complete a final evaluation conducted by the Shift Leader, Chief or Assistant Chief.
- **Driver Background:**
 - All emergency vehicle operators shall have an acceptable driving record as established by City of Berlin policy. Driving records shall be routinely and regularly checked.
- **Continuous Quality Improvement:**
 - The service will evaluate the effectiveness and adherence to this policy.
 - This process will involve the EMS Chief.
 - This process will provide for a rigorous review of all ambulance crashes.
 - Electronic monitoring of vehicle operation and dash cameras may be used.
- **Seat Belts:**
 - All personnel and passengers shall use the vehicle's safety belt restraining systems. All personnel in charge of a service emergency vehicle will ensure that all passengers use safety belts whenever the vehicle is in motion. All personnel in the patient care area shall always be seat-belted unless this interferes with essential patient care.
 - All medical equipment needs to be stowed or secured in the ambulance while the ambulance is in motion.
- **Exiting the Station:**
 - On leaving the station, the driver should be aware of other emergency vehicles leaving at the same time. On leaving the station, the driver shall gently apply the brakes to ensure their operation prior to entering the street. Vehicles leaving the same location should respond using the same route when practical. Emergency vehicles shall not travel closer than 500 feet from each other, and they shall utilize different audible warning devices.
- **Warning Devices:**
 - All audible and visual warning devices shall be in operation when making an emergency response. Headlamps should be turned on whenever the ambulance is in operation for added safety.
- **Speed:**
 - Under ideal conditions (light traffic, dry roads, and excellent visibility), the maximum speed of any responding vehicle shall be reasonable and prudent with considering the posted speed limit. Under less-than-ideal conditions, the maximum allowable speed shall be the posted speed limit. The driver shall always maintain a speed consistent with safe operation of the vehicle under the prevailing conditions.
- **Driving Left of Center:**
 - Driving in the center turning lane or left of center is extremely dangerous and should be avoided whenever possible. If it is necessary to drive in the center turning lane or left of center, the maximum permissible speed shall be

prudent and reasonable, considering the increased possibility of the need to stop suddenly.

- **Intersections:**

- Intersections are the most dangerous areas to approach during an emergency response. The following special precautions shall be observed by all responding vehicles:
- When an emergency vehicle must approach an intersection in the center lane or left of center, the driver shall maintain an ability to come to a complete stop until all other traffic in the intersection has yielded. This applies even when the emergency vehicle has a green light at a controlled intersection.

- **Passing on the Right:**

- Passing vehicles on the right is a potentially dangerous maneuver that shall be avoided whenever possible.

- **Personal Cell Phone Use:**

- At no time shall you use a personal cell phone while driving. This includes using any apps on your phone, messaging, and making/taking phone calls. This is also to include any personal wireless device you may use for communication.
- All personal cell phones and any other devices shall be on silent while on calls.

USE OF LIGHTS AND SIREN

- The purpose of this policy is to establish a policy for the prudent use of lights and sirens (L&S) when responding to a call or transporting a patient and to improve and enhance safety for the patient, the EMS crew, and the community.
- The use of L&S should be limited to situations in which there is good reason to believe that a potentially unstable patient will benefit from any potential time savings that may be realized from the use of L&S and that the safety of the patient, crew and general public will not be put at undue risk because of the use of L&S. L&S must be used together it's never one without the other while responding.
- Identify patients for whom safe use of L&S during response and/or transport can potentially reduce patient morbidity or mortality sufficiently to balance the risk of such response/transport.
- L&S should be used only when the potential time savings will likely prevent further morbidity or mortality.
- L&S typically should not be used in the following circumstances:
 - For a patient with a valid "Do Not Resuscitate (DNR)" order.
 - For the transport of terminal patients, even if treatment procedures are continued en route.
 - When another call is being held during the transport of a patient who does not warrant the use of L&S.

- Units arriving on the scene should provide further information to the dispatch center and/or other responding units as soon as possible to allow additional responding units to adjust their use of L&S as appropriate.

ACCIDENTS

- **Accidents Witnessed By, But Not Involving EMS Units:**
 - An EMS vehicle is not responding to an emergency call:
 - Minor accidents, with no injuries, will be reported to the Sheriff Department Dispatcher.
 - Major accidents, with injuries, will be reported to the Sheriff Department Dispatcher. The EMS crew will stop, assess, treat, and transport as necessary.
 - An EMS vehicle responding to an emergency call:
 - Minor accidents, with no injuries, will be reported to the Sheriff Department Dispatcher.
 - Major accidents, with injuries, will be reported to the Sheriff Department Dispatcher. The crew must exercise judgment as to the severity of the collision and the nature of the initial call in determining whether to request authorization to stop. The final decision will be based on the location and the availability of an additional ambulance. Authorization should be obtained from the Shift Leader or OIC.
- **Accidents Involving EMS Vehicles:**
 - General Guidelines:
 - All accidents involving EMS vehicles will be reported immediately to the Sheriff Department Dispatcher and the OIC. The situation should be assessed, and law enforcement and additional back-up ambulance(s) should be requested as needed.
 - As soon as possible, a written report from both crew members of the EMS vehicle involved will be submitted to the EMS Chief.
 - All staff will document any injuries as required. If an EMS crew member is injured, please reference (Page 16) of the Standard Operating Procedures for work-related injuries.
 - EMS personnel shall cooperate with law enforcement agencies in investigating the incident.
 - Accidents occurring en route to an emergency call:
 - Immediately notify the Sheriff Department Dispatcher and then stop to assess damage to the ambulance and possible injuries.
 - If there are injuries, or if unable to continue due to damage to the ambulance, notify the Sheriff, Office Dispatcher, and EMS Chief so that appropriate units may be sent to the accident location and to the initial call.
 - If there are no injuries or damage, allow the ambulance to continue. Notify the EMS Chief after completion of the call, check with the Sheriff Department Dispatcher as to whether to return to the scene of the accident. This can be done on the phone.

- Accidents occurring en route to the hospital with a patient:
 - If the patient is stable and no injuries are incurred, notify the Sheriff's Office Dispatcher, then advise the other party involved in the accident that law enforcement is en route, and then proceed to the hospital.
 - If the patient is unstable and no serious injuries are incurred, advise the Sheriff's Office Dispatcher, then advise the other party involved that law enforcement and another ambulance (if necessary) are en route, then proceed to the hospital.
 - In situations where the patient is stable and serious injuries are incurred, advise the Sheriff's Office Dispatcher to send additional ambulance(s), remain on scene until that unit arrives, then proceed to the hospital.
 - In situations where there is an unstable patient and serious injuries are incurred, the crew should exercise their best judgment and request appropriate resources.

RESPONSE CANCELLATION

- The purpose of this policy is to establish a standardized procedure when EMS activation has been cancelled while en route to a scene or cancelled before going en route to a scene.
- It is the policy of Berlin Emergency Service that EMS providers adhere to the requirements established herein to ensure that uniformity is maintained with the communications center and the EMS service upon cancellation of an EMS call once en route to the scene, OR before going en route to a scene. Upon notification of the cancellation from the communication center or law enforcement on scene, consider cancellation to be advisory. Downgrade to a non-emergent response and respond non-lights and sirens to the scene to make an evaluation when deemed appropriate at the discretion of the responding crew.

REFUSAL OF CARE / TRANSPORTATION

- The purpose of this policy is to describe the procedure for accepting a patient's refusal of care under Wis. Stat. § 256.12 (8), Exception to Treatment, and Wis. Admin. Code § DHS 110.35 (2) (e) 4.
- **Follow current medical protocols.**
- Additional Considerations:
 - Once transport is started, there is no option for refusal, and care must be transferred to a higher level of care. Exception: car accidents, we can move the patient to a safe location to get them off the roadway as needed for the safety of the crew and patient, then sign a release.
 - Attempt to evaluate the patient's level of comprehension of the English language and the content of the discussion offered. If the patient is unable to understand English, consider using an interpreter or interpreter service.
 - Determine whether the patient has potential injuries, illness, and/or judgment-altering substance use that may impair decision-making ability.

- Attempt to complete a history and physical examination to determine the primary working assessment.
- Encourage transport if the patient appears undecided.
- Advise the patient (parent or guardian if the patient is a minor) of your findings and/or reasons why there is a need to examine the person and why assistance may be necessary.
- Ask the patient (parent or guardian if the patient is a minor) if he/she understand the explanation. Patient must exhibit the capacity to understand the risks of refusal of care/transport and the benefits of offered care/transport. Patient must also appear to be able to care for self.
- Offer ambulance transport again. Explain possible complications of non-treatment/transport. Explain the hazards of transport by other than an emergency vehicle. Threat to life/limb if appropriate.
- Contact Medical Control for assistance in encouraging patients to conveyance.
- Explain methods of receiving evaluation/treatment if desired at another time.
- Ask the patient (parent or guardian if the patient is a minor) if he/she understand and accept the potential consequences of refusal of care and/or transport.
- Obtain signatures on the patient care refusal form
- If, in the judgment of the EMS team, the patient is not able to fully comprehend the consequences of refusing medical care and/or transport (e.g., the patient does not have decision-making ability), contact the appropriate law enforcement agency to facilitate patient transport.
- If, in the judgment of the EMS team, the patient can fully comprehend the consequences of refusing medical care and/or transport, and the patient continues to refuse, document the following information on the EMS report form:
 - That medical evaluation/treatment was offered, and what was given.
 - That ambulance transport is offered.
 - That patient was informed of the possible complications of non-treatment or transport, such as a threat to life/limb or death if appropriate.
 - That patient was informed of the hazards of transport other than by emergency vehicle.
 - That patient was given methods to receive evaluation/treatment if desired at another time.

DESTINATION DETERMINATION

- It is the purpose of this policy to provide guidelines for determining the appropriate transport destination for every patient.
- Patients should be transported to the closest, most appropriate hospital.
- Appropriateness is determined by:
 - Patient preference
 - Specialty needs of the patient (pediatric, trauma, cardiac, stroke, recent specialty surgery, etc.) and the hospital's capacity to meet these needs

- Online Medical Control
 - Hospital diversion status
 - Weather
- Critical patients will be transported to the closest and most appropriate facility regardless of the patient's preference.
- Non-critical patients may be transported to the receiving facility of the patient's choice within reason. If unsure, contact the Shift lead or the OIC.
- If a patient was recently discharged from a hospital and is exhibiting the same symptoms, they should be returned to that hospital if it is within reasonable distance.
- **If unsure, contact medical control.**

REQUESTING ADDITIONAL HELP

- When the assessment of the crew indicates any of the following, an additional ambulance or ambulances shall be requested:
 - When it is determined that there are two or more critical patients.
 - When it is determined that there is one non-critical and one critical patient whose care would be compromised if transported together.
 - Any time that there are multiple patients, patients that are too heavy to handle, or that the crew feels there is a need for additional help, i.e., more ambulances, Fire Department, Police, to treat and transport the patient safely and to prevent any injury to the crew.
- If a request is made for a medical helicopter. The decision to wait on scene or transport to the hospital helipad needs to be determined based on ETA of the helicopter vs transport time.
DO NOT WAIT AT THE SCENE IF YOU CAN GET TO AN APPROPRIATE HOSPITAL BEFORE THE HELICOPTER CAN GET TO YOU.

RESCUE AND FIRE DEPARTMENTS

- Fire department rescue should respond with the ambulance, either paged by dispatcher or requested by the ambulance, for all auto accidents, person trapped by machinery or silo, underground, hazardous material spill, etc.
- If you have a patient who is going to need extrication from somewhere or something, then request the Fire Department to respond.

MUTUAL AID

- It will be the decision of the first in crew or the Incident Commander on the scene to initiate whatever action is needed to obtain mutual aid response from ambulance, fire department, or any other services needed to respond from another jurisdiction or County.
- When Berlin EMS crosses County lines or outside their primary response area, they are covered under liability for bodily injury, property damage, malpractice, and Workmen's Compensation while on call for the County in their capacity as EMTs/Paramedics.

- Request for Mutual Aid should be made through the Green Lake County Sheriff's Department Dispatch Center.
- Putting Waushara EMS on standby will be done at the discretion of the Shift lead or OIC only.

STANDBY DURING FIRE, RESCUE, AND OTHER OPERATIONS

- Berlin EMS will provide an EMS crew and ambulance for standby services in the event of a structural fire, wildfire, search or rescue/recovery operations, which are deemed to need a medical support crew as determined by the Fire, Law Enforcement, EMS Chief, or Assistant EMS Chief.
- **Structure Fire**
 - An EMS crew and ambulance will be requested to be present at all structure fires in the Berlin EMS Service area to provide medical care to victims and rehab to emergency personnel.
 - EMS will clear the scene when released by the Incident Commander.
- **Wildland Fire**
 - An EMS crew and ambulance will respond to wildland fires if requested by a page.
 - An EMS crew will provide care and assistance to responders and victims at the scene as deemed necessary.
 - EMS will clear the scene when the Incident Commander releases the EMS crew from the scene.
- **Search/Rescue /Recovery**
 - An EMS crew and ambulance will respond to aid in search and rescue operations to provide care for victims and crews if necessary.
 - The EMS crew will provide on-scene standby services for special recovery operations to provide care for victims or if there is a risk to the recovery personnel.
 - EMS will clear the scene when all victims are found, the search is called off, the operation is completed, or the crew is released by the agency in charge of the operation
- **Law Enforcement Stand By**
 - If requested to stand by at a Law Enforcement scene an EMS crew and ambulance will respond.
 - Dispatch will advise the location to respond to or stage. Generally, these responses are non-emergent.
 - On location, advise dispatch and wait in the ambulance for further instructions from dispatch or command.
 - Ready equipment, depending on what type of incident you're responding to.

COMMUNICATIONS WITH HOSPITALS

- Contact the hospital using either the radio or cellular phone when giving the patient report and requesting orders from medical control.

- Use the patient report form with all the needed information for making a report to the hospital.
- Repeat any orders or instructions given by the hospital to make sure of the correct interpretation.
- Speak slowly and clearly.

ARRIVAL AT THE HOSPITAL

- **REFER TO PATIENT CARE POLICES**
- If the patient is on oxygen, hook up the portable oxygen to transport the patient to the Emergency Room.
- Trauma patients, make sure they are secure.
- Smoothly transfer the patient to the ED staff.
- Provide ED staff with all necessary information regarding the patient verbally and leave a copy of the patient report sheet.
- Fill out ambulance run sheets, supply sheets, insurance forms, and any other forms necessary for the call. These should all be completed electronically.
- Obtain needed billing information from the patient and or the hospital admissions clerk.
- Before leaving the Hospital, the ambulance should be cleaned (patient compartment), all equipment that was used should be cleaned, i.e., suction units, splints, backboards, KED, etc., and put in their proper place. Make the ambulance ready for the next call. If unable to complete, contact OIC and return to Station for decontamination and resupply.

DOCUMENTATION OF PATIENT CARE REPORT

- Clear and concise documentation of all events, including scene assessment, patient assessment, treatment, and transportation, should be made in every patient encounter. All reports must be complete and, in the system, no more than 24 hours after the call or before the end of the shift, whichever comes first. If the report is not found in the system, contact the incoming Shift lead or OIC. For every patient contact, the following must be documented at a minimum:
 - PCRs shall be completed on ALL incidents, such as ambulance calls, paged or pre-scheduled fire calls, standbys, refusals, and significant exposures.
 - All PCRs MUST have the Physician's name, who was functioning as online Medical Control, that has given medical control orders.
 - All PCR should be signed by all legal crew members.
 - All transport and refusal of transport forms must be filled out appropriately with initials and signatures documented at the time of service.
 - A clear history of the present illness, including chief complaint, time of onset, associated complaints, pertinent negatives, mechanism of injury, etc.
 - An appropriate physical assessment that should include pupil assessment, breath sounds, skin condition, motor function, abdominal exam, chest exam, head exam, extremity exam, etc.
 - An exact level of consciousness using the Glasgow Coma Score method.

- At least two complete sets of vital signs (pulse, respirations, oxygen saturation, and blood pressure). These vital signs should be repeated and documented after every drug administration and as needed during the transport of a patient. A reason must be documented for a lack of complete vital signs.
- For drug administrations, you must document the dosage of the drug, route of administration, time of administration, and response to the drug. There must also be two signatures from the crew members who administered the medication(s).
- A complete listing of treatments performed in chronological order. Any response to these treatments should also be listed.
- For patients with an extremity injury, neurovascular status (CMS) must be noted before and after immobilization and include the type of immobilization method used.
- For patients with spinal immobilization, document motor function (CMS) before and after spinal immobilization.
- For IV administration, document the size of the IV catheter, placement of IV, number of attempts, type of fluid, and flow rate.
- A lead II strip should be attached for all patients placed on the cardiac monitor. Any significant rhythm changes should be documented. For cardiac arrests, the initial strip, ending strip, pre- and post-defibrillation, pacing attempts, etc., should be attached.
- 12-lead EKGs, when performed, should also be included in the report.
- For patients who receive intubation, please note the centimeter mark at the teeth, methods to confirm placement, size of ET tube, and number of attempts.
- Any requested orders, whether approved or denied, should be documented clearly.
- For any deceased patient, the time of death per the ER physician, as well as the physician's name, should be documented in the narrative.
- Any waste of narcotics should include the quantity wasted, where wasted, and the name of the person who witnessed the waste and documented it on the electronic narcotic control form.
- All transport and refusal of transport forms must be filled out appropriately with initials and signatures documented at the time of service.
- All reports will be locked after 24 hours from the time of the call.
- Any corrections to the report after the report has been completed should be added in using an addendum.
- All information pertaining to the patient and your treatment is a legal and confidential document and shall be treated as such.

RESPONSIBILITY OF CREWS UPON COMPLETION OF CALL

- It will be the responsibility of each ambulance crew to:

- Make a list of missing supplies (that cannot be replaced from backstock at the station) and contact the Shift lead or the OIC.
- Clean the inside of the ambulance after calls, either at the hospital or station. Includes rinsing or washing the outside and making sure the windshield is clean.
- Check all oxygen equipment and refill or replace oxygen as needed. Minimum pressure is 500 psi.
- Check gas, fill if under 1/2 tank.
- Report any mechanical or equipment problems to the Shift lead or the OIC.
- Replace all expendable supplies.
- Check the equipment that was used on the call, clean the equipment, and plug in the equipment when the run is completed.
- The driver's compartment should be clean and organized.

CHILD ABUSE RECOGNITION AND REPORTING

- **Policy:**
 - Child abuse is the physical and mental injury, sexual abuse, negligent treatment, or maltreatment of a child under the age of 18 by a person who is responsible for the child's welfare. The recognition of abuse and the proper reporting are critical steps to improving the safety of children and preventing child abuse.
- **Purpose:**
 - Assessment of a child abuse case is based upon the following principles:
 - **Protect** the life of the child from harm, as well as that of the EMS team from liability.
 - **Suspect** that the child may be a victim of abuse, especially if the injury/illness is not consistent with the reported history.
 - **Respect** the privacy of the child and family.
 - **Collect** as much information as possible and preserve physical evidence.
- **Procedure:**
 - With all children, assess for and document psychological characteristics of abuse, including excessively passive, compliant, or fearful behavior, excessive aggression, violent tendencies, excessive crying, fussy behavior, hyperactivity, or other behavioral disorders.
 - With all children, assess and document physical signs of abuse, especially any injuries that are inconsistent with the reported mechanism of injury. The back, buttocks, genitals, and face are common sites for abusive injuries.
 - With all children, assess for and document signs and symptoms of neglect, including inappropriate level of clothing for weather, inadequate hygiene, absence of attentive caregiver(s), or physical signs of malnutrition.
 - Immediately report any suspicious findings to both the receiving hospital (if transported) and to the appropriate law enforcement agency, and document in the ePCR. EMS should not accuse or challenge the suspected abuser.

This is a legal requirement to report, not an accusation. In the event of a child fatality, law enforcement must also be notified.

DOMESTIC VIOLENCE RECOGNITION AND REPORTING (PARTNER AND/OR ELDER ABUSE)

- **Policy:**
 - Domestic violence is physical, sexual, or psychological abuse and/or intimidation that attempts to control another person in a current or former family, dating, or household relationship. The recognition, appropriate reporting, and referral of abuse is a critical step to improving patient safety, providing quality health care, and preventing further abuse.
 - Elder abuse is the physical and/or mental injury, sexual abuse, negligent treatment, or maltreatment of a senior citizen by another person. Abuse may be at the hands of a caregiver, spouse, neighbor, or adult child of the patient. The recognition of abuse and the proper reporting is a critical step to improve the health and well-being of senior citizens.
 - “Elderly” means any person who is 65 years of age or older.
- **Purpose:**
 - Assessment of an abuse case is based upon the following principles:
 - **Protect** the patient from harm, as well as protecting the EMS team from harm and liability.
 - **Suspect** that the patient may be a victim of abuse, especially if the injury/illness is not consistent with the reported history.
 - **Respect** the privacy of the patient and family.
 - **Collect** as much information as possible and preserve physical evidence.
- **Procedure:**
 - Assess all patient(s) for any psychological characteristics of abuse, including excessively passive, compliant, or fearful behavior, excessive aggression, violent tendencies, excessive crying, behavioral disorders, substance abuse, medical non-compliance, or repeated EMS requests.
 - Assess the patient for any physical signs of abuse, especially any injuries that are inconsistent with the reported mechanism of injury. Defensive injuries (e.g., to forearms) and injuries during pregnancy are suggestive of abuse. Injuries in different stages of healing may indicate repeated episodes of violence.
 - Assess all patients for signs and symptoms of neglect, including inappropriate level of clothing for weather, inadequate hygiene, absence of attentive caregiver(s), or physical signs of malnutrition.
 - Immediately report any suspicious findings to both the receiving hospital (if transported) and the appropriate law enforcement department, and document in the ePCR.