

Scott Walker  
Governor

Linda Seemeyer  
Secretary



**State of Wisconsin**

**Department of Health Services**

**DIVISION OF PUBLIC HEALTH**

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December 17, 2018

(Via E-Mail and Certified US Mail)  
BARABOO DISTRICT AMBULANCE SERVICE TRAINING CENTER  
PO BOX 195  
121 FIFTH STREET  
BARABOO WI 53913

**Re: Reprimand of Baraboo Training Center #TC-0005**

Dear Mr. Christopher Fiebig:

The Department of Health Services (Department), Emergency Medical Services (EMS) Section, hereby reprimands the Baraboo District Ambulance Service Training Center (Baraboo Training Center), Wisconsin EMS Center Certification #TC-0005, related to failure to maintain records as required by Wis. Admin. Code § DHS 110.23.

**FACTUAL BASIS FOR DEPARTMENT ACTION**

On October 4, 2018, representatives of the Department visited the Baraboo Training Center for the purpose of investigating a complaint and collecting records, in accordance with Wis. Admin. Code § DHS 110.53. The purpose of this visit was to determine if a violation of rules or statutes occurred.

On October 4, 2018, some of the requested records were provided. After further inspection, it was determined that not all of the records requested were provided. Specifically, personnel training records for current and former personnel for the past five (5) years, student records, and course records were missing.

On October 9, 2018, a letter demanding the remaining records was sent to the Baraboo District Ambulance Service and the Baraboo Training Center. The above records were to be provided no later than Friday, October 12, 2018.

On October 12, 2018, the Baraboo Training Center submitted supplemental records. There was also a letter that explained that some of the records could not be provided. The letter explained that during a move in 2016 some of the student files were damaged and were not salvageable. The letter further explained that in the summer of 2018, one of the lead instructor for Baraboo Training Center converted student records to electronic format. The original records were destroyed and the electronic versions could not be located.

The Department also conducted an audit of individual training records for the last renewal period. The records provided contained several inconsistencies on training center forms.

### **LEGAL AUTHORITY FOR DEPARTMENT ACTION**

Under Wis. Admin. Code § DHS 110.56,

The department may reprimand a licensee, permit holder, or certificate holder if the department finds that the person has violated a requirement of this chapter or ch. 256, Stats., or engaged in conduct described in s. DHS 110.54. A reprimand documents the department's finding that the permittee, certificate holder or licensee has violated a requirement of this chapter or ch. 256, Stats., or has engaged in conduct described in s. DHS 110.54. A reprimand may be in the form of a letter issued to the person who is the subject of the reprimand...

Wis. Admin. Code § DHS 110.23 states,

(1) The training center shall retain at a minimum all of the following records for each student for at least 5 years after course completion and make the records available for review upon request by the department:

- (a) Attendance records.
- (b) Evaluations of student progress, such as quizzes, exams, and practical evaluations and their scores.
- (c) Clinical training records.
- (d) Field training records.
- (e) Other documentation identified by the department.

(2) The training center shall keep its applications and supporting documentation for EMS instructor approvals and a list of all individuals approved as EMS instructors. Documents shall be made available upon request by the department.

### **DEPARTMENT ACTION**

Based on the records submitted, as well as the letter submitted explaining missing records, it has been determined that the Baraboo Training Center has failed to maintain records in accordance with Wis. Admin. Code 110 and Wis. Stat. ch. 256.

The Baraboo Training Center was provided with the opportunity to supplement the materials they supplied on October 4, 2018, and on October 12, 2018, submitted additional documentation; however, not all records could be provided.

In accordance with Wis. Admin. Code § 110.56, the Department will post the reprimand on the Department's EMS website, will retain a copy of this reprimand in the Baraboo Training Center's file, and may consider it in determining what further enforcement action may be appropriate if violations continue.

Pursuant to Wis. Admin. Code § 110.56, the Department's issuance of this reprimand is a final decision of the Department and is not subject to an administrative hearing.

Baraboo District Ambulance Service Training Center  
December 17, 2018  
Page 3 of 3

If you have questions or concerns, please contact me at the address above.

Sincerely,

A handwritten signature in black ink, appearing to read "K. D. McKeown", followed by a horizontal line extending to the right.

Karen D. McKeown, RN, MSN  
Administrator and State Health Officer  
Division of Public Health