

DEER-GROVE EMS COMMISSION MEETING
Cottage Grove Emergency Services Building
4030 County Road N, Cottage Grove, WI 53527
Thursday, February 16, 2017 6:30 PM

AGENDA

1. Call to Order.
2. Public Appearances: The public's opportunity to speak to the commission about any item not on the agenda.
3. Approval of minutes from previous meeting(s).
4. Discuss and Consider approval of January Financial Reports.
5. Discuss and Consider approval of Bills for Budgeted/Approved Expenses.
6. Discuss and Consider approval of Write Offs and Aging of Accounts.
7. Staff Report.
8. Correspondence.
9. Update on regionalization discussions/RFP for a consolidation consultant.
10. Discuss and consider opening a Fleet Card account with WEX Fleet One.
11. Consider/adopt motion to move into closed session pursuant Wis. Stat. §19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations: Preliminary consideration of concerns related to a Deer-Grove EMS staff member. AND pursuant to Statute §19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Chief's Annual Review.
12. Consider/Adopt motion to reconvene to open session to take any action necessary from closed session.
13. Set next commission meeting date and location.
14. Agenda items for next commission meeting.
15. Adjournment.

*****ANY ITEM IS SUBJECT FOR ACTION*****

By: Harvey Potter, Chairperson

Submitted February 8, 2017

It is possible that members of and a possible quorum of members of other governmental bodies of the municipalities may be in attendance at the above-stated meeting to gather information; no action will be taken by any other governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Please Note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Deer-Grove EMS Chief at 608-839-5658.

DEER-GROVE EMS COMMISSION MEETING

THURSDAY, JANUARY 19, 2017

Minutes

Present: Harvey Potter, John Williams, Gary Wiczorek, Jerry McMullen (for Greg Frutiger), Kris Hampton and Kristi Williams.

Also present: Chief Duane Erschen, Village of Cottage Grove Trustee Troy Allen, Honorary Members Stephen Ratzlaff and Maria Ferguson, Volunteer EMT Tom Miles, Accounts Manager Kim Banigan, and Village of Cottage Grove Cable Coordinator Andrew Day.

Potter called the meeting to order at 6:30 p.m.

Public Appearances: None.

Consider/adopt motion to move into closed session pursuant Wis. Stat. §19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations:

Preliminary consideration of concerns related to a Deer-Grove EMS staff member: Motion by Potter/Hampton to move into closed session for the reason stated above. Motion carried 6-0 by roll call vote. Chief Erschen and Cable Coordinator Andrew Day were asked to leave the room and the closed session began at 6:31 p.m.

Consider/Adopt motion to reconvene to open session and to take any action necessary from closed session: Motion by Potter/McMullen to reconvene to open session. Motion carried 6-0 by roll call vote. The closed session ended at 7:11 p.m. Honorary Members Stephen Ratzlaff and Maria Ferguson, and Volunteer EMT Tom Miles, who had been asked to leave during the course of the closed session, returned to the meeting, along with Chief Erschen and cable coordinator Andrew Day. Potter explained that the commission will not take any action tonight, but will post another closed session for their March 16th meeting to hear what the Chief has to say about the concerns expressed tonight. Ratzlaff will be notified as to when he should plan to reappear.

Approval of minutes from previous meetings: Motion by Hampton/K. Williams to approve the December 15, 2016 minutes as printed. Motion carried 6-0.

Discuss and Consider approval of the December Financial Reports: Motion by Potter/Hampton to approve the December financial reports as presented. Motion carried 6-0.

Discuss and Consider approval of Bills for Budgeted/Approved Expenses: Motion by Hampton/McMullen to approve payment of the bills as presented. Motion carried 6-0.

Discuss and Consider approval of Write Offs and Aging of Accounts: Motion by Hampton/K. Williams to approve the aging of accounts as presented. Motion carried 6-0. There were no write-off requests.

Staff Report: Quarterly stats were also included in commission packets, and Chief Erschen distributed the 2016 year-end report and a short and long term action plan for the service. He noted that there were 66 calls in December, for a total of 911 calls in 2016. He expects that number to be slightly higher in 2017 if DGEMS goes back to responding to CO and car fire calls with CGFD. Looking ahead to 2017, one area of focus will be to encourage volunteers to help staff the second ambulance more regularly, which would mean capturing more simultaneous incident transports.

Chief Erschen also reported that:

- The volunteer recruitment held in December resulted in 3 or 4 candidates moving forward to the background checking process. One candidate was referred to Marshall Area EMS to hopefully gain some experience.
- The Regionalization committee held another meeting that provided an opportunity for our representatives to gain an understanding of the confusion that the Marshall area communities are going through. Everyone there was still interested in the topic, but they are figuring out their priorities.
- The ambulance build is moving forward quickly, putting pressure on the committee to find the add-on equipment and ship it to Demers. The final inspection is currently scheduled for February 15th. Within a week to 10 days of that, the ambulances would be shipped to Antigo for installation of the lift systems and possibly the graphics. The Radio shop will do all of the radio installations. Delivery is on target for around April 1st, which is when payment will be due for the boxes. Banigan will need to bill the municipalities soon to ensure that funds are available.
- Lt. Lasko has been assigned to oversight of vehicle maintenance.
- Chief Erschen is taking over CQI.
- The Village of Deerfield will pay to paint the interior of Station 2.

Correspondence:

- Dale and Dwight Huston made a very generous donation of \$25,000 to the Deer-Grove EMS Association for outfitting of the new ambulances. The association will discuss the use of the donation at their January meeting.
- St. Paul's Liberty Lutheran Church made a \$50 donation to DGEMS.
- Banigan followed up on an offer for a WEX Universal Fleet card that came in the mail. The company has offered to waive the normal fees and the cards could be used at most any local fuel station, which would allow for purchasing DEF at a reduced rate through Road Ranger compared to the current options. It would also allow for ambulances to be fueled in Deerfield. This will be considered at the next meeting.
- Banigan provided information about the Wisconsin Deferred Comp program, which she an employee has already expressed interest in. The program allows for tax deferred savings by employees. The only employer obligation is to collect the funds through payroll deduction and deposit them with the program. This will be considered at the next meeting.

Update on DGEMS and MAEMS regionalization discussions: Wieczorek reported that the meeting was well attended, including the Marshall Village President and Clerk/Administrator. There appeared to be some contention among MAEMS leaders. Marshall has given notice of intent to withdraw from the district because they want all options available at the end of the year, but Marshall does seem very interested in consolidating with DGEMS. No more regionalization meetings are currently scheduled, but Wieczorek recommended that we keep the momentum going to precipitate movement from Marshall. Wieczorek had a very positive meeting with Cambridge Area EMS Director Bob Salov who is very interested in moving forward with the RFP. Overall Wieczorek was pleased with his conversation with Salov, which also touched on Cambridge staffing and the idea of allowing some cross licensing to allow sharing of people. There is also news of a new partnership between Deforest and Windsor as of January 1, 2017. The new governance structure consists of the two villages as equals with contracts to all townships.

Discuss and consider RFP for a Consolidation Consultant: During Wieczorek's meeting with Salov, Salov mentioned Jeanne Clark, a retired nurse administrator with relevant experience, who has offered to finish the RFP. Wieczorek recommended forwarding the draft he had prepared, as red-lined by Chief Erschen and Banigan, to Ms. Clark.

Discuss and consider amending the 2016 DGEMS Budget: Motion by Hampton/J. Williams to allocate \$94,196.00 of unassigned funds to cover the chassis purchases, and reallocate \$37,387 from under budget items to cover the overage on health insurance. Motion carried 6-0.

Discuss and consider 2017 hourly rates for Attorney Daniel Barker: A letter from Atty. Barker proposed a \$15.00 per hour increase in his rates for 2017, bringing his hourly rate to \$225.00/hours. Motion by Potter/McMullen to accept the rate increase. Motion carried 6-0.

Discuss and consider an Employee Assistance Program: Chief Erschen said that the end of the year was especially rough on staff, both due to traumatic calls and personal matters. An EAP could provide them with crucial resources to help them cope. He provided two EAP proposals. One from Family Service Madison offers coverage for everybody for \$792/year, and is currently used by Middleton and Oregon EMS. The second proposal, from Empathia, would cost considerably more as it and has a per use cost and requires payment for a minimum of 100 employees. Motion by McMullen/K. Williams to approve the agreement with Family Service Madison to provide an Employee Assistance program at a cost of \$792 per year. Motion carried 6-0.

Discuss and consider a proposal for increasing staffing of two ambulances: Chief Erschen is still working on this and asked that it be held off until the next meeting. Motion by McMullen/J. Williams to table until the February meeting. Motion carried 6-0.

Consider/Adopt motion to move into closed session pursuant to Wis. Stat. §19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Discuss offering of contracted EMS services: Motion by Potter/K. Williams to move into closed session for the reason stated above. Motion carried 6-0 by roll call vote. Cable Coordinator Andrew Day left and the closed session began at 8:13 P.M.

Consider/Adopt motion to reconvene to open session and to take any action necessary from closed session: Motion by Potter/Hampton to reconvene to open session. Motion carried 6-0 by roll call vote. The closed session ended at 8:37 P.M. and there was no action as a result.

Set next commission meeting date and location: The next commission meeting will be on February 16, 2017 at 6:30 P.M. at the Cottage Grove Emergency Services Building.

Agenda items for next commission meeting: Update on regionalization, update on RFP for consolidation consultant, staffing, Wisconsin Deferred Comp program, fleet card, closed session for employee concerns, closed session for Chief's review and Ratzlaff concerns.

Adjournment: Motion by Hampton/K. Williams to adjourn. Motion carried 6-0. The meeting ended at 8:39 P.M.

Submitted by Kim Banigan

Deer-Grove EMS
Profit & Loss Budget vs. Actual
January 2017

	1/12th of					Jan 16
	Jan 17	Annual Budget	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense						
Income						
230 · Training Center Income	300.00	208.33	2,500.00	-2,200.00	12.0%	0.00
610 · Town/Villages Assesments	109,303.82	36,434.60	437,215.25	-327,911.43	25.0%	103,526.38
620 · Ambulance Run Fees	46,732.23	39,583.33	475,000.00	-428,267.77	9.84%	26,530.84
630 · Contracted Revenue	0.00	2,636.23	31,634.75	-31,634.75	0.0%	0.00
640 · Interest Earned	47.90	50.00	600.00	-552.10	7.98%	61.56
693 · Donations	50.00	0.00				50.00
Total Income	156,433.95	78,912.50	946,950.00	-790,516.05	16.52%	130,168.78
Gross Profit	156,433.95	78,912.50	946,950.00	-790,516.05	16.52%	130,168.78
Expense						
720 · Wages	14,881.06	32,770.00	393,240.00	-378,358.94	3.78%	15,511.37
721 · Health Insurance	18,754.84	10,217.50	122,610.00	-103,855.16	15.3%	19,182.58
722 · Workmans Comp	2,340.33	2,988.33	35,860.00	-33,519.67	6.53%	2,293.92
723 · Retirement Plan	1,849.79	3,776.67	45,320.00	-43,470.21	4.08%	1,215.35
724 · Employers FICA Expense	1,354.58	3,245.83	38,950.00	-37,595.42	3.48%	1,442.11
725 · Staff Continuing Education	440.00	541.67	6,500.00	-6,060.00	6.77%	427.20
726 · Travel/Mileage Reimbursement	0.00	41.67	500.00	-500.00	0.0%	0.00
728 · Medical Director Fee	500.00	500.00	6,000.00	-5,500.00	8.33%	500.00
734 · Overtime	2,986.38	7,859.17	94,310.00	-91,323.62	3.17%	4,365.02
735 · EMT Stipend	0.00	2,875.00	34,500.00	-34,500.00	0.0%	0.00
736 · LifeQuest Billing	2,603.38	3,416.67	41,000.00	-38,396.62	6.35%	2,800.97
740 · Office Equipment (expense)	105.78	135.83	1,630.00	-1,524.22	6.49%	95.00
742 · Office Supplies	134.76	166.67	2,000.00	-1,865.24	6.74%	319.80
770 · Communications	596.32	583.33	7,000.00	-6,403.68	8.52%	592.68
775 · IT expenses	145.83	416.67	5,000.00	-4,854.17	2.92%	1,150.00
790 · Publicity and Advertising	0.00	125.00	1,500.00	-1,500.00	0.0%	0.00
791 · Training Center Expense	80.00	166.67	2,000.00	-1,920.00	4.0%	0.00
810 · EMT Recognition	0.00	83.33	1,000.00	-1,000.00	0.0%	0.00
820 · EMT Continuing Education	1,445.00	416.67	5,000.00	-3,555.00	28.9%	197.04
825 · Chief Continuing Education	0.00	125.00	1,500.00	-1,500.00	0.0%	0.00
829 · Vehicle Maintenance	979.88	350.00	4,200.00	-3,220.12	23.33%	429.17
831 · Fuel	723.81	1,000.00	12,000.00	-11,276.19	6.03%	647.85
840 · Equipment/Non-Disposable	2,284.48	358.33	4,300.00	-2,015.52	53.13%	826.95
842 · Equipment Maintenance	2,470.00	423.33	5,080.00	-2,610.00	48.62%	2,470.00
845 · Capital Purchase	4,285.96	0.00				0.00
850 · Medical Supplies	3,990.26	2,823.33	33,880.00	-29,889.74	11.78%	1,161.96
852 · Training Medical Supplies	0.00	83.33	1,000.00	-1,000.00	0.0%	0.00
860 · Clothing	159.35	758.33	9,100.00	-8,940.65	1.75%	0.00
870 · Insurance	1,687.00	708.33	8,500.00	-6,813.00	19.85%	1,662.00
871 · Group Life Insurance	33.04	45.83	550.00	-516.96	6.01%	69.06
872 · Unemployment Insurance	0.00	333.33	4,000.00	-4,000.00	0.0%	0.00
879 · Health Maintenance & Safety	0.00	125.00	1,500.00	-1,500.00	0.0%	0.00
880 · Legal Fees	0.00	416.67	5,000.00	-5,000.00	0.0%	0.00
881 · Accounting Fees	0.00	600.00	7,200.00	-7,200.00	0.0%	0.00
885 · Overdue Run Fees	4,655.17	0.00	0.00	4,655.17	100.0%	4,342.50
898 · Building and Grounds	53.59	275.00	3,300.00	-3,246.41	1.62%	53.55
899 · Miscellaneous Expenses	1,410.00	160.00	1,920.00	-510.00	73.44%	417.82
Total Expense	70,950.59	78,912.50	946,950.00	-875,999.41	7.49%	62,173.90
Net Ordinary Income	85,483.36	0.00	0.00	85,483.36	100.0%	67,994.88
Other Income/Expense						
Other Income						
9010 · Debt Service Assessment	5,175.49	431.29	5,175.49	0.00	100.0%	9,998.00
Total Other Income	5,175.49	431.29	5,175.49	0.00	100.0%	9,998.00
Other Expense						
1030 · Debt Service	5,175.49	431.29	5,175.49	0.00	100.0%	9,998.00
Total Other Expense	5,175.49	431.29	5,175.49	0.00	100.0%	9,998.00
Net Other Income	0.00	0.00	0.00	0.00	0.0%	0.00
Net Income	85,483.36	0.00	0.00	85,483.36	100.0%	67,994.88

Deer-Grove EMS
Check Detail
January 2017

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
20012	Check	01/05/2017	Antoniewicz, Lisa	2016 clothing allowance	101 · Operating Checking	-82.70	
				socks	860 · Clothing	10.99	-10.99
				shorts (2)	860 · Clothing	39.98	-39.98
				bedding	860 · Clothing	31.73	-31.73
						<u>82.70</u>	<u>-82.70</u>
20013	Check	01/05/2017	Sanders, Seth C	2016 clothing allowance	101 · Operating Checking	-49.99	
				Pants	860 · Clothing	49.99	-49.99
						<u>49.99</u>	<u>-49.99</u>
20014	Bill Pmt -Check	01/05/2017	Airgas USA, LLC	oxygen	101 · Operating Checking	-104.13	
9058730136	Bill	12/28/2016		oxygen	850 · Medical Supplies	104.13	-104.13
						<u>104.13</u>	<u>-104.13</u>
20015	Bill Pmt -Check	01/05/2017	Aladtec, Inc.		101 · Operating Checking	-1,250.00	
15100	Bill	01/01/2017		EMS Manager 01/31/17 - 01/31/18	899 · Miscellaneous Expenses	1,250.00	-1,250.00
						<u>1,250.00</u>	<u>-1,250.00</u>
20016	Bill Pmt -Check	01/05/2017	Bound Tree Medical, LLC		101 · Operating Checking	-2,782.23	
82354359	Bill	12/17/2016		Backboard/split litter	840 · Equipment/Non-Disposable	879.99	-879.99
82354360	Bill	12/17/2016		Medical Supplies	850 · Medical Supplies	181.70	-181.70
82358160	Bill	12/21/2016		2 backboards	840 · Equipment/Non-Disposable	577.98	-577.98
82359447	Bill	12/22/2016		Medical Supplies	850 · Medical Supplies	1,142.56	-1,142.56
						<u>2,782.23</u>	<u>-2,782.23</u>
20017	Bill Pmt -Check	01/05/2017	Charter Communications		101 · Operating Checking	-208.83	
8245117120000443	Bill	01/01/2017		January Shared Internet Service - ESOB	770 · Communications	59.99	-59.99
				January Phone Service - Station 1	770 · Communications	76.66	-76.66
8245116870023811	Bill	01/01/2017		Station 2 phone & internet	770 · Communications	72.18	-72.18
						<u>208.83</u>	<u>-208.83</u>
20018	Bill Pmt -Check	01/05/2017	GFC Leasing WI		101 · Operating Checking	-48.30	
I00340619	Bill	12/21/2016		Copier Lease	740 · Office Equipment (expense)	48.30	-48.30
						<u>48.30</u>	<u>-48.30</u>

Deer-Grove EMS
Check Detail
January 2017

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
20019	Bill Pmt -Check	01/05/2017	Landmark Services Cooperative	December Fuel	101 · Operating Checking	-632.11	
	Bill	12/31/2016		December Fuel	831 · Fuel	632.11	-632.11
						<u>632.11</u>	<u>-632.11</u>
20020	Bill Pmt -Check	01/05/2017	O'Reilly Auto Parts		101 · Operating Checking	-59.74	
4331226153	Bill	12/14/2016		bulbs, wiper blades	829 · Vehicle Maintenance	34.75	-34.75
4331226142	Bill	12/14/2016		Def	829 · Vehicle Maintenance	24.99	-24.99
						<u>59.74</u>	<u>-59.74</u>
20021	Bill Pmt -Check	01/05/2017	Visa		101 · Operating Checking	-2,090.04	
	Bill	12/31/2016		Wall speaker set	775 · IT expenses	69.88	-69.88
				TV wall mounts, HDMI Cables, speaker wire	775 · IT expenses	155.16	-155.16
				Stereo receiver, podium, HDMI splitter, Laptop computer	775 · IT expenses	405.55	-405.55
				50 inch LED TV	775 · IT expenses	269.99	-269.99
				(2) 32 inch LED TVs	775 · IT expenses	219.98	-219.98
				USPS - Mail commission packets	742 · Office Supplies	6.80	-6.80
				Netflix	770 · Communications	10.54	-10.54
				USPS - Ambulance agreement to Ewald	742 · Office Supplies	1.15	-1.15
				Quickbooks Payroll Annual	899 · Miscellaneous Expenses	625.00	-625.00
				USPS - rosters to MATC	742 · Office Supplies	1.99	-1.99
				Emblem Enterprises - 200 patches	860 · Clothing	324.00	-324.00
						<u>2,090.04</u>	<u>-2,090.04</u>
20022	Bill Pmt -Check	01/05/2017	WEMSA	Reservation 140	101 · Operating Checking	-1,170.00	
37685	Bill	01/01/2017		M Cysiewski	820 · EMT Continuing Education	260.00	-260.00
				D Erschen	725 · Staff Continuing Education	70.00	-70.00
				J McMullen	820 · EMT Continuing Education	350.00	-350.00
				J McMullen beer tasting - he will pay back	1512 · Employee Personal Expenses Due	10.00	-10.00
				S Sanders	725 · Staff Continuing Education	205.00	-205.00
				A Meinholz	820 · EMT Continuing Education	265.00	-265.00
				A Meinholz beer tasting - she will pay back	1512 · Employee Personal Expenses Due	10.00	-10.00
						<u>1,170.00</u>	<u>-1,170.00</u>
20023	Bill Pmt -Check	01/05/2017	Wisconsin Department of Revenue		101 · Operating Checking	-10.00	

Deer-Grove EMS
Check Detail
January 2017

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
L1136823520	Bill	01/01/2017		Business Tax Registration 2017-2019	899 · Miscellaneous Expenses	10.00	-10.00
						<u>10.00</u>	<u>-10.00</u>
20024	Liability Check	01/06/2017	Fire Fighters Local 311		101 · Operating Checking	-191.13	
				Union Dues	Local 311 Dues	191.13	-191.13
						<u>191.13</u>	<u>-191.13</u>
EFT	Liability Check	01/10/2017	EFTTPS	39-1293690	101 · Operating Checking	-5,243.32	
				39-1293690	224 · FICA/Fed Payable	2,210.00	-2,210.00
				39-1293690	2242 · FICA/Fed Payable-ER	1,229.19	-1,229.19
				39-1293690	2241 · FICA/Fed Payable-EE	1,229.19	-1,229.19
				39-1293690	2242 · FICA/Fed Payable-ER	287.47	-287.47
				39-1293690	2241 · FICA/Fed Payable-EE	287.47	-287.47
						<u>5,243.32</u>	<u>-5,243.32</u>
20025	Check	01/16/2017	Monona State Bank	Turnout Gear Loan	101 · Operating Checking	-5,175.49	
				Principal	1031 · Debt Service Principal	5,058.01	-5,058.01
				Interest	1032 · Debt Service - Interest	117.48	-117.48
						<u>5,175.49</u>	<u>-5,175.49</u>
20026	Bill Pmt -Check	01/16/2017	Ewald Chrysler Jeep Dodge LLC		101 · Operating Checking	-94,196.00	
27333	Bill	12/08/2016		2017 RAM 5500 3C7WRNCL9HG584332	845 · Capital Purchase	47,098.00	-47,098.00
27334	Bill	12/08/2016		2017 RAM 5500 3C7WFRNCL7HG584331	845 · Capital Purchase	47,098.00	-47,098.00
						<u>94,196.00</u>	<u>-94,196.00</u>
20027	Check	01/19/2017	Lasko, Wendy J	Reimbursement	101 · Operating Checking	-105.00	
				2017 WEMSA Registration	725 · Staff Continuing Education	105.00	-105.00
						<u>105.00</u>	<u>-105.00</u>
20039	Liability Check	01/19/2017	Minnesota Life Insurance Company	2832-GL	101 · Operating Checking	-85.49	
				2832-GL	Additional	28.23	-28.23
				2832-GL	Basic	43.07	-43.07
				2832-GL	Spouse/Dependent	7.00	-7.00
				2832-GL	Supplemental	7.19	-7.19
						<u>85.49</u>	<u>-85.49</u>
20028	Bill Pmt -Check	01/19/2017	Ace Hardware		101 · Operating Checking	-19.36	

Deer-Grove EMS
Check Detail
January 2017

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
069472/2	Bill	12/21/2016		dish soap, sponge, air freshener	898 · Building and Grounds	10.37	-10.37
069736/2	Bill	01/10/2017		ice melt salt	898 · Building and Grounds	8.99	-8.99
						<u>19.36</u>	<u>-19.36</u>
20029	Bill Pmt -Check	01/19/2017	Airgas USA, LLC	Cylindar Rental	101 · Operating Checking	-91.37	
9941362312	Bill	12/31/2016		Cylindar Rental	850 · Medical Supplies	91.37	-91.37
						<u>91.37</u>	<u>-91.37</u>
20030	Bill Pmt -Check	01/19/2017	Baer Insurance Servies	Liability Insurance	101 · Operating Checking	-1,687.00	
60953	Bill	01/02/2017		Liability Insurance	870 · Insurance	1,687.00	-1,687.00
						<u>1,687.00</u>	<u>-1,687.00</u>
20031	Bill Pmt -Check	01/19/2017	Bound Tree Medical, LLC		101 · Operating Checking	-4,092.30	
82367592	Bill	01/04/2017		Medical Supplies	850 · Medical Supplies	86.86	-86.86
82369033	Bill	01/05/2017		Medical Supplies	850 · Medical Supplies	1,404.23	-1,404.23
82371595	Bill	01/09/2017		Medical Supplies	850 · Medical Supplies	194.90	-194.90
82371596	Bill	01/09/2017		Medical Supplies	850 · Medical Supplies	18.50	-18.50
82373377	Bill	01/10/2017		Medical Supplies	850 · Medical Supplies	56.04	-56.04
82367591	Bill	01/04/2017		BP Cuffs, lithium ion batteries, 5 lead	840 · Equipment/Non-Disposable	2,284.48	-2,284.48
82370578	Bill	01/06/2017	Cottage Grove Police Dept.	Opiod OD Kit - bill to CGPD	850 · Medical Supplies	47.29	-47.29
						<u>4,092.30</u>	<u>-4,092.30</u>
20032	Bill Pmt -Check	01/19/2017	GFC Leasing WI		101 · Operating Checking	-57.48	
IN1177726	Bill	01/08/2017		Copier Maintenance	740 · Office Equipment (expense)	57.48	-57.48
						<u>57.48</u>	<u>-57.48</u>
20033	Bill Pmt -Check	01/19/2017	NASSCO	can liners - Station 2	101 · Operating Checking	-44.60	
S2133687.001	Bill	01/04/2017		can liners - Station 2	898 · Building and Grounds	44.60	-44.60
						<u>44.60</u>	<u>-44.60</u>
20034	Bill Pmt -Check	01/19/2017	Pomp's Tire Service, Inc.	Car 79 tires	101 · Operating Checking	-586.00	
80121730	Bill	12/21/2016		Car 79 tires	829 · Vehicle Maintenance	586.00	-586.00
						<u>586.00</u>	<u>-586.00</u>
20035	Bill Pmt -Check	01/19/2017	Society Insurance	Worker's Comp Insuance	101 · Operating Checking	-2,340.33	
750-153-976	Bill	01/01/2017		Worker's Comp Insuance	722 · Workmans Comp	2,340.33	-2,340.33
						<u>2,340.33</u>	<u>-2,340.33</u>

Deer-Grove EMS
Check Detail
January 2017

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
20036	Bill Pmt -Check	01/19/2017	Tactical Medical Solutions, Inc.	Downed Officer Kit	101 · Operating Checking	-1,111.65	
	Bill	01/17/2017		Downed Officer Kit	850 · Medical Supplies	1,111.65	-1,111.65
						<u>1,111.65</u>	<u>-1,111.65</u>
20037	Bill Pmt -Check	01/19/2017	US Cellular	Monitors	101 · Operating Checking	-35.65	
0172170782	Bill	01/04/2017		Monitors	770 · Communications	35.65	-35.65
						<u>35.65</u>	<u>-35.65</u>
20038	Bill Pmt -Check	01/19/2017	Verizon Wireless		101 · Operating Checking	-143.13	
9778452549	Bill	01/10/2017		Car 79	770 · Communications	30.03	-30.03
				Lifeline	770 · Communications	30.03	-30.03
				Horton	770 · Communications	30.03	-30.03
				Cell Phone (Chief)	770 · Communications	53.04	-53.04
						<u>143.13</u>	<u>-143.13</u>
20040	Liability Check	01/20/2017	Fire Fighters Local 311	Union Dues	101 · Operating Checking	-180.12	
				Union Dues	Local 311 Dues	180.12	-180.12
						<u>180.12</u>	<u>-180.12</u>
EFT	Liability Check	01/23/2017	Employee Trust Funds	5300000	101 · Operating Checking	-11,589.40	
				5300000	Health Insurance Liability - ER	10,158.89	-10,158.89
				5300000	Health Insurance Liability - EE	1,430.51	-1,430.51
						<u>11,589.40</u>	<u>-11,589.40</u>
EFT	Liability Check	01/24/2017	EFTTPS	39-1293690	101 · Operating Checking	-4,661.66	
				39-1293690	224 · FICA/Fed Payable	2,029.00	-2,029.00
				39-1293690	2242 · FICA/Fed Payable-ER	1,066.83	-1,066.83
				39-1293690	2241 · FICA/Fed Payable-EE	1,066.83	-1,066.83
				39-1293690	2242 · FICA/Fed Payable-ER	249.50	-249.50
				39-1293690	2241 · FICA/Fed Payable-EE	249.50	-249.50
						<u>4,661.66</u>	<u>-4,661.66</u>
EFT	Liability Check	01/30/2017	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,755.67	
				036-0000519180-02	225 · State Withholding	1,755.67	-1,755.67
						<u>1,755.67</u>	<u>-1,755.67</u>
EFT	Liability Check	01/30/2017	Employee Trust Funds	5300000	101 · Operating Checking	-5,757.07	

Deer-Grove EMS
Check Detail
January 2017

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
				5300000	2272 · Employer Share WRS	3,383.62	-3,383.62
				5300000	2271 · Employee Share WRS	2,373.45	-2,373.45
						<u>5,757.07</u>	<u>-5,757.07</u>
EFT	Liability Check	01/30/2017	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-904.72	
				036-0000519180-02	225 · State Withholding	904.72	-904.72
						<u>904.72</u>	<u>-904.72</u>

Deer-Grove EMS
Payroll Transaction Detail
 January 2017

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>	
01/06/2017	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	80	1,352.80	
				Anders, Devon C	Overtime Hourly Rate	16	405.92
						1,758.72	
01/20/2017	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	42.5	763.30	
				Anders, Devon C	Overtime Hourly Rate	8	215.52
				Anders, Devon C	Vacation Hourly Rate	24	431.04
						1,409.86	
01/06/2017	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	28	621.04	
				Antoniewicz, Lisa M	Overtime Hourly Rate	16	532.32
				Antoniewicz, Lisa M	Vacation Hourly Rate	24	532.32
				Antoniewicz, Lisa M	Sick Hourly Rate	22	487.96
						2,173.64	
01/20/2017	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	80	1,968.00	
				Antoniewicz, Lisa M	Overtime Hourly Rate	31	1,143.90
				Antoniewicz, Lisa M	Holiday Bonus		300.00
						3,411.90	
01/06/2017	DD	Paycheck	Banigan, Kim M	Regular Hourly Rate	22	368.94	
				Banigan, Kim M	Sick Hourly Rate	2	33.54
				Banigan, Kim M	Holiday Hourly Rate	6	100.62
						503.10	
01/20/2017	DD	Paycheck	Banigan, Kim M	Regular Hourly Rate	27	470.88	
				Banigan, Kim M	Holiday Hourly Rate	3	52.32
						523.20	
01/06/2017	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	56	980.00	
				Belden, Elliott H	Overtime Hourly Rate	32	840.00
				Belden, Elliott H	Vacation Hourly Rate	24	420.00
				Belden, Elliott H	Holiday Bonus		150.00
						2,390.00	
01/20/2017	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	64	1,190.40	
				Belden, Elliott H	Overtime Hourly Rate	8	223.20
						1,413.60	
01/06/2017	DD	Paycheck	Childers, Megan E	Weekend Stipend	4	72.00	
				Childers, Megan E	Training Attendance Stipend	1	12.00
						84.00	
01/06/2017	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	80	1,352.80	
				Cummings, Ross E	Overtime Hourly Rate	21	532.77
						1,885.57	
01/20/2017	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	66.5	1,194.34	
				Cummings, Ross E	Overtime Hourly Rate	8	215.52
						1,409.86	
01/06/2017	DD	Paycheck	Cysiewski, Mandy J	CPR Instructor Wage	13.25	198.75	
				Cysiewski, Mandy J	Weekday Stipend	6	72.00
						270.75	
01/20/2017	DD	Paycheck	Dostalek, Jeffrey J	Regular Hourly Rate	24	366.00	
						366.00	

Deer-Grove EMS
Payroll Transaction Detail
January 2017

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
01/06/2017	DD	Paycheck	Einstein, Justin	Weekend Stipend	4	72.00
						72.00
01/06/2017	DD	Paycheck	Erschen, Duane R	Salary	40	1,142.51
			Erschen, Duane R	Sick Salary	24	685.51
			Erschen, Duane R	Holiday Salary	16	457.00
						2,285.02
01/20/2017	DD	Paycheck	Erschen, Duane R	Salary	72	2,149.06
			Erschen, Duane R	Holiday Salary	8	238.78
						2,387.84
01/06/2017	DD	Paycheck	Ferguson, Maria M	Training Attendance Stipend	1	12.00
						12.00
01/06/2017	DD	Paycheck	Hartman, Michael D	Weekday Stipend	4	48.00
			Hartman, Michael D	Weekend Stipend	1	18.00
			Hartman, Michael D	Training Attendance Stipend	1	12.00
						78.00
01/06/2017	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	80	1,357.60
			Lasko, Wendy J	Overtime Hourly Rate	17	432.82
			Lasko, Wendy J	Holiday Bonus		450.00
						2,240.42
01/20/2017	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	66	1,168.86
			Lasko, Wendy J	Overtime Hourly Rate	8	212.56
			Lasko, Wendy J	Sick Hourly Rate	24	425.04
						1,806.46
01/06/2017	DD	Paycheck	McMullen, Jeremy B	Weekday Stipend	34	408.00
			McMullen, Jeremy B	Weekend Stipend	22	396.00
			McMullen, Jeremy B	Holiday Stipend	6	108.00
			McMullen, Jeremy B	Training Attendance Stipend	1	12.00
						924.00
01/06/2017	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	64	986.24
			Mickelson, Matthew A	Overtime Hourly Rate	8	184.96
			Mickelson, Matthew A	Holiday Bonus		150.00
						1,321.20
01/20/2017	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	80	1,232.80
			Mickelson, Matthew A	Overtime Hourly Rate	16	369.92
			Mickelson, Matthew A	Holiday Bonus		300.00
						1,902.72
01/06/2017	DD	Paycheck	Miles, Thomas E	Weekday Stipend	3	36.00
			Miles, Thomas E	Weekend Stipend	2	36.00
			Miles, Thomas E	Training Attendance Stipend	1	12.00
						84.00
01/06/2017	DD	Paycheck	Nimz, Bradley W	Regular Hourly Rate	12	180.00
						180.00
01/06/2017	DD	Paycheck	Rappert, Lucas RD	Weekday Stipend	11	132.00
			Rappert, Lucas RD	Training Attendance Stipend	1	12.00
						144.00

Deer-Grove EMS
Payroll Transaction Detail
January 2017

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
01/06/2017	DD	Paycheck	Ratzlaff, Stephen W	Training Attendance Stipend	1	12.00
						12.00
01/20/2017	DD	Paycheck	Roznik, Alex D	Regular Hourly Rate	12	180.00
						180.00
01/06/2017	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	80	1,352.80
			Sanders, Seth C	Overtime Hourly Rate	20	507.40
			Sanders, Seth C	Holiday Bonus		150.00
						2,010.20
01/20/2017	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	64	1,149.44
			Sanders, Seth C	Overtime Hourly Rate	8	215.52
						1,364.96
01/06/2017	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	64	1,018.24
			Schlicht, Trevor A	Overtime Hourly Rate	8	190.96
			Schlicht, Trevor A	Holiday Bonus		300.00
						1,509.20
01/20/2017	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	80	1,300.80
			Schlicht, Trevor A	Overtime Hourly Rate	16	390.24
						1,691.04
01/06/2017	DD	Paycheck	Severson, Erik	Weekday Stipend	2	24.00
			Severson, Erik	Training Attendance Stipend	1	12.00
						36.00
01/06/2017	DD	Paycheck	Stier, Peter	Medical Director Fee		500.00
						500.00
01/06/2017	DD	Paycheck	Yelk Meinholz, Amy M	Training Attendance Stipend	1	12.00
						12.00
TOTAL						38,353.26

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Deer-Grove EMS
Deposit Detail
January 2017

Type	Date	Name	Memo	Account	Amount
Deposit	01/31/2017		Interest	101 · Operating Checking	4.39
			Interest	640 · Interest Earned	-4.39
TOTAL					-4.39
Deposit	01/06/2017		Deposit	103 · Savings bank of Deerfield	35,141.55
Sales Receipt	01/06/2017	Town of Cottage Grove	25% of Annual Budgeted Assessment	1499 · Undeposited Funds	-35,141.55
TOTAL					-35,141.55
Deposit	01/18/2017		Deposit	103 · Savings bank of Deerfield	75,093.13
Sales Receipt	01/09/2017	Village of Cottage Grove(c}	25% of Annual Budgeted Assessment + Debt service	1499 · Undeposited Funds	-58,172.87
Sales Receipt	01/09/2017	Donation	St Pauls Liberty Lutheran	1499 · Undeposited Funds	-50.00
Sales Receipt	01/12/2017	Village of Deerfield	25% of Annual Budgeted Assessment	1499 · Undeposited Funds	-16,870.26
TOTAL					-75,093.13
Deposit	01/31/2017		Interest	103 · Savings bank of Deerfield	43.51
			Interest	640 · Interest Earned	-43.51
TOTAL					-43.51

Aging Summary Report

2015	Billable Units									Deposit from	
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Collections
January	182	71,601.03	39,504.20	17,789.15	12,476.67	17,913.07	8,522.30	10,761.60	178,568.02		39,826.28
February	189	75,162.55	51,896.88	17,035.92	14,074.10	1,743.10	14,428.40	10,058.80	184,399.75		31,929.75
March	171	52,694.88	50,359.23	29,829.80	11,684.94	8,054.40	1,743.10	13,768.10	168,134.45		29,629.91
April	182	77,429.17	45,678.18	30,696.18	13,796.20	8,219.50	4,985.80	7,690.80	188,495.83		31,973.45
May	193	74,669.46	51,556.06	20,517.14	24,918.64	8,611.70	7,993.40	8,128.10	196,394.50		38,794.95
June	193	82,710.58	53,506.19	27,437.75	13,860.94	17,738.08	2,104.10	8,638.50	205,996.14		32,580.07
July	203	85,082.91	67,168.37	18,006.10	15,726.21	4,017.60	7,207.90	8,104.50	205,313.59		42,841.96
August	210	81,697.02	48,525.78	32,531.34	11,664.10	10,717.61	4,017.60	4,650.90	193,804.35		47,143.05
September	188	70,587.95	51,137.35	28,072.21	29,230.90	7,977.80	1,256.00	5,049.00	193,311.21	1,232.75	47,862.37
October	204	59,551.61	48,176.74	33,937.93	21,952.12	19,263.80	3,506.10	7,652.60	194,040.90		37,900.48
November	191	49,956.65	44,402.30	25,927.30	27,556.78	13,790.07	8,130.30	5,098.30	174,861.70		36,400.01
December	181	60,474.93	33,304.18	26,437.93	15,214.52	20,740.60	4,335.77	4,103.30	164,611.23		41,407.33
	<u>2287</u>									<u>1,232.75</u>	<u>458,289.61</u>

2016	Billable Units									Deposit from	
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Collections
January	182	47,457.15	31,748.12	16,880.59	21,786.95	11,162.41	16,809.20	3,598.77	149,443.19		34,255.41
February	138	66,410.47	25,332.39	10,523.32	8,089.01	11,393.00	7,517.10	7,476.90	136,742.19		32,999.78
March	151	68,646.67	40,157.37	12,254.01	7,820.62	4,826.21	8,295.40	3,974.40	145,974.68		35,487.21
April	158	69,341.21	49,381.89	16,821.45	10,685.31	5,322.55	4,520.21	2,285.00	158,357.62		21,156.58
May	161	63,984.67	53,181.79	23,575.06	7,011.75	3,564.00	4,139.10	5,227.01	160,683.38		35,220.98
June	190	89,089.22	43,920.56	26,243.98	19,638.66	5,646.13	2,573.00	7,712.11	194,823.66		40,760.54
July	159	60,812.03	35,759.90	23,559.59	9,126.78	13,898.96	593.73	3,807.60	147,558.59		46,639.44
August	158	72,121.10	32,111.09	11,001.07	12,327.76	5,524.92	2,890.40	3,096.23	139,072.57		46,887.38
September	164	63,931.21	49,382.51	25,132.06	8,519.17	6,818.00	3,969.28	4,381.90	162,134.13		19,340.34
October	191	77,532.56	37,678.60	37,155.80	17,550.06	5,776.87	5,365.50	4,161.98	185,221.37		26,875.24
November	182	73,590.91	33,284.10	28,574.83	20,072.90	7,783.96	2,718.70	6,015.38	172,040.78		42,004.34
December	166	62,003.36	26,443.94	9,826.50	13,149.25	13,828.70	5,662.80	6,457.28	137,371.83		35,522.78
	<u>2000</u>									<u>0.00</u>	<u>417,150.02</u>

2016	Billabl e Units									Deposit from	
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Collections
January	149	61,458.81	37,112.81	11,562.06	7,080.20	11,094.60	11,702.10	5,807.00	145,817.58		31,027.93
February	138										
March	151										
April	158										
May	161										
June	190										
July	159										
August	158										
September	164										
October	191										
November	182										
December	166										
	<u>1967</u>									<u>0.00</u>	<u>31,027.93</u>

Deer-Grove EMS District

Monthly Service Report

January 2017

Calls by Municipality (includes missed calls):

34 – Village Cottage Grove
11 – Town Cottage Grove
15 – Village Deerfield
4 – Town Pleasant Springs
8 – Mutual Aid/Intercepts

72 Total Calls Dispatched
(71 - Same time last year)

Calls by Unit:

37 – Medic/Rescue 78
31 – Medic/Rescue 80
8 – Missed
4 – Car 79

72 Calls YTD
(71 - Same time last year)

Membership:

Volunteers: Megan Childers (EMT), Dan Cushing (EMT), Mandy Cysiewski (EMT), Justin Einstein (EMT-P), Michael Hartman (EMT-I), Tom Miles (EMT-A/RN), Jerry McMullen (EMT-P), Amy Meinholz (EMT-P), Lucas Rappert (EMT-A), Lisa Reetz (EMT/RN), Erik Severson (EMT), Elizabeth Zeker (EMT)

Volunteers provided 600 hours of coverage to the District in January, compared to 876 hours in the same month last year.

Honorary: Tom Lohmiller, Maria Ferguson, Randy Behlke, Stephen Ratzlaff

Leave of Absence: Steve Anders (EMT), Kati Merkel (EMT/RN), Bradley Nimz (EMT-P)

LTE: Bryan Adler (EMT-P), Bradley Brossard (EMT-P), Jeff Dostalek (EMT-P), Andrew Jensen (EMT-P), Alex Roznik (EMT-P), Steve Teale (EMT-P), Jamee Vance (EMT-P/RN).

Part-Time: Kim Banigan

Full-Time: Duane Erschen (Critical Care Paramedic), Lisa Antoniewicz (Critical Care Paramedic/RN), Devon Anders (EMT-P), Elliott Belden (EMT-P), Ross Cummings (Critical Care Paramedic), Wendy Lasko (EMT-P/RN), Matthew Mickelson (EMT-P), Seth Sanders (EMT-P), Trevor Schlicht (EMT-P).

Chief's Report

1. Beginning to collect award data in relation to the 2017 Awards night April 20th which we are hoping to hold before this year's annual Joint Board meeting where the Audit is reviewed.
2. Volunteers: Volunteer New Recruit Academy will begin Feb. 23rd. Also working on promoting second ambulance coverage through an email campaign to begin with encouraging support with increased volunteer participation.
3. Further developed the proposal for second ambulance staffing to be included in this month's Commission packet for consideration.
4. Dane County EMS: Focus on efforts to organize this year's Dane County EMS Banquet at which we will have two crews recognized for cardiac resuscitation "saves" and a Volunteer member who is being recognized for 25 years of service.
5. Regionalization: Met with Bob Salov and Jeanne Clark to further develop the RFP. While there a friend of Bob's, James Smalls, who was on the State EMS Committee presenting legislation with the intention to help EMS. James participated in the discussion we were having about consolidation as he is also a Paramedic on Dousman EMS which has been through some consolidation efforts recently and are currently working to do the same with Oconomowoc. James offered to help us with the process as he found it interesting that we were in such a strong consideration for it.
6. Ambulance Committee: The Final Inspection crew has been assigned, Lt. McMullen and Lt. Lasko will travel to Canada in early March to be sure the build is going according to the Ambulance Committee specs.
7. CQI: Continuous Quality Improvement is a committee that reviews internal and external factors that affect the department. We try to use data driven analysis to test the ongoing quality of service and find suggestions that if implemented will help improve the organization or a specific area of performance. The committee also provides call reviews for an added level of QA. We are refocusing the CQI efforts and developing objectives to review organizational systems and equipment to encourage continued advances in achieving our mission: *DGEMS provides for the health and well-being of our communities with a team of professionals that are dedicated, knowledgeable, and have a vested interest in our neighbors.*

Training Division: We had 18 attendees for the January training. We covered the new active shooter response bag from SCRTAC, along with compression bandages, wound packing, tourniquet chest seals the new LCSU suction units.

Several members attended WEMSA and a recent active shooter training put on by Fitchburg Fire, highlighting the 2009 Oak Creek Sikh Temple Shooting.

Training Center: We've had a handful of CPR classes and a few requests from CGFD, the DNR and Learning Ladder.

Ambulance Committee: January was filled with lots of detail work on the new ambulances, including pricing and ordering approved equipment.

Supplies: Heavy supply month with multiple high level calls at the end of December and beginning of January.

Vehicles:

2013 Life Line (M78):

Start mileage: 73,331.8 miles End Mileage: 74, 564
Start hours: 3627 End Hours: 3679

During the extreme cold weather (below 20F) the Lifeline crew reported the air suspension system was not working properly. This same issue had happened in December and when the truck was brought back into the heated bay the suspension system began working as expected again. It was believed there was water in the air ride suspension and the water was freezing. The combination of extreme cold and an extended time on scene due to patient care causes the suspension to be in one position for an extended time period.

Automatic step is not functioning as intended or at all. A service call for Jefferson Fire had been scheduled to repair the step and replace the “brain box”. The brain box was replaced but the gear box was also worn out. Jefferson Fire has ordered a new gear box also and will update when that part arrives. At the same service call Jefferson fire was able to “bleed” the air suspension and did get water to drain. No further suspension problems have been noticed. However, we have not had extreme cold since the repair. Crew will continue to monitor.

2009 Horton (M80):

Start Mileage: 136,108 End Mileage: 137, 741
Start Hours: 7243 End Hours: 7322

The Horton was taken to Kayser Ford by Chief Erschen for service for a low oil pressure light. The issue has been repaired. It is my understanding the Horton also had a full service performed.

During the month the Horton crew reported difficulty removing the cot from the ambulance. After investigation the release bar attached to the floor was loose and the tightening bolt is worn and unable to be tightened. Lt. McMullen had a replacement part in supply which was installed, fixing the problem. The old part was kept. I am researching if we can simply fix/ repair the worn part for future use. This is the part that secures the cot to the ambulance, for the safety of our patients and our crews, I want to be sure a simple fix of the worn part is appropriate.

2013 Interceptor (Car 79):

Start Mileage: 21, 979

End Mileage: 21,143

No issues have been reported. No issues were noted during monthly test drive and inspection.

January 2017 Quick Stats					
<u>Date</u>	<u>Amb 1</u>	<u>Amb 2 / FR</u>	<u>Reason Used</u>	<u>Ending Miles</u>	<u>Driver</u>
1	24	0	Community Medic	21979	Duane Erschen
2	24	11	Station Visit	22002	Duane Erschen
3	24	12	Errands	22007	Duane Erschen
4	24	8	Station Visit	22026	Duane Erschen
5	24	0	Meeting - Out of District	22078	Jeremy McMullen
6	24	24	EMERGENCY CALL	22104	Jeremy McMullen
7	24	24	Station Visit	22124	Duane Erschen
8	24	6	EMERGENCY CALL	22142	Duane Erschen
9	24	0	EMERGENCY CALL	22143	Duane Erschen
10	24	13			
11	24	13			
12	24	0			
13	24	0			
14	24	24			
15	24	23			
16	24	0			
17	24	8			
18	24	0			
19	24	12			
20	24	6			
21	24	0			
22	24	0			
23	24	12			
24	24	6			
25	24	0			
26	24	0			
27	24	0			
28	24	0			
29	24	0			
30	24	12			
31	24	6			
Total	744	220			
964 hours of coverage total					
Total of 130% coverage					



Deer-Grove EMS 2017 Vehicle Maintenance Outline

As of January 2017 the Vehicle Maintenance task has been assigned to Lieutenant Wendy Lasko. The following outline was drafted as a basic plan setting a schedule for vehicle maintenance and a general arrangement for bring on the new ambulance and transitioning the old units to their respective allocation (trade-in & back-up).

As the timeline for receiving the ambulances has been changing the schedule will be adjusted accordingly.

As there are many details that the Ambulance Committee are still working out, Lt. Lasko and the Chief will work closely with the Committee through receiving and transitioning the new ambulances into the fleet.

Along with this process the Interceptor and the bikes will also be addressed as part of the Vehicle Maintenance assignment and ongoing undertaking.

The following page stands as a basic guideline for Vehicle Maintenance in 2017

2017 Vehicle Maintenance Schedule / Plan

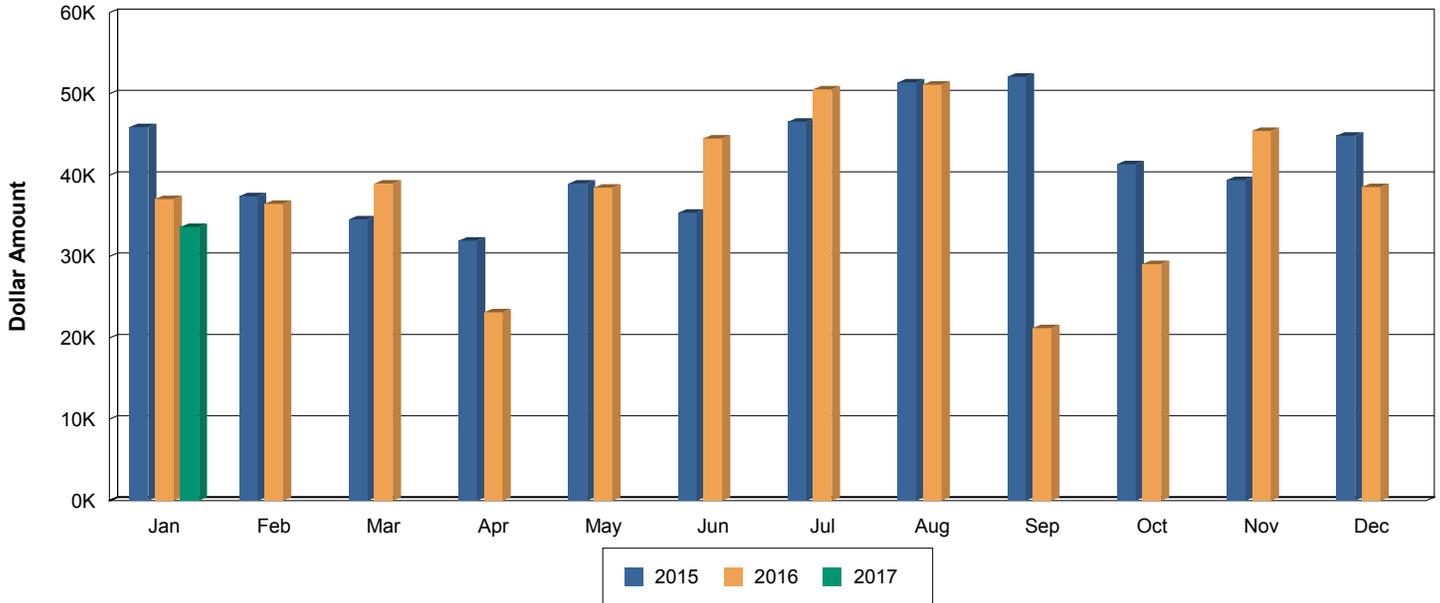
(to be adjusted according to ambulance build schedule)

- ❖ The Horton and Life Line will need regular service visits in Jan/Feb. The Horton has a higher priority and thus early January will go into Kayser. The Interceptor had its 20K service & inspection in December and new tires too.
- ❖ March/April - the Interceptor will need its regular service.
- ❖ April/May or Just before receiving the new ambulance we need to have the Horton serviced.
- ❖ Once we receive the new ambulances, one will be fully stocked and ready for service which will allow the Life-Line to be discontinued and sent away. Communication has been had to establish an understanding with the Fire Departments as to our vehicle transition and storage plan.
- ❖ The second ambulance will need to be fully stocked and ready for service and then the Horton will be stored at Station 1.
- ❖ July/August - one of the new ambulances will need regular service. It will be taken out of service for maintenance for a week and the Horton will be used at this time. The Interceptor will also need to go in for regular service.
- ❖ August - the second ambulance will be sent for regular service. It will be taken out of service for maintenance for a week and the Horton will be used at this time.
- ❖ September - the Horton will be sent in for service.
- ❖ November - the first ambulance & Interceptor will go in for service.
- ❖ December - second ambulance service.
- ❖ Late December the Horton regular service.

DEER GROVE EMS DISTRICT

January 2015 to January 2017

All Phases Revenue



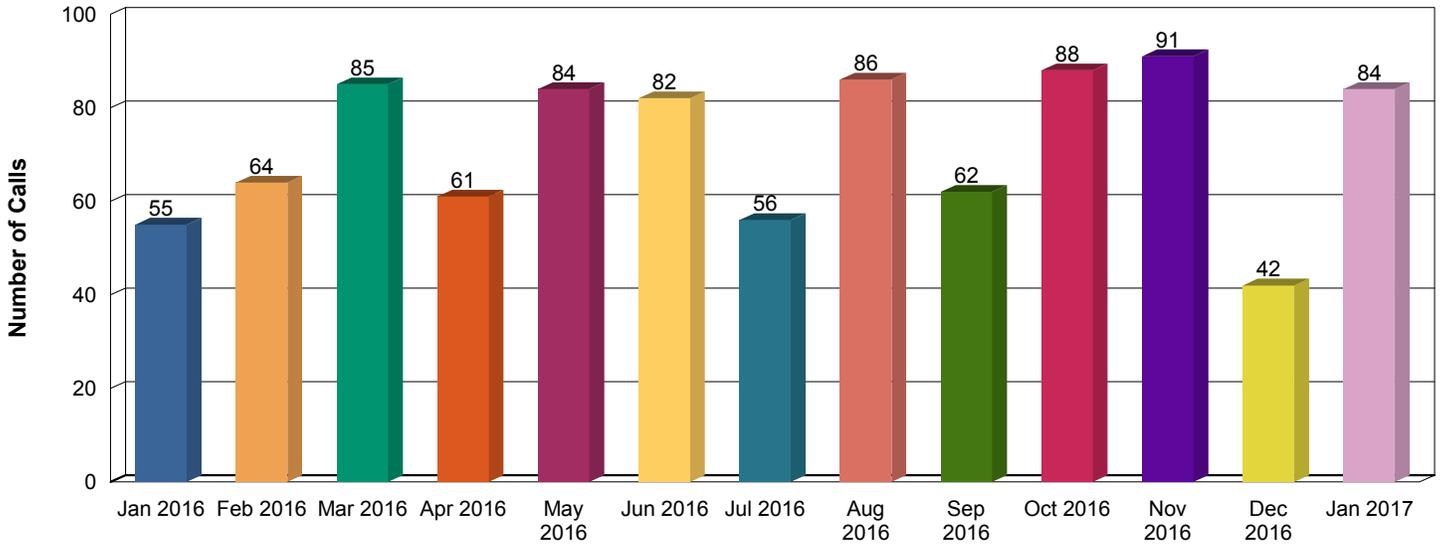
	2015	2016	2017	Total
January	\$45,921	\$37,056	\$33,631	\$116,608
February	\$37,406	\$36,467	\$0	\$73,873
March	\$34,568	\$38,973	\$0	\$73,541
April	\$31,973	\$23,168	\$0	\$55,141
May	\$38,975	\$38,465	\$0	\$77,440
June	\$35,396	\$44,526	\$0	\$79,922
July	\$46,576	\$50,571	\$0	\$97,147
August	\$51,404	\$51,150	\$0	\$102,555
September	\$52,125	\$21,185	\$0	\$73,310
October	\$41,357	\$29,071	\$0	\$70,427
November	\$39,410	\$45,444	\$0	\$84,854
December	\$44,875	\$38,545	\$0	\$83,420
Total	\$499,987	\$454,622	\$33,631	\$988,239

DEER GROVE EMS DISTRICT

January 2016 to January 2017

Number of Runs Received

In Each Month



****Note: These numbers are based on the Date Of Entry of each individual run**

Accounts Manager

From: Accounts Manager <accounts@deergroveems.com>
Sent: Monday, January 23, 2017 4:47 PM
Subject: FW: WEX fuel Card Options
Attachments: WEX Cards.pdf; CITGO All-Pack (1).pdf

Here is the information I gathered on the "fleet card" that was discussed at the January Commission meeting.

Kim Banigan
Accounts Manager
Deer-Grove EMS
4030 County Road N
Cottage Grove, WI 53527
Phone: 608-839-5658
Fax: 608-839-4427

From: Johnson, Charles [mailto:CJohnson@fleetone.com]
Sent: Wednesday, January 11, 2017 4:00 PM
To: Accounts Manager
Subject: RE: WEX fuel Card Options

Kim,

Landmark Services Coop is accepted by both cards as well. I would recommend the universal Citgo because I can waive the set up and card fees as well as there is NO program maintenance fee. The fees that I can't waive on that card would be a \$3 per month invoice if you guys want a paper bill/invoice and the other fee is a late fee (which is normally 2.7% of total amount due).

There is no catch, if you were to apply just directly thru online and not talk to a person the setup fee and card fees would be in place because nothing can be generated to show my implementation team how to set up it up differently. Just remember you will be charged a \$3 per month fee if you want a paper invoice and a late fee if you pay late.

Do you guys want to try out the Citgo Universal card? If so let me know so I can send you the correct link for it. The next step would be to complete the application and submit it back to me. After I receive the application I will be able to generate the fee waiver form and give it to my implementation team. At that same time I will generate an extra copy which will be for your records showing the card fees have been moved to \$0.00.

Best Regards,

Charles Johnson
Inside Sales
WEX Fleet One
Phone: 615.315.4003 | Fax: 615.858.6575
cjohnson@FleetOne.com | charles.johnson@wexinc.com



Recognized on Forbes “America’s 100 Best Small Companies” for sixth consecutive year
Named as a *Top 500 Technology Innovator* for the third year in a row by InformationWeek

From: Accounts Manager [<mailto:accounts@deergroveems.com>]
Sent: Wednesday, January 11, 2017 2:19 PM
To: Johnson, Charles
Subject: RE: WEX fuel Card Options

Is landmark Services Coop in Cottage Grove WI, 53527, included in either card?

Sounds like the Citgo card is a better deal, am I reading no fees? What is the catch?

Kim Banigan
Accounts Manager
Deer-Grove EMS
4030 County Road N
Cottage Grove, WI 53527
Phone: 608-839-5658
Fax: 608-839-4427

From: Johnson, Charles [<mailto:CJohnson@fleetone.com>]
Sent: Wednesday, January 11, 2017 1:54 PM
To: accounts@deergroveems.com
Subject: WEX fuel Card Options
Importance: High

Kim,

This is Charles from WEX and I am putting in a couple options and extra information from our conversation we had through the chat service. If you or anyone else has any questions please let me know for sure.

Recommended fuel card options:

1. WEX Universal (Fleet, non-branded)
 - a. Normal \$40 set up fee, normal \$2 per card fee and .02-.05 program maintenance fee
 - b. Universal Access meaning it will work at places like Road Ranger, BP’s, Citgo’s, etc
 - c. I will waive the \$40 set up fee and \$2 per card fee (I can’t waive the .02-.05 program maintenance fee, I don’t have an option to)
 - d. No contracts, no early termination fee, is a month to month card
2. Branded Card-Citgo
 - a. Normal \$40 set up fee, normal \$2 per card fee (I will waive this for you guys)

- b. No .02-.05 program maintenance fee
 - c. Universal Access meaning it will work at places like Road Ranger, BP's, Citgo's, etc
 - d. No contracts, no early termination fee, is a month to month card
 - e. If you go to a Citgo location they have an offer of 17 cents off for 6 months
3. For payment on both card systems automatic bill pay is not required. You do have the option to do that if want to.
- a. You can send a check to pay for purchases (recommended check sent date is usually 10-12 days before due to avoid any late billing issues or anything of the sort)
 - b. You can pay through the online portal we set up for you with a checking account. You can pay more than once a month if necessary (quickest payment form)
 - c. You can pay on the phone as well (some fees may apply)
4. Only other fee that I can't waive that is on both of these types of cards is the #3 per month paper invoice fee. So if a paper invoice/bill is wanted vs. just looking it up online then that will be charged.

Best Regards,

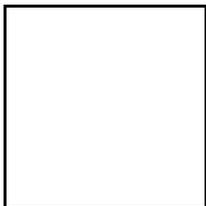
Charles Johnson
Inside Sales
WEX Fleet One

Phone: 615.315.4003 | Fax: 615.858.6575

cjohnson@FleetOne.com | charles.johnson@wexinc.com



Recognized on Forbes "America's 100 Best Small Companies" for sixth consecutive year
Named as a *Top 500 Technology Innovator* for the third year in a row by InformationWeek



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www.avast.com



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WEX FLEET CARD ADVANTAGES

Fleet operators and managers turn to WEX for solutions that help them **save money, reduce administrative hassles**, gain **precise control** over their fleets, and **monitor driver behavior**.

Would you like to **streamline** your vehicle management and **reduce** fuel costs?* The special **vehicle-management tools** built into the WEX Fleet Card can help you do this.



OBTAIN ONE OF THE LARGEST ACCEPTANCE NETWORKS

Fleet cards can be used at over 90% of gas stations and over 45,000 service stations in the U.S., so your drivers can fill up anywhere and choose the lowest priced station.



VIEW EXPENSE DATA AND REPORTS

Stop chasing down receipts and manually updating your accounting systems. Easily view these transactions on where, when and with which vehicle and driver they occurred.



ACHIEVE SECURITY AND PROTECTION

Driver identification numbers help to track unauthorized spending or easily manage lost or stolen cards. Obtain the ability to set up controls and email alerts to better manage and control your fuel spending.



GET EASY-TO-USE ONLINE MANAGEMENT TOOLS

Quickly activate and deactivate cards, set limits to automatically control and alert you on fuel, service and convenience store spending with our online management tool. Pay online and view invoices back 12 months.

continued on next page...

*Savings will vary for each customer.

"As the manager of RW Eagle Construction I have a full plate having many different areas to cover in my job. WEX's online service is one of the easiest and fastest tools that I can use to monitor our gas expenses and gas card purchases as well keep track of our invoices. Paying our bill is also paper free and easily done over the phone. WEX helps us keep our business running smooth as silk."

Lisa Ladd, RW Eagle Constuction

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WEX FLEET CARD ADVANTAGES *, continued*



FIND EXCEPTIONAL 7X24 CUSTOMER SERVICE

When you are purchasing a fleet card program do not disregard the importance of knowledgeable and friendly customer service representatives, available 24/7 to answer your question or to help cancel lost or stolen cards.



SIGN UP FOR REWARDS PROGRAM

Sign up for the WEX Rewards program and receive points for valuable brand name rewards from travel to dining, shopping to entertainment.



TAKE ADVANTAGE OF OUR FUEL & SERVICE STATION APP, WEX CONNECT

Have your drivers take advantage of WEX Connect our mobile app which will provide fuel and service station locations for your specific driving locations. Easily find the lowest fuel price and directions to the station.



GROW WITH WEX'S GPS CAPABILITIES

If you are considering additional protection and tracking capabilities for your business – easily add WEX Telematics GPS services. Combining the details of all your fueling transactions with our GPS tracking capabilities offers our customers additional opportunities to reduce fuel consumption and increase driver productivity.

Since 1983, WEX has been a fleet card pioneer, steadily building a proprietary U.S. network that has earned site acceptance at over 90 percent of the nation's retail fuel locations and over 45,000 vehicle maintenance locations. This extensive network has earned the trust of commercial and government fleets, which use our charge cards for their over 7.4 million vehicles to purchase fuel and maintenance services.

"Our monthly fuel expenses have decreased by more than \$300 since we started using the WEX card, even though we added another vehicle. The card effortlessly eliminated unapproved purchases..."

Shannon Chips, Air Service Company

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DETAILED REPORTING

Detailed reporting is the key to effective expense management. It gives you the information you need, how you need it and when you need it.

GET THE STANDARD REPORT ONLINE OR BY MAIL:

- See exact date, time and location of each purchase
- Identify purchaser by name
- Monitor fuel type to reduce costs
- See exact amount purchased and price per gallon
- Find monthly and year-to-date totals.

FAST FACTS

- See specifics of every transaction made with a WEX card
- View your Standard Report online or receive it by mail
- Access a full suite of detailed reports online

STANDARD REPORT

INVOICE NUMBER: 1234567
ACCOUNT NAME: ABC Inc.

Amount due includes credits and debits indicated on the invoice

PAGE 1 OF 1

ACCOUNT NUMBER	CREDIT LIMIT	DAYS THIS PERIOD	BILL CLOSING DATE	PAYMENT DUE DATE	AMOUNT DUE
4000-00-123456-7	2,000.00	31	07-31-2009	08-26-2009	487.76

CARD NO.	LOCATION NO.	DATE	TIME	DRIVER	ODOMETER	PRODUCT	UNITS	COST/UNIT	
0001	12345678	07-05-2009	09:15	T Smith	75000	UNL OIL	15.500	2.90	
0001	45567819	07-11-2009	07:35	F Jones	75350	UNL	20.000	2.85	
0001	45567820	07-19-2009	08:15	F Jones	75700	UNL	17.000	2.85	
0001	13455790	07-25-2009	10:15	F Jones	76050	UNL	19.000	2.89	
Purchases are subtotaled by card →							CARD SUBTOTALS	71.500	
0002	45568720	07-10-2009	07:45	S White	85000	UNL OIL	25.000	2.85	
0002	45567819	07-18-2009	08:38	S White	85350	UNL	22.000	2.90	
0002	12345678	07-24-2009	09:56	T Smith	85700	UNL	25.000	2.85	
0002	13455790	07-31-2009	10:57	S White	86050	UNL	17.000	3.00	
							CARD SUBTOTALS	64.000	
							TOTAL PURCHASES	135.500	
							Y-T-D PURCHASES	820.650	

SITES USED THIS MONTH	NO. PURCHASES	TOTAL
Location No. Brand Street City State Zip		
12345678 Shell Route 1 Portland ME 04104	2	
45567819 Exxon Main St Portland ME 04103	2	
45567820 Exxon Western Ave So Portland ME 04106	2	
13455790 Gulf South St Portland ME 04101	2	

Summary of sites

Year-to-date Total



WEXOnline

Home Account Maintenance Invoice & Payment Reporting Controls Tool Kit

Reporting » Standard Reports

National ID: Universal

Fleet Account: WEXONLINE TEST

Select Reports

PERIOD ENDING: 00/00/0000 Submit

Standard Report
Vehicle Analysis Report
Exception Report
Exception Summary
Financial Summary

FIND A FULL SUITE OF REPORTS ONLINE, INCLUDING:

- **Vehicle Analysis Report** shows you the details of your purchases
- **Exception Reports** show violations of your set purchase policies
- **Financial Summary Report** of year-to-date, current and period purchases
- **Site Summary Report** shows locations of all transactions



LEARN MORE! Call 1-844-WEXCard or visit www.wexcard.com



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ACCEPTANCE AT MORE THAN 90% OF ALL U.S. FUEL SITES

A PARTIAL LIST OF THE MANY WEX ACCEPTING FUEL LOCATIONS:



Card acceptance is subject to independent owner/operator participation and subject to change without notice.

AC & T	Git-n-Go	Pantry
Aviation	Global	Petro King
Bell Gas	Grow Mark	Petro Stop
Bigfoot	Halley's	PRIDE
Break Time	Handy Andy's	Pure
Capital City	Huck's	Qik N EZ
Carousel	ICO	Quality Oil
Certified	Ideal	Quik Mart
City Garage	Inter City	Robinson Oil
Cogos	Johnson & Dixon	Rotten Robbie
Crystal Flash	Jr. Food Stores	Royal Farms
Cumberland Farms	Kenyon	Rutters
D & D Oil	King Soopers	Rymes 24
Dairy Mart	Koch	SC Fuels
Depot	Kramer	Smokers Express
Drivers Traveler	Krause	Sprint
Dynamic Mart	Kroger	Stewarts Shops
Economy	Kwik Pantry	Taylor Foods
Eddins Walcher	Lil Champ	TCI
Enmark	Lucky Stop	Thornton Oil
ETNA	M & H	TOTAL
Express Stop	Mac's Stores	Town&Country
Family Express	McClure Oil	Trade Mart
Farmland	MFA Oil	Trade Oil
Farstad	Minit Mart	Tripair Oil
Fast Stop	Mr. Cut Rate	US Oil
Fauser Oil	Multi Serv	USCO
FFP	Murphy Express	Valley Dairy
Flash Foods	NAPA	Weigel Store
Food Chief	Novus	Wesco
Fuel Mart	NU-Way	Williams Travel
Gas America	Oasis	Xtra Fuels
Giant	O'Connor	Youngs
	OK Petroleum	Zip Mart

A PARTIAL LIST OF THE MANY ACCEPTING SERVICE LOCATIONS:



American LubeFast
 Big O Tires
 Daimler/Chrysler
 Diamond/Triumph Auto Glass
 Dodge BusinessLink™(limited participation)
 GM Goodwrench (limited participation)
 Harmon Glass
 Netcost Auto Glass
 Tire Centers Inc
 Wash Depot
 ...and many regional and independent locations nationwide.

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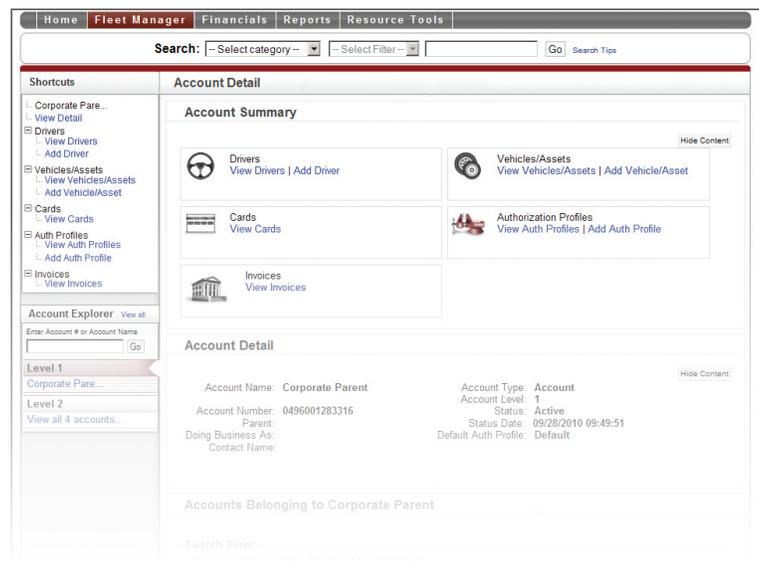


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STAY ON TOP OF EXPENSES AND GO PAPERLESS WITH ONLINE SERVICES

Access vital purchase information and utilize powerful tools that help you save money and time, all through the ease of the Internet. Our web-based program gives managers greater options and controls to save time and expenses.



KEEP TRACK OF FUELING EXPENSES AND DRIVERS WITH A RANGE OF PURCHASE CONTROL TOOLS

Set up your WEX Online access and obtain the following:

- View purchase details as they post to your account. Obtain your invoices for the past 12 months.
- Set purchase alerts and controls to support your card usage policies.
- Eliminate the burden of writing checks by viewing and paying online.
- View, print and save reports. We store up to 13 months of past reports for you.
- Obtain email alerts when transactions fall outside your guidelines.
- Add, delete or update cards and drivers with a few clicks.
- Order new cards online and have them arrive in a few days.



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CITGO Fleet Card Program

No matter how many vehicles you need to fuel, the CITGO Fleet Card Program has the right card for you with comprehensive reporting, online account management, purchase controls, and much more.



Helpful reports

Each month you'll receive a comprehensive, easy-to-read report detailing all of your transactions. Administrative time is reduced and fiscal reporting is made easier with month-to-date and year-to-date reporting. You have the option to view, update and analyze account information online.



Better data lets you see into fuel cost

Our proprietary network captures data at virtually every accepting location, letting you know where, when and how much money is being spent, and on what products or services. This is data you can't get from most banks — vital savings opportunities you should not be missing out on.



Save time & money

Save administrative time by eliminating sorting through receipts and reimbursing drivers. You'll have the tools you need to help prevent unauthorized fueling purchases and drastically cut your administrative costs... easily tracking every gallon of fuel purchased by your drivers.



Security, protection and peace of mind

Unique driver identification numbers help prevent unauthorized purchases and protect lost or stolen cards. Easily set limits to help prevent unauthorized spending.



Best-in-class customer service

Friendly, knowledgeable representatives are available 24/7 to answer questions or to cancel lost or stolen cards immediately.