



**PUBLIC NOTICE**

**Common Council Regular Meeting  
Tuesday, February 04, 2025 at 5:30 PM  
City Hall, 100 E Fountain St, Dodgeville, WI 53533**

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**AGENDA**

**I. CALL TO ORDER AND ROLL CALL**

**I. PLEDGE OF ALLEGIANCE**

**II. CONSENT AGENDA**

- [1.](#) Approval of Minutes from January 21, 2025.
- [2.](#) Approval of a Special Event License for the 2025 Race for Agrace event hosted by Agrace Hospice on May 17, 2025.
- [3.](#) Approval of a Special Event License for the 2025 WI Grilled Cheese Championships hosted by the Dodgeville Area Chamber of Commerce on April 26, 2025.
4. Approval of Temporary Alcohol Beverage Licenses for the following events: 2025 WI Grilled Cheese Championships hosted by the Dodgeville Chamber of Commerce on April 26, 2025; 2025 Dairyland Dare hosted by Race Day Events/Verona Youth Hockey Association on August 2, 2025; 2025 Youth Baseball & Softball Tournaments hosted by Dodgeville Diamond Club on May 23-25, 2025 and July 11-13, 2025.
5. Approval of Claims for February 4, 2025.

**III. PUBLIC COMMENT** *Citizen or delegation presentations, requests or comments and discussion of same, pursuant to Wis. Stat. Sec. 19.83 (2) and Sec. 19.84 (2). Ten minute limit except by consent of council. No action will be taken on any item that is not specifically listed on the agenda.*

**IV. REPORTS/RECOMMENDATIONS**

6. Dodgeville Area Chamber of Commerce Update
7. Police Report
8. Clerk/Treasurer Report
9. Mayor Report
- [10.](#) TID 3 Audit through 12-31-2023

**V. NEW BUSINESS**

- [11.](#) Discussion and possible action to approve Resolution 2025-01: A Resolution to Approve the Amended City of Dodgeville Emergency Response Plan.
- [12.](#) Approval of a letter of engagement with Johnson Block and Company, Inc for services related to a Schedule of Expenditures and Independent Audit report for a WI Economic Development Corporation Site Assessment Grant, Award Number 23594.

13. Discussion and possible action to approve updated language for use by Dodgeville Area Ambulance Service for contracts with local municipalities beginning in 2026.

14. Discussion and possible action to approve using Daniels Construction to be the construction manager for the Dodgeville Administration Building (former armory) project.

**VI. ANY OTHER BUSINESS AS ALLOWED BY LAW**

**VII. ADJOURN**

15. Motion to Adjourn

*Any person who has a qualifying disability, as defined by the Americans with Disabilities Act, that requires the meeting or material at the meeting to be in an accessible location or format, must contact the City Clerk at the address listed above or call 930-5228, prior to the meeting so that any necessary arrangements can be made to accommodate each request.*

**MINUTES**



**Common Council Regular Meeting  
Tuesday, January 21, 2025 at 5:30 PM  
City Hall, 100 E Fountain St, Dodgeville, WI 53533**

**I. CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Mayor Hottman at 5:30 pm. PRESENT: Roxanne Reynolds-Lair, Shaun Sersch, Tom DeVoss, Jeff Weber, Dan Meuer, Jerry Johnson, Julie Johnson-Solberg, Larry Tremelling

**I. PLEDGE OF ALLEGIANCE**

**II. CONSENT AGENDA**

Motion by DeVoss, second by Johnson to approve the following consent agenda items. Voice vote. Motion carried 8-0.

- 1. Approval of Minutes from January 7, 2025.
- 2. Approval of Claims from January 21, 2025.  
General - \$452,989.39, Water - \$14,567,74, Sewer - \$15,129.42, Total = \$482,686.55

**III. PUBLIC COMMENT**

None

**IV. REPORTS/RECOMMENDATIONS**

- 3. *Recreation Report* - Rec Director James provided an update on activities so far this winter. Youth BB will be starting along with hosting the first a family event. James is working on Spring/Summer flyers. She is also working on partnerships at the school and will be doing a school presentation on generosity.
- 4. *Library Report* - Library Director Portz reviewed activities around the library project - soil borings are happening on Jan 22nd. There were some changes to the grant budget, so the final grant document is still being worked on, but is expected soon. There is a community conversation at the school regarding the library project on Jan 22nd. The temporary site library will likely be at the former armory building and the new building plans are nearing completion so they are ready for bid. Also presented, 2024 year in review library statistics.

- 5. *New City Hall Ad-Hoc Committee Report* - This project is moving along in a timely fashion. The project will be bid in two phases.
- 6. *Clerk/Treasurer Report* - Absentee ballots for the Spring Primary are in the mail. The primary is on February 18th.
- 7. *Mayor Report* - Conversations are still moving forward with Upland Hills Health. Other projects like new city hall and library are moving along as noted in other reports.

**V. NEW BUSINESS**

- 8. *Consideration of a request from the Public Works Department to dispose of city owned property.* DPW Lee is requesting the disposition of a 2012 parks truck, 2013 water truck along with items in the former armory building. These include kitchen and exercise equipment and some miscellaneous items. Lee would also like to add an old pressure washer and mower to this list. Motion by Meuer, second by Reynolds-Lair to approve the disposition of city owned property as listed via WI Surplus or the best available option. Voice vote. Motion carried 8-0.
- 9. *Discussion and possible action to approve Amendment No 1 to the contract with Architectural Design Consultants, Inc.* This contract amendment is finish the planning off at the new city hall with mechanicals and walls. Motion by DeVoss, second by Weber to approve Amendment No 1 to the contract with Architectural Design Consultants, Inc with the amounts as stated. Roll call vote. Motion carried 8-0.

**VI. ANY OTHER BUSINESS AS ALLOWED BY LAW**

None.

**VII. ADJOURN**

- 10. *Motion to Adjourn.* Motion by Meuer, second by Johnson-Solberg to adjourn the meeting. Voice vote. Motion carried 8-0.



CITY OF DODGEVILLE  
SPECIAL EVENT LICENSE  
FEE: \$30.00

**APPLICANT INFORMATION**

ORGANIZATION/ENTITY NAME: Agrace Hospice

PRIMARY EVENT CONTACT: Jade Pekol

PHONE: (608) 327-7239

EMAIL: jade.pekol@agrace.org

ALT PHONE:

ADDRESS: 5395 E Cheryl Pkwy

CITY: Fitchburg

STATE: WI

ZIP: 53711

**EVENT INFORMATION**

NAME OF EVENT: Race for Agrace-Dodgeville

START DATE/TIME: 5/17/2025 07:00

END DATE/TIME: 5/17/2025 13:00

*(Include set-up and tear-down/clean-up time. A 48-hr notice is required if event time changes or is cancelled. If notice is NOT given, costs may be assessed for loss of City Staff time)*

GENERAL EVENT TYPE:

Parade

Block Party

Expo

Other (Describe): Run/Walk

EXPECTED NUMBER OF ATTENDEES:

USE OF STREETS:

Are Street Barricades Required? No

State or County Approval Required? No

*(For Events involving or crossing State or County Highways)*

**DESCRIPTION:** *Include a detailed description of all event activities such as vending, music, selling of food or alcohol beverages, location and use of tents, stages, sound amplification or other equipment, and attach a detailed plan for clean-up after the event, steps to be taken to prevent vehicular traffic from going through the area (if necessary), and steps that will be done to ensure underage people in are not served alcohol (if applicable). If using public streets, a detailed map MUST be provided with this application. Include additional pages if necessary.*

5K or 1-mile run/walk to benefit Agrace's programs and services. Free snacks and water will be provided to attendees. Taking place at Harris Park. Speakers playing music from 9am to 11am



CITY OF DODGEVILLE  
SPECIAL EVENT LICENSE  
FEE: \$30.00

**ADDITIONAL MATERIALS**

With your application please include the following materials:

- A detailed map if street use is involved with the event.
- Certificate of Liability Insurance for general liability coverage (minimum of \$300,000 for the injury or death of any one person, \$50,000 for property damage, and \$1,000,000 aggregate coverage for the event).
- Additional applications as needed: Alcohol Licensing, Vending Permits, Facility Use or Pavilion rental agreements

**ACKNOWLEDGEMENT**

*If applicable, I understand that I may be required to set up barricades at the locations designated by the City and to take down the barricades after the event. Generally, barricades may be set in place no earlier than ½ hour before the start of the event and must be removed immediately following the event and returned to the location designated by the City no more than 1 hour after the conclusion of the event.*

*I understand that pursuant to Chapter 12.05 of the municipal code, I may be charged for the cost of "Extraordinary Services" provided by the City that exceed \$500 as a result from the Special Event.*

*I certify that I have read and understand Chapter 12.05 of the municipal code, and agree to adhere to all of the rules and requirements outlined in the ordinance.*

*I certify that all information provided on this application is true and correct.*

*I, Jade Pekol, organizer of the event: Race for Agrace*  
*(insert name/organization) (insert name of event)*

*shall indemnify, hold harmless, and defend City of Dodgeville, its officers, agents, and employees from and against all claims, damages, losses, and expenses, including attorneys' fees, which arise from or out of the above specified event.*

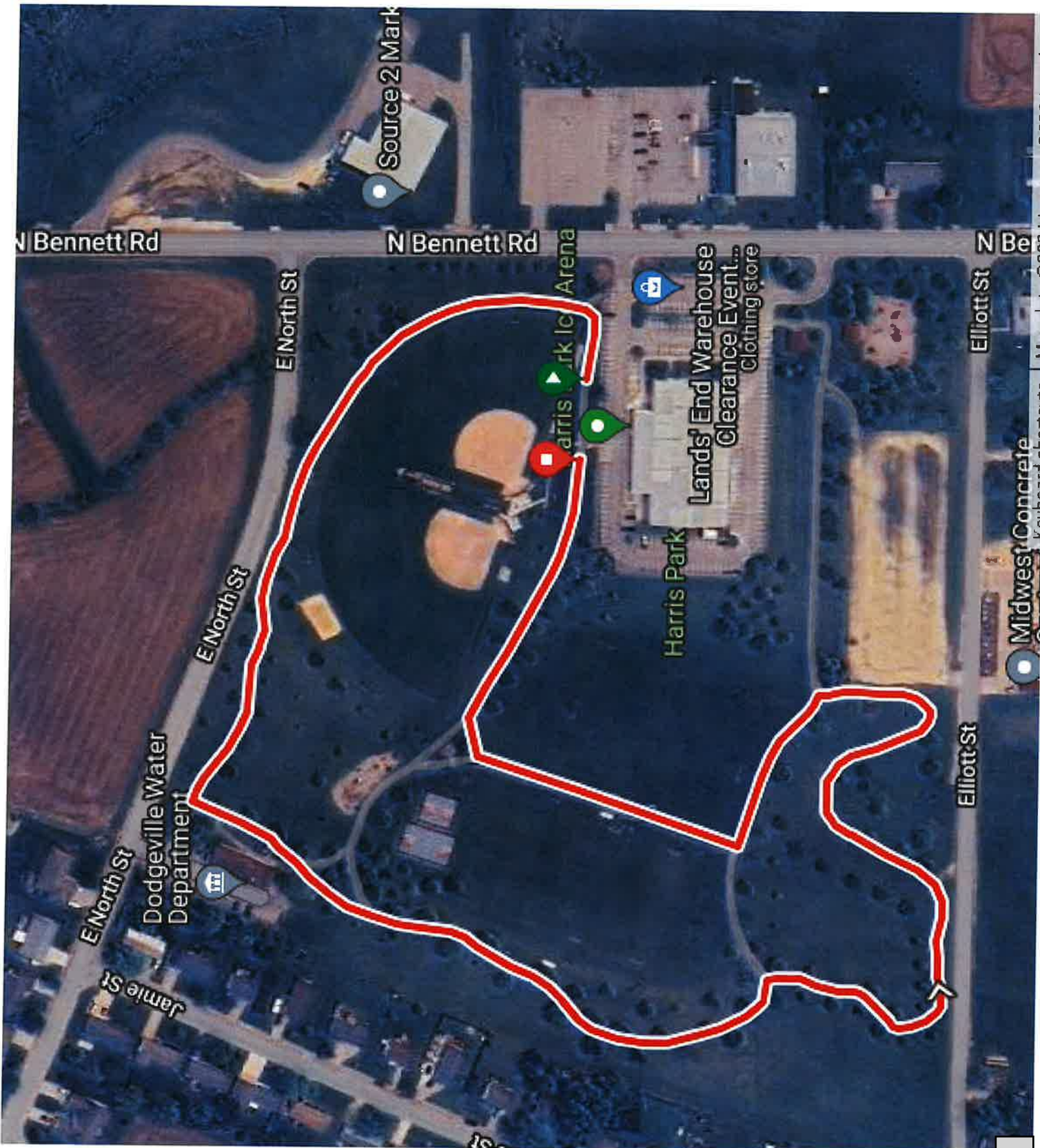
*Jade Pekol*  
Signature of Applicant

01/23/2025  
Date













CITY OF DODGEVILLE  
SPECIAL EVENT LICENSE  
FEE: \$30.00

APPLICANT INFORMATION

ORGANIZATION/ENTITY NAME: Dodgeville Revitalization/Dodgeville Chamber Of Commerce  
PRIMARY EVENT CONTACT: Jenna Vondra PHONE: (608) 935-9200  
EMAIL: depot@mhtc.net ALT PHONE: (608) 574-6086  
ADDRESS: 338 N Iowa St CITY: Dodgeville STATE: WI ZIP: 53533

EVENT INFORMATION

NAME OF EVENT: Wisconsin Grilled Cheese Championship  
START DATE/TIME: 4/26/2025 11:00 END DATE/TIME: 4/26/2025 04:00

*(Include set-up and tear-down/clean-up time. A 48-hr notice is required if event time changes or is cancelled.  
If notice is NOT given, costs may be assessed for loss of City Staff time)*

GENERAL EVENT TYPE:

Parade  Block Party  Expo  Other (Describe): Grilled Cheese Competition

EXEPECTED NUMBER OF ATTENDEES: 1,000

USE OF STREETS: Are Street Barricades Required? No  
State or County Approval Required? No  
*(For Events involving or crossing State or County Highways)*

DESCRIPTION: *Include a detailed description of all event activities such as vending, music, selling of food or alcohol beverages, location and use of tents, stages, sound amplification or other equipment, and attach a detailed plan for clean-up after the event, steps to be taken to prevent vehicular traffic from going through the area (if necessary), and steps that will be done to ensure underage people in are not served alcohol (if applicable). If using public streets, a detailed map MUST be provided with this application. Include additional pages if necessary.*

Grilled Cheese Sandwich making competition along with food trucks, vendors, food booths and kids area. Also there will be a beer garden, bloody mary bar and wine.



CITY OF DODGEVILLE  
SPECIAL EVENT LICENSE  
FEE: \$30.00

**ADDITIONAL MATERIALS**

With your application please include the following materials:

- A detailed map if street use is involved with the event.
- Certificate of Liability Insurance for general liability coverage (minimum of \$300,000 for the injury or death of any one person, \$50,000 for property damage, and \$1,000,000 aggregate coverage for the event).
- Additional applications as needed: Alcohol Licensing, Vending Permits, Facility Use or Pavilion rental agreements

**ACKNOWLEDGEMENT**

*If applicable, I understand that I may be required to set up barricades at the locations designated by the City and to take down the barricades after the event. Generally, barricades may be set in place no earlier than ½ hour before the start of the event and must be removed immediately following the event and returned to the location designated by the City no more than 1 hour after the conclusion of the event.*

*I understand that pursuant to Chapter 12.05 of the municipal code, I may be charged for the cost of "Extraordinary Services" provided by the City that exceed \$500 as a result from the Special Event.*

*I certify that I have read and understand Chapter 12.05 of the municipal code, and agree to adhere to all of the rules and requirements outlined in the ordinance.*

*I certify that all information provided on this application is true and correct.*

I, Jenna Vondra, organizer of the event: WI Grilled Cheese Championship  
*(insert name/organization) (insert name of event)*

*shall indemnify, hold harmless, and defend City of Dodgeville, its officers, agents, and employees from and against all claims, damages, losses, and expenses, including attorneys' fees, which arise from or out of the above specified event.*

*Jenna Vondra*  
Signature of Applicant

Date 1/23/2025



**JOHNSON BLOCK**  
**CPAs**

**CITY OF DODGEVILLE  
TAX INCREMENTAL FINANCING (TIF)  
DISTRICT NO. 3**

From Date of Creation (July 21, 2020)  
Through December 31, 2023

**Johnson Block & Company, Inc.  
Certified Public Accountants  
2500 Business Park Road  
Mineral Point, Wisconsin 53565  
(608) 987-2206**

**City of Dodgeville**  
TAX INCREMENTAL FINANCING (TIF) DISTRICT NO. 3  
Iowa County, Wisconsin

*Section IV. Item #10.*

From Date of Creation Through December 31, 2023

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**INDEPENDENT AUDITOR’S REPORT**

Mayor, Common Council, and Management  
City of Dodgeville, Wisconsin

**Opinion**

We have audited the accompanying historical summary financial statements of the City of Dodgeville Tax Incremental Financing District No. 3 (the “District”), which comprise the Historical Summary of Project Costs, Project Revenues and Net Costs to be Recovered Through Tax Increments and the related Historical Summary of Sources, Uses and Status of Funds from the date the District was created through December 31, 2023 and the related notes to the summaries.

In our opinion, the historical summary financial statements referred to above present fairly, in all material respects, the net project costs to be recovered through tax increments of the District as of December 31, 2023, and the sources, uses and status of funds from the creation date of the District through December 31, 2023, in accordance with the financial reporting provisions of the Wisconsin Department of Revenue as described in Note 1.

**Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor’s Responsibilities for the Audit of the Historical Summary Financial Statements section of our report. We are required to be independent of the City of Dodgeville, Wisconsin, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Emphasis of Matter**

The historical summary financial statements present only the transactions of the District and do not purport to, and do not, present fairly the financial position of the City of Dodgeville and the changes in its financial position in accordance with accounting principles generally accepted in the United States of America.

**Responsibilities of Management for the Historical Summary Financial Statements**

Management is responsible for the preparation and fair presentation of these historical summary financial statements in accordance with financial reporting provisions of the Wisconsin Department of Revenue, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the historical summary financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about District's ability to continue as a going concern for twelve months beyond the historical summary financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

#### **Auditor's Responsibilities for the Audit of the Historical Summary Financial Statements**

Our objectives are to obtain reasonable assurance about whether these historical summary financial statements are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the historical summary financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the historical summary financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the historical summary financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the historical summary financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

**Other Matters**

*Required Supplementary Information*

Management has omitted a management’s discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the historical summary financial statements. Such missing information, although not a part of the historical summaries, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the historical summaries in an appropriate operational, economic, or historical context. Our opinion on the historical summary financial statements is not affected by this missing information.

*Johnson Block & Company, Inc.*

Johnson Block & Company, Inc.  
January 14, 2025

**City of Dodgeville**  
**TAX INCREMENTAL FINANCING (TIF) DISTRICT NO. 3**  
 Iowa County, Wisconsin

Historical Summary of Project Costs, Project Revenues and  
 Net Costs to be Recovered Through Tax Increments  
 From Date of Creation Through December 31, 2023

<u>Project Costs</u>	<b>Cumulative Total</b>
Capital expenditures	\$ 2,578,317
Administration (in-house)	91
Professional services	70,023
Interest and fiscal charges	110,729
DOR fees	1,450
Debt issuance costs	184,111
Development grants	888,399
Total project costs	3,833,120
<u>Project Revenues</u>	
Tax increments	25,957
Interest income	1,119
Sale of property	190,328
Debt premium	123,213
Total project revenues	340,617
Net costs to be recovered as of December 31, 2023	\$ 3,492,503
<u>Reconciliation of Recoverable Costs</u>	
Cash	\$ (257,238)
Accounts payable	34,741
Long-term debt outstanding	3,715,000
Net costs to be recovered as of December 31, 2023	\$ 3,492,503

See accompanying notes to the financial statements.



**City of Dodgeville**  
**TAX INCREMENTAL FINANCING (TIF) DISTRICT NO. 3**  
Iowa County, Wisconsin

Historical Summary of Sources, Uses and Status of Funds  
From Date of Creation Through December 31, 2023

	<b>Cumulative Total</b>
<u>Sources of Funds:</u>	
Tax increments	\$ 25,957
Interest income	1,119
Debt proceeds	4,415,000
Sale of property	190,328
Debt premium	123,213
Total sources of funds	<u>4,755,617</u>
 <u>Uses of Funds:</u>	
Capital expenditures	2,578,317
Administration (in-house)	91
Professional services	70,023
Interest and fiscal charges	110,729
DOR fees	1,450
Debt issuance costs	184,111
Principal on long-term debt	700,000
Development grants	888,399
Total uses of funds	<u>4,533,120</u>
 Fund balance, December 31, 2023	 <u>\$ 222,497</u>

See accompanying notes to the financial statements.

**CITY OF DODGEVILLE**  
**TAX INCREMENTAL FINANCING (TIF) DISTRICT NO. 3**  
**Notes to Financial Statements**  
**December 31, 2023**

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**1. Summary of Significant Accounting Policies**

The accounting policies of the City of Dodgeville Tax Incremental District No. 3 (the “District”) conform to accounting principles as applicable to governmental units and as defined by Wisconsin Statutes Section 66.1105.

The City of Dodgeville uses the criteria set forth by the Governmental Accounting Standards Board to determine the scope of the reporting entity of Tax Incremental District No. 3. The accompanying financial statements reflect all the significant operations of the City of Dodgeville Tax Incremental District No. 3.

**A. Description of Fund Structure**

This report contains the financial information of the City of Dodgeville Tax Incremental District No. 3. The summary statements were prepared from data recorded in TIF District No. 3.

A detailed description of the purpose of this fund can be found in the City of Dodgeville’s basic financial statements.

The data was consolidated for purposes of this report. Therefore, the amounts shown in the accompanying statements will not directly correlate with amounts shown in the basic financial statements.

The District was created under the provisions of Wisconsin Statute Section 66.1105. The purpose of that section is to allow a municipality to recover development and improvements costs in a designated area from the property taxes generated on the increased value of the property after the creation date of the District. The tax on the increased value is called a tax increment.

The statutes allow the municipality to collect tax increments until the net project cost has been fully recovered, or until 20 years after the creation date, whichever occurs first. Project costs uncollected at the dissolution date are absorbed by the City of Dodgeville.

	Creation Date	Last Date to Incur Project Costs	Final Dissolution Date
TID No. 3	July 21, 2020	July 21, 2035	July 21, 2040

**CITY OF DODGEVILLE**  
**TAX INCREMENTAL FINANCING (TIF) DISTRICT NO. 3**  
**Notes to Financial Statements**  
**December 31, 2023**

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**1. Summary of Significant Accounting Policies (Continued)**

**B. Basis of Accounting**

The modified accrual basis of accounting was followed in the preparation of these statements. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e. both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Project costs, other than interest on long-term debt, are recorded when the related fund liability is incurred, or when construction funds are transferred to an irrevocable escrow account for purposes of completing projects.

District tax increments are recorded as revenues in the year due. Intergovernmental aids and grants are recognized as revenues in the period the related expenditures are incurred, if applicable, or when the City is entitled to the aids. Special assessments are recorded when collected, if applicable. Annual installments due in future years are accounted for as receivables and deferred inflows.

Other general revenues are recognized when received in cash or when measurable and available under the criteria described above.

**C. Measurement Focus**

The measurement focus of all governmental funds is the funds flow concept. Under the funds flow concept, sources and uses of financial resources, including capital outlays, debt proceeds and debt retirements are reflected in operations. Resources not available to finance expenditures and commitments of the current period are recognized as deferred inflow or nonspendable fund balance. Liabilities for claims, judgments, compensated absences and pension contributions which will not be currently liquidated using expendable available financial resources are shown in the City’s basic financial statements. The related expenditures are recognized when the liabilities are liquidated.

**D. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

**E. Project Plan Budgets**

The estimated revenues and expenditures of the District are adopted in the project plan. Those estimates are for the entire life of the District (up to 20 years), and may not be comparable to results presented in this report. The original District project plan anticipated total project costs of \$9,099,000 and financing costs of \$3,522,045.

CITY OF DODGEVILLE  
TAX INCREMENTAL FINANCING (TIF) DISTRICT NO. 3  
Notes to Financial Statements  
December 31, 2023

1. Summary of Significant Accounting Policies (Continued)

F. Long-term Debt

Short-term liabilities are recorded as fund liabilities. All other long-term liabilities are recorded by the City in the statement of net position, as shown in its basic financial statements.

Proceeds of long-term debt issues not recorded as fund liabilities are reflected as “Sources of Funds” in the operating statement of the recipient fund. Retirement of these issues is reported as an expenditure in the year in which the debt matures or is repaid, whichever is earlier.

G. Claims and Judgments

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standard Board pronouncements are met. Claims and judgments that would normally be liquidated with expendable available financial resources are recorded during the year as expenditures in the governmental funds. If they are not liquidated with expendable available financial resources, a liability is recorded in the statement of net position. The related expenditure is recognized when the liability is liquidated.

2. Long-term Debt

All general obligation notes and bonds payable are backed by the full faith and credit of the City. Notes and bonds were borrowed to finance District expenditures. During the term of TIF District No. 3, the City of Dodgeville had various debt issues that had allocable portions to the District. Remaining debt service requirements to maturity are as follows:

Year	Principal	Interest	Total
2024	\$ 50,000	\$ 92,127	\$ 142,127
2025	50,000	105,194	155,194
2026	100,000	104,106	204,106
2027	190,000	100,494	290,494
2028	225,000	93,681	318,681
2029-2033	1,210,000	350,344	1,560,344
2034-2038	1,275,000	153,313	1,428,313
2039-2041	615,000	21,325	636,325
Total	\$ 3,715,000	\$ 1,020,584	\$ 4,735,584

The City of Dodgeville advanced cash to TIF District No. 3 so the District could pay project costs. As of December 31, 2023, all cash advances have been paid. The amounts to be recovered through future increments could be increased by interest to be charged on the advance from other funds.

3. Deferred Special Assessments

There are no deferred special assessments.





**INDEPENDENT AUDITOR’S REPORT  
ON COMPLIANCE WITH TAX INCREMENTAL  
FINANCING DISTRICT LAWS AND REGULATIONS**

To the Mayor, Common Council, and Management  
City of Dodgeville, Wisconsin

We have audited the accompanying Historical Summary of Project Costs, Project Revenues and Net Costs to be Recovered Through Tax Increments and the related Historical Summary of Sources, Uses and Status of Funds of the City of Dodgeville Tax Incremental Financing District No. 3 (the “District”) from the date the District was created through December 31, 2023 and have issued our report thereon dated January 14, 2025.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the historical summary statements are free of material misstatement.

Compliance with tax increment financing district laws, regulations and the project plan is the responsibility of the City of Dodgeville, Wisconsin’s management. As part of obtaining reasonable assurance about whether the aforementioned historical summary financial statements are free of material misstatement, we performed tests of the City’s compliance with Wisconsin State Statutes Section 66.1105 and the project plan. However, it should be noted that our objective was not to provide an opinion on overall compliance with such provisions.

The results of our tests indicate that, with respect to the items tested, the City of Dodgeville, Wisconsin complied, in all material respects, with the provisions referred to in the preceding paragraph.

With respect to items not tested, nothing came to our attention that caused us to believe that the City of Dodgeville, Wisconsin had not complied, in all material respects, with those provisions.

This report is intended for the information of the City, its management, and the overlying taxing districts and is not intended to be, and should not be, used by anyone other than the specified parties.

*Johnson Block & Company, Inc.*

Johnson Block & Company, Inc.  
January 14, 2025

**CITY OF DODGEVILLE  
RESOLUTION NO. 2025-01**

**A RESOLUTION TO APPROVE THE AMMENDED CITY OF DODGEVILLE  
EMERGENCY RESPONSE PLAN**

WHEREAS, the Dodgeville City Council, recognizes the threat which major emergencies and disaster events pose to people and property within our community;

WHEREAS, the Dodgeville City Council has determined this adoption of the City of Dodgeville Emergency Response Plan will supersede and replace any existing City of Dodgeville Emergency Operations Plans. The plan provides general guidelines and principles for managing and coordinating the overall planning, response, recovery and mitigation activities before, during and after major emergencies and disaster events that affect the City of Dodgeville, Wisconsin;

WHEREAS, the contents of the plan are in unison with the Iowa County Emergency Response Plan, the State of Wisconsin Emergency Response Plan, and the National Response Framework and the most current version of the Federal Comprehensive Preparedness Guide CPG101;

WHEREAS, the Mayor and the City Council with assistance of the Police, Fire, and EMS Chiefs along with the City Clerk, Public Works Director and the Iowa County Emergency Management Director is charged with maintaining the plan as required by the Wisconsin Emergency Management Agency and the Federal Emergency Management Agency;

NOW, THEREFORE, BE IT RESOLVED BY THE DODGEVILLE CITY COUNCIL, that the City of Dodgeville Emergency Response Plan is adopted as the official plan of Emergency/Disaster Planning, Response, Recovery and Mitigation activities.

ADOPTED on this 4<sup>th</sup> day of February, 2025

\_\_\_\_\_  
Barry N. Hottmann, Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Lauree Aulik, Clerk/Treasurer

\_\_\_\_\_  
Date

# DODGEVILLE

*At the heart of it all!*

## CITY OF DODGEVILLE

# EMERGENCY RESPONSE PLAN

2025 Review and Adoption

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**EMERGENCY TELEPHONE LISTINGS**

- Dodgeville Police Department ..... 911 / (608) 935-3238
  - Dodgeville Fire Department..... 911 / (608) 935-3035
  - Dodgeville Area Ambulance Service.....911 / (608) 935-5111
  - Iowa County Sheriff's Department ..... 911 / (608) 930-9500
  - Dodgeville Mayor..... (608) 319-6770
  - Dodgeville City Hall.....(608) 930-5228
  - Wisconsin Emergency Management Duty Officer..... 1-800-943-0003
  - Iowa County Emergency Management ..... (608) 930-9540
  - Alliant Energy Electric/Gas Company ..... 1-800-255-4268
    - LE or Fire Emergencies.....1-800-758-1576
  - Northern Natural Gas Company..... 1-888-367-6671
  - Frontier Telephone Company ..... 1-800-921-8104
    - Hazardous Conditions.....1-877-486-5667
  - Mount Horeb Telephone Company ..... (608) 930-9985
  - Charter Communications ..... 1-888-438-2427
    - .....LE Emergencies Only (death/serious injury)..... 1-866-894-0103
  - American Red Cross ..... 1-800-236-8680
  - Salvation Army (South Central) Angela Swinehart..... (920) 980-7938
  - Upland Hills Health Center ..... (608) 930-8000
  - Iowa County Social Services..... (608) 930-9801
  - Iowa County Medical Examiner's ... Wendell Hamlin(793)..... (608)341-0116
    - Josh Taylor(796).....(608)547-0563
    - Virginia Forrest (794).....(608)574-6139
    - Josh Garvey.....(608) 341-8485
  - ChemTrec ..... 1-800-424-9300
  - Wisconsin DNR (Local Warden) C149 Al Erickson..... (608)341-9024
  - US National Response Center (oil/gas/chem spills)..... 1-800-424-8802
  - Agility (emergency reporting).....1-877-364-9393
- \*recovery equipment, portable bldgs., computers, telephone routing\*

**LEGAL BASIS**

The Legal Basis for the development of this municipal plan is stated in the following documents:

**FEDERAL**

- PL 100-707                      Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Title 40, Chap. 116,         Emergency Planning and Community Right-to-Know Act of US Code                      1986

**WISCONSIN STATUTES**

- 26.97                      Law Enforcement and Police Powers of Town Chairpersons
- 59.03(1)                  Home Rule (Counties)
- 59.04                      Construction of Powers (Counties)
- 59.12                      Chairperson, Vice Chairperson Powers and Duties (County Board)
- 59.17(2)                  Duties and Powers of County Executive
- 59.18(2)                  Duties and Powers of County Administrator
- 59.54                      Powers and Duties of Counties: Public Protection and Safety
- 59.54(8)                  Local Emergency Planning Committees
- 61.34                      Powers of Village Board
- 83.09                      Emergency Repairs of County Trunk Highways
- 213.095                  Police Power of Fire Chief, Rescue Squads
- 321.39                      Call to State Active Duty (Wisconsin National Guard)
- 323.12                      Powers and Duties of the Governor
- 323.14                      Powers and Duties of Counties and Municipalities
- 323.15                      Powers and Duties of Heads of Emergency Management Services
- 323.11 and                Emergency Powers of Cities, Villages and Towns
- 323.24
- 895.483                  Civil Liability Exemption, Regional and Local Emergency Response Teams and Their Sponsoring Agencies

**COUNTY ORDINANCES**

- 2-0612                      Resolution to Approve the New Iowa County Emergency Response Plan to Replace the Iowa County Emergency Operations Plan

**CITY RESOLUTIONS**

- 2016-947                  City of Dodgeville Emergency Response Plan to replace all other existing Emergency Operations or Response Plans



**DISTRIBUTION**

The following representatives/entities will have a copy of the Emergency Response Guide available to them. Respective agencies should ensure availability of the guide and additional copies as needed, based on the needs and function of their department(s).

- Dodgeville Clerk
- Police Chief
- Fire Chief
- EMS Chief
- Mayor
- Public Works
- Iowa County Emergency Management
- EMS Chief/Emergency Operations Center

**ACRONYMS**

CP	Command Post
DNR	Department of Natural Resources
DRC	Disaster Recovery Center
EMS	Emergency Medical Services
EOC	Emergency Operations Center
ERP	Emergency Response Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
IFGP	Individual and Family Grant Program
JIC	Joint Information Center
NIMS	National Incident Management System
PA	Public Assistance (to local governments)
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
SBA	Small Business Administration
SOP	Standard Operating Procedure
UDSR	Uniform Disaster Situation Report
WEM	Wisconsin Emergency Management
MABAS	Mutual Aid Box Alarm System

# Initiation of Dodgeville Emergency Operations Plan

**Incident Commander**  
 (Dodgeville Police Department Officer-On-Duty or highest-ranking Dodgeville Fire Department official on scene)

1. Determine level (I, II, or III) and types of emergency.
2. Establish location for on-scene unified command post.
3. Decide who needs to be contacted.
4. Notify 9-1-1 Dispatch of items 1. - 3.

- LEVEL I EMERGENCY**
- ANY # Victims
  - Confined to small area.
  - No immediate threat to life or property
  - Controlled by the first response agencies.
- LEVEL II EMERGENCY**
- ANY #Victims
  - Greater hazard or larger area.
  - Potential threat to life or property.
  - Limited evacuation of the surrounding area may be necessary.
- LEVEL III EMERGENCY**
- ANY #Victims
  - Severe hazard or large area
  - Extreme threat to life and property
  - Large-scale evacuation may be necessary.

**Iowa County 9-1-1 Dispatch Center**

If Level III Emergency:

1. Notify Upland Hills Health Care by Phone or Radio
2. Contact EOC Core Team: Mayor, Police, Fire and EMS Chiefs, Public Works Director, 'Land's End Liaison, Public Schools Liaison and Upland Hills Health Liaison.
3. Notify others as requested by Incident Commander or according to Standard Operating Procedures (SOP).

If Level II Emergency:

1. Notify Upland Hills Hospital by Phone or Radio.
2. Contact selected members of EOC Core Team as requested by Incident Commander.

**Emergency Operations Center (EOC)**

EOC Core Team:  
 Mayor, Police, Fire and EMS Chiefs or designee, Public Works Director, Land's End Liaison, Public Schools Liaison, Upland Hills Health Center Liaison.

1. Decide who else is needed in EOC and contact them.
2. Call in personnel and resources according to EOP.
3. Coordinate response to emergency.

**City Police, Fire and EMS Chiefs**

1. Determine if out-of-area resources are needed.
2. If so, advise the Mayor to declare a local disaster.

**City Mayor**

1. Declare disaster, in coordination with fire and police chiefs.
2. Contact Iowa County Emergency Management and request needed resources.

## **DODGEVILLE EMERGENCY RESPONSE PLAN**

### **BASIC PLAN**

#### **A. PURPOSE:**

Briefly summarize the purpose of this municipal plan and the general policies governing its development and use.

This municipal plan has been developed to provide procedures for Dodgeville government agencies to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since Dodgeville is part of the Iowa County emergency management program. This municipal plan is to be used in conjunction with the Iowa County Emergency Response Plan (ERP). The municipal plan will be maintained in accordance with current standards of the Iowa County ERP and in accordance with the local/municipal government. Review of this municipal plan shall be accomplished concurrently with the county plan.

#### **B. SITUATION AND ASSUMPTIONS:**

Several types of hazards pose a threat to the lives, property or environment in Iowa County. These hazards are outlined in Iowa County Hazard Analysis. A copy of this is located in the County Emergency Operations Center (EOC).

#### **C. CONCEPT OF OPERATIONS:**

Municipal officials have primary responsibility for disasters which take place in the municipality. They will activate the appropriate municipal agencies to deal with the disaster. The chief elected municipal official or the municipal emergency coordinator is responsible for coordinating the response of municipal agencies and coordinating the response with county officials if county assistance is necessary.

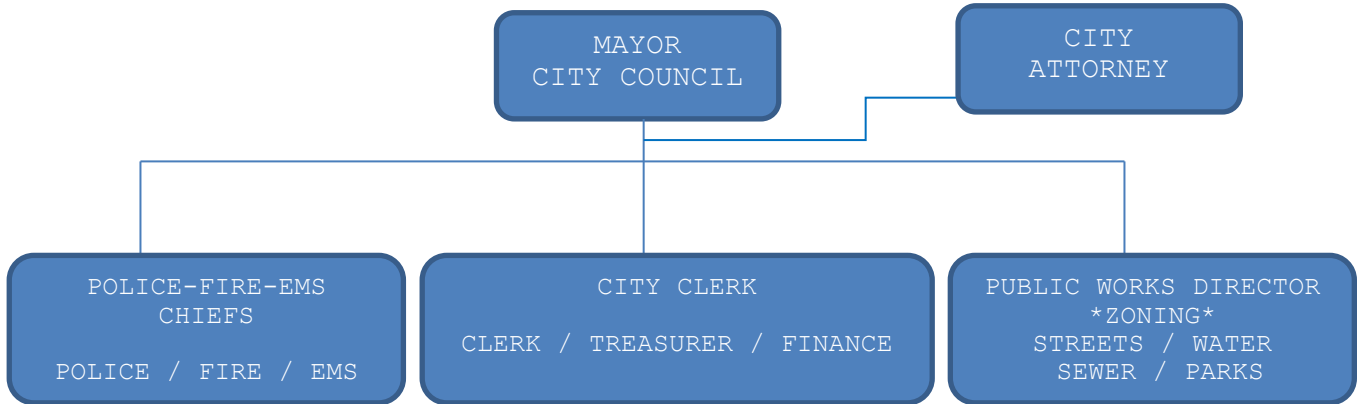
Actions that the municipality and county should consider if this municipal plan is activated are as follows:

1. Municipal agencies assess the nature and scope of the emergency or disaster.
2. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.
  - a. The Emergency Management Coordinator advises the Mayor and coordinates all emergency response actions.

- b. The Mayor declares a local state of emergency and notifies the Iowa County Emergency Management Director of this action.
  - c. Forward the local state of emergency declaration to the county Emergency Management office.
  - d. The Emergency Management Coordinator activates the municipal EOC. This facility is located at Dodgeville Ambulance Service or Dodgeville City Police Department.
  - e. Municipal emergency response officials/agencies respond according to the checklists outlined in the ESFs of the plan.
  - f. Mayor directs departments/agencies to respond to the situation.
  - g. Mayor issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
  - h. Notify the public of the situation and appropriate actions to take.
  - i. Keep county officials informed of the situation and actions taken.
  - j. List any other procedures as may be appropriate for your municipality.
3. If municipal resources become exhausted or if special resources are required, request county assistance through the Iowa County Emergency Management Director.
  4. If assistance is requested, the Iowa County Emergency Management Director assesses the situation and makes recommendations.
  5. The county will do the following (to the extent appropriate):
    - a. Activate the County EOC.
    - b. Implement the County ERP.
    - c. Respond with county resources as requested.
    - d. Activate mutual aid agreements.
    - e. Coordinate county resources with municipal resources.
    - f. Notify Wisconsin Emergency Management (WEM) Regional Director.
    - g. Forward Uniform Damage Situation Report (UDSR) form.
    - h. Assist municipality with prioritizing and allocating resources.
  6. If municipal and county resources are exhausted, the County Emergency Management Director can request state assistance through the WEM Duty Officer.
  7. If state assistance is requested, the WEM Administrator in conjunction with the Regional Director, county emergency management director and municipal emergency management coordinator assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.
  8. After completing the assessment, the WEM Regional Director immediately notifies the State WEM Administrator.

- 9. The State Administrator of Emergency Management notifies the Governor and makes recommendations.
- 10. If state assistance is granted, procedures will be followed as stated in the Wisconsin ERP and the County ERP.

**D. ORGANIZATION:**



**E. RESPONSIBILITIES AND TASKS:**

See ESFs of the plan for emergency responsibilities of key officials in your jurisdiction.

**F. RESOURCE MANAGEMENT:**

Additional support from Iowa County Departments may include:  
\*Iowa County Sheriff’s Dept., Iowa County Highway Dept., Iowa County Social Services, Iowa County Health Dept. and Iowa County Emergency Mgmt..\*

Mutual Aid Reciprocal Agreements:

See supporting documents provided by the associated involved agency/entity

Support from Private Agencies/Volunteer Groups:

See supporting documents provided by the associated involved agency/entity

Support from State and Federal Agencies:

Information and assistance in securing state or federal support may be obtained by contacting the County Emergency Management Director. Requests for National Guard assistance should be channeled through the County Emergency Management Director to the WEM Regional Director to the WEM Administrator.

**G. PLAN DEVELOPMENT AND MAINTENANCE:**

The Dodgeville ERP Development Team is composed of representatives from the Dodgeville Police Department, Dodgeville Public Works Department, Dodgeville Area Ambulance Service, Dodgeville Fire Department and Dodgeville Emergency Government Committee. These agencies are responsible for developing and maintaining this plan.

This team holds meetings as needed or as determined by the Mayor or local ordinance. The Team reviews incidents, and changes or makes revisions to this plan, or adds new information.

This Team also conducts after-action reviews of all exercises and major incidents.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Emergency Government Committee, Chair

\_\_\_\_\_  
Dodgeville Emergency Management Director

\_\_\_\_\_  
Dodgeville Clerk/Treasurer

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
EMS Chief

\_\_\_\_\_  
Public Works Director



## **EMERGENCY SUPPORT FUNCTION (ESF) 1 EVACUATION & TRANSPORTATION RESOURCES**

### **KEY ACTION CHECKLISTS**

The Mayor or his designee is responsible for conducting an evacuation in Dodgeville. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

The Mayor or his designee, with the support of the Iowa County Communications Center and Iowa County Emergency Management, is responsible for evacuation activities in Dodgeville. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Based on the situation, implement the following actions:
  - a. Direct, manage, and coordinate evacuation and/or in-place sheltering procedures for both the general population and those requiring evacuation assistance (i.e., hospitals, nursing homes, etc.)
    - 1) identify populations and institutions to be evacuated or sheltered-in-place
    - 2) ensure notification of at-risk populations through warning and public information assets
    - 3) implement plans to evacuate those that require assistance, including the activation of transportation resources
    - 4) activate traffic control plans
    - 5) track evacuation progress and identify who has been evacuated or is sheltered-in-place
  - b. Establish and operate evacuation staging and reception Areas
    - 1) in coordination with human services, medical services, and other service agencies, provide immediate basic needs and processing of evacuated individuals en route to other destinations (e.g., to shelters, hospitals, etc).
  - c. Manage sheltering system for incoming evacuees
    - 1) In coordination with American Red Cross, human services and medical services, provide short-term basic needs support and processing of evacuees

## EMERGENCY SUPPORT FUNCTION (ESF) 2 WARNING & COMMUNICATIONS

### KEY ACTION CHECKLISTS

The Warning and Communications function is responsible for warning and communications in Dodgeville. The following tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

The Incident Commander with the assistance of the Iowa County Dispatch Center, is responsible for warning and communications activities in Dodgeville. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Warn the following:
  - a. Municipal Elected Official
  - b. Municipal Emergency Management Coordinator/Director
  - c. County Emergency Management Director/Coordinator
  - d. Municipal Emergency Operations Center representatives
  - e. Special facilities (list)
  
2. Ensure all agencies represented in the municipal EOC have communications both to their staff at their department offices and their staff at the incident site. This equipment consists of (identify communications equipment i.e, telephone, pagers, mobile telephone, fax, etc.)
  
3. Activate the public warning system. This may consist of (identify warning system i.e., sirens, door-to-door, telephone fan out). Develop assignments on how alert, watch and warning would be handled prior to a disaster or emergency situation.
  - Consider Reverse 911, Social Media, City of Dodgeville Webpage, D99.3, loudspeaker, Text notifications, etc.
  - Establish a clear and definitive means to obtain accurate information
  
4. Establish communications with the county EOC if activated or the county emergency government office. The communications equipment available is (identify communications equipment i.e., telephone, pagers, fax, etc.)
  
5. Establish communications with Command Post if established.

## EMERGENCY SUPPORT FUNCTION (ESF) 3 PUBLIC WORKS

### KEY ACTION CHECKLISTS

The Public Works Department is responsible for public works activities in Dodgeville. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all department personnel have been alerted and that they report as the situation directs.
2. Report to the City EOC/Command Post.
3. Review the disaster situation with field personnel and report situation to the City Emergency Management Director.
4. Maintain transportation routes.
5. Establish contact with all public and private utilities providers.
6. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
7. Coordinate with Law Enforcement travel restrictions/road closures within the municipality.
8. Provide emergency generators and lighting.
9. Assist with traffic control and access to the affected area.
10. Assist with urban search and rescue activities as may be requested.
11. Assist private utilities with the shutdown of gas and electric services.
12. As necessary, establish a staging area for public works.
13. Report public facility damage information to the Damage Assessment Team.
14. If the County EOC is activated, establish and maintain contact with the Iowa County Highway Commissioner.

**EMERGENCY SUPPORT FUNCTION (ESF) 4  
FIRE SERVICES**

**KEY ACTION CHECKLISTS**

The Dodgeville Fire Department is responsible for fire services activities in Dodgeville. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

- 1. Establish and/or respond to designated staging area, CP or City EOC as directed by on-scene personnel.
- 2. Assist Law Enforcement in warning the affected population.
- 3. Rescue injured/trapped persons.
- 4. Protect critical facilities and resources.
- 5. Designate a person to record the arrival and deployment of emergency personnel and equipment.
- 5. Assist Law Enforcement with evacuation, if needed.
- 6. Assist the municipal public works department and utilities with shutting down gas and electric services, if necessary.

Other responsibilities may include:

Assist with traffic control.

Assist with debris clearance.

If the County EOC is activated, establish and maintain contact with the person representing fire services.

If the Regional Hazardous Materials Team is needed for a Level A response, obtain assistance through the WEM Duty Officer.

If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other fire departments.

## EMERGENCY SUPPORT FUNCTION (ESF) 5 EMERGENCY MANAGEMENT

### MAYOR

#### KEY ACTION CHECKLISTS

The Mayor is responsible for the overall management of the City of Dodgeville. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

The Mayor should:

1. Ensure that the City Emergency Management Coordinator/Director or designated person/s has activated/is activating the Emergency Operations Center (EOC) or Command Post (CP).
2. Report to the EOC/CP.
3. Ensure that the City Emergency Management Coordinator/Director or designated person provide an initial damage assessment and casualty report.
4. Ensure that the City Emergency Management Coordinator/Director and city officials brief the EOC staff as to the status of the disaster.
5. Be ready to issue a declaration of emergency.
6. Ensure the City Public Information Officer (PIO) and/or designated person is notified and reports to the EOC.
7. In consultation with the City Emergency Management Director/Coordinator, determine whether or not county, state or federal assistance should be requested. (City/county resources must be fully committed before state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.)
8. Call for an emergency meeting of the city council, if one is not previously scheduled, to ratify the Disaster/State of Emergency Declaration. This meeting should occur within one week of the initial disaster declaration.

## DODGEVILLE EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR

### KEY ACTION CHECKLISTS

The City Emergency Management Director/Coordinator coordinates all components of the emergency management program in Dodgeville. This includes hazard analysis, preparedness, and mitigation, response and recovery activities for all natural and technological disaster/emergencies. The following tasks represent a checklist of actions this department should consider. This function will be conducted by the Police, Fire or EMS Chief or a combination thereof unless appointed by the Mayor and Emergency Government Chair.

#### CITY EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR SHOULD:

1. Report to the City EOC/CP.
2. Ensure that city officials and county emergency management director have been notified, key facilities warned, sirens activated, etc.
3. Activate the City/Municipal EOC (see EOC Alerting List). Make sure that it is fully operational and that EOC staff have reported/are reporting to it.
4. Obtain an initial Uniform Disaster Situation Report (UDSR) and other relevant information from the County Emergency Management Director. See Attachment 1 for key action checklists for Damage Assessment.
5. Conduct regular briefings of EOC staff as to the status of the situation.
6. Evaluate available resources, including personnel, by checking with EOC Staff. If deficiencies exist, take action to obtain the needed resources.
7. Ensure that all department/agency heads have begun to keep separate and accurate records of disaster-related expenditures.

## CITY CLERK / TREASURER AND ASSESSOR

### KEY ACTION CHECKLISTS

The City Clerk/Treasurer is responsible for their assigned activities in Dodgeville. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

The City Clerk/Treasurer and Assessor's Office should:

1. Report to the City EOC/CP.
2. Maintain records indicating city expenses incurred due to the disaster.
3. Assist in the damage assessment process by:
  - Provide information regarding the dollar value of property damaged as a result of the disaster.
  - Provide information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.
4. Delegate authority to department heads to permit acquisition of equipment and supplies needed following a disaster.
5. Assign department heads account numbers to which emergency expenditures may be charged.



## EMERGENCY SUPPORT FUNCTION (ESF) 6 HUMAN SERVICES

### KEY ACTION CHECKLIST

Iowa County Social Services Director from the Iowa County Department of Social Services will serve as the Human Services Coordinator in Dodgeville and is responsible for human services activities in Dodgeville. The Coordinator will organize human services activities with a representative from the Iowa County Department of Social Services. This person will keep the Iowa County Human Services Officer informed of all human services activities performed, underway, or planned within the municipality. The following tasks represent a checklist of actions this person must consider in an emergency or disaster situation. This function should be requested through the Iowa County Emergency Management Office in a disaster situation.

1. Coordinate activities of municipal agencies/departments which provide human services type service, as identified in the County Emergency Response Plan.
2. Report to the emergency operations center.
3. Coordinate with Red Cross in opening and managing shelters in the municipality.
4. Ensure canteen is set up to feed emergency workers in the municipality.
5. Work with Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs.
6. Provide necessary outreach services to citizens affected by emergency or disaster.
7. Distribute emergency literature to disaster victims given instructions and assistance pertaining to their immediate needs.
8. Provide psychological counseling and crisis intervention to disaster victims.
1. If County EOC is activated, establish and maintain contact with the person representing Human Services. If the County EOC is not activated, establish and maintain contact with the County Human Services Officer directly at the county Department of Social Services.

**EMERGENCY SUPPORT FUNCTION (ESF) 8  
PUBLIC HEALTH SERVICES/EMERGENCY MEDICAL SERVICES**

**KEY ACTION CHECKLISTS**

The EMS Chief or designee will serve as the Public Health and Emergency Medical Services Liaison in Dodgeville and is responsible for public health and emergency medical services activities in Dodgeville. He/she will coordinate health services activities with a representative from the Iowa County Public Health Department and the county Emergency Medical Services Officer. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

Primary Department

Dodgeville Area Ambulance Service  
Iowa County Public Health

Secondary Support Agencies

Dodgeville Public Works  
Dodgeville Police Department  
Dodgeville Fire Department  
Iowa County Sheriff's Department  
Iowa County Emergency Management  
Upland Hills Health  
Hospital Systems  
American Red Cross  
Iowa County Social Services  
Local Mortuary Services  
Disaster Mortuary Operational Response Team (DMORT) Region 5  
Local Veterinary Services

Purpose:

Emergency Support Function (ESF) #8 –Health and Medical provides for coordinated medical, public health, mental health, and emergency medical services to save lives at the time of the emergency. These health and medical needs are to include veterinary and/or animal health issues when appropriate.

Scope:

ESF # 8 meets public health and medical needs of victims affected by an incident and are categorized in the following way:

1. Assessment of public health/medical needs;
2. Emergency Medical Services;
3. Public Health Surveillance;
4. Medical care personnel and medical equipment supplies; and
5. Detect mental health issues and prevent harmful stress levels in general public (crisis Intervention & support).

## Policies:

1. The Health Department coordinated all ESF #8 response actions using its own internal policies and procedures;
2. Each ESF #8 organization is responsible for managing its respective response assets after receiving coordinating instructions;
3. The Joint information Center (JIC) is authorized to release general medical and public health response information to the public after consultation with health Department;
4. The Health Department determines the appropriateness of all requests for public health and medical information; and
5. The Health Department is responsible for consulting with and organizing public health and subject matter experts as needed;
6. Requests for state crisis counseling, CISM, and victim's services assistance will be made by Iowa County Emergency Management to the State EOC.

## Actions:

1. Designate an individual to coordinate medical, health, and rescue operations;
2. Develop and maintain procedures for providing a coordinated response;
3. Maintain a roster of key officials in each medical support area;
4. Establish a working relationship and review emergency roles with local hospitals and emergency medical service providers;
5. Activate the agencies emergency response plan
6. Implement mutual aid agreement as necessary;
7. The Health Department representative will report to the Emergency Operations Center, or will be immediately available;
8. Coordinate medical, public health, and mental health services;
9. Provide laboratory services to support emergency public health protection measures;
10. Obtain crisis augmentation of health/medical personnel (e.g., physicians, nurse practitioners, laboratory technicians, pharmacists, and other trained volunteers) and supplies needed;
11. Maintain records and status of persons injured during the emergency;
12. Assist Iowa County Coroner in the identification and disposition of the deceased;
13. Consolidate and submit a record of disaster-related expenses incurred by the Health department personnel; and
14. Assist with the damage assessment of water and sewage facilities, as required.

**Primary Department**

- EMS
  1. Respond to the scene with appropriate emergency medical personnel and equipment;
  2. Upon arrival at the scene, assume an appropriate role in the ICS. If ICS has not been established, initiate it and report to the Emergency Operations Center;
  3. Request through additional resources as required for the emergency;
  4. Triage, treat, and transport the injured;
  5. If necessary establish an onsite treatment area;

6. Coordinate with medical Control to ensure casualties are transported to the appropriate facilities;
7. Establish and maintain field communication and coordination with other responding emergency teams (medical, fire, police, public works, etc.) and radio and/or telephone communications with hospitals, as appropriate;
8. Coordinate the activities of private, volunteer, and other emergency medical units, and of bystander volunteers, as needed;
9. Assist in the evacuation of patients from affected facilities and residences, if needed;
10. Inspect damaged medical facilities as necessary and make recommendations for occupancy;
11. Provide medical support for special operations teams (e.g. Haz-mat, Tech Rescue etc.)
12. Provide Decontamination assistance to hospitals and medical facilities, as needed; and
13. Support health and medical functions when not dedicated to emergency operations.

- Health Department

1. Provide personnel, equipment, supplies and other resources necessary to coordinate plans and programs for public health activities during an incident;
2. Establish communications with ESF # 5 to report and receive assessments and status information;
3. Coordinate through the Public Information Officer dissemination of disaster related public health information;
4. Coordinate with hospitals and other health providers to health needs;
5. Provide coordination of laboratory services;
6. Assess behavioral health needs following an incident, considering both the immediate and cumulative stress resulting from the incident;
7. Coordinate with ESF# 6 to identify shelter occupants that may require assistance;
8. Coordinate emergency health and medical activities from Public health EOC when that Facility is activated and/or from the local EOC;
9. Oversee and coordinate the efforts of local health and medical organizations activated for an emergency, assess their needs, help them obtain additional resources, and ensure that necessary services are provided;
10. Coordinate with regional health and medical organizations on matters related to assistance from other jurisdictions;
11. Coordinate with incoming response units, such as WI-1 Disaster Medical Assistance Teams (DMATs);
12. Work with WEAVR (Wisconsin Emergency Assistance Volunteer Registry) and the Medical Reserve Corps to coordinate and screen individual health and medical volunteers;
13. Coordinate the location, procurement, screening, and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations;
14. Coordinate the control and distribution of the Strategic National Stockpile (SNS) for the general population as well as emergency response personnel;

15. Coordinate the provision of laboratory services required in support of emergency health and medical services;
16. Coordinate immunization campaigns or quarantines, if required;
17. Coordinate inspection of food, water, drugs, and other consumables that were exposed to the hazard;
18. Coordinate inspection of damaged building for health hazards;
19. Coordinate the implementation of measures to prevent or control disease vectors such as flies, mosquitoes, and rodents;
20. Establish preventative health services, including control of communicable diseases such as influenza, particularly in shelters;
21. Monitor food handling and sanitation in emergency facilities;
22. Assist expanding medical and mortuary services to other facilities, as needed;
23. Assist with identification of the deceased;
24. Prepare all medical-related media releases in conjunction with ESF #2 (Communications); and
25. Coordinate efforts with physicians, health clinics and related area for the possible treatment of disaster victims.

### **Support Departments**

- EMS
  1. Respond to the scene with appropriate emergency medical personnel and equipment;
  2. Upon arrival at the scene, assume an appropriate role in the ICS. If ICS has not been established, initiate it and report to the Emergency Operations Center;
  3. Request through additional resources as required for the emergency;
  4. Triage, treat, and transport the injured;
  5. If necessary establish an onsite treatment area;
  6. Coordinate with medical control to ensure casualties are transported to the appropriate facilities;
  7. Establish and maintain field communication and coordination with other responding emergency teams (medical, fire, police, public works, etc.) and radio and/or telephone communications with hospital, as appropriate;
  8. Coordinate the activities of private, volunteer, and other emergency medical units, and of bystander volunteers, as needed;
  9. Assist in the evacuation of patients from affected facilities and residences, if needed;
  10. Inspect damaged medical facilities as necessary and make recommendations for occupancy;
  11. Provide medical support for special operations teams (e.g. Haz-mat, Tech Rescue);
  12. Provide documentation assistance to hospitals and medical facilities, as needed;
  13. Support Health and medical functions when not dedicated to emergency operations; and

14. Support and assist with the breakdown and distribution of the Strategic National Stockpile (SNS) for general population as well as emergency response personnel.

- Hospitals

1. Implement internal and/or external plans;
2. Advise ESF #8 in the EOC of conditions at the facility and the number and type of available beds;
3. Establish and maintain field and inter-facility medical communications;
4. Provide medical guidance, as needed, to EMS;
5. Coordinate with EMS, other facilities, and any medical response personnel to ensure the following is accomplished:
  - a. Casualties are transport to the appropriate medical facility;
  - b. Patients are distributed to and among hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, and bed capacity;
  - c. Take into account special destinations such as trauma centers and burn centers; and
  - d. Consider the use of clinics to treat less than acute illnesses and injuries.
6. Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical or bacterial agents to other patients and staff;
7. Coordinate with other hospitals and with EMS on the evacuation of affected hospitals, if necessary. Evacuation provisions should specify where the patients are to be taken;
8. Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients;
9. Provide decontamination facilities for incoming patients not previously decontaminated;
10. Support pharmaceutical caches for treatment of victims that may not be transported to the hospital;
11. Coordinate with American Red Cross to develop procedures and establish and staff a reception and support area for relatives and friends of disaster victims who may converge there in search of loved ones; and
12. Provide patient identification information to the American Red Cross upon request as legally permitted.

- Mental Health

1. Ensure that appropriate mental health service are available for disaster victims, survivors, bystanders, responders and their families, and other community caregivers during response and recovery operations;
2. Provide outreach to serve identified behavioral health needs;
3. Coordinate behavioral health activities among response agencies; and
4. Coordinate through the Public Information Officer the dissemination of public education on critical incident stress and stress management techniques.

- Coroner's office
  1. Conduct inquests for the deceased and prepared death certificates;
  2. Order or conduct autopsies if necessary to determine cause of death;
  3. Order or conduct forensic investigations to identify unidentified bodies;
  4. Authorize removal of bodies from incident to the mortuary facilities;
  5. Provide information through the PIO to the news media for the dissemination of public advisories, as needed; and
  6. Coordinate with Mortuary Services in establishing temporary morgue facilities and transport.
  
- ESF # 13 (Public Safety and Security)
  1. Upon request, provide security for medical facilities, shelters, temporary facilities and operations;
  2. Provide security for evacuation routes and staging areas;
  3. Provide guidance for evidence preservation in respect to treating victims;
  4. Activate plan for maintaining order and security for citizens;
  5. Conduct investigations of deaths not due to natural causes;
  6. Locate and notify next of kin; and
  7. Coordinate with mortuary Services and the Coroner for securing evidence, securing victim belongings and arranging transport of the deceased.
  
- Mortuary Services
  1. Provide for the collection and care of human remains;
  2. Establish temporary holding facilities and morgue sites; and
  3. Coordinate, as necessary, with emergency health and medical services and law enforcement.
  
- ESF# 3 Public Works
  1. Support Utilities in restoration of utility services to key medical facilities;
  2. Install temporary services as requested or permitted;
  3. Repair streets and maintains road egress and ingress;
  4. Provide barricades streets to limit access; and
  5. Coordinate with other departments for debris removal.
  
- ESF# 2 (Communications)
  1. Disseminate emergency public information provided by health and medical officials to all media;
  2. A Joint Information Center may be established to assure accurate and coordinated information is assembled for release to media; and
  3. Coordinate complication of information to news media on casualties and instructions to the public on dealing with public health problems.

**EMERGENCY SUPPORT FUNCTION (ESF) 13  
LAW ENFORCEMENT**

**KEY ACTION CHECKLISTS**

The Dodgeville Police Department is responsible for law enforcement activities in Dodgeville. The Dodgeville Police Department has mutual aid agreements with the multiple agencies. Refer to supporting documentation/resources held by the Dodgeville Police Department.

**PURPOSE.**

- 1. The overall coordination of the command and control of Law Enforcement Agencies' personnel and equipment in support of emergency response and recovery operations.
- 2. This function provides for the timely and coordinated efforts of Law Enforcement Agencies' personnel for public safety and protection. Activities which relate to evacuation, curfew, traffic management, crowd control, security and other extraordinary Law Enforcement Agencies functions are necessary to provide for the safety and welfare of the public within an emergency environment.

**POLICIES.**

- 1. The Dodgeville Police Department will exercise lawful authority to save lives and properties, enforce laws, and enforce emergency orders and regulations during emergencies/disasters.
- 2. The Incident Command System (ICS) will be employed at all emergency and/or disaster incidents.
- 3. A Law Enforcement Agency-oriented event is a situation where the primary response demand is the preservation of law and order and/or security.

**PRIMARY DEPARTMENT**

Dodgeville Police Department

**SUPPORT DEPARTMENTS**

- Dodgeville Public Works
- Dodgeville Area Ambulance Service
- Dodgeville Fire Department
- Iowa County Sheriff's Department
- Iowa County Emergency Management
- Additional Mutual Aid – Law Enforcement Agencies
- Wisconsin National Guard



American Red Cross  
Iowa County Social Services  
Local Mortuary Services  
Local Veterinary Services

The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all Police Department staff has been notified and that they report as situation directs.
2. Direct the designated law enforcement representative to report to the City EOC/CP.
3. Secure the affected area and perform traffic and crowd control. Utilize lawful authority to maintain law and order.
4. Participate in warning the public as situation warrants.
5. Determine scope of incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
6. Direct officer(s) to close off the damage site area and to stop all in-bound traffic. Set up an emergency pass system.
7. Report above information to appropriate law enforcement agencies.
8. Establish a staging area in the municipality; designate a CP; and establish initial command until relieved.
9. If appropriate and if available, dispatch a communications vehicle to the scene of the disaster.

Other responsibilities may include:

Enforce curfew restrictions in the affected area.

Coordinate the removal of vehicles blocking evacuation or other response activities.

As necessary, shelter in-place or evacuate prisoners as may be appropriate from the affected area.

Assist the medical examiner with mortuary services.

Assist with search and rescue activities.

Enforce emergency orders.

Provide mobile units for warning operations.

Augment emergency communications.

Direct and control traffic during emergency operations.

Provide crowd control.

Assist in the administering of first aid.

Support damage assessment activities.

Deploy personnel to provide security for emergency teams (Fire and EMS) operating in hostile or potentially hostile environments.

Provide security to key facilities: incident sites, critical facilities, damaged property, mass care/shelter sites and staging areas.

Provide security in the area affected by the emergency to protect public and private property.

Evacuation:

Assist in the evacuation of people at risk in and around the emergency scene.

Provide security, patrol evacuated areas.

Control access to the scene of the emergency or the area that has been evacuated.

If the County EOC is activated, establish and maintain contact with the person representing law enforcement.

Anticipate the department's needs for manpower and equipment 24-hours in advance. If additional assistance is needed, utilize mutual aid agreements with other police departments.

## SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS

### 911 Communications Center

1. Assure needed radio systems continue to function.

### Ambulance Companies, Public and Private ESF#8

1. Provide personnel, equipment, supplies, and other resources needed to assist in Law Enforcement Agencies operations.

### American Red Cross

1. Assists with coordination of sheltering, feeding, and first aid of injured.

2. Provide personnel, equipment, supplies, and other resources needed to assist in Law Enforcement Agencies activities.

#### Fire Departments

1. Provide personnel, equipment, supplies and other resources needed to assist in Law Enforcement Agency activities as requested.

#### Other Law Enforcement Agencies

1. Assist Police with traffic control, crowd control, barricade security, etc.
2. Provide primary Law Enforcement Agency services within their jurisdictions.
3. Assist other jurisdictions if requested.

#### Office of District Attorney

1. Assist law enforcement with criminal investigation and other law enforcement functions.

#### Public Works (Municipal) ESF#3

1. Provide signs and other traffic control devices to support traffic control operations.
2. Deploy personnel to erect traffic barricades and signs as per prearranged plans or as requested.
3. Provide manpower, vehicles, equipment in support of police as requested.

#### Rescue Task Force (RTFMS)

1. Provide EMS support within the perimeter of tactical situations for victims, as well as law enforcement officers.

## **EMERGENCY SUPPORT FUNCTION (ESF) 15 PUBLIC INFORMATION**

### **KEY ACTION CHECKLISTS**

The Mayor or his designee is responsible for public information activities in Dodgeville. The following tasks represent a checklist of actions this department/agency should consider in an emergency or disaster situation. This function may be requested through Iowa County Emergency Management. All released information will be verified through the respective emergency, public works or city department.

1. The Public Information Officer (PIO) will function as the sole point of contact for the news media and public officials.
2. Maintain liaison with the EOC and CP in order to stay abreast of situation.
3. Establish news media briefing room and brief the media at periodic intervals.
4. If the situation escalates and the county EOC is activated, coordinate with the County PIO to prepare news releases.
5. Conduct press tours of disaster areas within the municipality as the situation stabilizes.
6. Assist the county in establishing a Joint Public Information Center.
7. Assist the county with establishing a Rumor Control Center.
8. Issue protective action recommendations or public service advisories as directed by the chief elected official.

## DAMAGE ASSESSMENT

### KEY ACTION CHECKLISTS

The City Assessor's Office with the assistance of the Iowa County Emergency Management Office is responsible for damage assessment activities in Dodgeville. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Report to the City EOC or Command Post.
2. Record initial information from first responders such as law enforcement, public works or fire services.
3. Activate the damage assessment team which consists of the following municipal department/agencies: Building Inspector and Assessor are responsible for public damage assessment and those responsible for individual damage assessment.
  - a. Within first 2-3 hours: Complete preliminary UDSR:
    1. Number of fatalities.
    2. Number of critical/minor injuries.
    3. Number of home/businesses damaged/destroyed.
    4. Number of power/telephone lines, poles damaged.
    5. Number of public facilities such as highways, roads, bridges, etc. damaged.
    6. Number of people who are homeless or in shelters.
  - b. Within 8 hours:
    1. Recount items 1-6 above.
    2. Complete another UDSR, estimating public and private damage.
    3. Video tape and/or take photos of major damage.
  - c. Within 24 hours:
    1. Update items 1-6 above.
    2. Complete updated UDSR.
  - d. Continue to update as new information becomes available.
4. Provide damage assessment information to the appropriate city officials and county emergency management director to assist in the preparation of the UDSR.
5. If the situation warrants, assist the Mayor with the preparation of a local state of emergency declaration and forward to the county emergency management director.

6. Plot damage assessment information on status boards in the municipal EOC and locate damaged sites on a map.
7. Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
8. Prepare reports for the municipal Public Information Officer.

## IOWA COUNTY EMERGENCY MANAGEMENT

### ALL-HAZARD RESPONSE CHECKLIST

1. Determine the extent of the disaster occurrence county-wide.
2. Notify chief elected official of situation and confer on need for alert and recall of staff. Coordinate activation of sirens or alternate warning systems to alert public of situation and of appropriate protective actions.
3. Maintain ongoing communications with field command post or forward command post.
4. Notify Division of Emergency Government (WEM) Regional Director or State WEM Duty Officer of the disaster occurrence. Provide as much detail as possible about the situation and establish ongoing communication to keep WEM apprised.
5. Upon direction of the chief elected official activate the county Emergency Operating Center (EOC) using established call-up procedures. If there is no EOC activation, go to the Command Post.
6. Initiate appropriate mutual aid compacts.
7. Conduct regular briefings of EOC staff on status of the situation.
8. Determine in concert with chief elected official the need to declare a state of emergency.
9. Determine need for evacuation and implement procedures as per appropriate ESF in the Emergency Response Plan (ERP). Concurrently coordinate opening of shelters.
10. Coordinate and prioritize allocation of resources, such as generators, heavy or specialized equipment, etc.
11. Provide for feeding and billeting of emergency workers.
12. Assign/coordinate volunteer workers assignments.
13. Work through WEM to request and establish liaison with Wisconsin National Guard as may be appropriate.
14. Establish and coordinate public information activities. Ensure appropriate protective action recommendations are issued via the Emergency Broadcast System (EBS) or other appropriate means.
15. Coordinate with law enforcement, the establishment of a pass system for the affected area if the situation warrants.
16. Establish priorities for restoration of essential services. Ensure a utility representative is at the EOC or Command Post to coordinate! determine extent and duration of power outages. Coordinate the restoration of utilities on a priority basis to key facilities.
17. Determine need for additional state resources in terms of personnel, equipment, technical assistance. Coordinate appropriate requests for the county through the WEM Regional Director.
18. Initiate procedures, (i.e., activate county damage assessment team per ESF 3 & ESF 14 of the county ERP) to complete county-wide Uniform Disaster Situation Report (UDSR). Submit to WEM Regional Director and WEM Central Office as per established procedures.
19. Maintain separate records of disaster-related expenditures and apprise all county and local agencies to do likewise.
20. If appropriate, establish contact with National Weather Service to obtain weather

information. Maintain ongoing communications.

21. Establish inquiry services for relatives of disaster victims in coordination with county social service department and appropriate volunteer agencies.
22. Establish logistical support for Wisconsin Conservation Corps work crews.
23. Coordinate the management of donations, including early public information releases, which encourage monetary donations in lieu of goods and supplies.
24. Refer to ESF 5, Emergency Management of the County ERP for overall operations procedures.



**LOCAL/COUNTY EMERGENCY MANAGEMENT****ALL-HAZARD RECOVERY CHECKLIST**

1. Continue staffing of EOC as emergency escalates, then release staff and deactivate EOC as conditions permit.
2. Coordinate county/local debris removal operations. Coordinate with local Department of Natural Resources (DNR) representative to obtain required disposal permits or other necessary authorities.
3. Continue restoration of essential services in conjunction with local utilities.
4. Request state assistance for debris removal and utility restoration if county/local resources and available mutual aid are inadequate.
5. Authorize return of evacuees and begin closing shelters.
6. Keep media apprised of progress of recovery effort through regularly scheduled briefings and ensure that public information includes proper repair and restoration procedures for damaged property, decontamination procedures, etc.
7. Continue to coordinate maintenance of accurate records of disaster-related expenditures.
8. Gather necessary disaster information to assist the State in documenting requests for federal disaster assistance (e.g., Individual & Family Grant Program (IFGP), Small Business Administration (SBA), presidential disaster declaration). Submit completed and amended UDSR to WEM as per procedures in ESF 3 & ESF 14 of the ERP.
9. Coordinate county/local participation in the Preliminary Damage Assessment (PDA) if a Presidential Disaster Declaration is being requested.
10. If a Presidential Disaster Declaration is received by the county, coordinate with WEM in implementing various disaster programs. Ensure the following actions are taken:
  - a. In coordination with the State Individual Assistance Officer, assist in locating a facility for establishment of a Disaster Recovery Center (DRC).
  - b. In coordination with the State Public Assistance Officer, make arrangement for facility/ies for Applicants Briefings and ensure that appropriate local officials (potential applicants) attend the briefing.
  - c. Coordinate with State Public Assistance Officer in arranging visits of inspection teams to complete damage survey reports for public assistance application.
  - d. Coordinate with State Hazard Mitigation Officer in participating in the efforts of the Interagency Hazard Mitigation Team and in conducting briefings on the Hazard Mitigation Grant Program.

- e. Ensure county health/human service agency/ies are involved in identifying the need for crisis counseling program both for victims and disaster workers.
- 11. Replenish supplies and ensure return of all borrowed equipment.
- 12. Ensure that procedures are set up to monitor long-term impacts of the disaster.
- 13. Coordinate clean-up efforts.
- 14. Arrange for public information officer to distribute through media information on crisis counseling.
- 15. Continue to monitor volunteer assignments.
- 16. Determine when organized recovery efforts will terminate; debrief emergency response personnel, conduct after action critiques and revise emergency plans accordingly.

**DODGEVILLE POLICE DEPARTMENT  
WITH ASSISTANCE FROM LOCAL/COUNTY LAW ENFORCEMENT**

**ALL-HAZARD RESPONSE CHECKLIST**

1. Dispatch law enforcement personnel to assess impact of the disaster.
2. Initiate alerting procedures which include notifying law enforcement staff, other appropriate county and local law enforcement agencies and other support services as required.
3. Notify county emergency management director of situation status and provide periodic updates.
4. Prioritize use of personnel and resources to provide for continuity of ongoing day-to-day operations while also responding to the disaster.
5. Assist in determining and advise staff of all key operational locations (e.g., county EOC, Joint Public Information Center (JPIC), field command post, shelter, staging areas, etc.).
6. Dispatch law enforcement coordinator to county EOC if activated.
7. Coordinate the deployment of law enforcement personnel to the affected area to perform such activities as:
  - a) Evacuating and securing the area / perimeter;
  - b) Participating in search and rescue operations;
  - c) Participating in warning the public as situation warrants;
  - d) Assisting in establishing a joint command post;
  - e) Controlling access to the affected area;
  - t) Controlling traffic; enforcing curfew restrictions in the affected area;
  - g) Establishing emergency communications to the EOC/dispatch center and dispatching communications vehicle to disaster scene;
  - h) Initiating a pass system if necessary;
  - i) Providing disaster assessment information to the EOC/county emergency government director;
  - j) Transporting key public officials;
  - k) Assisting the medical examiner/coroner with mortuary services;
  - l) Maintaining accurate records of disaster-related expenditures.
  - m) Providing security for the EOC.
8. Determine the scope of incident as to immediate casualties/destruction and whether the incident has the potential to escalate.

9. Advise staff of public information procedures; coordinate with the county/state public information officers if unsure how to proceed.
10. Request mutual aid if necessary and coordinate deployment.
11. Provide for shift change and arrange for feeding of emergency workers. If EOC is activated, feeding should be coordinated through it.
12. Establish and manage staging areas to provide for strategic positioning and maintenance of emergency vehicles and other equipment.
13. Maintain contact with county/state highway officials regarding road conditions, closures, etc.
14. As necessary, shelter in-place or evacuate prisoners as may be appropriate from the affected area.
15. Coordinate the removal of vehicles impeding evacuation or other response activities.
16. Provide security for emergency responders, equipment and government facilities.
17. Respond to mutual aid requests of other jurisdictions if requested.
  - Do not dispatch mutual aid until it is determined no threat exists in the City of Dodgeville.
18. Refer to ESF 13, Public Safety of the County ERP for overall law enforcement operations.

**DODGEVILLE POLICE DEPARTMENT  
WITH ASSISTANCE FROM LOCAL/COUNTY LAW ENFORCEMENT**

**ALL-HAZARD RECOVERY CHECKLIST**

1. Ensure continued staffing of EOC and/or field command post as necessary.
2. Continue to prioritize use of personnel and equipment to provide for continuity of services.
3. Brief county emergency management director on recovery status.
4. Coordinate public information with Joint Information Center (JIC).
5. Continue to provide traffic control and security as situation dictates and/or as re-entry is occurring; phase out pass system as situation allows.
6. Assist emergency management director in assessing damages for purpose of completing county-wide UDSR submission.
7. Continue to compile disaster-related costs, including mutual aid, and keep accurate record of disaster-related expenditures. Submit to City of Dodgeville Clerk and/or Finance Director for recording and submission to county emergency government director to recoup eligible costs in presidentially declared disasters.
8. Debrief staff and ensure workers are provided with counseling or that Critical Incident Stress Debriefing occurs.
9. Replenish supplies and repair damage to equipment.
10. Release personnel as appropriate and phase out mutual aid.
11. Recall equipment, vehicles, and personnel to assigned locations.
12. If necessary, arrange for decontamination of personnel and equipment and keep precise records of actions taken for each individual worker.
13. Participate in After Action briefings, critiques, and report documentation to After Action Reviews.

**DODGEVILLE PUBLIC WORKS****ALL-HAZARDS RESPONSE CHECKLIST**

1. Dispatch public works/engineering personnel to determine the extent of the damage.
2. Notify county emergency management director and periodically report on emergency status.
3. Initiate alerting procedures which include notifying your own staff, other appropriate county and local agencies, external support services and district highway engineer.
4. Prioritize use of personnel and resources to provide for continuity of existing services.
5. Ascertain and advise staff of all key operational locations (EOC, JIC, field command post, shelters, staging areas, etc.).
6. Dispatch public works/engineering coordinator to EOC if activated and relay any public facility damage information.
7. Coordinate the deployment of public works/engineering personnel to the affected area to perform such activities as:
  - a. Assisting law enforcement in securing area and controlling traffic;
  - b. Assisting in urban, search and rescue activities;
  - c. Recordkeeping;
  - d. Establishing emergency communications to the EOC/dispatch center;
  - e. Prioritizing debris removal.
8. Coordinate with other emergency groups in carrying out evacuation, including maintaining transportation routes.
9. Transport key public officials, emergency workers, supplies and equipment.
10. Check inventory to determine resources immediately available.
11. Request mutual aid if necessary and coordinate deployment.
12. Advise staff of public information procedures then coordinate and report any public information releases to the county public information officer.

13. Assist utilities in prioritized restoration of services.
14. Provide for shift change and arrange for feeding of emergency workers. Feeding should be coordinated through the EOC.
15. Provide emergency generators and lighting.
16. Assist private utilities with the shutdown of gas and electric services.
17. Arrange for porta-potties at strategic locations throughout the affected area.
18. Refer to ESF 3, Public Works & Engineering of the County ERP for overall public works operations.

**DODGEVILLE PUBLIC WORKS**

**ALL-HAZARD RECOVERY CHECKLIST**

1. Ensure continued staffing of EOC and field command post as necessary.
2. Prioritize use of personnel and equipment to provide for continuity of existing services.
3. Brief county emergency management director on recovery status.
4. At the direction of the recovery coordinator, take the following actions:
  - a. Continue to assist law enforcement in securing the area and in removal of necessary security measures as appropriate;
  - b. Continue prioritized debris removal;
  - c. Open and manage per DNR regulations predetermined disposal sites;
  - d. Continue to service temporary utility arrangement (i.e., generators).
5. Request and deploy outside assistance to expedite recovery efforts as needed.
6. Keep Public Information Officer (PIO) advised of recovery efforts.
7. Assist with transportation and engineering needs for re-entry of evacuated population.
8. Brief staff and revise plan as necessary.
9. Release additional personnel as appropriate and phase out mutual aid.
10. Compile and document disaster-related (to include infrastructure damage figures, public buildings/equipment), maps of damaged areas, and costs and submit to county emergency management director; include mutual aid costs.
11. Assist county emergency management director in compiling UDSR and other damage assessment reports.
12. Accompany state/federal engineering teams, as assigned by the county emergency management director, and participate in PDA process.
13. If a presidential disaster is declared, coordinate as assigned with state/federal engineering teams in completing damage survey reports.



14. Work with human services to identify need for and to provide crisis counseling services to emergency workers.
15. Replenish supplies and repair damage to equipment.
16. Assist public health as necessary in arranging for a sanitarian to be available for questions concerning septic systems, wells, etc.
17. Assist public health with distribution of water sample test bottles.
18. Assist public health as necessary in arranging for disposal of dead animals if quantities indicate.
19. Attend critiques and revise emergency plans accordingly.

**COUNTY PUBLIC HEALTH SERVICES  
DODGEVILLE EMERGENCY MEDICAL SERVICES**

**ALL-HAZARDS RESPONSE CHECKLISTS**

1. Establish contact with emergency management director and report to EOC if activated.
2. Initiate alerting procedures which include notifying your own staff, other appropriate county and local agencies and external support services.
3. Prioritize use of personnel and resources to provide for continuity of existing services.
4. Initiate mutual aid when necessary.
5. Brief county emergency management director on emergency status.
6. Advise staff of key locations then brief and dispatch health/medical personnel as appropriate (e.g., coroner to the scene) to address health/medical needs.
7. Advise staff of public information procedures then coordinate and report any public information releases to the county PIO.
8. Notify hospitals and other medical facilities to prepare to receive injured.
9. Coordinate emergency medical care to victims.
10. Provide for special emergency medical needs of residents in affected area (e.g., special medications, treatments).
11. Establish a triage area for victims.
12. Treat injured and arrange for transport to appropriate health/medical facilities.
13. Maintain records and compile disaster-related costs.
14. Assist in evacuating health/medical facilities as needed.
15. Ensure that emergency medical services are provided to emergency workers.
16. Refer to ESF 8, Public Health and Medical Services for overall operations.

**COUNTY PUBLIC HEALTH SERVICES  
DODGEVILLE EMERGENCY MEDICAL SERVICES**

**ALL-HAZARDS RECOVERY CHECKLISTS**

1. Ensure continued staffing of EOC and/or field command post, as necessary.
2. Prioritize use of personnel and equipment to provide for continuity of existing services.
3. Continue to monitor situation for health/medical related problems (e.g., radiation, communicable disease, vector control, need to continue quarantine).
4. Brief county emergency management director on recovery status.
5. Keep PIO advised of recovery efforts.
6. Continue to inform public about appropriate health/medical related protective actions (e.g., protection against contaminated food/water, disposal of garbage/debris).
7. Cooperate with Red Cross and other agencies in identifying and addressing health/medical related needs.
8. Continue to compile and document disaster-related costs and submit to county emergency management director.
9. Work with human services to identify need for and provide crisis counseling services to emergency workers and disaster victims.
10. Assist with phasing out of shelters and with return of patients/residents to health/medical facilities.
11. Release additional personnel as appropriate.
12. Replenish supplies and repair damage to equipment.

13. Provide emergency medical services support for volunteers engaged in cleanup efforts.
14. Arrange for sanitarian to be available for questions concerning septic systems, well, etc.
16. Assist with distribution of water sample test bottles.
17. Consider arrangements for disposal of dead animals if quantities indicate.
18. Debrief staff, attend critiques and revise emergency plans accordingly.

**DODGEVILLE FIRE SERVICES****ALL-HAZARDS RESPONSE CHECKLIST**

1. Initiate alerting procedures, including notifying your own staff, other appropriate county and local agencies and external support services.
2. Brief county emergency management director on emergency status.
3. Prioritize use of personnel and equipment to provide for continuity of routine services.
4. Assist in determining and advise staff of all key operational locations (e.g., EOC, JPIC, field command post, shelters, staging areas, etc.).
5. Dispatch fire services representatives to EOC if activated.
6. Assist law enforcement in warning the affected populations.
7. Coordinate the deployment of fire personnel to the affected area to perform such activities as:
  - a. firefighting, evacuation, search and rescue;
  - b. maintaining accurate records of disaster-related expenditures;
  - c. providing disaster assessment information to the EOC;
  - d. establishing emergency communications to the EOC or dispatch center.
8. If a hazardous materials incident, contact county Level B response providers. If assistance beyond Level B is required, request Level A Regional Response Team assistance through WEM.
9. Advise staff of public information procedures. Coordinate and report any public information releases to the county PIO.
10. Request mutual aid or other additional assistance, if necessary, and coordinate deployment.
11. Provide for shift change and arrange for feeding of emergency workers. Feeding should be coordinated through the EOC.
12. Refer to ESF 4, Firefighting of the County ERP for overall operations.

**ALL-HAZARDS RECOVERY CHECKLIST**

1. Ensure continued staffing of EOC and field command post, as necessary.
2. Prioritize use of personnel and equipment to provide for continuity of existing services.
3. Brief county emergency management director on recovery status.
4. Keep PIO advised of recovery efforts.
5. Assist emergency management director in compiling UDSR and other damage assessment reports.
6. Continue to compile and document disaster-related costs including mutual aid and submit to county emergency management director.
7. Work with human services to identify the need for and arrange crisis counseling services to emergency workers.
8. Replenish supplies and repair damage to equipment. Restore all equipment to a state of readiness.
9. Release additional personnel, as appropriate, and phase out mutual aid.
10. Compile and submit costs related to a hazmat response to the local reviewing entity for billing to the responsible party.
11. Debrief staff, attend critiques and revise emergency plans accordingly.

**IOWA COUNTY HUMAN SERVICES****ALL-HAZARDS RESPONSE CHECKLIST**

1. Establish contact with emergency management director and report to EOC or Command Post, if requested.
2. Notify all key staff members to be on standby.
3. Prioritize use of personnel and equipment to provide for continuity of existing services.
4. Establish communications with local health agencies, Red Cross and other volunteer agencies.
5. Establish communications with regional and state health and human services offices and request assistance, if needed.
6. Test emergency communications equipment.
7. Upon notification by emergency management, coordinate with Red Cross in opening and managing shelter operations including:
  - a. alerting appropriate staff and opening shelters (reference Red Cross manuals);
  - b. notifying owners/operators of facilities in which shelter space is to be made available;
  - c. opening reception centers;
  - d. transferring operation of shelters to American Red Cross once they are on-scene.
8. Assign liaison person to Red Cross Resource Service Center, if established.
9. Establish inquiry services for relatives of disaster victims in coordination with county social service department and appropriate volunteer agency.
10. Brief county emergency management director on emergency status.
11. Coordinate with PIO to ensure that appropriate information is released including inquiry service locations, phone numbers, etc.
12. Advise EOC personnel where shelters are located.

13. Check inventories to determine if needed shelter resources are immediately available.
14. Based on known disaster information, determine the needs as related to human services including the established number of crisis counselors needed. Coordinate gathering information on extent of private damages, needs of citizens, and the impact on local human service resources.
15. Identify and provide human services for special needs groups, particularly at shelters.
16. Assume responsibility for transport of handicapped and elderly when evacuation is ordered.
17. Ensure that food and other essential items are provided to emergency workers.
18. Contact appropriate state, federal and volunteer agencies to arrange for additional supplies of food and clothing.
19. Establish need for trained debriefers for emergency workers.
20. Maintain accurate records of disaster-related expenditures.
21. Refer to ESF 6, Mass Care/Human Services of the County ERP for overall operations.



**IOWA COUNTY HUMAN SERVICES****ALL-HAZARD RECOVERY CHECKLISTS**

1. Ensure continued staffing of EOC and/or field command post, as necessary.
2. Monitor both short and long term health/medical conditions of those affected by the disaster (e.g., by plume, if hazmat incident); monitor identified individuals in affected area; establish a mechanism for answering health questions; notify local health care providers and distribute information on the known health effects (e.g., substances released).
3. Prioritize use of personnel and equipment to provide for continuity of existing services.
4. Brief county emergency management director on recovery status.
5. Keep media advised of recovery efforts. Distribute emergency literature to disaster victims.
6. Provide necessary outreach and counseling services to citizens affected by emergency or disaster.
7. Continue to provide Disaster Welfare Inquiry Services per American Red Cross procedures.
8. If a presidential disaster is declared, provide personnel to work at DAC to assist with administration of various disaster assistance programs (i.e., crisis counseling, etc.)
9. Direct staff to identify potential clients for Crisis Counseling Program and assist State Department of Health & Social Services staff in preparing application to Federal Emergency Management Agency (FEMA) for immediate and long-term programs.
10. Close shelters at earliest opportunity by sending evacuees to stay with friends, relatives or other persons offering space.
11. Administer food coupon and food commodity programs, as prescribed.
12. Contact other local agencies (e.g., local housing authorities, Veterans Services; Agencies on Aging, community assistance programs), regarding their program offerings to affected individuals and families and provide information to the public on them.

13. Close reception center/s and phase out shelters.
14. Release additional personnel, as appropriate.
15. Replenish supplies and repair damage to equipment.
16. Continue to compile and document disaster-related costs and submit to local emergency management director.
17. Assist emergency management director in compiling UIDSР and other damage assessment reports.
18. Provide or arrange to provide debriefing services for emergency workers. Notify emergency services personnel of the availability of the debriefing service.
19. Attend critiques and revise emergency plans accordingly.

**DISASTER/STATE OF EMERGENCY DECLARATION  
City of Dodgeville, WI**

WHEREAS, an emergency situation exists in the City of Dodgeville resulting from

\_\_\_\_\_, and

WHEREAS, the City of Dodgeville Common Council is unable to meet with promptness due to said emergency conditions, and

WHEREAS, the City of Dodgeville has committed and expended all of our available resources, and

WHEREAS, the City of Dodgeville is requesting county, state, and federal government assistance in mitigating, responding to, and recovering from said emergency, now

NOW THEREFORE, pursuant to State Statute Chapter 323, as Chief Elected Official of the City of Dodgeville, I do hereby proclaim a state of emergency exists in the City of Dodgeville, in Iowa County, Wisconsin and commit all city resources to the mitigation, response, and recovery from the affecting circumstances, and

FURTHER, request that the Iowa County Emergency Management Director notify the Governor of Wisconsin through the State Office of Emergency Management of said State of Emergency in the City of Dodgeville, and procure available county and state resources as may be deemed appropriate by them.

IN TESTIMONY WHEREOF I have hereunto set my hand and have caused the great seal of the City of Dodgeville to be affixed.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City of Dodgeville Mayor

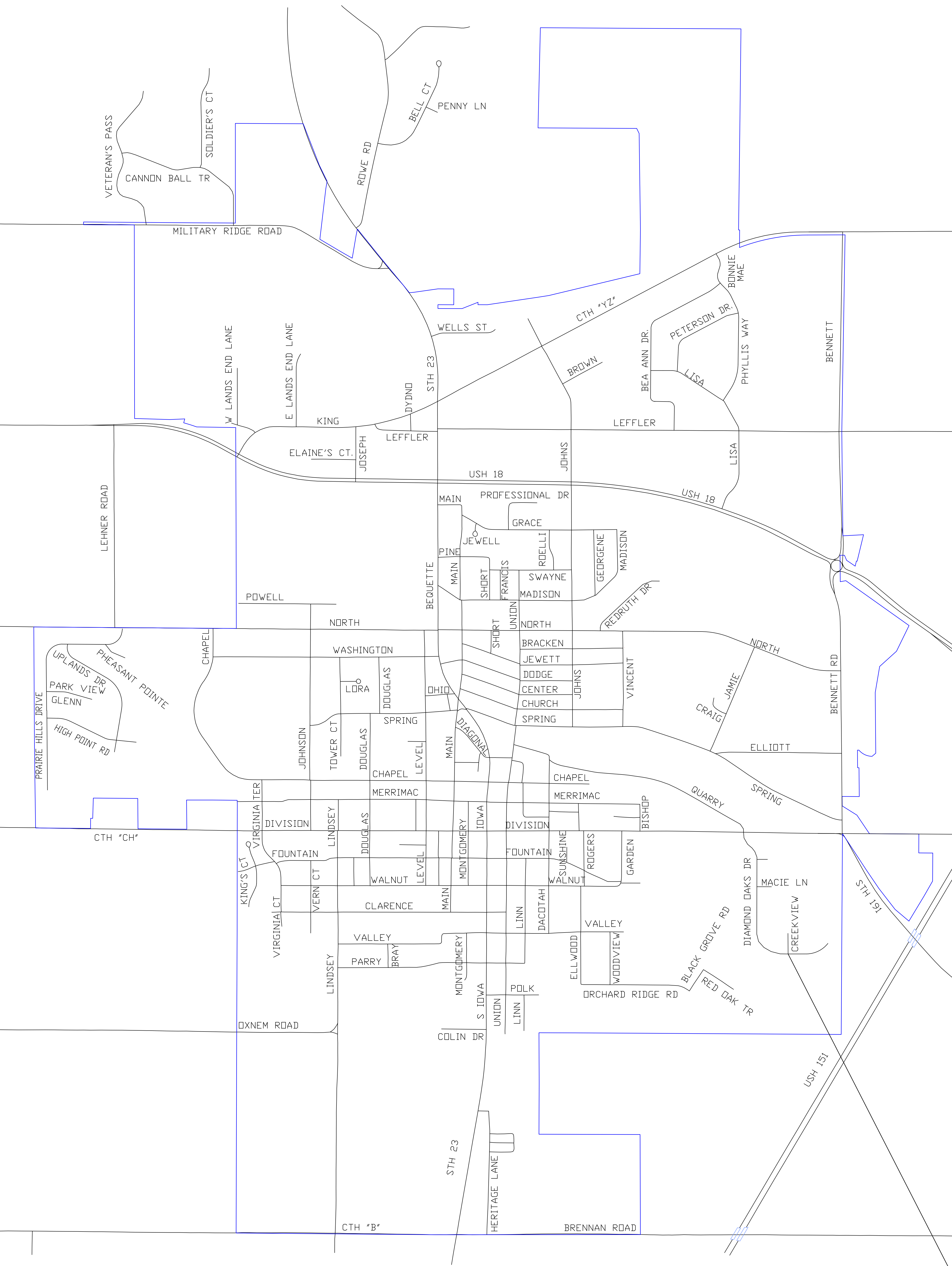
Received this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
City Clerk

Ratified by Resolution No. \_\_\_\_\_ of the Dodgeville City Council on

the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by a vote of \_\_\_\_\_ for, \_\_\_\_\_ against.

# City of Dodgeville





January 23, 2025

City of Dodgeville, Wisconsin  
Dodgeville, WI 53533

You have requested that we examine the Schedule of Expenditures related to contract number SAG FY23-53594 of the City of Dodgeville, Wisconsin, for the year ended December 31, 2024. We are pleased to confirm our acceptance and our understanding of this examination engagement by means of this letter. Our examination will be conducted with the objective of expressing an opinion as to whether the Schedule of Expenditures related to contract number SAG FY23-53594 is presented fairly, in all material respects, in accordance with (or based on) the terms in contract number SAG FY23-53594, in all material respects.

**Practitioner Responsibilities**

We will conduct our examination in accordance with the attestation standards established by the AICPA. An examination involves performing procedures to obtain evidence about the Schedule of Expenditures related to contract number SAG FY23-53594. The nature, timing and extent of procedures selected depend on the practitioner’s judgment, including the assessment of the risks of material misstatement of the subject matter, whether due to fraud or error.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards. However, we will inform you of any material noncompliance with laws or regulations, uncorrected misstatements, fraud, and when relevant to the subject matter, internal control deficiencies that comes to our attention, unless clearly inconsequential.

Our responsibility is limited to the period covered by our examination and does not extend to any other periods.

**Management Responsibilities**

Our examination will be conducted on the basis that management acknowledge and understand that they have responsibility:

- a. For the preparation and presentation of the Schedule of Expenditures related to contract number SAG FY23-53594 in accordance with (or based on) the terms in contract number SAG FY23-53594;
- b. For the design, implementation, and maintenance of internal control to prevent, or detect and correct, misstatement of the Schedule of Expenditures related to contract number SAG FY23-53594 due to fraud or error;
- c. For selecting and determining the suitability and appropriateness of the criteria upon which the Schedule of Expenditures related to contract number SAG FY23-53594 will be evaluated; and

- d. To provide us with:
- (1) Access to all information of which management is aware that is relevant to the Schedule of Expenditures related to contract number SAG FY23-53594 such as records, documentation, and other matters and that you are responsible for the accuracy and completeness of that information;
  - (2) Additional information that we may request from management for the purpose of the examination; and
  - (3) Unrestricted access to persons within the entity and others from whom we determine it necessary to obtain evidence.

As part of our examination process, we will request from management, written confirmation concerning representations made to us in connection with the examination.

We will not assume management responsibilities on behalf of the City of Dodgeville, Wisconsin. However, we will provide advice and recommendations to assist management of the City of Dodgeville, Wisconsin in performing its responsibilities.

The City of Dodgeville, Wisconsin's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the engagement are as follows:

- We will perform the services in accordance with applicable professional standards.
- This engagement is limited to the examination of the Schedule of Expenditures previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including approving journal entries. Our firm will advise the City of Dodgeville, Wisconsin with regard to positions taken in the Schedule of Expenditures, but the City of Dodgeville, Wisconsin must make all decisions with regard to those matters.

### **Reporting**

We will issue a written report upon completion of our examination of the Schedule of Expenditures related to contract number SAG FY23-53594. Our report will be addressed to the City of Dodgeville, Wisconsin's management and the Wisconsin Economic Development Corporation. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

## **Other**

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select.

During the course of the engagement, we may communicate with you or with your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.<sup>9</sup>

Regarding the electronic dissemination of the practitioner's report, including reports published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the subject matter or assertion.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

Shawn Roelli is the engagement partner for the services specified in this letter. The engagement partner's responsibilities include supervising Johnson Block & Company, Inc.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the attest report.

Our fees will be billed at our standard hourly rates, plus actual out-of-pocket expenses. We estimate the fee to range from \$2,500 - \$4,000. Invoices will be rendered every month and are payable upon presentation.

We will maintain the confidentiality of your personal information and will apply procedures to protect against any unauthorized release of your personal information to third parties.

We agree to retain our attest documentation or work papers for a period of at least five years from the date of our report.



Please sign and return this letter to indicate your acknowledgment of, and agreement with, the arrangements for our examination including our respective responsibilities. If you have any questions, please let us know.

We appreciate the opportunity to be of service to you and look forward to working with you and your staff.

Respectfully,

*Johnson Block and Company, Inc.*

Johnson Block and Company, Inc.

This letter correctly sets forth the understanding of the City of Dodgeville, Wisconsin

By: \_\_\_\_\_

Date: \_\_\_\_\_





### DODGEVILLE AREA AMBULANCE SERVICE STANDBY AGREEMENT

This Agreement, entered into this \_\_\_\_ day of \_\_\_\_\_, 202\_\_ by and between City of Dodgeville-Dodgeville Area Ambulance Service (EMS) and \_\_\_\_\_ (Standby User).

Whereas, Standby User is requesting dedicated standby services; and

Whereas, EMS is willing to provide such services under the terms set forth herein.

NOW, THEREFORE, it is agreed as follows:

1. EMS agrees to provide dedicated EMS standby service(s) to the Standby User named above. "Standby services" means a licensed emergency vehicle(s) staffed by licensed ALS personnel. The EMS unit(s) will locate themselves at the event in coordination with the event and will remain dedicated to the event, except as provided in herein.
2. EMS agrees to provide dedicated EMS standby service(s) to the Standby User named above for the dates, times, and locations specified below:

Location of the Event: \_\_\_\_\_  
\_\_\_\_\_

Date(s) and Time(s) the ambulance needs to be at the Location: \_\_\_\_\_  
\_\_\_\_\_

3. Due to the call volume of EMS, dedicated services are subject to availability of crews and ambulances. In addition, even if the Standby User requests and agrees to the condition of dedicated standby services, certain extreme, catastrophic or immediate life-threatening emergencies may still require EMS to utilize ambulance(s)/crew(s) assigned to the dedicated standby for outside incidents. If this occurs during a scheduled dedicated standby (with this Agreement in place) and a lapse of standby services occurs, another ambulance/crew will be routed to the event upon availability.
4. The Standby User agrees to reimburse EMS for the cost of providing the standby services contemplated by this Agreement as follows:
  - a. For the purpose of calculating billing, time shall commence 30 minutes prior to onsite time and will end 30 minutes after standby services are no longer required. Onsite time is considered 30 minutes prior to the event starting time unless an earlier onsite time is requested. If an emergency situation arises that requires EMS to utilize the



ambulance(s)/crew(s) assigned to the dedicated standby as described in section 3 of this Agreement, standby time for the affected ambulance(s)/crew(s) assigned to the dedicated standby shall be adjusted for the time EMS is unable to provide the ambulance(s)/crew(s) for the standby services contemplated by this agreement.

- b. If Standby User’s event is cancelled prior to the on-site start time, there will be no charge for the cancellation.
- c. The City of Dodgeville shall bill the Standby User upon completion of the event and Standby User agrees to pay EMS within thirty (30) days of submission of the invoice for services rendered. All payments must be sent to:

City of Dodgeville-Dodgeville Area Ambulance Service  
 100 E. Fountain St.  
 Dodgeville, WI 53533

- d. The fee for the dedicated standby service per ambulance/crew is outlined in the Dodgeville Fee Schedule set forth in Section 25.045 of the City code.

DESCRIPTION	FEE AMOUNT
Standby	\$150.00/hr

- 5. EMS reserves the right to refuse any request for standby services at any time prior to the date of service. This refusal to provide service shall only be made on a reasonable basis and based upon availability of resources and factors unforeseen at the time of the initiation of the Agreement.
- 6. Nothing herein shall be construed to create a higher level of care on the part of EMS than generally recognized under the laws of the State of Wisconsin for EMS services.
- 7. The charges provided herein reflect only those associated with making EMS readily available to the Standby User. The normal charges for the care and transportation of patients will be the responsibility of the patient unless the Standby User has made alternate arrangements with EMS and documented on the rate sheet.
- 8. Please direct all correspondence either electronic or otherwise for EMS to:

Dodgeville Area Ambulance Service  
 Chief  
 100 E. Fountain St.  
 Dodgeville, WI 53533  
 Phone: 608-935-5111  
 Email: [dodgevilleems@dodgevillewi.gov](mailto:dodgevilleems@dodgevillewi.gov)



By signing this document, Standby User agrees and acknowledges all the stated terms and conditions. Signed contracts shall be mailed or electronically delivered to City of Dodgeville-Dodgeville Area Ambulance Service.

**STANDBY USER**

**EMS**

\_\_\_\_\_  
*Signature (Standby User Representative)*

\_\_\_\_\_  
*Signature (EMS Representative)*

\_\_\_\_\_  
*Printed Name (Standby User Representative)*

\_\_\_\_\_  
*Printed Name (EMS Representative)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name of Standby User*

\_\_\_\_\_  
*Contact Person (Standby User)*

\_\_\_\_\_  
*Contact Person (Standby User)*

\_\_\_\_\_  
*Contact Phone Number (Standby User)*

\_\_\_\_\_  
*Contact Email (Standby User)*

**EMERGENCY MEDICAL SERVICES AGREEMENT BETWEEN THE COUNTY/CITY/VILLAGE/TOWN OF \_\_\_\_\_ AND CITY OF DODGEVILLE-DODGEVILLE AREA AMBULANCE SERVICE**

**Recitals**

WHEREAS, the County/City/Village/Town of \_\_\_\_\_ (hereinafter “Municipality”), being without its own emergency medical services (hereinafter referred to as “EMS services”), finds it necessary to contract with the City of Dodgeville, to provide these services to the citizens and property of this community and to those traveling through the community; and

WHEREAS, the parties deem it to be in the best interest of the Municipality \_\_\_\_\_ to maximize its EMS services protection by entering into this collaborative Agreement regarding the provision of such services; and

WHEREAS, the County/City/Village/Town of \_\_\_\_\_ deems it to be in its best interest to maximize EMS services and to minimize the cost to its citizens and property tax payers by entering into this Agreement for EMS services with the City of Dodgeville (hereinafter referred to as Contractor); and

WHEREAS, Wisconsin Statute Section 66.0301 authorizes municipalities to contract with other municipalities for EMS services; and

NOW, THEREFORE, the Municipality enters into the following agreement with Contractor for EMS services on the following terms:

# AGREEMENT

## SECTION 1: AGREEMENT TERM AND GEOGRAPHIC AREA SERVED

1. **Term of Agreement.** The initial term of this Agreement shall be for \_\_\_\_\_ year(s) from January 1, 202\_ to December 31, 202\_.

- ✓ *Optional provision if Agreement automatically extends beyond initial term:* The term of this Agreement shall be automatically renewed for an additional term of \_\_\_\_\_ year(s) and for additional periods of \_\_\_\_\_ years thereafter unless the parties to this Agreement have provided written notice to the other party of non-renewal at least 90 days prior to the end of the current term.

2. **Geographic Area Served.** The geographic area to be served under this Agreement is described by a map attached and incorporated into this Agreement as Exhibit A.

- ✓ *Option 1 for changing service area boundaries:* Any party seeking to make changes to the service area described in Exhibit A shall notify the other party(ies) of its intention one year before such boundary change shall take effect.
- ✓ *Option 2 for changing service area boundaries on a calendar year basis:* Municipality shall notify Contractor by July 1 of each year if it desires to make any changes in the boundaries of the service area for the upcoming calendar year. Municipality and Contractor shall work together in good faith to reach a mutual agreement to change the service area.

3. **Annexation.** Any property either added or subtracted from coverage as described in Paragraph 2 above by municipal annexation shall be immediately adjusted in Exhibit A. Municipality and Contractor shall work together in good faith to reach a mutual agreement to change the service area and any change in related fees.

4. **Contractor Provision of Services to Other Municipalities.** Municipality recognizes Contractor may also provide EMS services to all or part of other municipalities on a similar contractual basis.

## SECTION 2: CONTRACTOR RESPONSIBILITIES

5. **Coverage.** Contractor shall provide the required contracted services within the Municipality, and that is more specifically described in Exhibit A.

6. **Services Provided.** Contractor shall provide Municipality with EMS services utilizing Contractor's equipment and personnel pursuant to this Agreement. Services shall include, but not be limited to, determining the operational policies for the service; providing for and housing staff necessary to operate the service; providing housing, maintaining, inspecting, repairing, and replacing all supplies, equipment, and vehicles used in the service; providing related management, billing and accounting services.

Contractor shall comply with all applicable federal and state statutes, regulations, and administrative codes relating to governing licensed EMS providers, their employees, and their agents. Contractor will also make best efforts to comply with the most recent version of the Wisconsin Department of Health Service's "Wisconsin EMS Protocols." Furthermore, Contractor shall comply with such standards and procedures for occupational health and safety, patient care, privacy, and equipment reliability as may otherwise be required by applicable statutes, codes, and regulations, or conditions of insurability.

7. **Licensure.** Contractor shall obtain and maintain in force all required licenses for providing emergency medical services pursuant to this Agreement. This includes, but is not limited to, ambulance provider licenses and emergency medical provider practitioner licenses, certifications and training permits as required by federal and state law.

8. **Training.** Contractor shall continue its ongoing in-service training program for the purpose of maintaining the skill, proficiency, and training level of its licensed emergency medical practitioners, and vehicle operators. The training shall be provided to ensure all staff, whether employed or independent contractors, are trained at a minimum level satisfying all federal, state and local regulations, and/or conditions of insurability.

9. **Records and Reporting.** Contractor shall prepare and maintain necessary records to meet all federal, state and local reporting requirements, as well as any reporting required by insurance carriers. Contractor shall prepare and provide to the Municipality, on a yearly basis or on 30 days of request a statistical summary of actual EMS calls, including a breakdown of calls by type, and response time.

Contractor shall keep a complete record of ambulance service on an approved form as required by the State of Wisconsin. Contractor shall provide Municipality with an incident report for any incident involving a response time exceeding 25 minutes and/or any re-route time over five (5) minutes. Contractor shall also provide Municipality with a report when an emergency call to

Contractor was taken by another EMS service through mutual aid. Contractor shall provide Municipality with all other records, reasonably requested, that are non-proprietary and that Municipality deems necessary for provision of EMS services in the service area. Contractor shall provide the requested additional records within thirty (30) days of the request and Municipality agrees to keep such reports confidential to the extent permitted by state law.

10. **Insurance Coverage.** Contractor shall maintain liability, errors and omissions, motor vehicle collision, workers' compensation, and liability coverage for all Contractor personnel performing services pursuant to this Agreement. Contractor shall hold Municipality harmless for all services performed pursuant to this Agreement. Contractor personnel shall be compensated without contribution from Municipality, other than as provided in this Agreement. Contractor shall always maintain in force during the following insurance coverages during the performance of this Agreement:

1. Worker's Compensation insurance in accordance with Wisconsin Statutes;
2. Auto Liability insurance in the minimum amount of \$1,000,000.00 combined single limit coverage;
3. General Liability in the minimum amount of \$2,000,000.00 general aggregate and Personal Injury in the minimum amount of \$1,000,000.00; and
4. Contractor shall provide a certificate of insurance to Municipality within ten (10) days after the beginning of the performance under this Agreement and after each policy/expiration date which occurs during the term of this Agreement.

**SECTION 3: MUNICIPAL RESPONSIBILITIES**

11. **Provide Population Statistics.** Municipality shall provide a timely annual estimate of population living within the service area of its jurisdiction as determined by the Wisconsin Department of Administration and published at:

[https://doa.wi.gov/Pages/LocalGovtsGrants/Population\\_Estimates.aspx](https://doa.wi.gov/Pages/LocalGovtsGrants/Population_Estimates.aspx)

12. **Road Maintenance.** Municipality shall maintain and repair all roads within its jurisdiction that is within the service area in a reasonable manner to facilitate the safe and efficient provision of EMS services. Municipality shall notify Contractor in advance, where possible, of road maintenance work or closing that might affect the normal routing of ambulances in response to an emergency call.

13. **Rural Identification Numbers.** To ensure the quick and accurate identification of business and residential addresses during an emergency response, Municipality shall enforce the proper display of identification numbers in conformance with the system and standards established by the county.

14. **Driveway Ordinance.** Municipality has adopted a driveway ordinance ensuring Contractor will have safe access to property within the service area. County/City/Village/Town shall hold all property owners or occupants responsible for complying with the ordinance.

**SECTION 4: FINANCIAL ARRANGEMENTS**

- 15. **Compensation.** Each year Municipality shall pay an amount equal to \$0.20 per \$1,000 of equalized value within the geographic area to be served described in Paragraph 2 above and attached as Exhibit A. Municipality shall send the Municipality’s equalized value to Contractor by January 31 of each year. An annual bill shall be sent to the Municipality by February 15 of each year of the Agreement for the applicable amount. Municipality shall pay 50% of the amount billed by March 30th of each year and the remaining 50% by September 15th of each year.
- 16. **Additional Fees Prohibited.** Contractor shall not add any additional fees to those assessed by this Agreement. Special events or additional Fire Department training coverage will be an additional fee and shall be agreed upon in writing by the parties (see Exhibit B).
- 17. **Financial Audit.** Contractor will provide the Municipality upon request with annual audits or compilations completed by its independent auditors that verify Contractor’s year-end revenues and expenditures related to the performance of this Agreement during the prior fiscal year.

**SECTION 5: ADDITIONAL AGREEMENT TERMS**

- 18. **Non-Discrimination.** Contractor shall not discriminate in the provision of services, employment practices, or in the allocation of benefits based on color, race, religion, national origin, sex, age, marital status, physical or cognitive disability in accordance with federal, state, and local laws.
- 19. **Effective Date.** Except as otherwise provided in Paragraph 1 to this Agreement, this Agreement shall become effective and binding upon execution by all parties to the Agreement.
- 20. **Entire Agreement.** This Agreement is the full and complete agreement between the parties and supersedes all other agreements previously made between the parties relating to EMS services. There are no understandings or agreements between the parties other than those incorporated in writing in this Agreement. This Agreement may not be modified other than in writing and with the written consent of all the parties to this Agreement.
- 21. **Termination.** Any party may terminate this Agreement early upon twelve months prior written notice of the intent to terminate delivered to each party by certified U.S. Mail to the addresses contained in paragraph 25 below. Termination may be made with or without good cause. The twelve months’ notice of early termination is intended to provide adequate notice to the parties to make other necessary EMS arrangements. If any party elects early termination, such termination shall be effective at the end of a calendar month.

Contractor agrees material non-compliance with any of the terms, requirements, and conditions of this Agreement or a determination of inadequate, improper, or illegal acts while providing EMS services may result in immediate termination of this Agreement. Contractor may immediately terminate this Agreement if Municipality fails to make required payments under this Agreement that are more than 90 days late.



22. **Severability.** If any provision of this Agreement is deemed invalid or inoperative for any reason, this Agreement shall be construed with the invalid or inoperative provision deleted and the remaining rights and obligations shall be enforced accordingly.

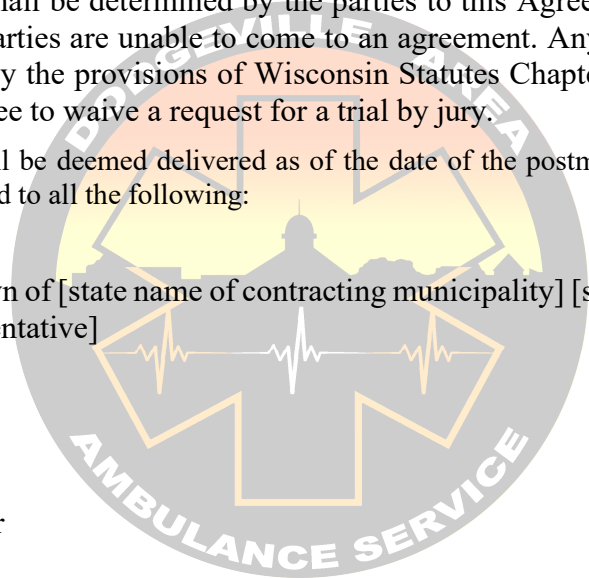
23. **Governing Law and Venue for Disputes.** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Wisconsin. Any proceeding, claim, action, or alternative dispute resolution arising out of or relating to this Agreement shall be brought in the state circuit court in the county in which the Municipality is principally located.

24. **Arbitration.** If the parties to this Agreement have a disagreement regarding implementation or interpretation of any aspect of this Agreement, either party may elect to arbitrate the differences, using the arbitration procedures of Wisconsin Statutes Chapter 788. However, rather than use a panel of three (3) arbitrators, the parties may agree to jointly select a single arbitrator to decide the dispute. Each party shall pay their own attorney’s fees and arbitration costs, but costs for the arbitrator and court reporter shall be equally divided between the parties. Specific procedures regarding preparation for, and conduct of, the arbitration proceedings shall be determined by the parties to this Agreement, or as ordered by the Arbitrator if the parties are unable to come to an agreement. Any right to seek court relief shall be governed by the provisions of Wisconsin Statutes Chapter 788. However, in any event, the parties agree to waive a request for a trial by jury.

25. **Notice.** Notice shall be deemed delivered as of the date of the postmark, shall be sent via certified mail, and addressed to all the following:

County/City/Village/Town of [state name of contracting municipality] [state title of authorized representative]  
[state address]

City of Dodgeville  
Mayor or Clerk/Treasurer  
100 E. Fountain St.  
Dodgeville, WI 53533



[Signature page to follow]

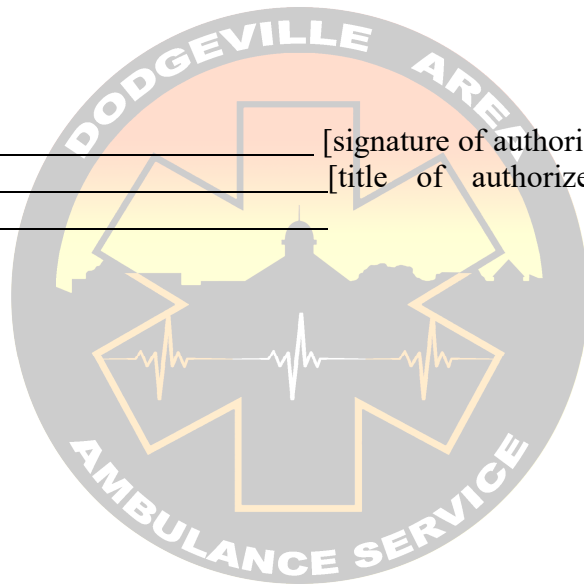
**IN WITNESS WHEREOF**, the undersigned having lawful authority from their respective municipalities and EMS service agency have set their hand on the dates set forth below.

For the County/City/Village/Town of \_\_\_\_\_ [state name of municipality]

\_\_\_\_\_ [signature of authorized representative]  
Its \_\_\_\_\_ [title of authorized representative]  
Date: \_\_\_\_\_

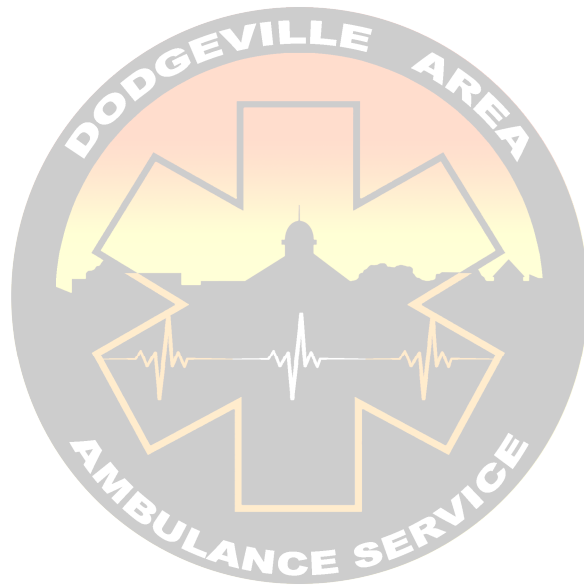
For \_\_\_\_\_ [state name of Contractor]

\_\_\_\_\_ [signature of authorized representative]  
Its \_\_\_\_\_ [title of authorized representative]  
Date: \_\_\_\_\_



**EXHIBIT A**

[add map of service territory]



**EXHIBIT B**

(add sample agreement regarding special events or additional Fire Department training)

