

**DEER-GROVE EMS COMMISSION MEETING**  
**Cottage Grove Emergency Services Building**  
**4030 County Road N, Cottage Grove, WI 53527**  
**Thursday, June 18, 2020**  
**6:30 P.M.**

Meeting will be broadcasted via GoToMeeting. Login information:

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**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 May 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 COVID-19 (Coronavirus) response.
10. Discuss and consider funding arrangement for monies allocated under the "Routes to Recovery Grants" program using CARES Act dollars and administered by the State of Wisconsin.
11. Discuss and consider process for evaluation and selection of medical direction.
12. Discuss and consider return to in-person meetings.
13. Agenda items for next commission meeting.
14. Adjournment.

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

By: Greg Frutiger, Commission Chairperson

Submitted June 12, 2020

*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  
COTTAGE GROVE EMERGENCY SERVICES BUILDING  
THURSDAY, MAY 21, 2020  
Minutes**

Present: In Person: Kris Hampton, Remote: Troy Allen, Greg Frutiger, Kristi Williams, Sarah Valencia and Gary Wieczorek.

Also present: In Person: Chief Eric Lang, Remote: Office Manager Mandy Cysiewski and Jerry McMullen. Matt Mickelson joined at 6:46 p.m.

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

**Public Appearances:** None.

**Approval of minutes from previous meeting(s):** Motion by Williams/Frutiger to approve minutes from the April 16, 2020 as written. Motion carried 6-0.

**Discuss and consider approval of April Financial Reports:** Williams questioned why the insurance – both health and general were over budget. The health insurance is paid one month in advance so it will remain this way until year end. A similar situation applies to general insurance. Frutiger questioned why vehicle maintenance was high. Chief Lang stated it had to do with tires and unexpected maintenance on M80 which he will discuss further down in the agenda. Hampton asked about the \$11k capital purchase. Office Manager Cysiewski stated it was for the final monitor payment. Motion by Hampton/Wieczorek to approve the April financials reports as presented. Motion carried 6-0.

**Discuss and consider approval of Bills for Budgeted/Approved Expenses:** Hampton questioned if fuel was higher in April. Chief Lang stated gas costs were down so they should not have been. Motion by Hampton/Wieczorek to approve payment of bills as presented. Motion carried 6-0.

**Discuss and consider approval of Write Offs and Aging of Accounts:** Motion by Frutiger/Williams to approve the aging of accounts as presented. Motion carried 6-0.

**Staff Report:** There were 81 calls in April, including 4 missed calls. This is up from 78 calls in the same month last year. Volunteers provided 592 hours in April, up from 463 hours in the previous month and down from 617 hours during April 2019. In addition to what is in the written report, the following was discussed:

- M80 experienced a mechanical issue (radiator) enroute to a call. It was researched to determine if there were faulty parts from Truckstar when M80 was repaired after the collision. No issues were found, but Truckstar did give Deer Grove parts at cost, and no labor or towing costs were charged.
- Hampton questioned if the comprehensive coverage was used for the windshield. Chief Lang stated there is a \$500 deductible, but he did send it to insurance first. The repair was only \$90 so insurance was not used.
- Allen asked if Deer Grove received the germicidal UV light. Chief Lang stated it was received yesterday (Wednesday). It gives Deer Grove the ability to treat a mask in four minutes, greatly reducing the time to get a mask decontaminated. Chief Lang stated the department has been in contact with the Wisconsin State Laboratory of Hygiene so the system can be set up for other departments to use. The Lab of Hygiene will come out to make sure the room is appropriate and set up correctly. They also provided a training video. Chief Lang also stated the only cost to us is opening the door to let someone into the building to use it. Williams requested Chief Lang share this story with the Herald Independent. Chief Lang stated he will work with them to get an article. Williams is hopeful this will attract more volunteers. Wieczorek asked if Chief Lang had heard about the system the County obtained. Chief Lang stated he has but we've only been treating a few masks per week, so our system has been sufficient.
- Hampton asked if Deer Grove has transported any COVID-19 patients. Chief Lang stated Deer Grove has not yet even with knowing there are some cases in the area. He did add there have been some transports the staffed highly suspected were COVID-19, but those people did not come back positive.
- Chief Lang added a page to the staff report with an updated return to work policy. Per public health the return to work window was moved from seven days to 10 days as it was discovered people were contagious

longer than initially thought. Now staff can return to work 10 days after the start of symptoms and 72 hours fever free.

**Correspondence: None**

**Update on COVID-19 (Coronavirus) response:** Chief Lang gave the following updates:

- DGEMS is keeping track of what hospitals are doing as some are allowing visitors. Even though some hospitals are taking visitors, DGEMS is not taking passengers unless the patient is a minor. DGEMS will then transport the parent if they have no COVID-19 symptoms.
- Increased recommended use of N95s. Before providers would only wear an N95 mask if they were going to perform a task where respiratory droplets were possible (ie nebulizer treatments, CPR, etc). Now if a staff member may need to use for nebulizers, CPR, etc. they should use an N95 for whole call so they do not have to switch it out.
- Wieczorek asked if Deer Grove has plastic gowns. Chief Lang stated Deer Grove does have them and reusable gowns. Reusable gowns go in a dissolvable bag and into laundry. Wieczorek stated the plastic gowns are the hardest to come by so they should be guarded.
- Chief Lang stated the PAPR masks should arrive in 3 weeks taking the strain off the necessity of N95s and gives staff the option to use a PAPR or an N95.

**Discuss and consider allocation of funds received from the CARES Act Provider Relief Fund:** Chief Lang stated we received money in April. Some agencies in the area have declined their money, but Chief Lang has not found a reason to decline the money. All expenses need to be COVID related and must be tracked. Chief Lang's recommendation is DGEMS use the funds towards the purchase of the PAPRs. This would leave the FAP funding for something not COVID-19 related. Motion by Hampton/Williams to accept the funds and use for Power Air Purifier Respirators (PAPR). Motion carried 6-0.

**Discuss and consider 2021 ambulance replacement process:** Chief Lang stated this would be an M81 replacement. M81 will be 12 years old and have over 150,000 miles. Chief Lang wants commission input on their theories to apply, if the communities will support the purchase, and suggestions to make the process go smoothly. Allen doesn't think the Village of Cottage will want to spend money in 2021 due to saying the 2017 ambulances will last 8 years. Chief Lang stated we would still be keeping the 2017s, but put M80 into a backup role. Deer Grove would then have the back up in a regular rotation. Chief Lang stated M81 has been running well, but we do not want to push it. He also stated Deer Grove could then have a reliable back up ambulance to help extend the life of the others. Wieczorek asked if the purchases could be spread out over two years. For example, the chastity one year and the box in the next year to take the hit over two years. Chief Lang stated this is something he has been looking into. Hampton stated run fees may be down in 2020 so it might not be a good time to talk about it. Chief Lang agreed that is another factor. Williams stated income from sales tax and municipal funds will probably be lower. Wieczorek stated Chief can keep looking and when the commission meets in person it can be discussed further. Wieczorek stated there is some uncertainty when the economy will come out on the other end. Chief Lang stated he agrees with uncertainty, but he needed discussion to get process going so it can be a talked about further at budget time. Wieczorek/Valencia motion to table until budget discussions in the fall. Motion carried 6-0.

**Discuss and consider SOP 1.1, Policy Development and Implementation:** Chief Lang stated this document is for what the commission does and doesn't approve based on discussion at the last commission meeting. He stated a change was made in the "Development, Implementation and Maintenance of Policies" item 1.d. from one week to two weeks. Also, there will be some other minor grammar changes. Chief Lang stated the second page is what he believes the commission is looking for. It defines the process as materially financial, significant operating impact, working conditions of membership or requires legal review by the department attorney. Motion by Hampton/Williams to approve SOP 1.1, Policy Development and Implementation with changes to 1.d. "Development, Implementation and Maintenance of Policies" and cleaning up wording on 1.b. in the same section. Motion carried 6-0.

**Discuss and consider election of Commission officers (Chair and Secretary) and designation of check signers:**

Allen questioned why we wait until May to elect. Frutiger stated new village/town board members don't take on role until around the April meeting. He also stated at the April meeting people are not assigned to committees yet.

DEER-GROVE EMS COMMISSION MEETING MINUTES – MAY 21, 2020

Motion by Hampton/Valencia to elect Frutiger as chair. Motion carried 6-0. Motion by Frutiger/Wieczorek to elect Hampton as Secretary. Motion carried 6-0. Motion by Wieczorek/Williams to designate the Chief, Chair, Secretary and Allen as check signers. Motion carried 6-0.

**Set next commission meeting date and location:** The next meeting will be held on Thursday, June 18, 2020 at the Cottage Grove Emergency Services Building with a remote call in option beginning at 6:30 P.M.

**Agenda items for next commission meeting:** COVID Update, discuss return to in person meetings

**Adjournment:** Motion by Hampton/Williams to adjourn. Motion carried 6-0. The meeting ended at 7:34 P.M.

Submitted by Mandy Cysiewski

**Deer Grove EMS District**  
**Profit & Loss Budget vs. Actual**  
January through May 2020

	5/12th of					Jan - May 19
	Jan - May 20	Budget	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense						
Income						
230 · Training Center Income	178.94	1,041.67	2,500.00	-2,321.06	7.16%	2,813.00
300 · Special Event Fee	0.00	833.33	2,000.00	-2,000.00	0.0%	720.00
4999 · Uncategorized Income	9,572.33	0.00	0.00	9,572.33	100.0%	1,602.66
610 · Town/Villages Assesments	520,617.20	216,923.83	520,617.20	0.00	100.0%	519,772.55
620 · Ambulance Run Fees	246,162.03	229,166.67	550,000.00	-303,837.97	44.76%	259,872.56
625 · Misc Government Revenue	8,018.86	0.00	0.00	8,018.86	100.0%	0.00
630 · Contracted Revenue	49,956.40	27,672.00	66,412.80	-16,456.40	75.22%	49,289.98
640 · Interest Earned	344.82	208.33	500.00	-155.18	68.96%	329.95
693 · Donations	0.00	0.00	0.00	0.00	0.0%	25,038.84
694 · Proceeds from sale of equip.	0.00	0.00	0.00	0.00	0.0%	943.86
999 · Insurance Reimbursement	500.00	0.00	0.00	500.00	100.0%	5,458.86
<b>Total Income</b>	<b>835,350.58</b>	<b>475,845.83</b>	<b>1,142,030.00</b>	<b>-306,679.42</b>	<b>73.15%</b>	<b>865,842.26</b>
Gross Profit	835,350.58	475,845.83	1,142,030.00	-306,679.42	73.15%	865,842.26
Expense						
6140 · Credit Card Fees	260.31	0.00	0.00	260.31	100.0%	0.23
720 · Wages	181,955.53	211,062.50	506,550.00	-324,594.47	35.92%	168,570.00
721 · Health Insurance	62,488.40	57,133.33	137,120.00	-74,631.60	45.57%	52,866.70
722 · Workmans Comp	11,409.25	11,579.17	27,790.00	-16,380.75	41.06%	0.00
723 · Retirement Plan	24,949.38	24,458.33	58,700.00	-33,750.62	42.5%	22,532.79
724 · Employers FICA Expense	17,924.56	18,641.67	44,740.00	-26,815.44	40.06%	17,223.92
725 · Staff Continuing Education	922.00	3,750.00	9,000.00	-8,078.00	10.24%	2,170.01
726 · Travel/Mileage Reimbursement	0.00	208.33	500.00	-500.00	0.0%	30.00
728 · Medical Director Fee	2,500.00	2,500.00	6,000.00	-3,500.00	41.67%	2,500.00
729 · COVID-19 Leave	441.48	0.00	0.00	441.48	100.0%	0.00
734 · Overtime	49,064.49	47,191.67	113,260.00	-64,195.51	43.32%	51,376.43
735 · EMT Stipend	7,164.00	10,416.67	25,000.00	-17,836.00	28.66%	7,902.00
736 · LifeQuest Billing	18,652.79	18,958.33	45,500.00	-26,847.21	41.0%	20,553.66
740 · Office Equipment (expense)	420.96	679.17	1,630.00	-1,209.04	25.83%	356.17
742 · Office Supplies	461.45	833.33	2,000.00	-1,538.55	23.07%	970.13
770 · Communications	2,094.62	2,500.00	6,000.00	-3,905.38	34.91%	2,863.49
775 · IT expenses	2,324.98	2,854.17	6,850.00	-4,525.02	33.94%	1,863.48
790 · Publicity and Advertising	0.00	833.33	2,000.00	-2,000.00	0.0%	1,478.12
791 · Training Center Expense	436.48	833.33	2,000.00	-1,563.52	21.82%	492.51
810 · EMT Recognition	443.82	1,041.67	2,500.00	-2,056.18	17.75%	-90.49
820 · EMT Continuing Education	0.00	2,083.33	5,000.00	-5,000.00	0.0%	240.00
825 · Chief Continuing Education	312.08	625.00	1,500.00	-1,187.92	20.81%	628.76
829 · Vehicle Maintenance	7,041.01	4,325.00	10,380.00	-3,338.99	67.83%	9,194.99
831 · Fuel	4,559.99	5,833.33	14,000.00	-9,440.01	32.57%	5,814.67
840 · Equipment/Non-Disposable	5,586.44	7,000.00	16,800.00	-11,213.56	33.25%	2,342.93
842 · Equipment Maintenance	2,879.89	1,500.00	3,600.00	-720.11	80.0%	2,598.69
845 · Capital Purchase	41,125.36	0.00	0.00	41,125.36	100.0%	42,749.35
850 · Medical Supplies	15,614.96	18,791.67	45,100.00	-29,485.04	34.62%	14,461.41
852 · Training Medical Supplies	0.00	416.67	1,000.00	-1,000.00	0.0%	0.00
860 · Clothing	9,042.05	5,375.00	12,900.00	-3,857.95	70.09%	1,026.24
870 · Insurance	4,214.00	3,583.33	8,600.00	-4,386.00	49.0%	4,142.00
871 · Group Life Insurance	346.75	291.67	700.00	-353.25	49.54%	266.53
872 · Unemployment Insurance	0.00	1,666.67	4,000.00	-4,000.00	0.0%	50.00
878 · Community Medic Program	50.00	129.17	310.00	-260.00	16.13%	50.00
879 · Health Maintenance & Safety	1,010.98	1,041.67	2,500.00	-1,489.02	40.44%	995.20
880 · Legal Fees	4,902.00	2,083.33	5,000.00	-98.00	98.04%	780.00
881 · Accounting Fees	7,900.00	3,333.33	8,000.00	-100.00	98.75%	8,000.00
885 · Overdue Run Fees	26,316.76	0.00	0.00	26,316.76	100.0%	57,627.55
898 · Building and Grounds	1,686.25	1,458.33	3,500.00	-1,813.75	48.18%	2,640.37
899 · Miscellaneous Expenses	49.95	833.33	2,000.00	-1,950.05	2.5%	255.60
<b>Total Expense</b>	<b>516,552.97</b>	<b>475,845.83</b>	<b>1,142,030.00</b>	<b>-625,477.03</b>	<b>45.23%</b>	<b>507,523.44</b>
Net Ordinary Income	318,797.61	0.00	0.00	318,797.61	100.0%	358,318.82

**Deer Grove EMS District**  
**Balance Sheet**  
As of May 31, 2020

	May 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	593,507.26
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	9.23
1210 · Lifequest Receivables	157,083.97
<b>Total Accounts Receivable</b>	157,093.20
Other Current Assets	995.00
<b>Total Current Assets</b>	751,595.46
Fixed Assets	519,234.78
<b>Other Assets</b>	
112 · Allowance for Doubtful Accounts	-47,399.60
<b>Total Other Assets</b>	-47,399.60
<b>TOTAL ASSETS</b>	<b>1,223,430.64</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	8,339.80
<b>Credit Cards</b>	
301 · One Card	2,632.14
<b>Total Credit Cards</b>	2,632.14
<b>Other Current Liabilities</b>	
Lifequest Deposit Adjustments	479.50
Payroll Liabilities	9,432.13
231 · Deferred Run Revenue	24,194.69
<b>Total Other Current Liabilities</b>	34,106.32
<b>Total Current Liabilities</b>	45,078.26
<b>Total Liabilities</b>	45,078.26
<b>Equity</b>	
1110 · Retained Earnings	122,192.89
380 · Fund Balance-Unrestricted	199,670.23
<b>381 · Fund Balance-Restricted (FAP)</b>	
Aids & Training	8,527.82
EMT Basic Training	9,928.91
<b>Total 381 · Fund Balance-Restricted (FAP)</b>	18,456.73
383 · Investment in Fixed Asset	519,234.92
Net Income	318,797.61
<b>Total Equity</b>	1,178,352.38
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,223,430.64</b>

Deer Grove EMS District  
Bill Payment Detail  
May 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
20970	Liability Check	05/05/2020	Delta Dental		101 · Operating Checking	-136.24	
					224 · FICA/Fed Payable	136.24	-136.24
TOTAL						136.24	-136.24
20977	Liability Check	05/08/2020	Fire Fighters Local 311		101 · Operating Checking	-229.32	
					Local 311 Dues	229.32	-229.32
TOTAL						229.32	-229.32
20971	Liability Check	05/05/2020	Minnesota Life Insurance Company	2832-GL	101 · Operating Checking	-140.38	
				2832-GL	Additional	56.10	-56.10
				2832-GL	Basic	57.78	-57.78
				2832-GL	Spouse/Dependent	10.50	-10.50
				2832-GL	Supplemental	16.00	-16.00
TOTAL						140.38	-140.38
20972	Bill Pmt -Check	05/05/2020	Ace Hardware	Tape/Wetjet/paint accessories/hooks/wire	101 · Operating Checking	-36.96	
	Bill	04/15/2020	COVID-19	Tape/Wetjet/paint accessories/hooks/wire	898 · Building and Grounds	5.00	-5.00
				Tape/Wetjet/paint accessories/hooks/wire	898 · Building and Grounds	31.96	-31.96
TOTAL						36.96	-36.96
20973	Bill Pmt -Check	05/05/2020	Landmark Services Cooperative	April Fuel	101 · Operating Checking	-388.09	
	Bill	04/30/2020		April Fuel	831 · Fuel	388.09	-388.09
TOTAL						388.09	-388.09
20974	Bill Pmt -Check	05/05/2020	New Glarus Motors	Oil filter new batteries M80	101 · Operating Checking	-839.96	
02087	Bill	04/28/2020		Oil filter new batteries M80	829 · Vehicle Maintenance	839.96	-839.96
TOTAL						839.96	-839.96
20975	Bill Pmt -Check	05/05/2020	US Bank		101 · Operating Checking	-1,092.38	
	Bill	04/28/2020			One Card - Office Use Only	718.48	-718.48
	Bill	04/28/2020			One Card - Eric Lang	164.49	-164.49
	Bill	04/28/2020			One Card - Mandy Cysiewski	209.41	-209.41
TOTAL						1,092.38	-1,092.38
20976	Bill Pmt -Check	05/05/2020	WEX Bank	April Fuel	101 · Operating Checking	-417.02	

**Deer Grove EMS District**  
**Bill Payment Detail**  
May 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
65265300	Bill	04/30/2020		April Fuel	831 · Fuel	417.02	-417.02
TOTAL						<u>417.02</u>	<u>-417.02</u>
EFT	Liability Check	05/08/2020	Bank of Deerfield		101 · Operating Checking	-17,169.62	
					Direct Deposit Liability	16,469.62	-16,469.62
					Direct Deposit Liability	700.00	-700.00
TOTAL						<u>17,169.62</u>	<u>-17,169.62</u>
EFT	Liability Check	05/08/2020	Wisconsin Deferred Compensation	98971-01	101 · Operating Checking	-430.00	
				98971-01	WI Deferred Comp Liability	280.00	-280.00
				98971-01	WI Deferred Comp Liability	150.00	-150.00
TOTAL						<u>430.00</u>	<u>-430.00</u>
EFT	Liability Check	05/12/2020	EFTTPS		101 · Operating Checking	-6,087.60	
					224 · FICA/Fed Payable	2,292.00	-2,292.00
					2242 · FICA/Fed Payable-ER	1,538.10	-1,538.10
					2241 · FICA/Fed Payable-EE	1,538.10	-1,538.10
					2242 · FICA/Fed Payable-ER	359.70	-359.70
					2241 · FICA/Fed Payable-EE	359.70	-359.70
TOTAL						<u>6,087.60</u>	<u>-6,087.60</u>
EFT	Liability Check	05/14/2020	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,187.16	
				036-0000519180-02	225 · State Withholding	1,187.16	-1,187.16
TOTAL						<u>1,187.16</u>	<u>-1,187.16</u>
20990	Liability Check	05/22/2020	Fire Fighters Local 311		101 · Operating Checking	-222.15	
					Local 311 Dues	222.15	-222.15
TOTAL						<u>222.15</u>	<u>-222.15</u>
EFT	Liability Check	05/22/2020	Bank of Deerfield		101 · Operating Checking	-15,414.31	
					Direct Deposit Liability	14,714.31	-14,714.31
					Direct Deposit Liability	700.00	-700.00
TOTAL						<u>15,414.31</u>	<u>-15,414.31</u>
EFT	Liability Check	05/22/2020	Wisconsin Deferred Compensation	98971-01	101 · Operating Checking	-430.00	
				98971-01	WI Deferred Comp Liability	280.00	-280.00

Deer Grove EMS District  
Bill Payment Detail  
May 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
				98971-01	WI Deferred Comp Liability	150.00	-150.00
TOTAL						430.00	-430.00
EFT	Liability Check	05/26/2020	EFTTPS		101 · Operating Checking	-5,612.40	
					224 · FICA/Fed Payable	2,161.00	-2,161.00
					2242 · FICA/Fed Payable-ER	1,398.59	-1,398.59
					2241 · FICA/Fed Payable-EE	1,398.59	-1,398.59
					2242 · FICA/Fed Payable-ER	327.11	-327.11
					2241 · FICA/Fed Payable-EE	327.11	-327.11
TOTAL						5,612.40	-5,612.40
EFT	Liability Check	05/22/2020	Employee Trust Funds	5300000	101 · Operating Checking	-11,778.38	
				5300000	Health Insurance Liability - ER	10,414.76	-10,414.76
				5300000	Health Insurance Liability - EE	1,363.62	-1,363.62
TOTAL						11,778.38	-11,778.38
20978	Liability Check	05/18/2020	Delta Dental		101 · Operating Checking	-136.24	
					224 · FICA/Fed Payable	136.24	-136.24
TOTAL						136.24	-136.24
EFT	Liability Check	05/28/2020	Employee Trust Funds	5300000	101 · Operating Checking	-8,137.50	
				5300000	2272 · Employer Share WRS	5,166.82	-5,166.82
				5300000	2271 · Employee Share WRS	2,970.68	-2,970.68
TOTAL						8,137.50	-8,137.50
EFT	Liability Check	05/28/2020	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,104.47	
				036-0000519180-02	225 · State Withholding	1,104.47	-1,104.47
TOTAL						1,104.47	-1,104.47
20979	Bill Pmt -Check	05/18/2020	Ace Hardware		101 · Operating Checking	-17.97	
	Bill	05/18/2020	COVID-19	Sprayer	898 · Building and Grounds	7.98	-7.98
				Hooks/wire	898 · Building and Grounds	9.99	-9.99
TOTAL						17.97	-17.97
20980	Bill Pmt -Check	05/18/2020	Bound Tree Medical, LLC		101 · Operating Checking	-109.60	
83612706	Bill	05/04/2020		Misc Medical Supplies	850 · Medical Supplies	50.00	-50.00
83619058	Bill	05/08/2020		Misc Medical Supplies	850 · Medical Supplies	59.60	-59.60
TOTAL						109.60	-109.60

**Deer Grove EMS District  
Bill Payment Detail  
May 2020**

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
20981	Bill Pmt -Check	05/18/2020	Deerfield Fire Department	St 2 Phone/Internet	101 · Operating Checking	-107.32	
4	Bill	05/01/2020		St 2 Phone/Internet	770 · Communications	107.32	-107.32
TOTAL						107.32	-107.32
20982	Bill Pmt -Check	05/18/2020	Embroidery Professionals	Misc shirts/clothing	101 · Operating Checking	-4,339.29	
1437	Bill	05/07/2020		Misc shirts/clothing	860 · Clothing	4,339.29	-4,339.29
TOTAL						4,339.29	-4,339.29
20983	Bill Pmt -Check	05/18/2020	Forward Pharmacy		101 · Operating Checking	-977.18	
	Bill	05/11/2020	COVID-19	Filter/Ventolin	850 · Medical Supplies	377.18	-377.18
				Glucagen	850 · Medical Supplies	600.00	-600.00
TOTAL						977.18	-977.18
20984	Bill Pmt -Check	05/18/2020	Johnson Block and Company, Inc.	Remaining Audit Fee	101 · Operating Checking	-400.00	
475661	Bill	05/15/2020		Remaining Audit Fee	881 · Accounting Fees	400.00	-400.00
TOTAL						400.00	-400.00
20985	Bill Pmt -Check	05/18/2020	Life-Assist, Inc.		101 · Operating Checking	-1,301.51	
999301	Bill	05/04/2020		Albuterol	850 · Medical Supplies	13.35	-13.35
999048	Bill	05/04/2020		VividTrac Adult/Peds	850 · Medical Supplies	459.34	-459.34
999756	Bill	05/05/2020		Nitro/Sodium Bicarb	850 · Medical Supplies	186.48	-186.48
1002180	Bill	05/13/2020		Misc Medical Supplies	850 · Medical Supplies	642.34	-642.34
TOTAL						1,301.51	-1,301.51
20986	Bill Pmt -Check	05/18/2020	Med Alliance Group Inc.	Filter	101 · Operating Checking	-51.17	
190305	Bill	05/01/2020		Filter	850 · Medical Supplies	51.17	-51.17
TOTAL						51.17	-51.17
20987	Bill Pmt -Check	05/18/2020	Piggly Wiggly	Ship Narc Boxes	101 · Operating Checking	-18.81	
	Bill	05/01/2020		Ship Narc Boxes	770 · Communications	18.81	-18.81
TOTAL						18.81	-18.81
20988	Bill Pmt -Check	05/18/2020	Stryker Medical	2 - LUCAS devices	101 · Operating Checking	-29,471.20	
3020152M	Bill	05/06/2020		2 - LUCAS devices	845 · Capital Purchase	29,471.20	-29,471.20
TOTAL						29,471.20	-29,471.20
20989	Bill Pmt -Check	05/18/2020	Truckstar Collision Center	M80 Repairs	101 · Operating Checking	-1,091.35	
15641	Bill	05/07/2020		M80 Repairs	829 · Vehicle Maintenance	1,091.35	-1,091.35

Deer Grove EMS District  
Bill Payment Detail  
May 2020

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
TOTAL							1,091.35	-1,091.35
		Bill Pmt -CCard	05/05/2020	Airgas USA, LLC	O2	One Card - Office Use Only	-95.20	
	9100301818	Bill	04/14/2020		O2	850 · Medical Supplies	95.20	-95.20
TOTAL							95.20	-95.20
		Bill Pmt -CCard	05/05/2020	GFC Leasing WI	Copier Lease	One Card - Office Use Only	-48.30	
	100579577	Bill	04/20/2020		Copier Lease	740 · Office Equipment (expense)	48.30	-48.30
TOTAL							48.30	-48.30
		Bill Pmt -CCard	05/15/2020	Charter Communications	Station 1 phone and internet	One Card - Office Use Only	-158.39	
	0000443050120	Bill	05/01/2020		May Shared Internet Services	770 · Communications	69.99	-69.99
					May phone/fax	770 · Communications	88.40	-88.40
TOTAL							158.39	-158.39
		Bill Pmt -CCard	05/09/2020	Bound Tree Medical, LLC	Misc Medical Supplies	One Card - Office Use Only	-287.30	
	93619057	Bill	05/08/2020		Misc Medical Supplies	850 · Medical Supplies	287.30	-287.30
TOTAL							287.30	-287.30
		Bill Pmt -CCard	05/18/2020	Bound Tree Medical, LLC	Misc Medical Supplies	One Card - Office Use Only	-514.01	
	83626097	Bill	05/14/2020		Misc Medical Supplies	850 · Medical Supplies	514.01	-514.01
TOTAL							514.01	-514.01
		Bill Pmt -CCard	05/22/2020	Airgas USA, LLC	O2	One Card - Office Use Only	-63.32	
	9970191169	Bill	05/01/2020		O2	850 · Medical Supplies	63.32	-63.32
TOTAL							63.32	-63.32
		Bill Pmt -CCard	05/22/2020	Bound Tree Medical, LLC	Misc Medical Supplies	One Card - Office Use Only	-90.10	
	83636106	Bill	05/22/2020		Misc Medical Supplies	850 · Medical Supplies	90.10	-90.10
TOTAL							90.10	-90.10
		Bill Pmt -CCard	05/22/2020	Dinges Fire Company	Boots	One Card - Office Use Only	-124.00	
	09646	Bill	05/06/2020		Boots	860 · Clothing	124.00	-124.00
TOTAL							124.00	-124.00
		Bill Pmt -CCard	05/22/2020	Gordon Flesch	April Copy Charges	One Card - Office Use Only	-24.53	

Deer Grove EMS District  
Bill Payment Detail  
May 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
IN12931305	Bill	05/07/2020		April Copy Charges	740 · Office Equipment (expense)	24.53	-24.53
TOTAL						24.53	-24.53
	Bill Pmt -CCard	05/22/2020	Verizon Wireless		One Card - Office Use Only	-177.77	
9854314583	Bill	05/10/2020		Car 79 Jet pack	770 · Communications	30.03	-30.03
				M81 Jet pack	770 · Communications	30.03	-30.03
				M80 phone	770 · Communications	1.25	-1.25
				M81 phone	770 · Communications	0.91	-0.91
				M78 phone	770 · Communications	1.01	-1.01
				C79 phone	770 · Communications	0.91	-0.91
				M80 cradlepoint	770 · Communications	30.03	-30.03
				Chief	770 · Communications	53.57	-53.57
				M78 cradlepoint	770 · Communications	30.03	-30.03
TOTAL						177.77	-177.77
	Bill Pmt -CCard	05/29/2020	Bound Tree Medical, LLC	Misc Medical Supplies	One Card - Office Use Only	-92.60	
83639426	Bill	05/27/2020		Misc Medical Supplies	850 · Medical Supplies	92.60	-92.60
TOTAL						92.60	-92.60

## Deer Grove EMS District Credit Card Purchases

May 2020

Date	Source Name	Memo	Split	Amount
<b>301 - One Card</b>				
<b>One Card - Eric Lang</b>				
05/08/2020	XO Safety	FIT Test online course	879 · Health Maintenance & ...	49.00
05/08/2020	Weather Pods	Intubation Pod	840 · Equipment/Non-Dispos...	254.42
05/18/2020	Menards		-SPLIT-	19.37
05/18/2020	EBay	Sport bands	860 · Clothing	38.77
Total One Card - Eric Lang				361.56
<b>One Card - Mandy Cysiewski</b>				
05/04/2020	Amazon.com	Water Sprayer	898 · Building and Grounds	14.98
05/07/2020	Amazon.com	Laptop Backpack	742 · Office Supplies	60.43
05/11/2020	Amazon.com		-SPLIT-	172.98
05/18/2020	Amazon.com	Ear Probe Covers	850 · Medical Supplies	-44.85
05/18/2020	USPS	Commission Packets	742 · Office Supplies	9.20
05/25/2020	Amazon.com		-SPLIT-	36.98
05/25/2020	Amazon.com	Garbage Bags	-SPLIT-	103.47
Total One Card - Mandy Cysiewski				353.19
Total 301 - One Card				714.75
<b>TOTAL</b>				<b>714.75</b>

## Deer Grove EMS District Payroll Transaction Detail May 2020

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
05/08/2020	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	48	1,030.56
			Anders, Devon C	Vacation Hourly Rate	16	343.52
			Anders, Devon C	Vacation OT Hourly Rate	8	257.68
			Anders, Devon C	Regular Hourly Rate	1	21.47
						1,653.23
05/22/2020	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	80	1,717.60
			Anders, Devon C	Overtime Hourly Rate	16	515.36
						2,232.96
05/08/2020	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	54	1,489.86
			Antoniewicz, Lisa M	Regular Hourly Rate	23	634.57
			Antoniewicz, Lisa M	Overtime Hourly Rate	18	745.02
			Antoniewicz, Lisa M	Overtime Hourly Rate	1	41.39
						2,910.84
05/22/2020	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	29.5	813.91
			Antoniewicz, Lisa M	Overtime Hourly Rate	24	993.36
			Antoniewicz, Lisa M	Regular Hourly Rate	31.5	869.09
			Antoniewicz, Lisa M	Overtime Hourly Rate	3	124.17
			Antoniewicz, Lisa M	Vacation Hourly Rate	18	496.62
						3,297.15
05/08/2020	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	78	1,730.04
			Belden, Elliott H	Overtime Hourly Rate	18	598.86
			Belden, Elliott H	Regular Hourly Rate	2	44.36
						2,373.26
05/22/2020	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	80	1,774.40
			Belden, Elliott H	Overtime Hourly Rate	16	532.32
						2,306.72
05/08/2020	DD	Paycheck	Bell, Cristalyne J	Training Attendance Stipend	1	18.00
						18.00
05/08/2020	DD	Paycheck	Campbell, Erin A	Regular Hourly Rate	1	17.00
						17.00
05/08/2020	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	52	1,116.44
			Cummings, Ross E	Overtime Hourly Rate	32	1,030.72
			Cummings, Ross E	Vacation Hourly Rate	12	257.64
						2,404.80

## Deer Grove EMS District Payroll Transaction Detail May 2020

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
05/22/2020	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	68	1,459.96
			Cummings, Ross E	Overtime Hourly Rate	32	1,030.72
			Cummings, Ross E	Vacation Hourly Rate	12	257.64
						2,748.32
05/08/2020	DD	Paycheck	Curry, Clairissa K	Regular Hourly Rate	12	204.00
						204.00
05/22/2020	DD	Paycheck	Curry, Clairissa K	Regular Hourly Rate	24	408.00
						408.00
05/08/2020	DD	Paycheck	Cushing, Daniel P	Training Attendance Stipend	1	18.00
						18.00
05/08/2020	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	24.5	441.00
			Cysiewski, Mandy J	Vacation Hourly Rate	7.5	135.00
			Cysiewski, Mandy J	Training Attendance Stipend	1	18.00
						594.00
05/22/2020	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	32	576.00
						576.00
05/22/2020	DD	Paycheck	Dostalek, Jeffrey J	Regular Hourly Rate	24	408.00
						408.00
05/08/2020	DD	Paycheck	Einstein, Justin D	Weekday Stipend	10	180.00
						180.00
05/08/2020	DD	Paycheck	Fedorowicz, Samantha E	Weekday Stipend	3	54.00
			Fedorowicz, Samantha E	Weekend Stipend	2	36.00
			Fedorowicz, Samantha E	Training Attendance Stipend	1	18.00
						108.00
05/08/2020	DD	Paycheck	Furger, Jenna J	Weekday Stipend	10	180.00
						180.00
05/08/2020	DD	Paycheck	Griffin, Elisabeth A	Weekday Stipend	2	36.00
			Griffin, Elisabeth A	Weekend Stipend	2	36.00
						72.00

**Deer Grove EMS District**  
**Payroll Transaction Detail**  
**May 2020**

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
05/08/2020	DD	Paycheck	Hartman, Michael D	Weekday Stipend	2	36.00
			Hartman, Michael D	Training Attendance Stipend	1	18.00
						54.00
05/08/2020	DD	Paycheck	Lang, Eric A	Salary	80	3,269.23
						3,269.23
05/22/2020	DD	Paycheck	Lang, Eric A	Salary	80	3,269.23
						3,269.23
05/08/2020	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	78.5	1,741.13
			Lasko, Wendy J	Overtime Hourly Rate	41.5	1,380.71
			Lasko, Wendy J	Regular Hourly Rate	1.5	33.27
						3,155.11
05/22/2020	DD	Paycheck	Lasko, Wendy J	Sick Hourly Rate	24	532.32
			Lasko, Wendy J	Regular Hourly Rate	40	887.20
			Lasko, Wendy J	Overtime Hourly Rate	8	266.16
						1,685.68
05/08/2020	DD	Paycheck	Luebke, Joshua R	Training Attendance Stipend	1	18.00
						18.00
05/08/2020	DD	Paycheck	Martin, Alexa S	Regular Hourly Rate	1	17.00
						17.00
05/22/2020	DD	Paycheck	Martin, Alexa S	Regular Hourly Rate	24	408.00
						408.00
05/08/2020	DD	Paycheck	McMullen, Jeremy B	Weekday Stipend	24	432.00
			McMullen, Jeremy B	Weekend Stipend	24	432.00
			McMullen, Jeremy B	Training Attendance Stipend	1	18.00
						882.00
05/08/2020	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	40	778.80
			Mickelson, Matthew A	Overtime Hourly Rate	8	233.68
			Mickelson, Matthew A	Vacation Hourly Rate	40	778.80
			Mickelson, Matthew A	Vacation OT Hourly Rate	8	233.68
						2,024.96

## Deer Grove EMS District Payroll Transaction Detail May 2020

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
05/22/2020	DD	Paycheck	Mickelson, Matthew A	Vacation Hourly Rate	14	272.58
			Mickelson, Matthew A	Regular Hourly Rate	62	1,207.14
			Mickelson, Matthew A	Vacation OT Hourly Rate	8	233.68
						1,713.40
05/08/2020	DD	Paycheck	Miles, Thomas E	Weekday Stipend	2	36.00
			Miles, Thomas E	Weekend Stipend	5	90.00
			Miles, Thomas E	Training Attendance Stipend	1	18.00
						144.00
05/08/2020	DD	Paycheck	Regali, Trevor C	Regular Hourly Rate	12	204.00
						204.00
05/08/2020	DD	Paycheck	Salov, Courtney A	Regular Hourly Rate	24	408.00
			Salov, Courtney A	Regular Hourly Rate	1	17.00
						425.00
05/08/2020	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	64	1,374.08
			Sanders, Seth C	Overtime Hourly Rate	8	257.68
						1,631.76
05/22/2020	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	80	1,717.60
			Sanders, Seth C	Overtime Hourly Rate	16	515.36
						2,232.96
05/08/2020	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	80	1,637.60
			Schlicht, Trevor A	Overtime Hourly Rate	18	552.78
						2,190.38
05/22/2020	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	64	1,310.08
			Schlicht, Trevor A	Overtime Hourly Rate	8	245.68
						1,555.76
05/22/2020	DD	Paycheck	Sefcik, Daniel D	Regular Hourly Rate	24	408.00
						408.00
05/08/2020	DD	Paycheck	Severson, Erik L	Weekday Stipend	2	36.00
			Severson, Erik L	Training Attendance Stipend	1	18.00
						54.00

**Deer Grove EMS District  
Payroll Transaction Detail  
May 2020**

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
05/08/2020	DD	Paycheck	Smithback, Melissa A	Training Attendance Stipend	1	18.00
						18.00
05/08/2020	DD	Paycheck	Stier, Peter	Medical Director Fee		500.00
						500.00
05/08/2020	DD	Paycheck	Wargo, Thomas V	Weekday Stipend	2	36.00
			Wargo, Thomas V	Training Attendance Stipend	1	18.00
						54.00
05/08/2020	DD	Paycheck	Yelk Meinholz, Amy M	Weekday Stipend	6	108.00
			Yelk Meinholz, Amy M	Training Attendance Stipend	1	18.00
						126.00
<b>TOTAL</b>						<b>48,750.75</b>

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06/11/20

Accrual Basis

**Deer Grove EMS District**  
**Member expenses and reimbursements through payroll**  
As of May 31, 2020

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Type	Date	Num	Name	Memo	Amount
<b>1512 · Member Personal Expenses Due</b>					
Total 1512 · Member Personal Expenses Due					
<b>Member Reimbursements Payable</b>					
Paycheck	05/08/2020	DD	Lang, Eric A		106.92
Total Member Reimbursements Payable					106.92
<b>TOTAL</b>					<b>106.92</b>

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**Deer Grove EMS District**  
**Deposit Detail**  
May 2020

Type	Date	Name	Memo	Account	Amount
<b>General Journal</b>	<b>05/31/2020</b>	<b>LifeQuest</b>	<b>Payment Received - Overpayment Returns - May</b>	<b>105 · Hometown Bank</b>	<b>40,896.70</b>
		LifeQuest	Payment Received - Overpayment Returns - May	1210 · Lifequest Receivables	-40,896.70
TOTAL					-40,896.70
<b>General Journal</b>	<b>05/31/2020</b>		<b>Payment received with no paperwork</b>	<b>105 · Hometown Bank</b>	<b>479.38</b>
			Payment received with no paperwork	Lifequest Deposit Adjustments	-479.38
TOTAL					-479.38
<b>Deposit</b>	<b>05/26/2020</b>		<b>Deposit</b>	<b>103 · Savings bank of Deerfield</b>	<b>2,295.01</b>
		Department of Administration Village of Deerfield	Coverdell Stroke Program Binder Lift Reimbursement	4999 · Uncategorized Income 840 · Equipment/Non-Disposable	-1,500.00 -795.01
TOTAL					-2,295.01
<b>Deposit</b>	<b>05/27/2020</b>		<b>Deposit</b>	<b>103 · Savings bank of Deerfield</b>	<b>214.02</b>
		US Bank	Deposit	4999 · Uncategorized Income	-214.02
TOTAL					-214.02
<b>Deposit</b>	<b>05/28/2020</b>		<b>Deposit</b>	<b>103 · Savings bank of Deerfield</b>	<b>7,429.06</b>
		FEMA	First payment for Plymovent	4999 · Uncategorized Income	-7,429.06
TOTAL					-7,429.06
<b>Deposit</b>	<b>05/31/2020</b>		<b>Interest</b>	<b>103 · Savings bank of Deerfield</b>	<b>93.67</b>
			Interest	640 · Interest Earned	-93.67
TOTAL					-93.67
<b>Deposit</b>	<b>05/31/2020</b>		<b>Interest</b>	<b>101 · Operating Checking</b>	<b>1.13</b>
			Interest	640 · Interest Earned	-1.13
TOTAL					-1.13

Aging Summary Report

2018	Billable Units								Deposit from		
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Collections
January	193	77,490.96	40,382.52	30,769.00	15,148.00	4,715.00	8,422.40	15,844.96	192,772.84		40,563.24
February	228	110,117.64	40,368.00	23,290.26	20,148.17	9,211.40	2,302.80	22,784.56	228,222.83		35,926.17
March	245	95,006.48	60,922.26	26,786.80	15,132.83	11,889.20	5,197.40	23,049.56	237,984.53		40,942.37
April	222	72,228.95	53,100.88	39,572.38	14,691.00	11,422.20	3,308.20	23,501.76	217,825.37		36,668.79
May	236	99,106.66	31,953.62	20,818.07	28,126.98		20,101.20	21,024.56	221,131.09		54,903.91
June	229	78,840.02	53,395.40	16,373.55	12,164.89		19,230.00	27,150.96	207,154.82		38,077.81
July	220	84,606.57	61,585.84	29,871.62	12,279.75	7,548.69	7,779.00	20,684.10	224,355.57		37,155.27
August	228	80,439.00	45,447.53	40,351.17	24,722.24	4,254.32	8,860.40	27,653.10	231,727.76		33,914.19
September	217	54,355.03	62,208.89	30,768.11	35,987.17		11,528.36	26,696.70	221,544.26		31,890.44
October	200	42,844.40	49,259.79	34,151.89	29,538.11		28,040.64	23,102.42	206,937.25		39,706.89
November	176	25,971.91	40,098.64	33,661.39	21,988.29		33,325.00	23,353.30	178,398.53		34,564.47
December	202	45,646.53	54,893.11	35,180.18	25,247.59		28,977.37	29,158.70	219,103.48		25,613.83
	2596									0.00	449,927.38

2019	Billable Units								Deposit from		
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Collections
January	199	31,346.95	56,391.67	28,271.78	27,854.88		18,701.80	36,609.10	199,176.18		48,757.06
February	208	53,194.16	52,674.93	34,378.74	17,762.88		28,889.40	32,683.30	219,583.41		32,875.12
March	193	53,471.33	61,381.30	23,473.34	24,674.14		15,776.74	17,319.70	196,096.55		58,118.70
April	181	52,431.24	52,890.01	26,646.08	14,602.10		20,722.49	20,270.70	187,562.62		55,108.87
May	153	52,765.43	40,573.68	17,361.72	17,928.18		12,430.57	11,381.90	152,441.48		53,992.37
June	165	49,043.76	45,335.65	34,582.58	11,066.42		14,170.90	13,686.57	167,885.88		43,938.15
July	177	69,191.46	35,989.67	26,431.68	27,742.68		12,885.00	10,086.20	182,326.69		27,963.23
August	176	79,771.93	47,802.44	17,256.04	17,110.49		18,078.98	11,910.10	191,929.98		47,957.50
September	179	74,047.49	36,321.27	23,141.77	14,002.68		28,620.28	10,595.10	186,728.59		37,491.65
October	177	51,185.16	63,638.53	23,040.94	17,040.37		11,088.00	18,296.78	184,289.78		45,611.85
November	169	70,102.66	20,678.15	29,309.43	14,593.71		12,993.40	17,940.88	165,618.23		44,753.43
December	153	61,419.76	39,267.29	13,857.38	17,053.15		8,995.83	19,419.98	160,013.39		31,391.23
	2130									0.00	527,959.16

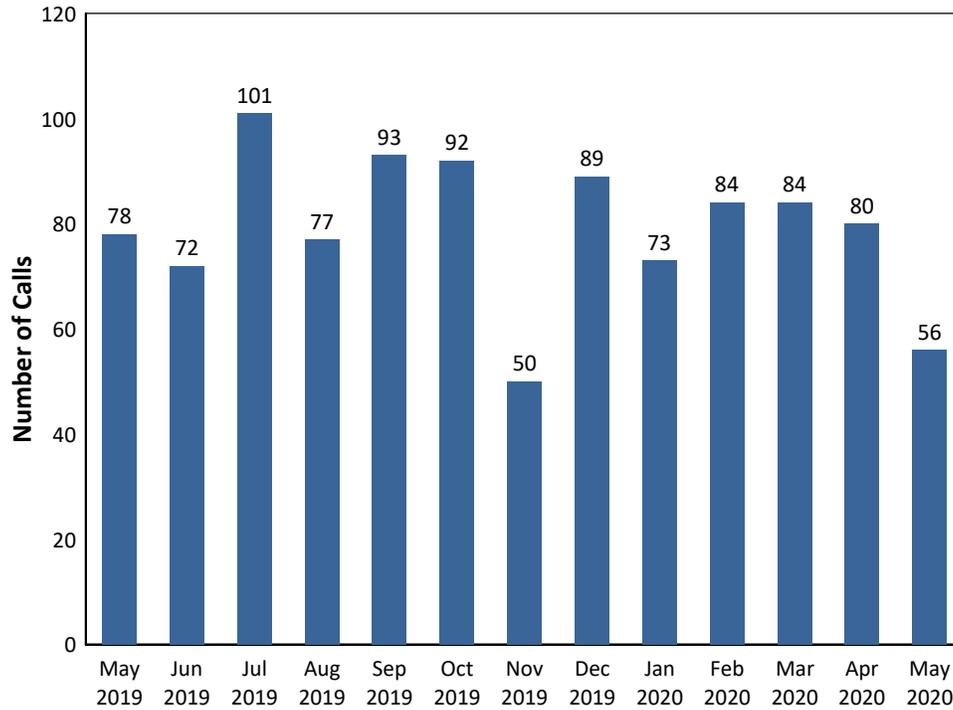
2020	Billable Units								Deposit from		
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Collections
January	136	69,553.65	25,928.60	17,294.08	4,664.02		9,032.50	11,891.90	138,364.75		59,576.49
February	142	73,178.63	34,980.89	20,277.10	8,794.14		4,121.05	12,619.95	153,971.76		32,226.95
March	134	52,221.77	41,585.77	12,039.52	14,988.30		2,799.60	10,327.70	133,962.66		38,048.92
April	134	55,925.08	32,793.27	18,757.47	8,853.60		9,774.70	5,770.10	131,874.22		37,289.94
May	144	54,908.13	61,216.75	18,435.19	10,877.50		5,876.30	5,770.10	157,083.97		37,218.29
June											
July											
August											
September											
October											
November											
December											
	690									0.00	204,360.59

# Total Runs Entered

Deer-Grove EMS District

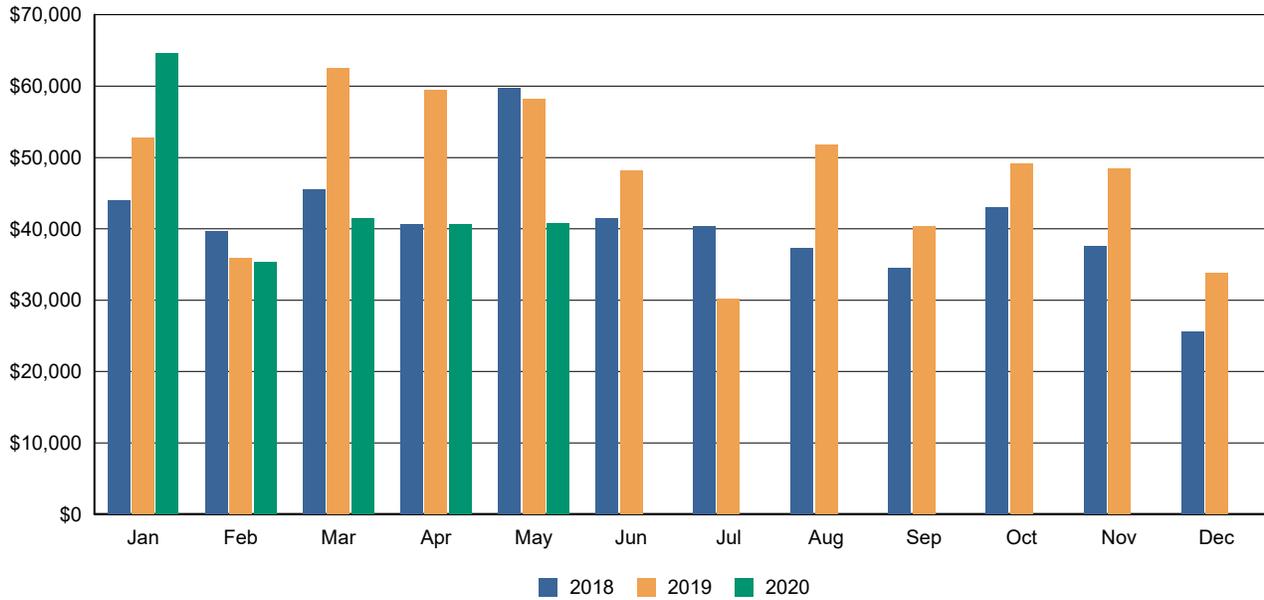
May 2019 to May 2020

These numbers are based on the Date Of Entry at LifeQuest Services of each individual run.



# All Phases Gross Revenue

Deer-Grove EMS District  
January 2018 to May 2020



	2018	2019	2020
January	\$44,000	\$52,789	\$64,581
February	\$39,682	\$35,874	\$35,349
March	\$45,580	\$62,603	\$41,495
April	\$40,624	\$59,518	\$40,565
May	\$59,762	\$58,122	\$40,785
June	\$41,489	\$48,182	\$0
July	\$40,426	\$30,114	\$0
August	\$37,271	\$51,774	\$0
September	\$34,504	\$40,318	\$0
October	\$42,987	\$49,181	\$0
November	\$37,564	\$48,473	\$0
December	\$25,614	\$33,842	\$0
<b>Total Gross Revenue</b>	<b>\$489,503</b>	<b>\$570,790</b>	<b>\$222,775</b>

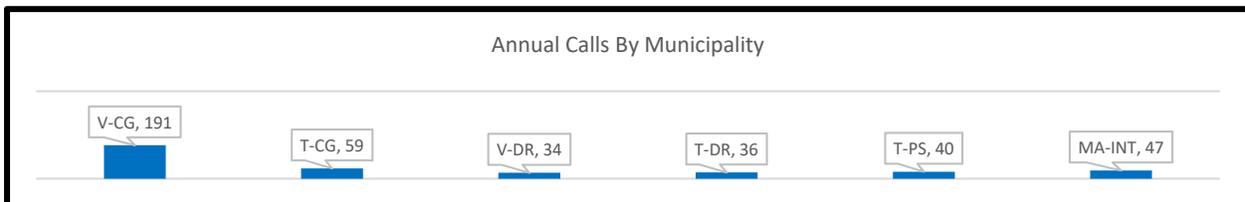
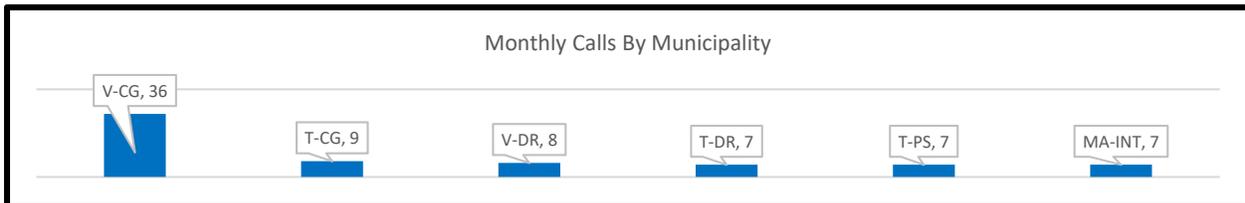
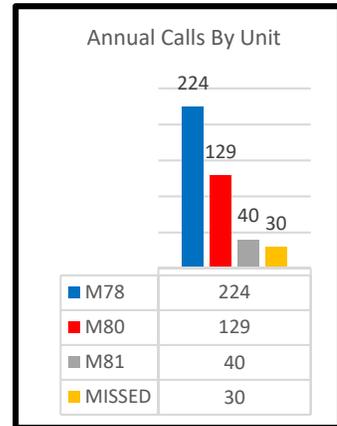
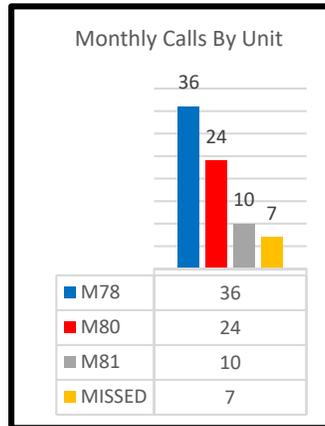
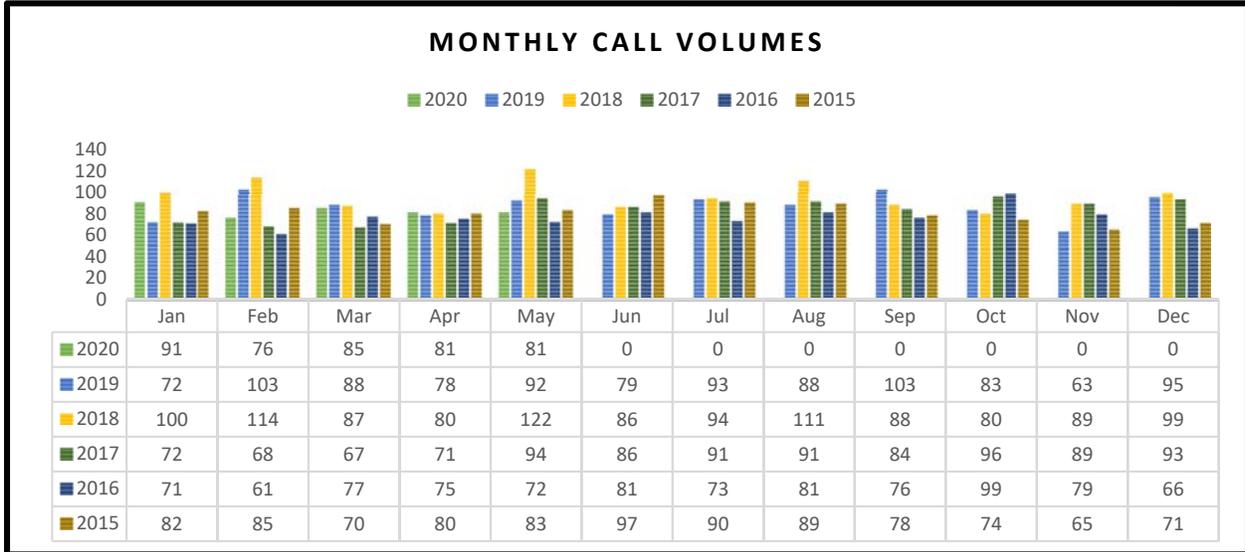


# Deer-Grove EMS

## STAFF REPORT MAY 2020

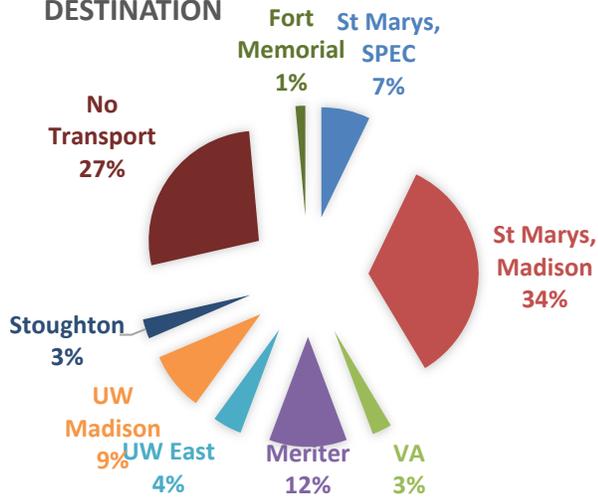
**MISSION:**

Deer Grove EMS 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.



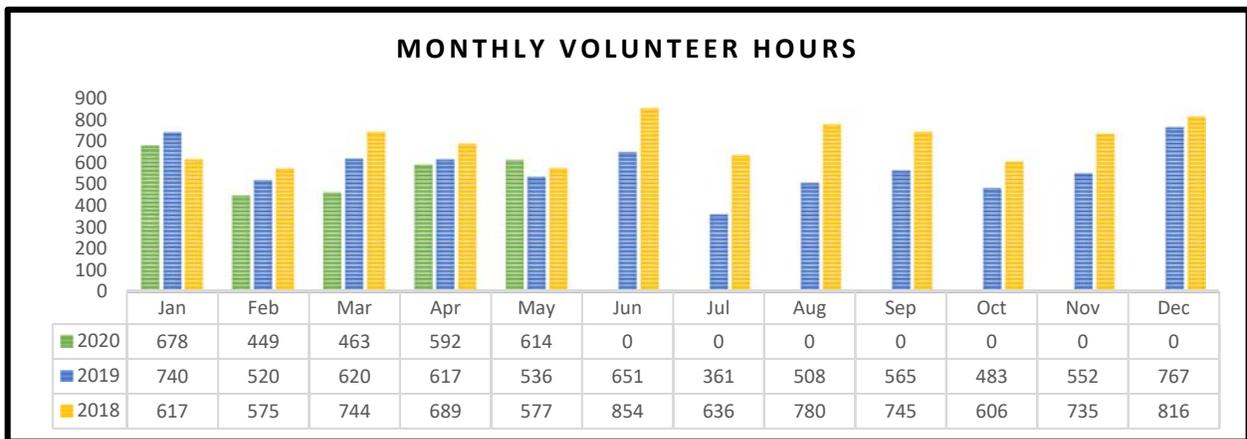
**MONTHLY HOSPITAL**

**DESTINATION**



Top 10 Provider Impressions
Neuro - Altered Mental Status
Acute pain due to trauma
Fever
Pain - Back NOS
Abuse of Alcohol - Intoxication
CV - Chest Pain - Angina
History of falling
Injury - Elbow
Injury - Head without L.O.C.
Injury - Lower leg

**MONTHLY VOLUNTEER HOURS**



**Membership Roster:**

**Full-Time**

Anders, Devon	Paramedic
Antoniewicz, Lisa	RN, CCEMT-P
Belden, Elliott	Paramedic
Cummings, Ross	CCEMT-P
Lang, Eric	Paramedic
Lasko, Wendy	RN, EMT-P
Mickelson, Matthew	RN, EMT-P
Sanders, Seth	Paramedic
Schlicht, Trevor	Paramedic

**Limited-Term**

*Adler, Bryan	Paramedic
Campbell, Erin	Paramedic
Curry, Clairissa	Paramedic
Dostalek, Jeffrey	Paramedic
Frye, Brandyn	Paramedic
Jensen, Andrew	Paramedic
*Lillegard, Micah	CCEMT-P
Martin, Alexa	RN, EMT-P
Regali, Trevor	Paramedic
Salov, Courtney	Paramedic
Sefcik, Daniel	Paramedic

**Volunteer**

Bell, Cristalyne	EMT
Berggren, Kathryn	Paramedic
Bischel, Bryce T	AEMT
Cushing, Daniel P	EMT
Cysiewski, Mandy**	EMT
Einstein, Justin	Paramedic
Ennis, Jamie	Paramedic
Fedorowicz, Samantha	AEMT
Furger, Jenna	EMT
Griffin, Elisabeth	AEMT
Hartman, Michael	AEMT
Luebke, Joshua	AEMT
McMullen, Jeremy	Paramedic
Miles, Thomas	RN, EMT
*Schultz, Lisa	RN
Severson, Erik	EMT
Smithback, Melissa	EMT
Wargo, Thomas	RN, EMT
Yelk-Meinholz, Amy	Paramedic

\*= Currently on Leave of Absence

\*\*= Part-Time Office/Accounts Manager

**Vehicle Maintenance Notes:**

- M78 was taken to Badger Motors for a coolant leak. This was found to have been repaired once and is related to the ambulance conversion. The bill was submitted to and paid by Pomasl under warranty.
- While transporting a patient on a call for service, M80 struck a large deer and suffered largely right front bumper damage.
  - It was able to stay in service and complete the patient care transport after the deerlision.
  - Insurance was contacted and TruckStar provided an estimate for repair.
  - The newly installed bumper guard protected the vehicle from greater damage.
  - A bumper had already been ordered for M78, so it was diverted to repair M80
  - TruckStar found a bit more damage while installing the bumper, which delayed completion by a couple days.

Vehicle	Beginning Mileage	Ending Mileage	Beginning Hours	Ending Hours
<b>M78</b>	50,732	51,843	2342	2396
<b>M80</b>	67,975	69,269	3221	3282
<b>M81</b>	150,211	150,859	8214	8263
<b>C79</b>	45,075	45,455		

**Deputy Chief's Report**

**Training Report:**

- The membership met virtually for training in May due to the COVID-19 Pandemic. Training covering the lecture/theory components of High-Performance CPR and the LUCAS device.
- The membership will begin practicing the hands-on portion of these skills during shifts in June.
- Our monthly training meeting will meet in person in June to continue practicing cardiac arrest management and high-performance CPR.

**Upcoming training sessions:**

- SSM High-Performance CPR – June 18 - Virtual
- UW Emergency Care and Trauma Symposium – Jun 22/23 – Wisc Dells – Canceled
- Autism Training – Jan 25 – Deerfield (Rescheduled)

**Training Center:**

- No classes were taught in May due to the Safer at Home Order.
- Hydrite Chemical has tentatively scheduled First Aid/CPR classes for August, with the understanding that this may change in response to the state of the pandemic.

**Public Relations/Special Events:**

- Nearly all in person public events were either canceled or postponed.
- We continue to participate in small community birthday/graduation parades when requested.
- DGEMS supported rehab functions during the Cottage Grove house burn on May 30<sup>th</sup>.

**Upcoming events:**

- ARCA Race – Aug 7

**Canceled/Postponed:**

Ragnar Relay – May 16 - canceled  
 Triad Senior Session on Safety – May 19 - canceled  
 Cottage Grove Memory Café Presentation – May 27 – postponed  
 Deerfield Festival – May 29/30/31 - canceled  
 Ironman 70.3 – June 14 - postponed  
 Cottage Grove Festival – June 18/19/20/21 - canceled  
 Rugby HS Tournament – June 6 - canceled  
 Hot2Trot Run – June 20 – gone virtual (no standby unit needed)  
 Rugby Midwest RCT – June 27/28 – canceled

**Chief's Report**

- Access to the stations has been eased slightly. Members may use the work out areas and group meetings will be scheduled, but the buildings are still closed to the public.
- The approved COVID-19 return to work guideline was adjusted at the recommendation of Public Health.
  - Parameters for asymptomatic persons with a positive test result needed to be added. (Revision Attached)
- Policy SOP COVID-19 N95 Respirator Sanitization- UV Toaster and SOP COVID-19 3m Powered Air Purifying Respirator Use were both activated
- Worked with the Wisconsin State Laboratory of Hygiene to streamline our UV-Toaster process. This will allow DGEMS to be added to the listing so other agencies can use this site to decontaminate their N95 masks.

- Installation of the Plymovent system by Hastings Air Energy Control was completed on June 8th. The system is active, and all three vehicles have the same magnet flange for the nozzle to extract exhaust fumes.
- DGEMS has been working with St. Mary's Hospital, a software company called ESO, LifeQuest, and our patient care software company ImageTrend to implement a health data exchange.
  - This will provide a bi-directional link for all patients we transport to St. Mary's facilities
  - Our patient care report will automatically transfer into the patient's Epic file.
  - In return, we get the patient's most current billing information and outcomes data like discharge diagnosis or treatments provided while in the ED.

<b>May Quick Stats</b>						
<u>Date</u>	<u>Amb 1</u>	<u>Amb 2</u>	<u>First Responder</u>	<u>Reason Used</u>	<u>Ending Miles</u>	<u>Driver</u>
1	24	0	0	EMERGENCY CALL	45081	Eric Lang
2	24	0	0	Meeting - Out of District	45131	Eric Lang
3	24	0	0	Meeting - In District	45306	Eric Lang
4	24	0	0	Meeting - Out of District	45338	Eric Lang
5	24	8	0	Meeting - In District	45377	Eric Lang
6	24	0	0	Meeting - Out of District	45436	Eric Lang
7	24	13	0	Community Event	45455	Lisa Antoniewicz
8	24	0	0			
9	24	0	0			
10	24	23	0			
11	24	7	5			
12	24	8	0			
13	24	0	0			
14	24	0	0			
15	24	24	0			
16	24	12	0			
17	24	0	0			
18	24	0	12			
19	24	7	5			
20	24	8	0			
21	24	0	0			
22	24	0	24			
23	24	0	24			
24	24	0	0			
25	24	24	0			
26	24	0	13			
27	24	10	3			
28	24	0	0			
29	24	14	0			
30	24	24	0			
31	24	23	0			
<b>Total</b>	<b>744</b>	<b>205</b>	<b>86</b>			
<b>1035 hours of coverage total</b>						
<b>Total of 139% coverage</b>						

Car 79 Responded to 1 incident in April 2020

**DGEMS-MAEMS Collaborative Response**  
2020 Responses

DGEMS Response Area		MAEMS Response Area	
2020	0	2020	1
April	0	April	0
May Missed	3	May Missed	3
YTD Missed	9	YTD Missed	6



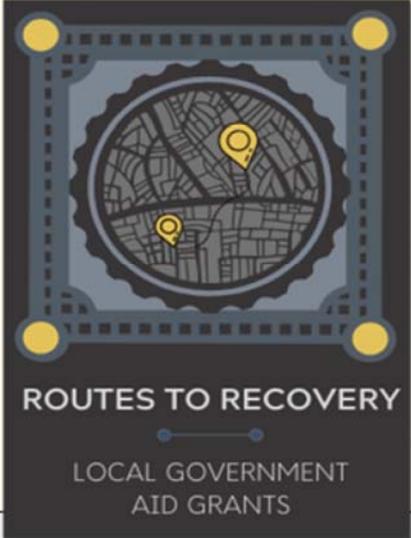
# DEER-GROVE EMS DISTRICT

4030 County Highway N, Cottage Grove, WI 53527

608-839-5658

(fax) 608-839-4427

## Routes to Recovery Local Government Aid Grant



**Routes to Recovery Grants** provide \$200 million in flexible grants for local government's unbudgeted expenditures incurred this year due to the COVID-19 pandemic, that have not already been covered through existing State of Wisconsin virus response efforts. Grants will cover reimbursements for:

- Emergency operation activities, including those related to public health, emergency services, and public safety response
- Purchases of personal protective equipment
- Cleaning/sanitizing supplies and services, including those related to elections administration
- Temporary isolation housing for infected or at-risk individuals
- Testing and contact tracing costs above those covered by existing State programs
- FMLA and sick leave for public health and safety employees to take COVID-19 precautions
- Meeting local match requirements for expenses submitted for reimbursement by FEMA, to the extent permitted by federal law

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The determination of a local government's **Routes to Recovery Grant** amount is a formula based on the jurisdiction's population, as well as the priority of providing Wisconsin's units of local government no less than \$5,000, regardless of size of the population.

\$10 million of **Routes to Recovery Grants** have also been set aside for Wisconsin's Tribal Partners.

Each of the five communities we serve received an allocation for this grant project, with amounts as follows:

Village of Deerfield - \$40,384

Town of Deerfield - \$26,516

Village of Cottage Grove - \$109,251

Town of Cottage Grove - \$63,860

Town of Pleasant Springs - \$52,284

To divide our COVID-related costs fairly, we propose using a percentage of estimated population formula which currently is:

- Village of Deerfield, population 2,484 (15.51%)
- Town of Deerfield, population 1,631 (10.19%)
- Village of Cottage Grove, population 6,720 (41.96%)
- Town of Cottage Grove, population 3,928 (24.53%)
- Town of Pleasant Springs, population 1,250 (7.81%)

Respectfully submitted,



Eric A Lang, Chief  
Deer-Grove EMS



## SERVICE MEDICAL DIRECTOR

Medical direction is a necessary component of our department, as it is a position required by WI DHS 110.49. Our current service medical director is Peter Stier, MD. Dr. Stier has been in this position since August 2011.

The following is excerpted from DHS 110.49-

Responsibilities. The service medical director shall do all the following:

- (a) Prescribe patient care protocols under which the provider's EMS personnel treat.
- (b) Develop, review, and approve in writing all patient care protocols that will be used by EMS personnel delivering patient care under the operational plan.
- (c) Ensure that physicians providing on-line medical control do so in a manner consistent with the department approved patient care protocols.
- (d) Ensure that all aspects of the emergency medical services are under medical supervision and direction at all times.
- (e) Establish, participate in, and ensure the continuing implementation of a quality assurance program as part of a patient care improvement process.
- (f) Approve, limit or withdraw credentials as provided under s. [DHS 110.52](#).
- (g) Maintain liaison with the medical community, including hospitals, emergency departments, urgent care clinics, physicians, nurses, and other healthcare providers.
- (h) Work with regional, state and local EMS authorities to ensure that standards, needs and requirements are met, and resource utilization is optimized.
- (i) Maintain, through continuing education, current knowledge, and skills appropriate for a service medical director.
- (j) Approve, direct, and assist in providing training activities that assure EMS personnel are competent to provide safe and efficient patient care, based on the department approved patient care protocols.

Based on the length of the current agreement, careful evaluation of the provisions in the agreement for time allotted to Deer-Grove versus time received, and the current needs of the department, we would like to ensure we receive the following from our Medical Director!:

- The DGEMS physician medical directors must be intricately familiar and conversant with all relevant aspects of affiliated EMS systems that relate to patient safety and outcomes. Board certification in EMS medicine is preferred, making them best prepared to lead an EMS system in the role of physician medical director.
- The DGEMS physician medical director must actively engage all staff members outside of scheduled training sessions or QA coaching. This might include riding along on calls for service, periodic station visits and participation in department scheduled special events.
- The DGEMS physician medical director needs to actively direct and oversee credentialing programs that serve in determining initial and ongoing clinical privileges for individual providers in our EMS system. The physician medical director will have authority to immediately withdraw clinical privileges as part of a due process structure if an EMS professional poses potential imminent threat to patient safety and welfare.
- The DGEMS physician medical director will actively participate in the hiring process of any new members and have influence over the selection of new members.

1-<https://www.acep.org/patient-care/policy-statements/the-role-of-the-physician-medical-director-in-emergency-medical-services-leadership/#:~:text=EMS%20physician%20medical%20directors%20should%20actively%20direct%20and%20oversee%20the,dispatch%20privileges%20for%20communications%20specialists.>

- The DGEMS physician medical director should actively direct and lead the clinical performance in our EMS system, serving with recognized ultimate clinical authority.
- The DGEMS physician medical directors will actively guide and direct our EMS system design that is based on evidence-supported clinical practices and outcomes.
- The DGEMS physician medical director will actively direct and oversee our continuous quality improvement program based on evidence-supported practices and outcomes, so as to critically appraise and advance the quality of clinical performance in our EMS system.
  - The medical director will review all cases involving cardiac arrest, advanced airway procedures, defibrillation/cardioversion, major trauma, and any patient having a time critical diagnosis
  - The results of the QA review will be shared the members no more than two weeks after the incident
- As necessary, the DGEMS physician medical director will act as the liaison between other pre-hospital medical control physician groups, other health care organizations or hospital groups, Madison and Dane County Public Health, WI DHS EMS Office, and primary care physicians for patient within our primary response area.

**PHYSICIAN MEDICAL DIRECTOR PROPOSAL**

- We desire to have a more hands-on and involved medical director program.
- Having an medical director to actively monitor the medical review aspects of our responses and directing the creation of continuing education will enhance our service by allowing the Chief and Deputy Chief to focus on all other areas of importance.
- Using the responsibilities listed in DHS 110 and the desirable attributes, we suggest we solicit medical direction proposals from our current provider, Madison Emergency Physicians, and the UW ALS Consortium.

Respectfully submitted,



Eric A Lang, Chief  
Deer-Grove EMS