



# REPORT TO APC

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**AGENDA ITEM:** Budget Amendment #1 – Create New Fund for EMS Grants (Fund #265)

**MEETING DATE:** April 9, 2025

**PRESENTING COMMITTEE:** APC

**COMMITTEE CONTACT:**

**STAFF CONTACT:** Interim Finance Director-John Jacobs, and Fire Chief-Theresa O'Brien

**REPORT PREPARED BY:** Interim Finance Director-John Jacobs, and Fire Chief-Theresa O'Brien

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**AGENDA ITEM:** Budget Amendment #1 – Create New Fund for EMS Grants (Fund #265)

**OBJECTIVES:** Create a 2025 budget for this new grant received from the State of Wisconsin-Department of Health Services

**ISSUE BACKGROUND/PREVIOUS ACTIONS:** N/A

**PROPOSAL:** Amend the 2025 Budget to create a New Village Fund (Fund #265) for the receipt of EMS grant funds and the disbursement of EMS grant funds.

**ADVANTAGES:** This is a new State grant funding source which the Village would receive on an annual basis starting with the year of 2025. Funds do not have to be spent 100% in the fiscal year that the Village will receive the funds. This means that any unused funds can be expended in future years (carryforward), as needed. By creating a new fund for this program, this will ensure that any carryforward of unused funds does occur at year-end and would not “disappear” in the fund balance of the General Fund. Plus, a restricted use would apply for these funds held in a separate Special Revenue Fund.

**DISADVANTAGES:** None

**ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)** This funding source would be “annual” and ongoing each year.

**RECOMMENDED ACTION:** Approve the creation of the New EMS Grant Fund (Fund #265) for 2025 budget.

- Grant Revenue = + \$37,854.80
- EMS Expenditures = + \$37,854.80

**OTHER OPTIONS CONSIDERED:** N/A

**TIMING REQUIREMENTS/CONSTRAINTS:** The grant funds were received from the State on 3/11/2025, and need to be allocated to a specific fund before the Village's March 2025 books are closed. Therefore, the creation of a new fund needs to be created to properly receipt these new EMS grant funds.

**ATTACHMENTS (describe briefly):**

Fire Chief O'Brien has attached the Grant Award letter from the State of Wisconsin-Department of Health Services for your reference. She has also attached the Funding Assistance Program Purchasing Guide as additional background on how the funds can or cannot be spent on EMS services for the Village. She will be in attendance at the APC meeting to provide additional information about this new grant that we have received.

Tony Evers  
Governor

Kirsten L. Johnson  
Secretary



**State of Wisconsin**  
**Department of Health Services**

**DIVISION OF PUBLIC HEALTH**

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PO BOX 2659  
MADISON WI 53701-2659

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March 6, 2025

Kronenwetter Fire Department First Responders (6600138)  
1582 Kronenwetter Drive  
Kronenwetter, WI 54455

**RE: Emergency Medical Services Funding Assistance Program Award**

Dear Service Director:

The Wisconsin Department of Health Services, Division of Public Health, Office of Preparedness and Emergency Health Care, EMS Section is pleased to notify you of your Emergency Medical Services Funding Assistance Program award based on your service's application for state fiscal year 2025 (July 1, 2024-June 30, 2025). Please retain this letter for your records as it contains the breakdown of your award. Payments will be going out via automated clearing house (ACH) payment transferred electronically to the designated account. If you receive this letter and do not see an ACH payment, please check with your municipality as the payment may have been sent directly to the designated municipal payee before being forwarded to your service.

According to Wis. Stat. §§ 256.12(4) and (5), funding is based on two separate calculations.

The first amount fulfills Wis. Stat. § 256.12(4) and includes the base amount of **\$10,000** plus **\$2.98** per capita. An additional **\$10.50** was equally distributed to services reporting population to expend remaining funds that could not be further divided per capita. Your emergency medical responder department or ambulance service may use support and improvement funds for the purchase of ambulance service vehicles or vehicle equipment, emergency medical service supplies or equipment, nondurable or disposable medical supplies or equipment, medications, or emergency medical training for personnel. With the recent statutory change allowing **up to 15%** of this award to purchase nondurable or disposable medical supplies or equipment and medications, a separate line listing 15% percent of your support and improvement award is provided for your reference. Per Wis. Stat. § 256.12(4), support and improvement funds shall supplement existing, budgeted moneys of, or provided to, an ambulance service and may not be used to replace, decrease, or release for alternative purposes the existing, budgeted moneys of, or provided to, the ambulance service provider.

The second amount fulfills Wis. Stat. § 256.12(5) and is determined by dividing \$1,000,000 equally among all qualified services applying for emergency medical services practitioner and emergency medical responder training and examination aid. This allotment can only be used to purchase the training and/or administration of the examination required for licensure and renewal of licensure as an emergency medical technician or for certification and renewal of certification as an emergency medical responder. Services that did not request or are ineligible (i.e. private-for-profit services) for training and examination funds will not have this amount listed.

**Support and improvement per § 256.12 (4)**

- 15% of Support and improvement award

**Training and examination aid per § 256.12 (5)**

**Amount: \$ 35,456.72**

**Amount: \$ 5,318.51**

**Amount: \$ 2,398.08**

Per Wis. Stat. § 256.12(4) and § 256.12(5), the department shall require that all recipients of funds submit a financial report on the expenditure of funds received to the department.

Please review the resources located on the [EMS Funding Assistance Program](#) web page and direct any questions regarding the program to [DHSFAP@dhs.wisconsin.gov](mailto:DHSFAP@dhs.wisconsin.gov).

Sincerely,

*M. Mandler*

**TOTAL GRANT AWARD = \$37,854.80**

Mark Mandler  
EMS Section Manager  
Office of Preparedness and Emergency Health Care  
Wisconsin Department of Health Services



# Funding Assistance Program Purchasing Guide

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Per Wis. Stat. § 256.12(4)(c), funds distributed under the support and improvement portion of the Funding Assistance Program (FAP) shall supplement existing budgeted moneys of or provided to an ambulance service provider and may not be used to replace, decrease, or release for alternative purposes the existing budgeted moneys of or provided to an ambulance service. While a comprehensive list of all items that may be approved using FAP funds is not possible, the following list will assist services. If services have any doubt as to whether an item would qualify, please contact the FAP team for a determination before you complete a purchase. You will need to provide documentation of FAP team approval for the "Financial Report of Expenditures" application.

## Vehicles

- Emergency medical service vehicles
- Emergency vehicle repairs over \$500 (i.e., repairs not associated with regular vehicle maintenance)
- Non-routine safety upgrades to existing vehicles (NFPA 1919 safety standard upgrades, reflective chevrons)
- Vehicle remounts

## EMS Equipment

- Durable diagnostic medical equipment (examples include, but are not limited to, pulse oximetry devices, patient CO monitoring devices, glucometers, stethoscopes, capnography devices, thermometers, sphygmomanometers, electronic venous access assist aids, ultrasound devices, etc.)
- Durable medical tools (laryngoscopes, visual laryngoscopes, ring cutters, IO drills, surgical clippers for AEDs, penlights, etc.)
- Durable immobilization equipment (Kendrick Extrication Devices, short spine boards, non-disposal cervical immobilization devices, traction splints, vacuum splints, board splints, etc.)
- Durable patient transport equipment (ambulance cots, longboards, scoop stretchers, stair chairs, spider straps, blankets, patient linens, etc.)
- Medical bags, medical cases, tactical kits
- Cardiac monitoring equipment or automatic external defibrillators
- Mechanical CPR devices
- Non-disposable airway equipment (CPAP devices, ventilators, oxygen tanks, oxygen regulator, non-disposable suction devices, etc.)
- Replacement batteries for medical equipment (AEDs)
- Safety Devices (CO monitors, traffic vests, flashlights)
- Medication safe
- Nondurable or disposable medical supplies or equipment and medications (no more than 15% of Support & Improvement award can be used on this class of items)



## Communications

- Radios
- Radio accessories (charges, batteries, collar mic)
- Pagers
- Cellular telephones, or portable Wi-Fi hotspots, or both for ambulances (new/replacement devices)
- Computers, tablets, or other digital devices for patient care report use
- Electronic patient care reporting software
- Scanners for patient tracking

## Personal Protective Equipment

- Universal ballistic helmets or vests (i.e., not personalized items specific to TEMS operators)
- Universal extrication overalls or turnout gear (i.e., not structural firefighting turnout gear)
- Reusable coveralls or overalls
- Respirators
- Disposable personal protective equipment
- Covid-19 response personal protective equipment
- Decontamination devices (EMS Only)

## Training

- Initial training (tuition, fees, books, etc.)\*
- Seminars and training classes (tuition, fees, CAPCE approved educational courses, etc.)\*  
    **\*Purchase of food or drinks for trainings and seminars is not an eligible purchase.**
- Mileage associated with travel for training opportunities based on the current state rate
- Training aids for EMS training (training manikins, AED trainers, airway trainers, anatomical training props, mass casualty training aids, moulage equipment, rhythm generators, EMS training videos, software, textbooks, electronic meeting platforms, etc.)
- Classroom aids (white boards, computers, projectors, internet or Wi-Fi access, web camera etc.)
- NREMT psychomotor and cognitive examinations
- Computer literacy training

## Wellness

- Mental health support services

## Items that Do Not Qualify under the Funding Assistance Program

- Wages, rent, utilities, etc.
- Medical Director fees
- Uniforms
- Professional association memberships

- Insurance premiums
- Regular vehicle maintenance or repairs (replacement tires, replacement lights, oil changes, etc.)
- Firefighting apparatus, equipment, or training
- Self-contained breathing apparatus used for firefighting
- Turnout gear intended for structural firefighting
- Vehicular extrication equipment
- Community EMS
- Food, beverages, party supplies
- Tactical gear intended for TEMS providers