

**DEER-GROVE EMS COMMISSION MEETING**  
**Cottage Grove Emergency Services Building**  
**4030 County Road N, Cottage Grove, WI 53527**  
**Thursday, December 19, 2019**  
**6:30 P.M.**

*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 November 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 Inter-facility transports with Stoughton Hospital.
10. Discuss chief review instructions for January meeting.
11. Agenda items for next commission meeting.
12. Adjournment.

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

By: Troy Allen, Commission Chairperson

Submitted December 13, 2019

*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**  
**DEERFIELD VILLAGE HALL**  
**THURSDAY, NOVEMBER 21, 2019**  
Minutes

Present: Kris Hampton, Troy Allen, Greg Frutiger, Sarah Valencia and Gary Wieczorek.

Also present: Chief Eric Lang and Office Manager Mandy Cysiewski

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

**Public Appearances:** None.

**Approval of minutes from previous meeting:** Motion by Hampton/Frutiger to approve the minutes from the October 17, 2019 only changing the name in the adjournment line from Williams to Frutiger. Motion carried 4-0 (Williams and Wieczorek abstained).

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

**Discuss and Consider approval of Bills for Budgeted/Approved Expenses:** Hampton questioned the laptop as well as the vendor Life Assist. Chief Lang stated the new laptop is for Office Manager Cysiewski and another will be arriving for a station computer. Life Assist is a new vendor which has some cheaper pricing than Boundtree. Motion by Valencia/Williams 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 Frutiger/Williams to approve the aging of accounts as presented. Motion carried 6-0. There were no write-off requests.

**Staff Report:** There were 83 calls in October, including 8 missed calls. This is up from 80 calls in the same month last year. Volunteers provided 483 hours in October, down from 565 hours in the previous month and down from 606 hours during October 2018. In addition to what is in the written report, Chief Lang reported the following:

- Chief Lang believes the reduction in calls is related to both lower I-90 calls and Cambridge EMS participating in the flex paramedic trial, resulting in less of a need for intercepts.
- EMT Lisa Reetz (now Schultz) wants to come back. Her EMT license has lapsed, but Chief Lang spoke with Dr. Stier and he approved her to operate as an EMT under her RN license.
- Chief Lang stated Oregon EMS has already been selected for the Cost-Data collection exercise, so we will be able to learn from them when our turn arises. CMS also knows they are underpaying EMS services by up to 60% and this exercise is a chance for agencies to collect more.
- In December all medics will be trained on the new Vividtrac device so it can be put in service in early 2020.

**Correspondence:** None.

**Update on 2020 DGEMS Budget:** Per Allen, the budget was approved by the Village of Cottage Grove.

**Update on Inter-facility transports with Stoughton Hospital:** Chief Lang stated the protocol have been completed and submitted to the state for approval. The planned date to implement is February 1<sup>st</sup> to give all staff time to familiarize themselves with the changes. The inter-facility transfers will only be hospital to hospital and not with the primary ambulance. Allen asked what the financial impact of this will be. Chief Lang stated the goal is to make money. The rates are set such that a private insurance company will pay what is billed. Medicare and Medicaid will pay what they will pay.

**Discuss and consider Inter-Facility Transport Operations Plan submission:** Per Chief Lang the Transport Operations plan in the packet was modified since distribution. He stated he printed new copies, but did not bring them along. Instead he read aloud the updated plan so as to continue to move the process forward. Chief Lang will email the updated plan to all after the conclusion of the meeting. The plan would go into effect February 1<sup>st</sup>, 2020. Motion by Valencia/Hampton to approve the updated plan submission as read aloud by Chief Lang. Motion carried 6-0

**Discuss and consider approval of a letter of engagement with Johnson Block and Company for the 2019 audit of DGEMS financial statements:** Motion by Hampton/Frutiger to approve the letter of engagement with Johnson Block and Company. Motion carried 6-0.

**Discuss and consider Involuntary Overtime MOU:** Chief Lang stated this MOU came about due to his foot injury as he is currently unable to take calls or jump on the ambulance. With direction from Attorney Barker, the Chief's memo was issued shortly after his injury. Chief Lang discussed the order of mandating with the full time staff and they all agreed they would like the process to go based on seniority. For example, the first time it would be necessary the lowest seniority person would be mandated. However, they would then go to the bottom of the list and the second lowest seniority would be mandated the next time, so on and so forth. Motion by Valencia/Hampton to approve the Involuntary Overtime MOU as written. Motion carried 6-0.

**Discuss and consider Response Times policy:** Chief Lang stated this is a new policy and something Deer Grove needed to define. Wiczorek questioned if Chief Lang had discussed this policy with Attorney Barker as he had some fears around not being able to meet the timelines and potential future issues with patients. Chief Lang stated he had talked this over with the Attorney. He also stated these are items that are relatively within our control. Motion by Valencia/Hampton to approve the policy as written. Motion carried 6-0.

**Discuss and consider Signatures policy:** Chief Lang stated this is a new policy, and it is something we are already doing, but it wasn't in writing. He stated the importance of this policy is without proper signatures Deer Grove will have a difficult time seeking reimbursement for services provided. Motion by Williams/Valencia to approve the policy as written. Motion carried 6-0.

**Set next commission meeting date and location:** The next meeting will be held on Thursday, December 19, 2019 at the Cottage Grove Emergency Services Building beginning at 6:30 P.M.

**Agenda items for next commission meeting:** Update on inter-facility with Stoughton Hospital, hand out chief review forms.

**Adjournment:** Motion by Hampton/Williams to adjourn. Motion carried 6-0. The meeting ended at 7:23 P.M.

Submitted by Mandy Cysiewski

**Deer Grove EMS District**  
**Profit & Loss Budget vs. Actual**  
January through November 2019

	11/12th		Budget	\$ Over Budget	% of Budget	Jan - Nov 18
	Jan - Nov 19	Annual Budget				
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
230 · Training Center Income	3,693.00	2,291.67	2,500.00	1,193.00	147.72%	7,396.00
300 · Special Event Fee	6,300.00	1,833.33	2,000.00	4,300.00	315.0%	3,735.00
4999 · Uncategorized Income	2,537.33	0.00				1,100.61
610 · Town/Villages Assessments	519,772.55	476,458.17	519,772.55	0.00	100.0%	499,615.55
620 · Ambulance Run Fees	588,074.74	455,546.67	496,960.00	91,114.74	118.33%	546,976.63
630 · Contracted Revenue	65,423.70	59,828.50	65,267.45	156.25	100.24%	58,744.93
639 · FAP Funds Received	6,241.77	0.00				5,552.45
640 · Interest Earned	768.92	458.33	500.00	268.92	153.78%	558.22
650 · Grant Revenue	1,000.00	0.00				1,000.00
693 · Donations	25,038.84	22,916.67	25,000.00	38.84	100.16%	150.00
694 · Proceeds from sale of equip.	943.86	0.00				0.00
999 · Insurance Reimbursement	5,781.17	0.00				3,245.95
<b>Total Income</b>	<b>1,225,575.88</b>	<b>1,019,333.33</b>	<b>1,112,000.00</b>	<b>113,575.88</b>	<b>110.21%</b>	<b>1,128,075.34</b>
<b>Gross Profit</b>	<b>1,225,575.88</b>	<b>1,019,333.33</b>	<b>1,112,000.00</b>	<b>113,575.88</b>	<b>110.21%</b>	<b>1,128,075.34</b>
<b>Expense</b>						
6140 · Credit Card Fees	355.48	0.00				
720 · Wages	398,205.73	433,308.33	472,700.00	-74,494.27	84.24%	371,193.98
721 · Health Insurance	113,960.16	103,711.67	113,140.00	820.16	100.73%	111,544.95
722 · Workmans Comp	9,434.00	29,461.67	32,140.00	-22,706.00	29.35%	35,613.35
723 · Retirement Plan	52,005.84	46,704.17	50,950.00	1,055.84	102.07%	49,302.52
724 · Employers FICA Expense	39,997.01	41,809.17	45,610.00	-5,612.99	87.69%	37,987.50
725 · Staff Continuing Education	5,350.53	8,250.00	9,000.00	-3,649.47	59.45%	3,865.86
726 · Travel/Mileage Reimbursement	202.61	458.33	500.00	-297.39	40.52%	0.00
728 · Medical Director Fee	5,500.00	5,500.00	6,000.00	-500.00	91.67%	5,500.00
734 · Overtime	114,614.13	98,862.50	107,850.00	6,764.13	106.27%	109,233.66
735 · EMT Stipend	17,658.00	22,916.67	25,000.00	-7,342.00	70.63%	21,972.00
736 · LifeQuest Billing	40,225.84	38,500.00	42,000.00	-1,774.16	95.78%	40,074.54
740 · Office Equipment (expense)	924.15	1,494.17	1,630.00	-705.85	56.7%	1,150.10
742 · Office Supplies	1,755.82	1,833.33	2,000.00	-244.18	87.79%	1,047.00
770 · Communications	5,398.83	5,500.00	6,000.00	-601.17	89.98%	6,143.85
775 · IT expenses	7,925.82	6,279.17	6,850.00	1,075.82	115.71%	5,876.13
790 · Publicity and Advertising	1,478.12	1,833.33	2,000.00	-521.88	73.91%	1,836.18
791 · Training Center Expense	1,234.54	1,833.33	2,000.00	-765.46	61.73%	4,376.00
810 · EMT Recognition	506.86	2,291.67	2,500.00	-1,993.14	20.27%	1,748.52
820 · EMT Continuing Education	1,314.00	4,583.33	5,000.00	-3,686.00	26.28%	3,145.00
825 · Chief Continuing Education	1,498.65	1,375.00	1,500.00	-1.35	99.91%	1,303.03
829 · Vehicle Maintenance	14,129.53	9,510.42	10,375.00	3,754.53	136.19%	6,146.19
831 · Fuel	12,974.08	12,833.33	14,000.00	-1,025.92	92.67%	14,076.87
840 · Equipment/Non-Disposable	4,890.85	57,108.33	62,300.00	-57,409.15	7.85%	6,167.62
842 · Equipment Maintenance	3,571.41	3,300.00	3,600.00	-28.59	99.21%	2,470.00
845 · Capital Purchase	64,002.94	0.00				28,030.60
850 · Medical Supplies	29,838.77	37,578.75	40,995.00	-11,156.23	72.79%	34,026.10
852 · Training Medical Supplies	0.00	916.67	1,000.00	-1,000.00	0.0%	14.23
860 · Clothing	10,515.65	11,825.00	12,900.00	-2,384.35	81.52%	2,504.73
870 · Insurance	10,119.00	7,883.33	8,600.00	1,519.00	117.66%	9,037.00
871 · Group Life Insurance	613.28	641.67	700.00	-86.72	87.61%	560.66
872 · Unemployment Insurance	50.00	3,666.67	4,000.00	-3,950.00	1.25%	0.00
878 · Community Medic Program	50.00	284.17	310.00	-260.00	16.13%	0.00
879 · Health Maintenance & Safety	1,219.79	1,375.00	1,500.00	-280.21	81.32%	64.30
880 · Legal Fees	4,348.00	4,583.33	5,000.00	-652.00	86.96%	5,045.00
881 · Accounting Fees	8,000.00	7,012.50	7,650.00	350.00	104.58%	7,350.00
885 · Overdue Run Fees	104,909.86	0.00				105,804.39
898 · Building and Grounds	3,786.96	3,208.33	3,500.00	286.96	108.2%	1,757.31
899 · Miscellaneous Expenses	401.86	1,100.00	1,200.00	-798.14	33.49%	593.07
<b>Total Expense</b>	<b>1,092,968.10</b>	<b>1,019,333.33</b>	<b>1,112,000.00</b>	<b>-19,031.90</b>	<b>98.29%</b>	<b>1,036,562.24</b>
<b>Net Ordinary Income</b>	<b>132,607.78</b>	<b>0.00</b>	<b>0.00</b>	<b>132,607.78</b>	<b>100.0%</b>	<b>91,513.10</b>

**Deer Grove EMS District**  
**Profit & Loss Budget vs. Actual**  
 January through November 2019

	11/12th					Jan - Nov 18
	Jan - Nov 19	Annual Budget	Budget	\$ Over Budget	% of Budget	
Other Income/Expense						
Other Income						
691 · Unassigned Funds Applied	0.00	0.00	0.00	0.00	0.0%	0.00
692 · FAP funds Allocated	0.00	0.00	0.00	0.00	0.0%	0.00
Total Other Income	0.00	0.00	0.00	0.00	0.0%	0.00
Other Expense						
1099 · Reportable Health Coverage	0.00	0.00	0.00	0.00	0.0%	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.0%	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.0%	0.00
Net Income	132,607.78	0.00	0.00	132,607.78	100.0%	91,513.10

**Deer Grove EMS District**  
**Balance Sheet**  
As of November 30, 2019

	Nov 30, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	359,527.47
<b>Accounts Receivable</b>	
1200 - Accounts Receivable	1,085.51
1210 - Lifequest Receivables	162,626.47
<b>Total Accounts Receivable</b>	163,711.98
Other Current Assets	6,763.29
<b>Total Current Assets</b>	530,002.74
<b>Fixed Assets</b>	604,794.75
<b>Other Assets</b>	
112 - Allowance for Doubtful Accounts	-78,376.75
<b>Total Other Assets</b>	-78,376.75
<b>TOTAL ASSETS</b>	<b>1,056,420.74</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	3,040.12
Credit Cards	5,750.40
<b>Other Current Liabilities</b>	
Lifequest Deposit Adjustments	1,036.68
Member Reimbursements Payable	222.04
Payroll Liabilities	8,112.92
231 - Deferred Run Revenue	63,554.06
232 - Town/Village Pre-payments	12,336.58
<b>Total Other Current Liabilities</b>	85,262.28
<b>Total Current Liabilities</b>	94,052.80
<b>Total Liabilities</b>	94,052.80
<b>Equity</b>	
1110 - Retained Earnings	6,838.31
380 - Fund Balance-Unrestricted	205,912.00
<b>381 - Fund Balance-Restricted (FAP)</b>	
Aids & Training	4,463.03
EMT Basic Training	7,751.93
<b>Total 381 - Fund Balance-Restricted (FAP)</b>	12,214.96
383 - Investment in Fixed Asset	604,794.89
Net Income	132,607.78
<b>Total Equity</b>	962,367.94
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,056,420.74</b>

Deer Grove EMS District  
Bill Payment Detail  
November 2019

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
EFT	Liability Check	11/08/2019	Bank of Deerfield		101 · Operating Checking	-16,979.22	
					Direct Deposit Liability	16,279.22	-16,279.22
					Direct Deposit Liability	700.00	-700.00
TOTAL						16,979.22	-16,979.22
EFT	Liability Check	11/08/2019	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						430.00	-430.00
20825	Liability Check	11/08/2019	Fire Fighters Local 311		101 · Operating Checking	-218.00	
					Local 311 Dues	218.00	-218.00
TOTAL						218.00	-218.00
EFT	Liability Check	11/12/2019	EFTTPS	39-1293690	101 · Operating Checking	-6,022.56	
				39-1293690	224 · FICA/Fed Payable	2,300.00	-2,300.00
				39-1293690	2242 · FICA/Fed Payable-ER	1,508.48	-1,508.48
				39-1293690	2241 · FICA/Fed Payable-EE	1,508.48	-1,508.48
				39-1293690	2242 · FICA/Fed Payable-ER	352.80	-352.80
				39-1293690	2241 · FICA/Fed Payable-EE	352.80	-352.80
TOTAL						6,022.56	-6,022.56
EFT	Liability Check	11/14/2019	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,019.32	
				036-0000519180-02	225 · State Withholding	1,019.32	-1,019.32
TOTAL						1,019.32	-1,019.32
20812	Liability Check	11/07/2019	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
20813	Bill Pmt -Check	11/07/2019	Bound Tree Medical, LLC		101 · Operating Checking	-2,048.74	
83395166	Bill	10/28/2019		Rocuronium	850 · Medical Supplies	77.80	-77.80

**Deer Grove EMS District  
Bill Payment Detail  
November 2019**

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
83396753	Bill	10/29/2019		Misc Medical Supplies	850 · Medical Supplies	1,970.94	-1,970.94
TOTAL						2,048.74	-2,048.74
20814	Bill Pmt -Check	11/07/2019	Galls		101 · Operating Checking	-337.60	
013952051	Bill	10/11/2019		Expansion strap	860 · Clothing	8.95	-8.95
013979159	Bill	10/15/2019		Hat - Mickelson	860 · Clothing	46.95	-46.95
013979158	Bill	10/15/2019		Hat - Schlicht	860 · Clothing	46.95	-46.95
013979157	Bill	10/15/2019		Hat - Anders	860 · Clothing	46.95	-46.95
013979156	Bill	10/15/2019		Hat - Sanders	860 · Clothing	46.95	-46.95
013979155	Bill	10/15/2019		Hat - McMullen	860 · Clothing	46.95	-46.95
013979154	Bill	10/15/2019		Hat - Belden	860 · Clothing	46.95	-46.95
013979153	Bill	10/15/2019		Hat - Lasko	860 · Clothing	46.95	-46.95
TOTAL						337.60	-337.60
20815	Bill Pmt -Check	11/07/2019	Initial Designs Custom Embriodery	Embroidery/Hats/Neck gaiter	101 · Operating Checking	-1,013.55	
7836	Bill	10/26/2019		Embroidery/Hats/Neck gaiter	860 · Clothing	1,013.55	-1,013.55
TOTAL						1,013.55	-1,013.55
20816	Bill Pmt -Check	11/07/2019	Landmark Services Cooperative	Oct Fuel	101 · Operating Checking	-592.96	
	Bill	10/31/2019		Oct Fuel	831 · Fuel	592.96	-592.96
TOTAL						592.96	-592.96
20817	Bill Pmt -Check	11/07/2019	Life-Assist, Inc.	Medication	101 · Operating Checking	-114.00	
953005	Bill	10/28/2019		Medication	850 · Medical Supplies	114.00	-114.00
TOTAL						114.00	-114.00
20818	Bill Pmt -Check	11/07/2019	O'Reilly Auto Parts	Windshield Washer Fluid	101 · Operating Checking	-16.00	
4331-318092	Bill	10/31/2019		Windshield Washer Fluid	829 · Vehicle Maintenance	16.00	-16.00
TOTAL						16.00	-16.00
20819	Bill Pmt -Check	11/07/2019	US Bank		101 · Operating Checking	-4,898.71	
	Bill	10/27/2019		One Card - Office Use Only		2,364.91	-2,364.91
	Bill	10/27/2019		One Card - Eric Lang		295.35	-295.35
	Bill	10/27/2019		One Card - Lisa Antoniewicz		128.94	-128.94
	Bill	10/27/2019		One Card - Mandy Cysiewski		2,109.51	-2,109.51
TOTAL						4,898.71	-4,898.71
20820	Bill Pmt -Check	11/07/2019	VBM Medical Inc.	Pocket Control Inflator	101 · Operating Checking	-807.16	

**Deer Grove EMS District**  
**Bill Payment Detail**  
November 2019

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
201900891	Bill	10/17/2019		Pocket Control Inflator	840 · Equipment/Non-Disposable	807.16	-807.16
TOTAL						<u>807.16</u>	<u>-807.16</u>
20821	Bill Pmt -Check	11/07/2019	WEX Bank	Oct Fuel	101 · Operating Checking	-516.27	
62075824	Bill	10/31/2019		Oct Fuel	831 · Fuel	516.27	-516.27
TOTAL						<u>516.27</u>	<u>-516.27</u>
20822	Bill Pmt -Check	11/07/2019	Wisconsin Department of Revenue	Tax Fee	101 · Operating Checking	-53.26	
L0416334736	Bill	10/31/2019		Tax Fee	899 · Miscellaneous Expenses	53.26	-53.26
TOTAL						<u>53.26</u>	<u>-53.26</u>
20823	Bill Pmt -Check	11/07/2019	Wisconsin Dept. of Justice	Luebke/Bischel checks	101 · Operating Checking	-20.00	
	Bill	10/31/2019		Luebke/Bischel checks	899 · Miscellaneous Expenses	20.00	-20.00
TOTAL						<u>20.00</u>	<u>-20.00</u>
20824	Bill Pmt -Check	11/07/2019	ZOLL Medical Corporation	CPR Stat Padz	101 · Operating Checking	-241.36	
2954548	Bill	10/17/2019		CPR Stat Padz	850 · Medical Supplies	241.36	-241.36
TOTAL						<u>241.36</u>	<u>-241.36</u>
EFT	Bill Pmt -Check	11/07/2019	GFC Leasing WI	Copier Lease	101 · Operating Checking	-48.30	
I00544312	Bill	10/21/2019		Copier Lease	740 · Office Equipment (expense)	48.30	-48.30
TOTAL						<u>48.30</u>	<u>-48.30</u>
EFT	Liability Check	11/22/2019	Bank of Deerfield		101 · Operating Checking	-15,098.82	
					Direct Deposit Liability	14,398.82	-14,398.82
					Direct Deposit Liability	700.00	-700.00
TOTAL						<u>15,098.82</u>	<u>-15,098.82</u>
20836	Liability Check	11/22/2019	Fire Fighters Local 311		101 · Operating Checking	-212.22	
					Local 311 Dues	212.22	-212.22
TOTAL						<u>212.22</u>	<u>-212.22</u>
EFT	Liability Check	11/22/2019	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**  
November 2019

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
				98971-01	WI Deferred Comp Liability	150.00	-150.00
TOTAL						<u>430.00</u>	<u>-430.00</u>
EFT	Liability Check	11/26/2019	EFTTPS	39-1293690	101 · Operating Checking	-5,346.42	
				39-1293690	224 · FICA/Fed Payable	2,055.00	-2,055.00
				39-1293690	2242 · FICA/Fed Payable-ER	1,333.79	-1,333.79
				39-1293690	2241 · FICA/Fed Payable-EE	1,333.79	-1,333.79
				39-1293690	2242 · FICA/Fed Payable-ER	311.92	-311.92
				39-1293690	2241 · FICA/Fed Payable-EE	311.92	-311.92
TOTAL						<u>5,346.42</u>	<u>-5,346.42</u>
EFT	Liability Check	11/29/2019	Employee Trust Funds	5300000	101 · Operating Checking	-7,335.02	
				5300000	2272 · Employer Share WRS	4,553.06	-4,553.06
				5300000	2271 · Employee Share WRS	2,781.96	-2,781.96
TOTAL						<u>7,335.02</u>	<u>-7,335.02</u>
EFT	Liability Check	11/29/2019	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,087.74	
				036-0000519180-02	225 · State Withholding	1,087.74	-1,087.74
TOTAL						<u>1,087.74</u>	<u>-1,087.74</u>
EFT	Liability Check	11/22/2019	Employee Trust Funds	5300000	101 · Operating Checking	-11,244.32	
				5300000	Health Insurance Liability - ER	9,916.95	-9,916.95
				5300000	Health Insurance Liability - EE	1,327.37	-1,327.37
TOTAL						<u>11,244.32</u>	<u>-11,244.32</u>
20826	Bill Pmt -Check	11/19/2019	AED Superstore	Child Manikin	101 · Operating Checking	-1,165.50	
1513304	Bill	11/11/2019		Child Manikin	845 · Capital Purchase	1,165.50	-1,165.50
TOTAL						<u>1,165.50</u>	<u>-1,165.50</u>
20827	Bill Pmt -Check	11/19/2019	Bound Tree Medical, LLC		101 · Operating Checking	-463.96	
83375751	Bill	11/01/2019		Bags	850 · Medical Supplies	210.97	-210.97
83377553	Bill	11/01/2019		Trauma/Airway Kit	850 · Medical Supplies	252.99	-252.99
TOTAL						<u>463.96</u>	<u>-463.96</u>
20828	Bill Pmt -Check	11/19/2019	Forward Pharmacy	Glucagen/Loraz/Fentanyl	101 · Operating Checking	-565.00	
	Bill	11/01/2019		Glucagen/Loraz/Fentanyl	850 · Medical Supplies	565.00	-565.00
TOTAL						<u>565.00</u>	<u>-565.00</u>

**Deer Grove EMS District**  
**Bill Payment Detail**  
November 2019

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
20829	Bill Pmt -Check	11/19/2019	New Glarus Motors	M80 Oil/Filter/Heat fix	101 · Operating Checking	-491.41	
01156	Bill	11/12/2019		M80 Oil/Filter/Heat fix	829 · Vehicle Maintenance	491.41	-491.41
TOTAL						491.41	-491.41
20830	Bill Pmt -Check	11/19/2019	O'Reilly Auto Parts		101 · Operating Checking	-55.35	
4331-318361	Bill	11/02/2019		Headlight	829 · Vehicle Maintenance	18.68	-18.68
4331-318845	Bill	11/08/2019		Antifreeze	829 · Vehicle Maintenance	17.99	-17.99
4331-318522	Bill	11/15/2019		Headlight	829 · Vehicle Maintenance	18.68	-18.68
TOTAL						55.35	-55.35
20831	Bill Pmt -Check	11/19/2019	Pomasl Fire Equipment		101 · Operating Checking	-2,095.60	
79487	Bill	11/08/2019		M80 Liquid Spring repair	829 · Vehicle Maintenance	375.60	-375.60
79554	Bill	11/13/2019		M80 Bumper	845 · Capital Purchase	1,720.00	-1,720.00
TOTAL						2,095.60	-2,095.60
20832	Bill Pmt -Check	11/19/2019	Quill		101 · Operating Checking	-95.34	
2630738	Bill	11/13/2019		Misc Office Supplies	742 · Office Supplies	91.62	-91.62
2666660	Bill	11/15/2019		Ink pad for date stamp	742 · Office Supplies	3.72	-3.72
TOTAL						95.34	-95.34
20833	Bill Pmt -Check	11/19/2019	Rennert's Fire Equipment Service, Inc.	M81 Rear Door latch repair	101 · Operating Checking	-529.31	
41501	Bill	11/06/2019		M81 Rear Door latch repair	829 · Vehicle Maintenance	529.31	-529.31
TOTAL						529.31	-529.31
20834	Bill Pmt -Check	11/19/2019	Society Insurance	Work Comp	101 · Operating Checking	-1,676.00	
	Bill	11/12/2019		Work Comp	722 · Workmans Comp	1,676.00	-1,676.00
TOTAL						1,676.00	-1,676.00
20835	Bill Pmt -Check	11/19/2019	Stryker Medical	Hose and Repair	101 · Operating Checking	-221.02	
2834662M	Bill	11/05/2019		Hose and Repair	842 · Equipment Maintenance	221.02	-221.02
TOTAL						221.02	-221.02
20837	Bill Pmt -Check	11/19/2019	Horstman Computers	Station 2 Internet	101 · Operating Checking	-1,882.95	
2045964	Bill	11/18/2019	Deerfield Fire Dept.	Station 2 Internet	775 · IT expenses	941.48	-941.48
				Station 2 Internet	775 · IT expenses	941.47	-941.47
TOTAL						1,882.95	-1,882.95

**Deer Grove EMS District**  
**Bill Payment Detail**  
November 2019

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
EFT	Liability Check	11/30/2019	Aflac	MCY18	101 - Operating Checking	-246.76	
				MCY18	Aflac	246.76	-246.76
TOTAL						<u>246.76</u>	<u>-246.76</u>
	Bill Pmt -CCard	11/08/2019	Charter Communications		One Card - Office Use Only	-266.06	
0000443110119	Bill	11/01/2019		Nov Shared Internet Services	770 - Communications	69.99	-69.99
				Nov phone/fax	770 - Communications	82.24	-82.24
0023811110519	Bill	11/05/2019		Station 2 phone/internet	770 - Communications	113.83	-113.83
TOTAL						<u>266.06</u>	<u>-266.06</u>
	Bill Pmt -CCard	11/19/2019	Airgas USA, LLC		One Card - Office Use Only	-207.06	
9965681275	Bill	11/01/2019		Cylinder Rent	850 - Medical Supplies	62.31	-62.31
9095068016	Bill	11/11/2019		O2	850 - Medical Supplies	92.95	-92.95
9095161570	Bill	11/12/2019		O2	850 - Medical Supplies	51.80	-51.80
TOTAL						<u>207.06</u>	<u>-207.06</u>
	Bill Pmt -CCard	11/18/2019	Gordon Flesch	October Copies	One Card - Office Use Only	-36.98	
IN12768322	Bill	11/07/2019		October Copies	740 - Office Equipment (expense)	36.98	-36.98
TOTAL						<u>36.98</u>	<u>-36.98</u>
	Bill Pmt -CCard	11/19/2019	Jackson Lewis P.C.	Misc Legal Labor	One Card - Office Use Only	-416.00	
7434408	Bill	11/13/2019		Misc Legal Labor	880 - Legal Fees	416.00	-416.00
TOTAL						<u>416.00</u>	<u>-416.00</u>
	Bill Pmt -CCard	11/19/2019	Verizon Wireless		One Card - Office Use Only	-181.21	
9841864961	Bill	11/10/2019		Car 79 Jet pack	770 - Communications	30.03	-30.03
				M81 Jet pack	770 - Communications	30.03	-30.03
				M80 phone	770 - Communications	0.91	-0.91
				M81 phone	770 - Communications	0.91	-0.91
				M78 phone	770 - Communications	2.86	-2.86
				C79 phone	770 - Communications	2.51	-2.51
				M80 cradlepoint	770 - Communications	30.03	-30.03
				Chief	770 - Communications	53.90	-53.90
				M78 cradlepoint	770 - Communications	30.03	-30.03
TOTAL						<u>181.21</u>	<u>-181.21</u>
	Bill Pmt -CCard	11/07/2019	Bound Tree Medical, LLC	Calibration Key/Tube Set	One Card - Office Use Only	-159.98	
83404124	Bill	11/05/2019		Calibration Key/Tube Set	850 - Medical Supplies	159.98	-159.98

Deer Grove EMS District  
**Bill Payment Detail**  
November 2019

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
TOTAL							159.98	-159.98
		Bill Pmt -CCard	11/25/2019	Bound Tree Medical, LLC	Defib Pads	One Card - Office Use Only	-154.04	
	834220272	Bill	11/21/2019	Cottage Grove Police Dept.	Defib Pads	850 - Medical Supplies	154.04	-154.04
TOTAL							154.04	-154.04

## Deer Grove EMS District Credit Card Purchases

November 2019

Date	Source Name	Memo	Split	Amount
<b>301 - One Card</b>				
<b>One Card - Eric Lang</b>				
11/01/2019	Embroidery Professionals	Logo/Name and Rank/Reflective	860 · Clothing	30.00
11/04/2019	Menards	Flashlights/Ice Melt/Fuel Supplement	-SPLIT-	253.98
11/06/2019	USPS	Package Return	770 · Communications	39.40
11/06/2019	Embroidery Professionals	Reflective Back/Name and Rank Embroidery	860 · Clothing	40.00
11/12/2019	GoDaddy	Website Hosting	775 · IT expenses	162.05
11/12/2019	Walgreens	Invites for Holiday Party	810 · EMT Recognition	39.60
11/22/2019	Embroidery Professionals	Remove Stitching/Replace Name	860 · Clothing	10.00
11/25/2019	Jimmy Johns		810 · EMT Recognition	68.00
11/25/2019	SCRTAC	Chief Trauma Care Across Contin class	825 · Chief Continuing Educa...	40.00
Total One Card - Eric Lang				683.03
<b>One Card - Lisa Antoniewicz</b>				
11/11/2019	Amazon.com	Scanner	775 · IT expenses	101.87
11/18/2019	USPS	Commission Packets/Stamps	742 · Office Supplies	63.00
11/18/2019	Menards	Misc Building Supplies	898 · Building and Grounds	312.10
11/21/2019	ProClip USA	Mount	840 · Equipment/Non-Dispos...	129.98
11/25/2019	ProClip USA	Mount	840 · Equipment/Non-Dispos...	189.96
11/25/2019	Amazon.com	Curtains	898 · Building and Grounds	158.85
11/25/2019	Amazon.com	Mattress Topper	898 · Building and Grounds	39.99
Total One Card - Lisa Antoniewicz				995.75
<b>One Card - Mandy Cysiewski</b>				
11/01/2019	Amazon.com	Hi Vis Vests	860 · Clothing	245.52
11/04/2019	Amazon.com	Hi Vis Vests	860 · Clothing	81.27
11/05/2019	Amazon.com	Vinyl Repair Kit	829 · Vehicle Maintenance	9.38
11/06/2019	Amazon.com	2 - Surface Pro 6	775 · IT expenses	1,384.00
11/08/2019	Kalahari Resort	WEMSA Hotel - Lasko	725 · Staff Continuing Educat...	79.53
11/19/2019	TechSoup	Office 365 for Lts, Chief, Mandy	775 · IT expenses	216.00
11/25/2019	National Association of E...	Instructor Course - Lex	1502 · Prepaid Expenses	395.00
Total One Card - Mandy Cysiewski				2,410.70
Total 301 - One Card				4,089.48
<b>TOTAL</b>				<b>4,089.48</b>

**Deer Grove EMS District**  
**Payroll Transaction Detail**  
 November 2019

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
11/08/2019	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	80	1,635.20
			Anders, Devon C	Overtime Hourly Rate	16	490.56
						2,125.76
11/22/2019	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	40	817.60
			Anders, Devon C	Overtime Hourly Rate	8	245.28
			Anders, Devon C	Vacation Hourly Rate	24	490.56
						1,553.44
11/08/2019	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	54	1,426.68
			Antoniewicz, Lisa M	Overtime Hourly Rate	4.5	178.34
			Antoniewicz, Lisa M	Regular Hourly Rate	26	686.92
			Antoniewicz, Lisa M	Overtime Hourly Rate	10	396.30
			Antoniewicz, Lisa M	Overtime Hourly Rate	3.5	138.71
						2,826.95
11/22/2019	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	61	1,611.62
			Antoniewicz, Lisa M	Regular Hourly Rate	16	422.72
			Antoniewicz, Lisa M	Overtime Hourly Rate	13	515.19
			Antoniewicz, Lisa M	Overtime Hourly Rate	1.5	59.45
			Antoniewicz, Lisa M	Vacation Hourly Rate	3	79.26
			Antoniewicz, Lisa M	Vacation OT Hourly Rate	8	317.04
						3,005.28
11/08/2019	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	76	1,607.40
			Belden, Elliott H	Overtime Hourly Rate	8	253.84
			Belden, Elliott H	Regular Hourly Rate	4	84.60
			Belden, Elliott H	Overtime Hourly Rate	15	475.95
						2,421.79
11/22/2019	DD	Paycheck	Belden, Elliott H	Vacation Hourly Rate	24	507.60
			Belden, Elliott H	Regular Hourly Rate	40	846.00
			Belden, Elliott H	Overtime Hourly Rate	8	253.84
						1,607.44
11/08/2019	DD	Paycheck	Campbell, Erin A	Regular Hourly Rate	25	375.00
			Campbell, Erin A	Regular Hourly Rate	2	30.00
						405.00
11/22/2019	DD	Paycheck	Campbell, Erin A	Regular Hourly Rate	12	180.00
						180.00

**Deer Grove EMS District**  
**Payroll Transaction Detail**  
**November 2019**

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
11/08/2019	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	44.5	909.58
			Cummings, Ross E	Overtime Hourly Rate	53.5	1,640.31
			Cummings, Ross E	Regular Hourly Rate	11.5	235.06
			Cummings, Ross E	Vacation Hourly Rate	24	490.56
						3,275.51
11/22/2019	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	80	1,635.20
			Cummings, Ross E	Overtime Hourly Rate	43.25	1,326.05
						2,961.25
11/08/2019	DD	Paycheck	Cushing, Daniel P	Weekday Stipend	14	252.00
			Cushing, Daniel P	Training Attendance Stipend	1	18.00
						270.00
11/08/2019	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	17.5	315.00
			Cysiewski, Mandy J	Vacation Hourly Rate	0.5	9.00
			Cysiewski, Mandy J	Regular Hourly Rate	14	252.00
						576.00
11/22/2019	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	29.5	531.00
			Cysiewski, Mandy J	Vacation Hourly Rate	2.5	45.00
						576.00
11/08/2019	DD	Paycheck	Einstein, Justin D	Weekend Stipend	4	72.00
			Einstein, Justin D	Training Attendance Stipend	1	18.00
						90.00
11/08/2019	DD	Paycheck	Fedorowicz, Samantha E	Training Attendance Stipend	1	18.00
						18.00
11/08/2019	DD	Paycheck	Frye, Brandon S	Regular Hourly Rate	29	435.00
						435.00
11/22/2019	DD	Paycheck	Frye, Brandon S	Regular Hourly Rate	24	360.00
						360.00
11/08/2019	DD	Paycheck	Hartman, Michael D	Weekday Stipend	3	54.00
			Hartman, Michael D	Weekend Stipend	1	18.00
			Hartman, Michael D	Training Attendance Stipend	1	18.00
						90.00

**Deer Grove EMS District**  
**Payroll Transaction Detail**  
**November 2019**

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
11/08/2019	DD	Paycheck	Lang, Eric A	Salary	40	1,576.92
			Lang, Eric A	Vacation Salary	40	1,576.93
						3,153.85
11/22/2019	DD	Paycheck	Lang, Eric A	Salary	80	3,153.85
						3,153.85
11/08/2019	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	60.5	1,216.05
			Lasko, Wendy J	Regular Hourly Rate	2	40.20
			Lasko, Wendy J	Regular Hourly Rate	2.5	50.25
			Lasko, Wendy J	Overtime Hourly Rate	11.5	346.73
						1,653.23
11/22/2019	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	65	1,306.50
			Lasko, Wendy J	Overtime Hourly Rate	8	241.20
			Lasko, Wendy J	Overtime Hourly Rate	6	180.90
			Lasko, Wendy J	Vacation Hourly Rate	15	301.50
			Lasko, Wendy J	Vacation OT Hourly Rate	9	271.35
						2,301.45
11/22/2019	DD	Paycheck	Lillegard, Micah D	Regular Hourly Rate	24	360.00
						360.00
11/08/2019	DD	Paycheck	Martin, Alexa S	Regular Hourly Rate	24	360.00
						360.00
11/08/2019	DD	Paycheck	Marvin, Courtney A	Regular Hourly Rate	2	30.00
						30.00
11/08/2019	DD	Paycheck	McMullen, Jeremy B	Weekday Stipend	27	486.00
			McMullen, Jeremy B	Weekend Stipend	18	324.00
						810.00
11/08/2019	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	64.5	1,189.38
			Mickelson, Matthew A	Overtime Hourly Rate	8	221.28
						1,410.66
11/22/2019	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	78	1,438.32
			Mickelson, Matthew A	Overtime Hourly Rate	18	497.88
			Mickelson, Matthew A	Regular Hourly Rate	2	36.88
						1,973.08

**Deer Grove EMS District**  
**Payroll Transaction Detail**  
 November 2019

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
11/08/2019	DD	Paycheck	Miles, Thomas E	Weekday Stipend	2	36.00
			Miles, Thomas E	Training Attendance Stipend	1	18.00
						54.00
11/08/2019	DD	Paycheck	Regali, Trevor C	Regular Hourly Rate	24	360.00
			Regali, Trevor C	Regular Hourly Rate	2	30.00
						390.00
11/22/2019	DD	Paycheck	Regali, Trevor C	Regular Hourly Rate	24	360.00
						360.00
11/08/2019	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	77	1,573.88
			Sanders, Seth C	Overtime Hourly Rate	20	613.20
			Sanders, Seth C	Regular Hourly Rate	3	61.32
						2,248.40
11/22/2019	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	40	817.60
			Sanders, Seth C	Overtime Hourly Rate	8	245.28
			Sanders, Seth C	Vacation Hourly Rate	24	490.56
						1,553.44
11/08/2019	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	40	777.60
			Schlicht, Trevor A	Overtime Hourly Rate	8	233.28
			Schlicht, Trevor A	Vacation Hourly Rate	24	466.56
						1,477.44
11/22/2019	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	68	1,321.92
			Schlicht, Trevor A	Overtime Hourly Rate	16	466.56
			Schlicht, Trevor A	Vacation Hourly Rate	12	233.28
						2,021.76
11/08/2019	DD	Paycheck	Sefcik, Daniel D	Regular Hourly Rate	12	180.00
						180.00
11/22/2019	DD	Paycheck	Sefcik, Daniel D	Regular Hourly Rate	12	180.00
						180.00
11/08/2019	DD	Paycheck	Stier, Peter	Medical Director Fee		500.00
						500.00

**Deer Grove EMS District  
Payroll Transaction Detail  
November 2019**

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
11/08/2019	DD	Paycheck	Wargo, Thomas V	Weekday Stipend	3	54.00
			Wargo, Thomas V	Training Attendance Stipend	1	18.00
						72.00
11/08/2019	DD	Paycheck	Yelk Meinholz, Amy M	Weekday Stipend	4	72.00
			Yelk Meinholz, Amy M	Training Attendance Stipend	1	18.00
						90.00
<b>TOTAL</b>						<b>47,110.58</b>

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12/09/19

Accrual Basis

**Deer Grove EMS District**  
**Member expenses and reimbursements through payroll**  
As of November 30, 2019

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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	11/22/2019	DD	Belden, Elliott H		330.48
Total Member Reimbursements Payable					330.48
<b>TOTAL</b>					<b>330.48</b>

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**Deer Grove EMS District**  
**Deposit Detail**  
November 2019

Type	Date	Name	Memo	Account	Amount
<b>General Journal</b>	<b>11/30/2019</b>	<b>LifeQuest</b>	<b>Payment Received - Overpayment Returns - Nov</b>	<b>105 - Hometown Bank</b>	<b>49,953.10</b>
		LifeQuest	Payment Received - Overpayment Returns - Nov	1210 - Lifequest Receivables	-49,953.10
TOTAL					-49,953.10
<b>General Journal</b>	<b>11/30/2019</b>		<b>Payment received with no paperwork</b>	<b>105 - Hometown Bank</b>	<b>2,001.00</b>
			Payment received with no paperwork	Lifequest Deposit Adjustments	-2,001.00
TOTAL					-2,001.00
<b>Deposit</b>	<b>11/12/2019</b>		<b>Deposit</b>	<b>103 - Savings bank of Deerfield</b>	<b>1,417.31</b>
		League of Wisconsin Municipalities	Deposit	999 - Insurance Reimbursement	-322.31
Payment	11/08/2019	Curry, Clairissa K	Deposit	Aflac	-60.00
		Marshall Area EMS		1499 - Undeposited Funds	-1,035.00
TOTAL					-1,417.31
<b>Deposit</b>	<b>11/25/2019</b>		<b>Deposit</b>	<b>103 - Savings bank of Deerfield</b>	<b>6,197.67</b>
		Fedorowicz, Samantha E	October Aflac	Aflac	-29.38
General Journal	11/24/2019		To record pre-paid VCG municipal assessment from D...	1499 - Undeposited Funds	-6,168.29
TOTAL					-6,197.67
<b>Deposit</b>	<b>11/25/2019</b>		<b>Deposit</b>	<b>103 - Savings bank of Deerfield</b>	<b>196.08</b>
		US Bank	Deposit	4999 - Uncategorized Income	-196.08
TOTAL					-196.08
<b>Deposit</b>	<b>11/30/2019</b>		<b>Interest</b>	<b>103 - Savings bank of Deerfield</b>	<b>51.86</b>
			Interest	640 - Interest Earned	-51.86
TOTAL					-51.86

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Deer Grove EMS District  
**Deposit Detail**  
November 2019

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Type	Date	Name	Memo	Account	Amount
Deposit	11/30/2019		Interest	101 · Operating Checking	1.06
			Interest	640 · Interest Earned	-1.06
TOTAL					-1.06

Aging Summary Report

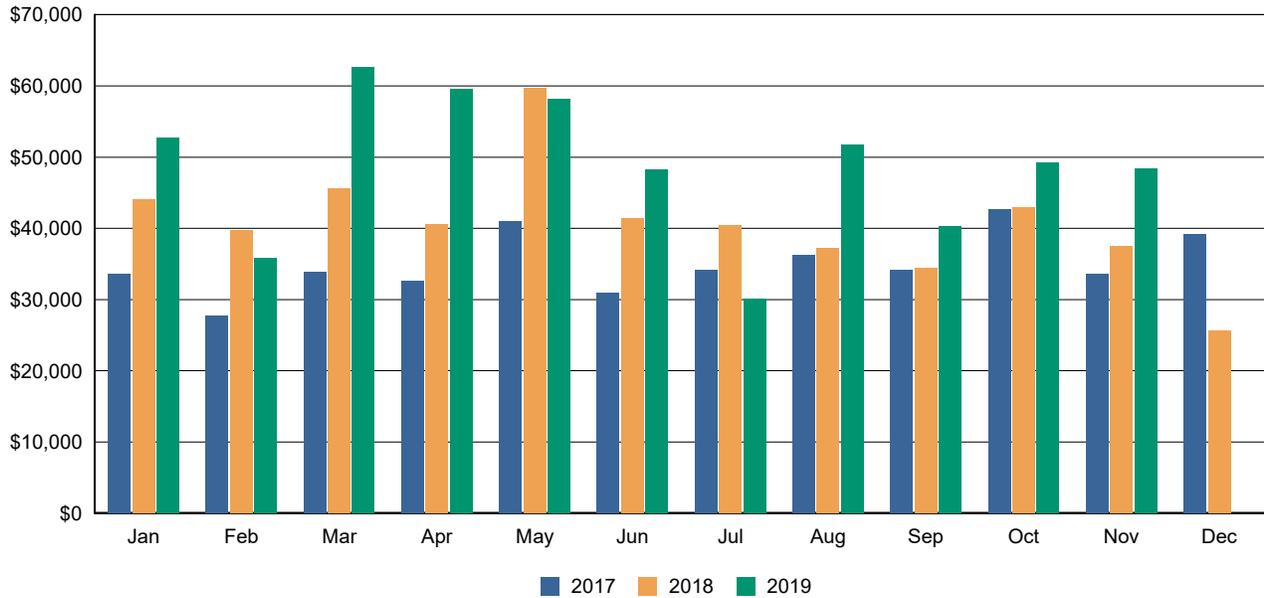
2017	Billable Units									Deposit from	
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Collections
January	149	61,458.81	37,112.81	11,562.06	7,080.20	11,094.60	11,702.10	5,807.00	145,817.58		31,027.93
February	161	74,148.27	40,328.34	19,361.01	8,985.96	4,873.00	9,434.90	6,722.40	163,853.88		25,579.00
March	157	65,606.95	37,581.40	22,508.70	16,097.28	5,606.70	1,560.60	12,224.00	161,185.63		30,405.20
April	155	47,304.66	40,581.55	26,373.53	17,138.60	8,251.20	5,138.80	7,207.30	151,995.64		29,563.91
May	173	74,737.13	26,279.20	24,380.75	11,267.10	11,586.40	7,824.30	6,744.30	162,819.18		37,291.01
June	178	66,863.45	44,391.66	11,065.84	18,646.15	11,267.10	10,045.60	12,875.60	175,155.40		28,355.41
July	173	54,296.38	52,170.43	29,085.97	7,221.51	10,078.50	2,491.00	11,995.90	167,339.69		31,444.62
August	192	59,414.23	52,117.11	32,853.64	20,779.07	5,780.44	5,134.60	9,630.10	185,709.19	731.98	33,253.57
September	199	66,463.41	51,249.84	33,167.93	22,208.64	10,418.59	1,399.00	12,426.00	197,333.41		31,323.99
October	178	43,014.56	36,993.32	28,497.07	26,269.53	14,661.20	4,936.40	8,677.40	163,049.48		39,216.62
November	221	70,397.26	41,138.57	22,604.47	18,936.24	30,994.13		10,641.00	194,711.67		30,923.41
December	191	78,999.03	44,799.91	22,326.80	17,446.07	15,663.61	8,730.46	13,149.50	201,115.38		35,785.26
	2127									731.98	384,169.93

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									0.00		
	1977									0.00	496,567.93

# All Phases Gross Revenue

Deer-Grove EMS District  
January 2017 to November 2019

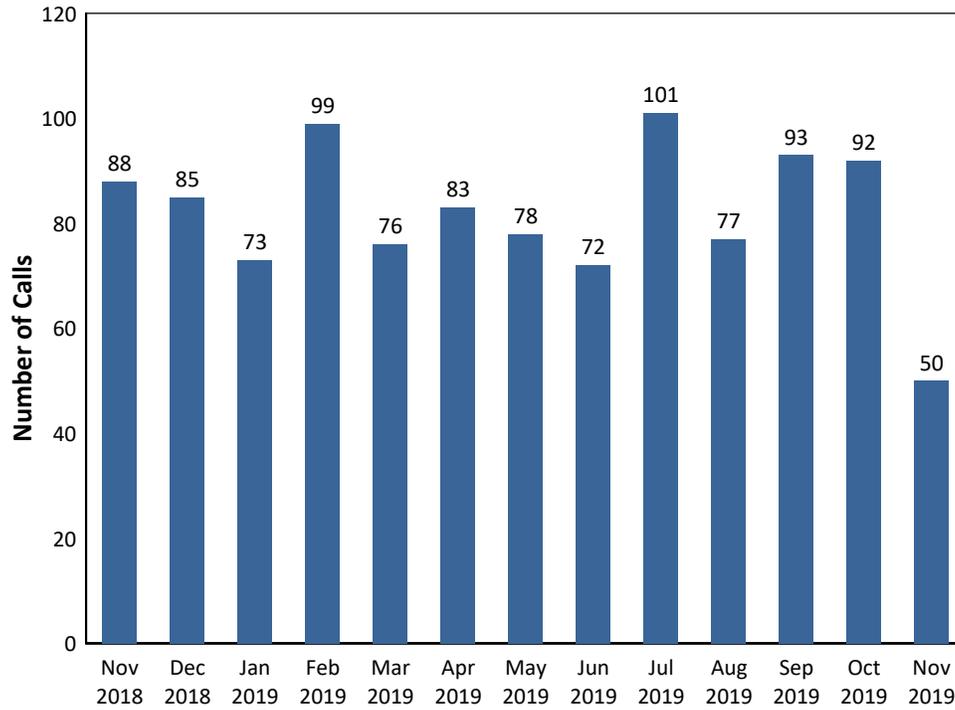


	2017	2018	2019
January	\$33,631	\$44,000	\$52,789
February	\$27,819	\$39,682	\$35,874
March	\$33,938	\$45,580	\$62,603
April	\$32,628	\$40,624	\$59,518
May	\$40,984	\$59,762	\$58,122
June	\$30,942	\$41,489	\$48,182
July	\$34,202	\$40,426	\$30,114
August	\$36,229	\$37,271	\$51,774
September	\$34,167	\$34,504	\$40,318
October	\$42,677	\$42,987	\$49,181
November	\$33,611	\$37,564	\$48,473
December	\$39,175	\$25,614	\$0
<b>Total Gross Revenue</b>	<b>\$420,004</b>	<b>\$489,503</b>	<b>\$536,948</b>

# Total Runs Entered

Deer-Grove EMS District  
November 2018 to November 2019

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



Deer-Grove EMS District

Monthly Service Report

November 2019

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Calls by Municipality (includes missed calls):

28 – Village Cottage Grove  
13 – Town Cottage Grove  
8 – Village Deerfield  
6 – Town Deerfield  
5 – Town Pleasant Springs  
3 – Mutual Aid/Intercepts  
**63 Total Calls Dispatched**  
( 89 - Same time last year )

Calls by Unit:

29 – Medic/Rescue 78  
27 – Medic/Rescue 80  
8 – Missed  
0 – Car 79  
**942 Calls YTD**  
( 1053 - Same time last year )

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**Membership:**

Volunteers (12): Kathryn Berggren (EMT-B), Dan Cushing (EMT-B), Mandy Cysiewski (EMT-B), Justin Einstein (EMT-P), Jamie Ennis (EMT-P), Samantha Fedorowicz (EMT-A), Michael Hartman (EMT-I), Tom Miles (EMT-A/RN), Jerry McMullen (EMT-P), Amy Meinholz (EMT-P), Melissa Smithback (EMT-B), Thomas Wargo (EMT-B/RN).

Volunteers provided 552 hours of coverage to the District in November, compared to 483 hours last month and 735 hours in the same month last year.

LTE(10): Erin Campbell (EMT-P), Clairissa Curry (EMT-P), Jeff Dostalek (EMT-P), Brandyn Frye (EMT-P), Andrew Jensen (EMT-P), Micah Lillegard (EMT-P), Alexa Martin (EMT-P/RN), Courtney Marvin (EMT-P), Trevor Regali (EMT-P), Danny Sefcik (EMT-P).

Part-Time(1): Mandy Cysiewski

Full-Time(9): Lisa Antoniewicz (Critical Care Paramedic/RN), Devon Anders (EMT-P), Elliott Belden (EMT-P), Ross Cummings (Critical Care Paramedic/TEMS), Eric Lang (EMT-P), Wendy Lasko (EMT-P/RN), Matthew Mickelson (EMT-P/RN), Seth Sanders (EMT-P), Trevor Schlicht (EMT-P).

Leave of Absence (3): Lisa Schultz (V), Erik Severson (V), Bryan Adler (LTE)

**Chief's Report:**

M80 struck a cow (heifer) and will be out of service for the foreseeable future.

Foot injury update: Based off of the last appointment with the orthopedic doctor, I should be able to return to full duty on December 23<sup>rd</sup> or shortly thereafter. There have been no setbacks and everything has been healing as anticipated.

For the AFG Grant/Plymovent we met with CGFD and the Plymovent contractor Hastings. CGFD has to make final decisions on vehicle configuration in the bays, which will directly affect system design. Hasting is drawing several different options and will submit back to us for review. Tentative construction to be begin in spring, with Plymovent needing approximately 6 weeks to produce the system and Hastings need one week to install. The spring install time will allow for fire vehicles to be stored outside without risk of freezing components.

DGEMS, along with Deerfield Schools, participated in a Narcan drill. This involved a staff member finding a victim suffering from an opioid overdose and activating the appropriate resources. We had Lt. Belden on site to observe the entire drill and then provide recommendation for their care procedures and future training exercises. Arrangements were made with the communications center to allow for a real 911 call. M80 also responded from the station to give the school a real-time feel for our response.

We participated in a Dane County Emergency Management (DCEM) Reunification Center Drill. This tested a procedural manual the DCEM office has created, and it will be distributed for use throughout the county.

A group of our members, Lt Belden, EMT Cysiewski, and Paramedic Sanders, were present for a meet and greet event at Madison College. They were able to meet potential members and market our agency to EMS students.

-With the help of D/C Antoniewicz, we created the attached QA Assurance Rubric. This document will contain two parts, with this one being the first. This will set forth a template and a standard to review billing and documentation aspects of the patient care reports. It also set a rating standard to measure each member.

DGEMS hosted a new, updated version of the awards and appreciation banquet. For those who attended it was great time and sets a model for us to follow moving forward.

No collaborative responses were completed with Marshall EMS.

We have identified a potential patient for the EMS Visitor program, but have been unable to enroll any.

**Training Report:**

Members continue to work on completing annual skills competency evaluations, with completion slated for 12/23. December training will cover Airway Management with a debut of Vividtrac. January training will cover the 2020 protocols and a review of OB emergencies.

Staff attended the WEMSA Conference at the new Wisc. Dells location and visited the EXPO Hall.

Upcoming training sessions:

SCRTAC Trauma Conference – Dec 5 – Verona  
PALS Renewal – Dec 6 – Cottage Grove  
Vividtrac Training – Dec 11/12/13/20/30 – Cottage Grove  
Elder Law Webinar – Dec 11  
Difficult Airway Course – Jan 27/28 – UW  
High Performance CPR (HPCPR) Initiative – Jan 13/22  
EMS Management and Leadership Workshop – Feb 28/29 – Rice Lake

**Training Center:**

3 CPR classes are scheduled in December. Our agreement to provide CPR classes every other month for Cottage Grove Courts will continue into 2020. Cottage Grove Parks and Rec have requested a community CPR class and a Stop-the-Bleed course in May.

**Public Relations/Special Events:**

Staff participated in “Sound the Alarm” on November 2nd, along with Deerfield Fire Department. The on-duty crew was also invited to attend Community Citizenship Day at St. Paul’s Lutheran Church. Additionally, DGEMS was invited and took part in a joint extrication exercise hosted by the Deerfield Fire Department.

Upcoming events:

MATC Meet and Greet – Dec 2  
Utica Snowmobile First Aid Review – Dec 2  
Deerfield School District Narcan Drill – Dec 4  
Christmas in the Grove Parade – Dec 6  
HATS OFF – Dec 7 – Badger Farms  
Deerfield Village Tree Lighting – Dec 12  
Taylor Ridge Holiday Lunch – Dec 12  
Breakfast with Santa – Dec 15 - Deerfield  
CGPD Narcan Training – Dec 18

**Vehicles**

**DEMERS (78):**

Start mileage: 41,941 End Mileage: 43,084

Start hours: 1,925 End Hours: 1,966

78 running well. Routine fluids/ filter change has been completed by Badger Motors in New Glarus. The cooling system was also flushed. The engine is providing heat as expected.

**Horton (81):**

Start Mileage: 147,402 End Mileage: 147,557

Start Hours: 8,022 End Hours: 8,039

81 is running.

**Interceptor (Car 79):**

Start Mileage: 41,685 End Mileage: 41,955

79 has an intermittent low tire. Tires need to be replaced.

**DEMERS (80)**

Start Mileage: 60,908 End Mileage: 61,922

Start Hours: 2,851 End Hours: 2,919

Prior to the collision with the cow, routine fluids and filters were changed by Badger Motors in New Glarus. The cab heat was non-producing. A simple flush of the coolant system removed debris and the cab heating system is functioning properly.

<b>November Quick Stats</b>					
<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	24	Meeting - Out of District	41729	Eric Lang
2	24	0	Meeting - Out of District	41861	Eric Lang
3	24	0	Meeting - Out of District	41912	Eric Lang
4	24	12	Meeting - Out of District	41955	Eric Lang
5	24	12			
6	24	24			
7	24	0			
8	24	0			
9	24	0			
10	24	0			
11	24	24			
12	24	12			
13	24	12			
14	24	0			
15	24	0			
16	24	24			
17	24	23			
18	24	0			
19	24	0			
20	24	12			
21	24	0			
22	24	0			
23	24	0			
24	24	24			
25	24	12			
26	24	0			
27	24	0			
28	24	0			
29	24	0			
30	24	0			
<b>Total</b>	720	215			
<b>935 hours of coverage total</b>					
<b>Total of 130% coverage</b>					



# Deer Grove Emergency Medical Services Quality Assurance Rubric

Goal: to objectively review and measure patient care reports for Quality Assurance and Improvement purposes.

### QA DOCUMENTATION REVIEW

Documentation Review measures entry of required/applicable information and report formatting is present:

- Run number (Dane Comm Generated)
- Incident date
- Incident times
- Incident location
- Incident type
- Crewmember names and roles
- Assisting Agency/Unit/Names (if applicable)
- Appropriate ALS intercept documentation
- Patient name
- Patient gender
- Patient age and date of birth
- Patient address and phone number
- If minor – parent/guardian info documented
- Primary Impression and Chief Complaint
- All procedures, vitals, meds & assessment documented fully in activities section (if applicable)
- Narrative
- Appropriate signatures (if applicable)
- Patient insurance information
- Facesheet attached to run (if applicable)
- Refusal attached to run (if applicable)
- Narcotics form attached (if applicable)
- Loaded mileage documented to nearest 10<sup>th</sup>
- Response & Transport Mode Descriptor
- Supply use fully documented
- Upload of associated data or files (CAD, cardiac monitor, intubation photo)

	POOR (1)	FAIR (2)	GOOD (3)	VERY GOOD (4)	EXCELLENT (5)
Required information and formats	Two or more requirements are missing or inaccurate.	One requirement is missing or inaccurate.	All requirements are present.	All requirements are present, and accurate. Correct spelling & grammar. CHARTD template. Patient medications and medical history are fully listed.	All requirements are present, and accurate. Only approved abbreviations. Patient SSN entered. Photo or scan of current insurance card.