DEER-GROVE EMS COMMISSION MEETING
Deerfield Village Hall
4 N. Main Street, Deerfield, WI 53531
Thursday, January 16, 2020
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 December 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. Discuss and consider interfacility billing rates.
10. Discuss and consider agreement with MTM for Medicaid payment of interfacility transfers.
11. Discuss and consider continued collaborative response agreement with Marshall EMS.
12. Consider/Adopt motion to move into closed session pursuant to Wis. Stat. §19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: for the purpose of the yearly performance review of the Chief.
13. Consider/Adopt motion to reconvene to open session and to take any action necessary from closed session.
14. Agenda items for next commission meeting.
15. Adjournment.

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

By: Troy Allen, Commission Chairperson Submitted January 10, 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, DECEMBER 19, 2019
Minutes

Present: Kris Hampton, Troy Allen, Greg Frutiger, Kristi Williams, Gary Wieczorek and John Williams.

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 K. Williams/Frutiger to approve the minutes from the November 21, 2019 meeting with the only change being the addition of Kristi Williams' name to the present list. Motion carried 5-0 (J. Williams abstained).

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

Discuss and Consider approval of Bills for Budgeted/Approved Expenses: Hampton questioned the VBM Medical charge. Chief Lang stated it was a new piece of equipment to go along with the Vividtrac airway placement tool. Frutiger questioned the Stryker charge. Chief Lang stated this was for M81's cot as it is not part of the Stryker maintenance contract. Motion by Hampton/Wieczorek 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 K. Williams/J. Williams to approve the aging of accounts as presented. Motion carried 6-0. There were no write-off requests.

Staff Report: There were 63 calls in November, including 8 missed calls. This is down from 89 calls in the same month last year. Volunteers provided 552 hours in November, up from 483 hours in the previous month and down from 735 hours during November 2018. In addition to what is in the written report, Chief Lang reported the following:

- Five new volunteers have been added in December and will reflect on the report in January. Along with the new volunteers, two LTEs and one volunteer resigned their positions due to outside commitments. All left the service in good standing and if they chose to come back they would be allowed back without going through the interview process.
- A core hiring committee has been created to address applicants on a regular basis. Chief Lang stated he found applicant engagement quickly decreases if they are not interviewed within a relatively short period of time.
- The quote for M80s repairs was received and will be just over $13k. Chief Lang stated this includes work done by MadWraps.
- There will be another Narcan drill with Deerfield Schools in January. Chief Lang stated he would like to have the fire department involved and have the DGEMS crew respond from the Town of Cottage Grove to give the school staff a feeling for what it could be like.

Correspondence: Chief Lang passed around a large thank you note from the Scouts.

Update on Inter-facility transports with Stoughton Hospital: Chief Lang stated interfacility transports are still in progress. He stated there will likely be a couple agenda items in January to address an agreement with Medical Transport Management (MTM) and BLS billing rates. Chief Lang reached out to the Stoughton Hospital ER Director and they have a plan to meet in early January.

Discuss chief review instructions for January meeting: Office Manager Cysiewski passed out new evaluation rubric. Chairman Allen requested an electronic version be sent as another option. Chief Lang stated he will send it to all commission members. Office Manager Cysiewski requested all reviews be returned to her no later than

January 6th so she has time to compile for the January 16th meeting. Chief Lang will also complete a self-review and submit it to the commission prior to the January meeting.

Set next commission meeting date and location: The next meeting will be held on Thursday, January 16, 2020 at the Deerfield Village Hall beginning at 6:30 P.M.

Agenda items for next commission meeting: Update on inter-facility with Stoughton Hospital, chief review, Marshall collaborative response.

Adjournment: Motion by Hampton/K. Williams to adjourn. Motion carried 6-0. The meeting ended at 7:16 P.M.

Submitted by Mandy Cysiewski

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

	Jan - Dec 19	Budget	$ Over Budget	% of Budget	Jan - Dec 18
Ordinary Income/Expense					
Income					
230 · Training Center Income	4,098.00	2,500.00	1,598.00	163.92%	8,452.00
300 · Special Event Fee	6,300.00	2,000.00	4,300.00	315.0%	3,735.00
4999 · Uncategorized Income	2,537.33				1,100.61
610 · Town/Villages Assesments	519,772.55	519,772.55	0.00	100.0%	499,615.55
620 · Ambulance Run Fees	627,783.63	496,960.00	130,823.63	126.33%	633,027.97
630 · Contracted Revenue	65,423.70	65,267.45	156.25	100.24%	58,744.93
639 · FAP Funds Received	6,241.77				5,552.45
640 · Interest Earned	822.14	500.00	322.14	164.43%	588.57
650 · Grant Revenue	1,000.00				1,000.00
693 · Donations	25,038.84	25,000.00	38.84	100.16%	150.00
694 · Proceeds from sale of equip.	943.86				0.00
999 · Insurance Reimbursement	18,295.96				3,245.95
Total Income	1,278,257.78	1,112,000.00	166,257.78	114.95%	1,215,213.03
Gross Profit	1,278,257.78	1,112,000.00	166,257.78	114.95%	1,215,213.03
Expense					
6140 · Credit Card Fees	398.47				
720 · Wages	435,471.55	472,700.00	-37,228.45	92.12%	416,792.03
721 · Health Insurance	123,573.76	113,140.00	10,433.76	109.22%	111,544.95
722 · Workmans Comp	11,110.00	32,140.00	-21,030.00	34.57%	35,613.35
723 · Retirement Plan	56,477.31	50,950.00	5,527.31	110.85%	55,679.14
724 · Employers FICA Expense	43,642.55	45,610.00	-1,967.45	95.69%	43,007.03
725 · Staff Continuing Education	5,982.55	9,000.00	-3,017.45	66.47%	3,905.86
726 · Travel/Mileage Reimbursement	202.61	500.00	-297.39	40.52%	155.22
728 · Medical Director Fee	6,000.00	6,000.00	0.00	100.0%	6,000.00
734 · Overtime	123,000.22	107,850.00	15,150.22	114.05%	124,704.26
735 · EMT Stipend	19,296.00	25,000.00	-5,704.00	77.18%	26,706.00
736 · LifeQuest Billing	42,931.20	42,000.00	931.20	102.22%	41,764.02
740 · Office Equipment (expense)	1,003.31	1,630.00	-626.69	61.55%	1,221.96
742 · Office Supplies	1,755.82	2,000.00	-244.18	87.79%	1,132.00
770 · Communications	5,801.24	6,000.00	-198.76	96.69%	6,525.35
775 · IT expenses	8,569.82	6,850.00	1,719.82	125.11%	5,876.13
790 · Publicity and Advertising	1,835.49	2,000.00	-164.51	91.78%	1,846.18
791 · Training Center Expense	1,502.86	2,000.00	-497.14	75.14%	4,596.00
810 · EMT Recognition	2,050.90	2,500.00	-449.10	82.04%	2,038.15
820 · EMT Continuing Education	1,314.00	5,000.00	-3,686.00	26.28%	3,145.00
825 · Chief Continuing Education	1,498.65	1,500.00	-1.35	99.91%	1,303.03
829 · Vehicle Maintenance	27,869.51	10,375.00	17,494.51	268.62%	6,306.12
831 · Fuel	14,213.21	14,000.00	213.21	101.52%	15,251.63
840 · Equipment/Non-Disposable	4,890.85	62,300.00	-57,409.15	7.85%	6,167.62
842 · Equipment Maintenance	3,571.41	3,600.00	-28.59	99.21%	2,483.57
845 · Capital Purchase	64,002.94				28,030.60
850 · Medical Supplies	38,204.69	40,995.00	-2,790.31	93.19%	35,544.40
852 · Training Medical Supplies	0.00	1,000.00	-1,000.00	0.0%	192.32
860 · Clothing	13,472.06	12,900.00	572.06	104.44%	7,574.88
870 · Insurance	10,244.00	8,600.00	1,644.00	119.12%	9,037.00
871 · Group Life Insurance	666.77	700.00	-33.23	95.25%	560.66
872 · Unemployment Insurance	50.00	4,000.00	-3,950.00	1.25%	0.00
878 · Community Medic Program	89.09	310.00	-220.91	28.74%	0.00
879 · Health Maintenance & Safety	1,771.79	1,500.00	271.79	118.12%	120.26
880 · Legal Fees	4,582.00	5,000.00	-418.00	91.64%	5,095.00
881 · Accounting Fees	8,000.00	7,650.00	350.00	104.58%	7,350.00
885 · Overdue Run Fees	116,084.01				146,258.68
898 · Building and Grounds	2,823.97	3,500.00	-676.03	80.69%	2,792.30
899 · Miscellaneous Expenses	1,146.86	1,200.00	-53.14	95.57%	1,336.07
Total Expense	1,205,101.47	1,112,000.00	93,101.47	108.37%	1,167,656.77
Net Ordinary Income	73,156.31	0.00	73,156.31	100.0%	47,556.26

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

	Jan - Dec 19	Budget	$ Over Budget	% of Budget	Jan - Dec 18
Other Income/Expense					
Other Income					
691 · Unassigned Funds Applied	0.00	0.00	0.00	0.0%	0.00
692 · FAP funds Allocated	0.00	0.00	0.00	0.0%	0.00
9010 · Debt Service Assessment	0.00	0.00	0.00	0.0%	0.00
Total Other Income	0.00	0.00	0.00	0.0%	0.00
Other Expense					
1030 · Debt Service	0.00	0.00	0.00	0.0%	0.00
1099 · Reportable Health Coverage	0.00	0.00	0.00	0.0%	0.00
Total Other Expense	0.00	0.00	0.00	0.0%	0.00
Net Other Income	0.00	0.00	0.00	0.0%	0.00
Net Income	73,156.31	0.00	73,156.31	100.0%	47,556.26

Deer Grove EMS District
Balance Sheet
As of December 31, 2019

		Dec 31, 19
ASSETS		
Current Assets		
Checking/Savings		294,499.88
Accounts Receivable		
1200 · Accounts Receivable		578.30
1210 · Lifequest Receivables		160,013.39
Total Accounts Receivable		160,591.69
Other Current Assets		995.00
Total Current Assets		456,086.57
Fixed Assets		604,794.75
Other Assets		
112 · Allowance for Doubtful Accounts		-78,376.75
Total Other Assets		-78,376.75
TOTAL ASSETS		**982,504.57**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		1,884.06
Credit Cards		77.00
Other Current Liabilities		
Lifequest Deposit Adjustments		0.12
Member Reimbursements Payable		489.99
Payroll Liabilities		7,414.58
231 · Deferred Run Revenue		63,554.06
232 · Town/Village Pre-payments		6,168.29
Total Other Current Liabilities		77,627.04
Total Current Liabilities		79,588.10
Total Liabilities		79,588.10
Equity		
1110 · Retained Earnings		6,838.31
380 · Fund Balance-Unrestricted		205,912.00
381 · Fund Balance-Restricted (FAP)		
Aids & Training	4,463.03	
EMT Basic Training	7,751.93	
Total 381 · Fund Balance-Restricted (FAP)		12,214.96
383 · Investment in Fixed Asset		604,794.89
Net Income		73,156.31
Total Equity		902,916.47
TOTAL LIABILITIES & EQUITY		**982,504.57**

Deer Grove EMS District
Bill Payment Detail
December 2019

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	20838	Check	12/02/2019	Antoniewicz, Lisa M	Clothing Reimbursement	101 · Operating Checking	-200.00	
					Clothing Reimbursement	Member Reimbursements Payable	200.00	-200.00
TOTAL							200.00	-200.00
	EFT	Liability Check	12/06/2019	Bank of Deerfield		101 · Operating Checking	-16,669.34	
						Direct Deposit Liability	15,969.34	-15,969.34
						Direct Deposit Liability	700.00	-700.00
TOTAL							16,669.34	-16,669.34
	20847	Liability Check	12/06/2019	Fire Fighters Local 311		101 · Operating Checking	-217.16	
						Local 311 Dues	217.16	-217.16
TOTAL							217.16	-217.16
	20839	Bill Pmt -Check	12/03/2019	Bound Tree Medical, LLC	Epi	101 · Operating Checking	-105.40	
	83420621	Bill	11/20/2019		Epi	850 · Medical Supplies	105.40	-105.40
TOTAL							105.40	-105.40
	20840	Bill Pmt -Check	12/03/2019	Galls		101 · Operating Checking	-327.40	
	014235445	Bill	11/12/2019		Hat	860 · Clothing	46.95	-46.95
	014300619	Bill	11/19/2019		Jacket-Lisa	860 · Clothing	280.45	-280.45
TOTAL							327.40	-327.40
	20841	Bill Pmt -Check	12/03/2019	Life-Assist, Inc.		101 · Operating Checking	-1,110.25	
	958542	Bill	11/25/2019		BP Cuffs	850 · Medical Supplies	153.59	-153.59
	958302	Bill	11/25/2019		Misc Med Supplies	850 · Medical Supplies	956.66	-956.66
TOTAL							1,110.25	-1,110.25
	20842	Bill Pmt -Check	12/03/2019	New Glarus Motors	M78 Oil Change	101 · Operating Checking	-437.79	
	01203	Bill	11/19/2019		M78 Oil Change	829 · Vehicle Maintenance	437.79	-437.79
TOTAL							437.79	-437.79
	20843	Bill Pmt -Check	12/03/2019	Pomasl Fire Equipment	Light/Latch	101 · Operating Checking	-51.00	
	79672	Bill	11/22/2019		Light/Latch	829 · Vehicle Maintenance	51.00	-51.00
TOTAL							51.00	-51.00
	20844	Bill Pmt -Check	12/03/2019	US Bank		101 · Operating Checking	-5,750.40	
		Bill	12/02/2019			One Card - Eric Lang	908.92	-908.92

Deer Grove EMS District
Bill Payment Detail
December 2019

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
		Bill	12/02/2019			One Card - Lisa Antoniewicz	995.75	-995.75
		Bill	12/02/2019			One Card - Mandy Cysiewski	2,410.70	-2,410.70
		Bill	12/02/2019			One Card - Office Use Only	1,435.03	-1,435.03
TOTAL							5,750.40	-5,750.40
	20845	Bill Pmt -Check	12/03/2019	WEX Bank	Nov Fuel	101 · Operating Checking	-234.18	
	62586964	Bill	11/30/2019		Nov Fuel	831 · Fuel	234.18	-234.18
TOTAL							234.18	-234.18
	20846	Bill Pmt -Check	12/03/2019	ZOLL Medical Corporation	CPR Stat Padz	101 · Operating Checking	-240.69	
	2973365	Bill	11/22/2019		CPR Stat Padz	850 · Medical Supplies	240.69	-240.69
TOTAL							240.69	-240.69
	EFT	Liability Check	12/06/2019	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
	EFT	Liability Check	12/10/2019	EFTTPS	39-1293690	101 · Operating Checking	-5,765.70	
					39-1293690	224 · FICA/Fed Payable	2,115.00	-2,115.00
					39-1293690	2242 · FICA/Fed Payable-ER	1,479.38	-1,479.38
					39-1293690	2241 · FICA/Fed Payable-EE	1,479.38	-1,479.38
					39-1293690	2242 · FICA/Fed Payable-ER	345.97	-345.97
					39-1293690	2241 · FICA/Fed Payable-EE	345.97	-345.97
TOTAL							5,765.70	-5,765.70
	EFT	Liability Check	12/13/2019	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,031.74	
					036-0000519180-02	225 · State Withholding	1,031.74	-1,031.74
TOTAL							1,031.74	-1,031.74
	20848	Liability Check	12/17/2019	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
	EFT	Liability Check	12/20/2019	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

Deer Grove EMS District
Bill Payment Detail
December 2019

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
TOTAL							11,778.38	-11,778.38
	20849	Liability Check	12/18/2019	Delta Dental		101 · Operating Checking	-136.24	
						224 · FICA/Fed Payable	136.24	-136.24
TOTAL							136.24	-136.24
	EFT	Liability Check	12/19/2019	Aflac	MCY18	101 · Operating Checking	-246.76	
					MCY18	Aflac	246.76	-246.76
TOTAL							246.76	-246.76
	EFT	Liability Check	12/20/2019	Bank of Deerfield		101 · Operating Checking	-15,075.98	
						Direct Deposit Liability	14,375.98	-14,375.98
						Direct Deposit Liability	700.00	-700.00
TOTAL							15,075.98	-15,075.98
	20862	Liability Check	12/20/2019	Fire Fighters Local 311		101 · Operating Checking	-213.70	
						Local 311 Dues	213.70	-213.70
TOTAL							213.70	-213.70
	EFT	Liability Check	12/20/2019	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
	EFT	Liability Check	12/23/2019	EFTTPS	39-1293690	101 · Operating Checking	-5,930.38	
					39-1293690	224 · FICA/Fed Payable	2,290.00	-2,290.00
					39-1293690	2242 · FICA/Fed Payable-ER	1,475.20	-1,475.20
					39-1293690	2241 · FICA/Fed Payable-EE	1,475.20	-1,475.20
					39-1293690	2242 · FICA/Fed Payable-ER	344.99	-344.99
					39-1293690	2241 · FICA/Fed Payable-EE	344.99	-344.99
TOTAL							5,930.38	-5,930.38
	EFT	Liability Check	12/30/2019	Employee Trust Funds	5300000	101 · Operating Checking	-7,173.06	
					5300000	2272 · Employer Share WRS	4,452.51	-4,452.51
					5300000	2271 · Employee Share WRS	2,720.55	-2,720.55
TOTAL							7,173.06	-7,173.06
	EFT	Liability Check	12/30/2019	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,055.57	
					036-0000519180-02	225 · State Withholding	1,055.57	-1,055.57

Deer Grove EMS District
Bill Payment Detail
December 2019

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
TOTAL							1,055.57	-1,055.57
	20850	Bill Pmt -Check	12/18/2019	AED Superstore	Pump spray lubricant	101 · Operating Checking	-44.32	
	1526586	Bill	12/06/2019		Pump spray lubricant	791 · Training Center Expense	44.32	-44.32
TOTAL							44.32	-44.32
	20851	Bill Pmt -Check	12/18/2019	Engraving & Trophy Specialists, Inc	Member Plaques	101 · Operating Checking	-237.50	
	59659	Bill	12/04/2019		Member Plaques	810 · EMT Recognition	237.50	-237.50
TOTAL							237.50	-237.50
	20852	Bill Pmt -Check	12/18/2019	Ferno-Washington Inc.	3 newborn restraints	101 · Operating Checking	-1,413.39	
	857829	Bill	12/12/2019		3 newborn restraints	850 · Medical Supplies	1,413.39	-1,413.39
TOTAL							1,413.39	-1,413.39
	20853	Bill Pmt -Check	12/18/2019	Forward Pharmacy	Lorazepam/Midazolam	101 · Operating Checking	-90.00	
		Bill	11/30/2019		Lorazepam/Midazolam	850 · Medical Supplies	90.00	-90.00
TOTAL							90.00	-90.00
	20854	Bill Pmt -Check	12/18/2019	Landmark Services Cooperative	Nov Fuel	101 · Operating Checking	-705.85	
		Bill	11/30/2019		Nov Fuel	831 · Fuel	705.85	-705.85
TOTAL							705.85	-705.85
	20855	Bill Pmt -Check	12/18/2019	Life-Assist, Inc.		101 · Operating Checking	-118.90	
	958625	Bill	11/26/2019		Amiodarone	850 · Medical Supplies	4.90	-4.90
	959337	Bill	12/02/2019		Quelicin	850 · Medical Supplies	114.00	-114.00
TOTAL							118.90	-118.90
	20856	Bill Pmt -Check	12/18/2019	MATC - EMS Programs	CPR/ACLS cards	101 · Operating Checking	-135.00	
	PS-123	Bill	12/11/2019		CPR/ACLS cards	791 · Training Center Expense	135.00	-135.00
TOTAL							135.00	-135.00
	20857	Bill Pmt -Check	12/18/2019	McFarland Fire & Rescue	Ice Rescue Course	101 · Operating Checking	-50.00	
		Bill	12/17/2019		Ice Rescue Course	810 · EMT Recognition	50.00	-50.00
TOTAL							50.00	-50.00
	20858	Bill Pmt -Check	12/18/2019	O'Reilly Auto Parts		101 · Operating Checking	-49.23	
	4331-321690	Bill	12/12/2019			829 · Vehicle Maintenance	49.23	-49.23
TOTAL							49.23	-49.23

Deer Grove EMS District
Bill Payment Detail
December 2019

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	20859	Bill Pmt -Check	12/18/2019	Personnel Evaluation Inc.	New Vol Eval	101 · Operating Checking	-36.00	
	34891	Bill	11/30/2019		New Vol Eval	899 · Miscellaneous Expenses	36.00	-36.00
TOTAL							36.00	-36.00
	20860	Bill Pmt -Check	12/18/2019	Stoddard's Country Grove Market	Meal for HATS OFF	101 · Operating Checking	-854.91	
	74347	Bill	12/07/2019		Meal for HATS OFF	810 · EMT Recognition	854.91	-854.91
TOTAL							854.91	-854.91
	20861	Bill Pmt -Check	12/18/2019	UWHC	PALS cards	101 · Operating Checking	-33.00	
	9062	Bill	12/16/2019		PALS cards	791 · Training Center Expense	33.00	-33.00
TOTAL							33.00	-33.00
	20863	Bill Pmt -Check	12/19/2019	MadWraps LLC	DG Sign	101 · Operating Checking	-357.37	
	10039	Bill	12/06/2019		DG Sign	790 · Publicity and Advertising	357.37	-357.37
TOTAL							357.37	-357.37
	20864	Check	12/30/2019	Antoniewicz, Lisa M		101 · Operating Checking	-182.02	
						725 · Staff Continuing Education	182.02	-182.02
TOTAL							182.02	-182.02
	20865	Bill Pmt -Check	12/30/2019	Ace Hardware	Misc supplies	101 · Operating Checking	-44.43	
		Bill	12/15/2019		Misc supplies	898 · Building and Grounds	44.43	-44.43
TOTAL							44.43	-44.43
	20866	Bill Pmt -Check	12/30/2019	Badger Farms LLC	12/7 HATS OFF event	101 · Operating Checking	-350.00	
	5013	Bill	12/07/2019		12/7 HATS OFF event	810 · EMT Recognition	350.00	-350.00
TOTAL							350.00	-350.00
	20867	Bill Pmt -Check	12/30/2019	Bound Tree Medical, LLC		101 · Operating Checking	-3,461.91	
	83428130	Bill	12/01/2019		Misc Medical Supplies	850 · Medical Supplies	2,216.83	-2,216.83
	83434959	Bill	12/05/2019		Epi	850 · Medical Supplies	105.40	-105.40
	83448070	Bill	12/18/2019		Misc Medical Supplies	850 · Medical Supplies	930.69	-930.69
	83449341	Bill	12/19/2019		splints	850 · Medical Supplies	430.99	-208.99
TOTAL							3,683.91	-3,461.91
	20868	Bill Pmt -Check	12/30/2019	Diversified Benefit Services, Inc.	Section 125 plan administration	101 · Operating Checking	-125.00	
	296509	Bill	12/23/2019		Section 125 plan administration	870 · Insurance	125.00	-125.00

Deer Grove EMS District
Bill Payment Detail
December 2019

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
TOTAL							125.00	-125.00
	20869	Bill Pmt -Check	12/30/2019	Eagle Engraving, Inc.	Medals	101 · Operating Checking	-1,557.95	
	2019-6855	Bill	12/23/2019		Medals	860 · Clothing	1,557.95	-1,557.95
TOTAL							1,557.95	-1,557.95
	20870	Bill Pmt -Check	12/30/2019	Life-Assist, Inc.	VividTrac supplies/stretcher	101 · Operating Checking	-1,823.94	
	962445	Bill	12/17/2019		VividTrac supplies/stretcher	850 · Medical Supplies	1,823.94	-1,823.94
TOTAL							1,823.94	-1,823.94
	20871	Bill Pmt -Check	12/30/2019	Piggly Wiggly	UPS shipping/Chili supplies	101 · Operating Checking	-29.69	
		Bill	12/01/2019		UPS Shipping	770 · Communications	14.06	-14.06
					Chili supplies	810 · EMT Recognition	15.63	-15.63
TOTAL							29.69	-29.69
	20872	Bill Pmt -Check	12/30/2019	Pomp's Tire Service, Inc.	C79 tires	101 · Operating Checking	-675.96	
	80205464	Bill	12/18/2019		C79 tires	829 · Vehicle Maintenance	675.96	-675.96
TOTAL							675.96	-675.96
	20873	Bill Pmt -Check	12/30/2019	Society Insurance	Work Comp	101 · Operating Checking	-1,676.00	
		Bill	12/12/2019		Work Comp	722 · Workmans Comp	1,676.00	-1,676.00
TOTAL							1,676.00	-1,676.00
	20874	Bill Pmt -Check	12/30/2019	Truckstar Collision Center	M80 repairs	101 · Operating Checking	-13,014.79	
	15233	Bill	12/19/2019		M80 repairs	829 · Vehicle Maintenance	13,014.79	-13,014.79
TOTAL							13,014.79	-13,014.79
	20875	Bill Pmt -Check	12/30/2019	US Bank		101 · Operating Checking	-5,395.00	
		Bill	12/30/2019			One Card - Office Use Only	3,188.84	-3,188.84
		Bill	12/30/2019			One Card - Lisa Antoniewicz	385.05	-385.05
		Bill	12/30/2019			One Card - Mandy Cysiewski	1,480.66	-1,480.66
		Bill	12/30/2019			One Card - Eric Lang	340.45	-340.45
TOTAL							5,395.00	-5,395.00
	20876	Bill Pmt -Check	12/30/2019	UWHC		101 · Operating Checking	-56.00	
	9062A	Bill	12/16/2019		6 PALS cards	791 · Training Center Expense	48.00	-48.00
	9078	Bill	12/27/2019		PALS card	791 · Training Center Expense	8.00	-8.00
TOTAL							56.00	-56.00

Deer Grove EMS District
Bill Payment Detail
December 2019

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
		Bill Pmt -CCard	12/04/2019	GFC Leasing WI	Copier Lease	One Card - Office Use Only	-48.30	
	I00549902	Bill	11/20/2019		Copier Lease	740 · Office Equipment (expense)	48.30	-48.30
TOTAL							48.30	-48.30
		Bill Pmt -CCard	12/09/2019	Bound Tree Medical, LLC		One Card - Office Use Only	-714.25	
	83431947	Bill	12/01/2019		Intubation bag	850 · Medical Supplies	327.15	-327.15
	83430724	Bill	12/02/2019		Intubation bags	850 · Medical Supplies	152.97	-152.97
	83430723	Bill	12/02/2019		Suction supplies	850 · Medical Supplies	38.70	-38.70
	83431949	Bill	12/03/2019		Famotidine	850 · Medical Supplies	41.49	-41.49
	83431948	Bill	12/03/2019		ET Tubes/NG Tube	850 · Medical Supplies	63.95	-63.95
	83433520	Bill	12/04/2019		O2 bag	850 · Medical Supplies	89.99	-89.99
TOTAL							714.25	-714.25
		Bill Pmt -CCard	12/18/2019	Airgas USA, LLC	O2	One Card - Office Use Only	-59.86	
	9966415078	Bill	12/01/2019		O2	850 · Medical Supplies	59.86	-59.86
TOTAL							59.86	-59.86
		Bill Pmt -CCard	12/18/2019	Charter Communications		One Card - Office Use Only	-266.06	
	0000443120119	Bill	12/01/2019		Dec Shared Internet Services	770 · Communications	69.99	-69.99
					Dec phone/fax	770 · Communications	82.24	-82.24
	0023811120519	Bill	12/05/2019		St 2 phone/internet	770 · Communications	113.83	-113.83
TOTAL							266.06	-266.06
		Bill Pmt -CCard	12/18/2019	Dinges Fire Company		One Card - Office Use Only	-892.00	
	05493	Bill	12/03/2019		Back Name Patches-Regali/Frye	860 · Clothing	148.00	-148.00
	05553	Bill	12/06/2019		Boots	860 · Clothing	744.00	-744.00
TOTAL							892.00	-892.00
		Bill Pmt -CCard	12/18/2019	Gordon Flesch	Nov copies	One Card - Office Use Only	-23.61	
	IN12794438	Bill	12/07/2019		Nov copies	740 · Office Equipment (expense)	23.61	-23.61
TOTAL							23.61	-23.61
		Bill Pmt -CCard	12/18/2019	Horstman Computers	Laptop	One Card - Office Use Only	-589.00	
	2046005	Bill	12/03/2019		Laptop	775 · IT expenses	589.00	-589.00
TOTAL							589.00	-589.00
		Bill Pmt -CCard	12/30/2019	Bound Tree Medical, LLC	Airways/Emesis Bags	One Card - Office Use Only	-77.00	
		Bill	12/30/2019		Airways/Emesis Bags	850 · Medical Supplies	77.00	-77.00
TOTAL							77.00	-77.00

Deer Grove EMS District
Credit Card Purchases
December 2019

Date	Source Name	Memo	Split	Amount
301 · One Card				
One Card - Eric Lang				
12/06/2019	Vistaprint	EMS Visitor Program cards	878 · Community Medic Program	39.09
12/07/2019	School Grounds	Dessert for HATS OFF	810 · EMT Recognition	36.00
12/10/2019	Embroidery Professionals	Logo printing	860 · Clothing	38.75
12/13/2019	Lighthouse Uniforms	Class A Hat piece	860 · Clothing	174.65
12/18/2019	Amazon.com	USB Adaptor	850 · Medical Supplies	5.98
12/20/2019	Amazon.com	USB Adaptor	850 · Medical Supplies	5.98
12/23/2019	Embroidery Professionals		860 · Clothing	40.00
Total One Card - Eric Lang				340.45
One Card - Lisa Antoniewicz				
12/01/2019	Costco	St 1 TV	879 · Health Maintenance & Safety	385.05
Total One Card - Lisa Antoniewicz				385.05
One Card - Mandy Cysiewski				
12/06/2019	TechSoup	Adobe Pro	775 · IT expenses	55.00
12/11/2019	Intuit	QB Payroll	899 · Miscellaneous Expenses	715.00
12/12/2019	UW Health	Jan Difficult Airway class - Seth/Ross	1502 · Prepaid Expenses	400.00
12/13/2019	USPS	Commission packets	740 · Office Equipment (expense)	7.25
12/15/2019	Amazon.com	Movie-Reimbursed by staff	770 · Communications	3.99
12/15/2019	Home Depot	Space Heater	898 · Building and Grounds	53.55
12/17/2019	Amazon.com	Life Vest	879 · Health Maintenance & Safety	119.98
12/18/2019	Amazon.com		-SPLIT-	125.89
Total One Card - Mandy Cysiewski				1,480.66
Total 301 · One Card				2,206.16
TOTAL				**2,206.16**

Deer Grove EMS District
Payroll Transaction Detail
December 2019

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
12/06/2019	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	80	1,635.20
			Anders, Devon C	Overtime Hourly Rate	16	490.56
						2,125.76
12/20/2019	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	48	981.12
			Anders, Devon C	Vacation Hourly Rate	16	327.04
			Anders, Devon C	Vacation OT Hourly Rate	8	245.28
						1,553.44
12/06/2019	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	24	634.08
			Antoniewicz, Lisa M	Regular Hourly Rate	22	581.24
			Antoniewicz, Lisa M	Vacation Hourly Rate	22.5	594.45
			Antoniewicz, Lisa M	Vacation OT Hourly Rate	11.5	455.75
						2,265.52
12/20/2019	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	44	1,162.48
			Antoniewicz, Lisa M	Regular Hourly Rate	24	634.08
			Antoniewicz, Lisa M	Overtime Hourly Rate	28	1,109.64
			Antoniewicz, Lisa M	Overtime Hourly Rate	13	515.19
			Antoniewicz, Lisa M	Vacation Hourly Rate	12	317.04
						3,738.43
12/06/2019	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	80	1,692.00
			Belden, Elliott H	Overtime Hourly Rate	20	634.60
						2,326.60
12/20/2019	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	64	1,353.60
			Belden, Elliott H	Overtime Hourly Rate	10	317.30
			Belden, Elliott H	Regular Hourly Rate	2	42.30
						1,713.20
12/06/2019	DD	Paycheck	Berggren, Kathryn B	Weekday Stipend	8	144.00
						144.00
12/20/2019	DD	Paycheck	Campbell, Erin A	Regular Hourly Rate	24	360.00
			Campbell, Erin A	Regular Hourly Rate	2.75	41.25
						401.25

Deer Grove EMS District
Payroll Transaction Detail
December 2019

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
12/06/2019	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	63	1,287.72
			Cummings, Ross E	Overtime Hourly Rate	40	1,226.40
			Cummings, Ross E	Regular Hourly Rate	5	102.20
			Cummings, Ross E	Vacation Hourly Rate	12	245.28
						2,861.60
12/20/2019	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	66.5	1,359.26
			Cummings, Ross E	Overtime Hourly Rate	17.5	536.55
			Cummings, Ross E	Regular Hourly Rate	5.5	112.42
			Cummings, Ross E	Regular Hourly Rate	6	122.64
						2,130.87
12/06/2019	DD	Paycheck	Curry, Clairissa K	Regular Hourly Rate	12	180.00
						180.00
12/20/2019	DD	Paycheck	Curry, Clairissa K	Regular Hourly Rate	12	180.00
			Curry, Clairissa K	Regular Hourly Rate	2.5	37.50
						217.50
12/06/2019	DD	Paycheck	Cushing, Daniel P	Weekday Stipend	4	72.00
			Cushing, Daniel P	Weekend Stipend	2	36.00
						108.00
12/06/2019	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	28.8	518.40
			Cysiewski, Mandy J	Holiday Hourly Rate	3.2	57.60
						576.00
12/20/2019	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	32	576.00
						576.00
12/20/2019	DD	Paycheck	Dostalek, Jeffrey J	Regular Hourly Rate	2	30.50
						30.50
12/06/2019	DD	Paycheck	Einstein, Justin D	Weekday Stipend	4	72.00
						72.00
12/06/2019	DD	Paycheck	Ennis, Jamie L	Weekday Stipend	2	36.00
			Ennis, Jamie L	Weekend Stipend	3	54.00
						90.00

Deer Grove EMS District
Payroll Transaction Detail
December 2019

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
12/06/2019	DD	Paycheck	Fedorowicz, Samantha E	Weekday Stipend	1	18.00
			Fedorowicz, Samantha E	Weekend Stipend	3	54.00
						72.00
12/20/2019	DD	Paycheck	Frye, Brandon S	Regular Hourly Rate	24	360.00
						360.00
12/06/2019	DD	Paycheck	Hartman, Michael D	Weekday Stipend	1	18.00
			Hartman, Michael D	Weekend Stipend	1	18.00
						36.00
12/06/2019	DD	Paycheck	Jensen, Andrew M	Regular Hourly Rate	23	345.00
						345.00
12/06/2019	DD	Paycheck	Lang, Eric A	Salary	72	2,838.46
			Lang, Eric A	Holiday Salary	8	315.39
						3,153.85
12/20/2019	DD	Paycheck	Lang, Eric A	Salary	80	3,153.85
						3,153.85
12/06/2019	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	5	100.50
			Lasko, Wendy J	Vacation Hourly Rate	48	964.80
			Lasko, Wendy J	Holiday Hourly Rate	16	561.60
			Lasko, Wendy J	Holiday OT Rate	8	361.20
						1,988.10
12/20/2019	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	80	1,608.00
			Lasko, Wendy J	Overtime Hourly Rate	20.5	618.08
						2,226.08
12/06/2019	DD	Paycheck	Lillegard, Micah D	Regular Hourly Rate	48	720.00
						720.00
12/20/2019	DD	Paycheck	Lillegard, Micah D	Regular Hourly Rate	48	720.00
						720.00
12/06/2019	DD	Paycheck	Martin, Alexa S	Regular Hourly Rate	2.5	37.50
						37.50

Deer Grove EMS District
Payroll Transaction Detail
December 2019

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
12/20/2019	DD	Paycheck	Martin, Alexa S	Regular Hourly Rate	4	60.00
						60.00
12/06/2019	DD	Paycheck	Marvin, Courtney A	Regular Hourly Rate	2	30.00
						30.00
12/20/2019	DD	Paycheck	Marvin, Courtney A	Regular Hourly Rate	2.5	37.50
			Marvin, Courtney A	Regular Hourly Rate	12	180.00
						217.50
12/06/2019	DD	Paycheck	McMullen, Jeremy B	Weekday Stipend	26	468.00
			McMullen, Jeremy B	Weekend Stipend	26	468.00
						936.00
12/06/2019	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	73.5	1,355.34
			Mickelson, Matthew A	Overtime Hourly Rate	10.5	290.43
			Mickelson, Matthew A	Regular Hourly Rate	4	73.76
						1,719.53
12/20/2019	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	80	1,475.20
			Mickelson, Matthew A	Overtime Hourly Rate	16	442.56
						1,917.76
12/06/2019	DD	Paycheck	Miles, Thomas E	Weekday Stipend	4	72.00
						72.00
12/20/2019	DD	Paycheck	Regali, Trevor C	Regular Hourly Rate	12	180.00
			Regali, Trevor C	Regular Hourly Rate	2	30.00
						210.00
12/06/2019	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	80	1,635.20
			Sanders, Seth C	Overtime Hourly Rate	20	613.20
						2,248.40
12/20/2019	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	64	1,308.16
			Sanders, Seth C	Overtime Hourly Rate	10.5	321.93
			Sanders, Seth C	Regular Hourly Rate	3	61.32
						1,691.41

Deer Grove EMS District
Payroll Transaction Detail
December 2019

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
12/06/2019	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	48	933.12
			Schlicht, Trevor A	Holiday Hourly Rate	16	551.04
			Schlicht, Trevor A	Holiday OT Rate	8	353.28
						1,837.44
12/20/2019	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	68	1,321.92
			Schlicht, Trevor A	Overtime Hourly Rate	19.5	568.62
			Schlicht, Trevor A	Vacation Hourly Rate	12	233.28
						2,123.82
12/20/2019	DD	Paycheck	Sefcik, Daniel D	Regular Hourly Rate	13	195.00
						195.00
12/06/2019	DD	Paycheck	Smithback, Melissa A	Weekday Stipend	1	18.00
						18.00
12/06/2019	DD	Paycheck	Stier, Peter	Medical Director Fee		500.00
						500.00
12/06/2019	DD	Paycheck	Wargo, Thomas V	Weekday Stipend	1	18.00
						18.00
12/06/2019	DD	Paycheck	Yelk Meinholz, Amy M	Weekday Stipend	4	72.00
						72.00
TOTAL						**47,789.91**

Deer Grove EMS District
Member expenses and reimbursements through payroll
As of December 31, 2019

Type	Date	Num	Name	Memo	Amount
1512 · Member Personal Expenses Due					
Total 1512 · Member Personal Expenses Due					
Member Reimbursements Payable					
Paycheck	12/06/2019	DD	Sanders, Seth C		22.04
Total Member Reimbursements Payable					22.04
TOTAL					**22.04**

Deer Grove EMS District
Deposit Detail
December 2019

Type	Date	Name	Memo	Account	Amount
General Journal	**12/31/2019**	**LifeQuest**	**Payment Received - Overpayment Returns - Dec**	**105 · Hometown Bank**	**33,841.82**
		LifeQuest	Payment Received - Overpayment Returns - Dec	1210 · Lifequest Receivables	-33,841.82
TOTAL					-33,841.82
Deposit	**12/30/2019**		**Deposit**	**103 · Savings bank of Deerfield**	**14,825.94**
		Lang, Eric A	Deposit	770 · Communications	-4.00
		League of Wisconsin Municipalities	Deposit	999 · Insurance Reimbursement	-12,514.79
Payment	12/02/2019	Deerfield Fire Dept.		1499 · Undeposited Funds	-941.47
Payment	12/05/2019	Cottage Grove Police Dept.		1499 · Undeposited Funds	-154.04
Payment	12/20/2019	Town of Cottage Grove		1499 · Undeposited Funds	-1,211.64
TOTAL					-14,825.94
Deposit	**12/31/2019**		**Interest**	**103 · Savings bank of Deerfield**	**52.38**
			Interest	640 · Interest Earned	-52.38
TOTAL					-52.38
Deposit	**12/31/2019**		**Interest**	**101 · Operating Checking**	**0.84**
			Interest	640 · Interest Earned	-0.84
TOTAL					-0.84

Aging Summary Report

2017	Billable Units	Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Deposit from 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	Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Deposit from 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

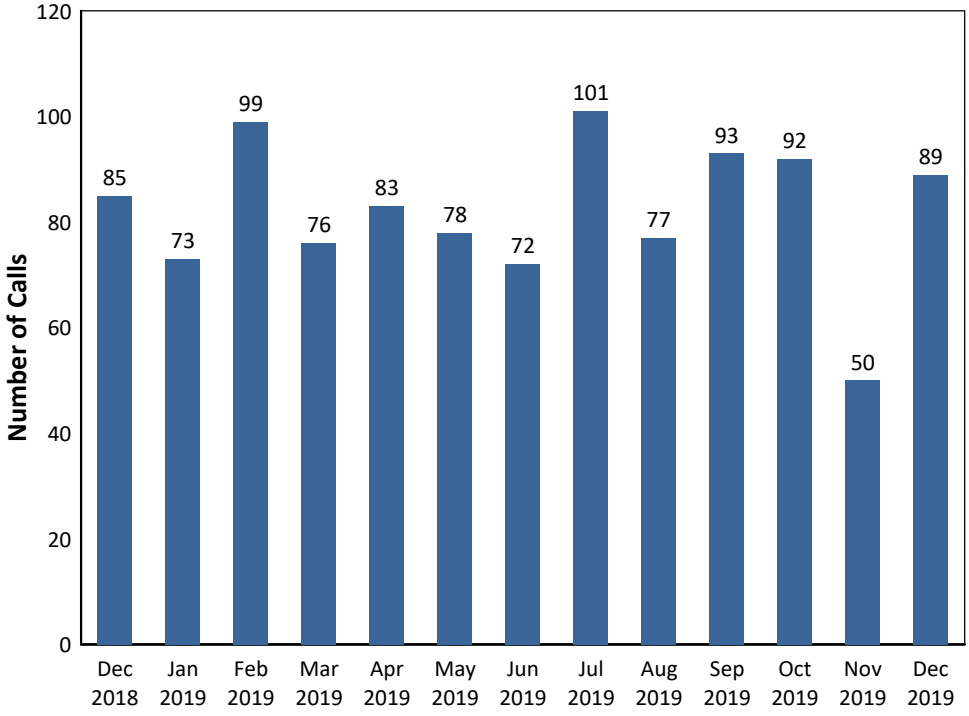
2019	Billable Units	Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Deposit from Collections
January	199	31,346.95	56,391.67	28,271.78	27,854.88	18,701.80		36,609.10	199,176.18		48,757.06
February	208	53,194.16	52,674.93	34,378.74	17,762.88	28,889.40		32,683.30	219,583.41		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

Total Runs Entered

Deer-Grove EMS District

December 2018 to December 2019

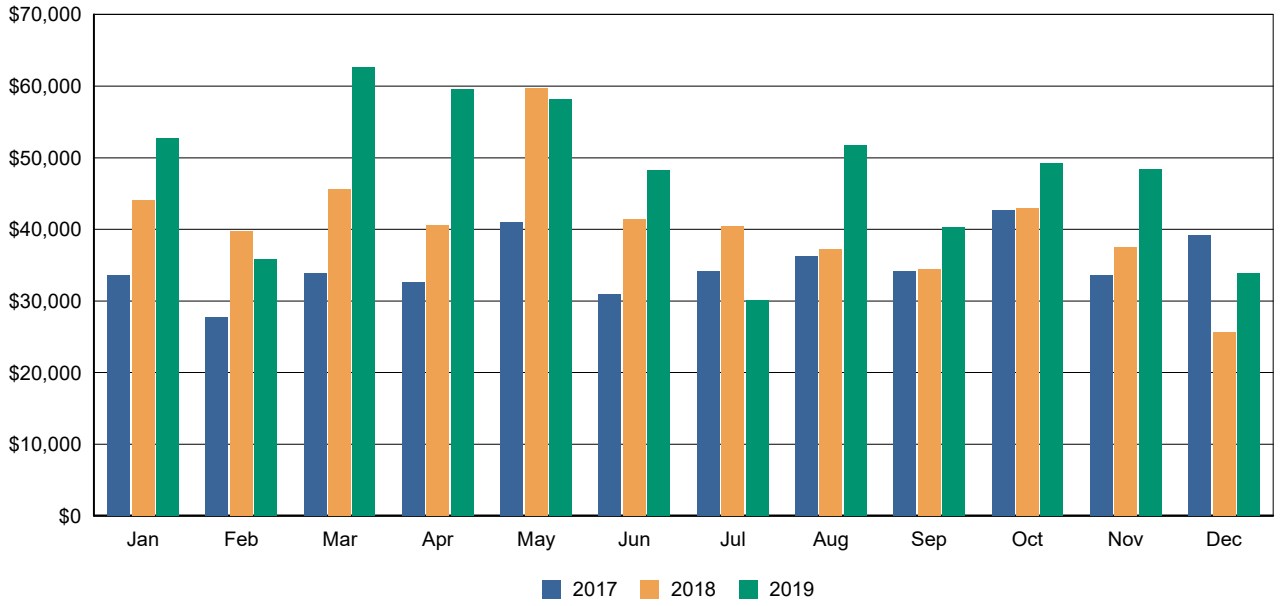
These numbers are based on the Date Of Entry at LifeQuest Services of each individual run.



All Phases Gross Revenue

Deer-Grove EMS District

January 2017 to December 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	$33,842
Total Gross Revenue	**$420,004**	**$489,503**	**$570,790**

Deer-Grove EMS District

Monthly Service Report

December 2019

Calls by Municipality (includes missed calls):	Calls by Unit:
43 – Village Cottage Grove	36 – Medic/Rescue 78
15 – Town Cottage Grove	19 – Medic/Rescue 80
12 – Village Deerfield	36 – Medic/Rescue 81
9 – Town Deerfield	9 – Missed
6 – Town Pleasant Springs	7 – Car 79
10 – Mutual Aid/Intercepts	**1037 Calls YTD**
95 Total Calls Dispatched	(1152 - *Same time last year)*
(99 - *Same time last year)*	

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).

Volunteer New Recruits (5): Cristalyne Bell (EMT-B), Bryce Bischel (EMT-A)

Volunteers provided 767 hours of coverage to the District in December, compared to 552 hours last month and 816 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:
As of December 26th, I have been cleared to return to full duty. Since, I have responded to calls and enjoy being "back to normal".

As indicated in the training overview, VividTrac laryngoscope training was completed throughout the month of December. These final sessions provided an in depth review of the devices and good techniques for success when using. As I have the most experience with this device, I taught all of the sessions.

I worked with Lt McMullen to create a new airway bag to coincide with the roll-out of the VividTrac device. This involved a transition from a one-bag system with roll-out compartments to a multi-kit concept. This new concept separates out the adult and pediatric airway supplies, which will help the staff stay organized while providing critical interventions to patients.

I attended and provided testimony at the Legislative hearing for Assembly Bill 569. This bill covers PTSD and its allocation to public safety officers. Currently this bill and the identical bill in the Senate does provide coverage to stand-alone EMS agencies, like ours.

Worked with other Dane County EMS, Fire and Law Enforcement agencies to modify an existing Active Threat response document. The document will help guide the response to active shooters county wide. The national models of C3 Pathways Active Shooter Incident Management (AAIM) and Advanced Law Enforcement Rapid Response Training (ALERRT) were used as the framework for the document. Roll-out and orientation trainings were held for all Dane County agencies and the guideline will go live in January 2020.

Deputy Chief Antoniewicz and I web-attended a presentation covering BioSpatial, which is a software platform designed to configure the data we upload into the Wisconsin Ambulance Record Data System (WARDS) to a more usable form. We can currently search our own data locally, it is not currently configured to share data, but we are hoping the WI EMS Office will allow these features. This would allow us to compare ourselves to other EMS agencies throughout WI.

Training Report:
All but 3 active members completed annual skills competency evaluations. A plan is being devised to assure the remaining 3 individuals are able to complete the training before February 1st. December training covered Airway Management with a debut of Vividtrac, led by Chief Lang. January training will cover the 2020 protocols and a review of OB emergencies and neonatal transport.

Staff attended SCRTAC Trauma Conference in Verona. Chief Lang attended a drill with a focus on reunification procedures in Madison. DC Antoniewicz is now a PALS Instructor and assisted Chief Lang with an in-house class for DG medics.

Upcoming training sessions:
National EMS Instructor Course – Jan 10/11/12 - Madison
Difficult Airway Course – Jan 28/29 – UW EEC
High Performance CPR (HPCPR) Initiative – Jan 13/22
Substance Abuse and Dementia – Feb 21
EMS Management and Leadership Workshop – Feb 28/29 – Rice Lake
High Performance CPR T-T-T – March 4 - Madison
Wisconsin Paramedic Seminar – April 1/2/3 – Oshkosh

Training Center:
3 CPR classes were provided for Cottage Grove Fire Department. 1 PALS course and 1 ACLS course were provided off-site. 1 CPR class is scheduled for January.

Chief Lang, Paramedic Ross Cummings, Lt. Belden and DC Antoniewicz met with the officers of the Cottage Grove Police Department to review overdose protocols and Narcan administration.

Public Relations/Special Events:
Staff attended a recruitment event at Madison College – special thanks to Seth Sanders, Lt. Belden and Mandy Cysiewski. Lt. Belden and Seth Sanders also provided first aid education to the Utica Snowmobile Club. Staff participated in a mock medical emergency at the Deerfield High School on December 4th. In addition, crews enjoyed holiday events in the Cottage Grove and Deerfield communities – including the Christmas in the Grove Parade and the Deerfield Cookie Walk.

Upcoming events:
Triad Senior Session on Safety – May 19

Vehicles

DEMER'S (78):

Start mileage: 43,084 End Mileage: 44,753

Start hours: 1,966 End Hours: 2,063

78 running well.

Horton (81):

Start Mileage: 147,557 End Mileage: 148,826

Start Hours: 8,039 End Hours: 8,122

81 is running and in service.

Interceptor (Car 79):

Start Mileage: 41,955 End Mileage: 42,522

79 is running well. Tires have been replaced.

DEMER'S (80):

Start Mileage: 61,922 End Mileage:

Start Hours: 2,919 End Hours:

M80 is at Truckstar for repairs.

December Quick Stats

Date	Amb 1	Amb 2 / FR	Reason Used	Ending Miles	Driver
1	24	0	Meeting - Out of District	42104	Eric Lang
2	24	12	Community Event	42168	Jeremy McMullen
3	24	12	Meeting - Out of District	42270	Eric Lang
4	24	24	First Responder Coverage	42292	Matthew Mickelson
5	24	24	Community Medic	42304	Matthew Mickelson
6	24	24	Meeting - In District	42445	Eric Lang
7	24	0	Meeting - Out of District	42494	Eric Lang
8	24	0	First Responder Coverage	42552	Ross Cummings
9	24	0			
10	24	12			
11	24	8			
12	24	12			
13	24	0			
14	24	24			
15	24	23			
16	24	0			
17	24	0			
18	24	24			
19	24	12			
20	24	24			
21	24	24			
22	24	23			
23	24	12			
24	24	0			
25	24	24			
26	24	12			
27	24	24			
28	24	0			
29	24	23			
30	24	13			
31	24	0			
Total	744	390			
1134 hours of coverage total					
Total of 152% coverage					

Elite lifequest

2019 QTR 4

Runs by City

Scene Incident City Name (eScene.17)	Number of Runs	Percent of Total Runs
Cottage Grove	386	39.23%
Cottage Grove (Town of)	157	15.96%
Deerfield	149	15.14%
Deerfield (Town of)	93	9.45%
Pleasant Springs (Town of)	91	9.25%
Cambridge	29	2.95%
Marshall	18	1.83%
Christiana (Town of)	10	1.02%
Sun Prairie (Town of)	10	1.02%
Oakland (Town of)	8	0.81%
Medina (Town of)	7	0.71%
Sun Prairie	6	0.61%
Stoughton	4	0.41%
Monona	3	0.30%
Village of Cottage Grove	3	0.30%
Village of Deerfield	2	0.20%
Blooming Grove (Town of)	1	0.10%
Dunkirk (Town of)	1	0.10%
Edgerton	1	0.10%
Lake Mills (Town of)	1	0.10%
McFarland	1	0.10%
Rutland (Town of)	1	0.10%
Village of Marshall	1	0.10%
York (Town of)	1	0.10%
	Total: 984	**Total: 100.00%**

Report Filters

Incident Date: is between '1/1/2019' and '12/31/2019'

Elite lifequest

Runs by Destination Name

Disposition Destination Name Delivered Transferred To (eDisposition.01)	Disposition Destination Code Delivered Transferred To (eDisposition.02)	Number of Runs	Percent of Total Runs
		334	33.94%
COLUMBUS COMMUNITY HOSPITAL	1042	1	0.10%
FORT MEMORIAL HOSPITAL	133	4	0.41%
MERITER HOSPITAL	248	111	11.28%
Not Applicable		9	0.91%
Not Recorded		1	0.10%
St Marys Emergency Center-Sun Prairie	73	14	1.42%
ST MARYS HOSPITAL	71	278	28.25%
STOUGHTON HOSPITAL	1046	21	2.13%
UNIVERSITY OF WI HOSPITALS & CLINICS AUTHORITY	125	150	15.24%
UW Health-American Center	126	45	4.57%
WILLIAM S MIDDLETON MEMORIAL VETERANS HOSPITAL	125501	16	1.63%
		Total: 984	**Total: 100.00%**

Report Filters

Incident Date: is between '01/01/2019' and '12/31/2019'

Runs by Location Type

Scene Incident Location Type (eScene.09)	Number of Runs	Percent of Total Runs
Residence - Single Family Home	407	41.36%
Street or Highway	147	14.94%
Residence - Apartment or Townhouse	123	12.50%
Nursing Home (SNIF, LTCF, Etc.)	47	4.78%
Health Facility - Not Otherwise Listed	40	4.07%
Public Building - Commercial Establishment	34	3.46%
	28	2.85%
Residence - Not Otherwise Listed	21	2.13%
Health Facility - Medical Office	17	1.73%
Garage of Single Family Home	11	1.12%
Public Building - Not Otherwise Listed	10	1.02%
Factory	9	0.91%
Residential Institution - Not Otherwise Listed	9	0.91%
Public Building - Restaurant/Café	8	0.81%
School - Middle School	8	0.81%
School - Elementary	7	0.71%
Daycare/Childcare Facility	6	0.61%
Farm	6	0.61%
School - High School	6	0.61%
Other Paved Road	5	0.51%
Recreation Area - Public Park	5	0.51%
Prison/Jail/Detention Center	4	0.41%
Recreation Area - Not Otherwise Listed	4	0.41%
Public Building - Government	3	0.30%
Sport Facility - Field	3	0.30%
Not Applicable	2	0.20%
Not Recorded	2	0.20%
Parking lot as the place of occurrence of the external cause	2	0.20%
Religious Facility (not school)	2	0.20%
Sport Facility - Court	2	0.20%
Garden or yard in single-family (private) house as the place of occurrence of the external cause	1	0.10%
Public Building - Cultural	1	0.10%
Recreation Area - Campsite	1	0.10%
Residence - Mobile Home	1	0.10%
Sport Facility - Not Otherwise Listed	1	0.10%
Wilderness Area	1	0.10%
	Total: 984	**Total: 100.00%**

Report Filters

Incident Date: is between '1/1/2019' and '12/31/2019'

Elite lifequest

Average Run Times Summary Report

Avg Unit Notified to Enroute in Minutes	Avg Unit Enroute to Arrived at Scene in Minutes	Avg Unit Arrived on Scene to Left Scene in Minutes	Avg Unit Left Scene to Arrived at Destination in Minutes	Avg Unit Arrived at Destination to Unit Back In Service in Minutes	Number of Runs
1.96	8.05	19.38	23.45	20.87	984

Report Filters

Incident Date Time: is equal to 'Last Year'

Elite lifequest

Fractile Times Report

Fractile Times Report - Unit Notified by Dispatch to Unit Arrived on Scene in Minutes

Region	Agency Name (dAgency.03)	Median Unit Notified by Dispatch to Unit Arrived on Scene - Service	90th Percentile Unit Notified by Dispatch to Unit Arrived on Scene - Service	90th Percentile Unit Notified by Dispatch to Unit Arrived on Scene - Region
South West Region	Deer-Grove EMS District	9.67	15.98	15.98

Fractile Times Report - Unit Notified by Dispatch to Unit En Route in Minutes

Region	Agency Name (dAgency.03)	Median Unit Notified by Dispatch to Unit En Route - Service	90th Percentile Unit Notified by Dispatch to Unit En Route - Service	90th Percentile Unit Notified by Dispatch to Unit En Route - Region
South West Region	Deer-Grove EMS District	1.72	3.78	3.78

Fractile Times Report - Unit En Route to Unit Arrived on Scene in Minutes

Region	Agency Name (dAgency.03)	Median Unit En Route to Unit Arrived on Scene - Service	90th Percentile Unit En Route to Unit Arrived on Scene - Service	90th Percentile Unit En Route to Unit Arrived on Scene - Region
South West Region	Deer-Grove EMS District	8.02	13.91	13.91

Fractile Times Report - Unit Arrived on Scene to Unit Left Scene in Minutes

Region	Agency Name (dAgency.03)	Median Unit Arrived on Scene to Unit Left Scene - Service	90th Percentile Unit Arrived on Scene to Unit Left Scene - Service	90th Percentile Unit Arrived on Scene to Unit Left Scene - Region
South West Region	Deer-Grove EMS District	18.45	29.19	29.19

Fractile Times Report - Unit Left Scene to Patient Arrived at Destination in Minutes

Region	Agency Name (dAgency.03)	Median Unit Left Scene to Patient Arrived at Destination - Service	90th Percentile Unit Left Scene to Patient Arrived at Destination - Service	90th Percentile Unit Left Scene to Patient Arrived at Destination - Region
South West Region	Deer-Grove EMS District	22.87	31.59	31.59

Fractile Times Report - Patient Arrived at Destination to Unit Back in Service in Minutes

Region	Agency Name (dAgency.03)	Median Patient Arrived at Destination to Unit Back in Service - Service	90th Percentile Patient Arrived at Destination to Unit Back in Service - Service	90th Percentile Patient Arrived at Destination to Unit Back in Service - Region
South West Region	Deer-Grove EMS District	19.84	28.24	28.24

Report Filters

Incident Date: is between '1/1/2019' and '12/31/2019'

Runs by Dispatch Reason

Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Falls	166	16.87%
Unconscious/Fainting/Near-Fainting	115	11.69%
Sick Person	105	10.67%
Traffic/Transportation Incident/MVA	100	10.16%
Chest Pain (Non-Traumatic)	69	7.01%
Breathing Problem	55	5.59%
Fire Standby	47	4.78%
Traumatic Injury	36	3.66%
Convulsions/Seizure	33	3.35%
Cardiac Arrest/Death	29	2.95%
Hemorrhage/Laceration	26	2.64%
Stroke/CVA	25	2.54%
Abdominal Pain/Problems	23	2.34%
Transfer/Interfacility/Palliative Care	19	1.93%
Assault	14	1.42%
Back Pain (Non-Traumatic)	14	1.42%
Diabetic Problem	14	1.42%
Overdose/Poisoning/Ingestion	14	1.42%
Fire	12	1.22%
Heart Problems/AICD	11	1.12%
Unknown Problem/Person Down	8	0.81%
Allergic Reaction/Stings	7	0.71%
Choking	7	0.71%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	6	0.61%
Heat/Cold Exposure	5	0.51%
Pregnancy/Childbirth/Miscarriage	4	0.41%
Headache	3	0.30%
Standby	3	0.30%
Motor Vehicle Crash	2	0.20%
No Other Appropriate Choice	2	0.20%
Stab/Gunshot Wound/Penetrating Trauma	2	0.20%
Animal Bite	1	0.10%
Assist Other Agency	1	0.10%
Burns/Explosion	1	0.10%
Carbon Monoxide/Hazmat/Inhalation/CBRN	1	0.10%
Drowning/Diving/SCUBA Accident	1	0.10%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	1	0.10%
Medical Alarm	1	0.10%
Snowmobile Accident	1	0.10%
	Total: 984	**Total: 100.00%**

Report Filters

Incident Date: is between '01/01/2019' and '12/31/2019'

DEER-GROVE EMS DISTRICT

4030 County Highway N, Cottage Grove, WI 53527
608-839-5658
(fax) 608-839-4427

2020 INTERFACILITY TRANSFER
BILLING RATES PROPOSAL

- Per request from LifeQuest, we should have a BLS interfacility transfer base rate.
- The base rate and mileage were set with approval of the 2020 budget.
- Current DGEMS Fee Schedule:

Proposed 2020 Fee Schedule	Resident	Non-Resident
BLS	$1,000.00	$1,200.00
ALS1	$1,100.00	$1,300.00
ALS2	$1,400.00	$1,600.00
On Scene Care - BLS	$350.00	$450.00
On Scene Care - ALS	$750.00	$850.00
Mileage	$19.00	$22.00
ALS Transfer	$1,800.00	$1,800.00
Mileage- Transfer	$25.00	$25.00

- 2020 Fee Schedule comparison for base rates:

Comparison Request using Proposed 2020 Fee Schedule

Description Charge	Hartland Fire Dept. EMS Level of Service: EMT-P	Jefferson Paramedic Intercepts Level of Service: EMT-P	Johnson Creek Fire & EMS Level of Service: EMT-P	Oregon Area Fire-EMS Level of Service: *IV-TECH*	Sussex Fire Dept. Level of Service: EMT-P	Deer-Grove EMS District Level of Service: EMT-P	Average
BLS - Resident	$800.00	$1,030.00	$850.00	$850.00	$725.00	$1,000.00	$875.83
BLS - Non Resident	$900.00	$1,030.00	$950.00	$950.00	$875.00	$1,200.00	$984.17
ALS1 - Resident	$1,100.00	$1,500.00	$1,050.00	$950.00	$900.00	$1,100.00	$1,100.00
ALS1 - Non Resident	$1,200.00	$1,500.00	$1,150.00	$1,050.00	$1,100.00	$1,300.00	$1,216.67
ALS2 - Resident	$1,500.00	$1,570.00	$1,250.00	$1,050.00	$950.00	$1,400.00	$1,286.67
ALS2 - Non Resident	$1,600.00	$1,570.00	$1,350.00	$1,150.00	$1,150.00	$1,600.00	$1,403.33
Mileage - Resident	$18.00	$26.00	$15.00	$20.00	$16.00	$19.00	$19.00
Mileage - Non Resident	$20.00	$26.00	$20.00	$22.00	$18.00	$22.00	$21.33
BLS On Scene Care - Resident	$200.00	$515.00	$200.00	$325.00	$225.00	$350.00	$302.50
BLS On Scene Care - Non Resident	$300.00	$515.00	$300.00	$425.00	$375.00	$450.00	$394.17
ALS On Scene Care - Res.	$800.00	$950.00	$750.00	$725.00	$425.00	$750.00	$733.33
ALS On Scene Care - Non Res.	$900.00	$950.00	$900.00	$825.00	$725.00	$850.00	$858.33

- IFT rate comparison completed by LifeQuest:

2020 Rate Comparison for Interfacility Transfers

Description Charge	Beaver Dam Fire Dept Level of Service: EMT-P CC	City of Eau Claire Fire Dept and Rescue Level of Service: EMT-P	North Fond du Lac EMS Level of Service: EMT-P	SAFER EMS Level of Service: EMT-P CC	Door-Grove EMS District Level of Service: EMT-P	Average
Interfacility Transfers - BLS Non-Emergency & Emergency Resident	$700.00	$750.00	$600.00	$875.00	$1,000.00	$785.00
Interfacility Transfers - BLS Non-Emergency & Emergency - Non- Resident	$800.00	$1,000.00	$600.00	$1,025.00	$1,200.00	$925.00
Interfacility Transfers - ALS1 Non-Emergency & Emergency - Non- Resident	$875.00	$1,000.00	$700.00	$975.00	$1,800.00	$1,070.00
Interfacility Transfers - ALS1 Non-Emergency & Emergency - Non- Resident	$975.00	$1,250.00	$700.00	$1,125.00	$1,800.00	$1,170.00
Interfacility Transfers - ALS2 Non-Emergency & Emergency - Non- Resident	$1,390.00	$1,100.00	$700.00	$1,075.00	$1,800.00	$1,213.00
Interfacility Transfers - ALS2 Non-Emergency & Emergency - Non- Resident	$1,490.00	$1,250.00	$700.00	$1,225.00	$1,800.00	$1,293.00
Interfacility Transfers - SCT Non-Emergency & Emergency - Non- Resident	$1,450.00	N/C	N/C	$1,175.00	N/C	$1,312.50
Interfacility Transfers - SCT Non-Emergency & Emergency - Non- Resident	$1,550.00	N/C	N/C	$1,325.00	N/C	$1,437.50
Mileage IFT - BLS, ALS - Resident	$15.50	$19.00	$18.00	$19.00	$25.00	$19.30
Mileage IFT - BLS, ALS - Non-Resident	$16.00	$20.00	$20.00	$20.00	$25.00	$20.20

- Per the review from LifeQuest, many departments completing Interfacility Transfers do not have a separate rate and use their standard base rates.
- Most municipal agencies are offering IFT services to the hospital in their community but will go out of their primary area when called.
- We can choose whatever rate we feel is in our best interest.
- All IFT's completed by DGEMS will be outside of the primary response area.

IFT BASE SRATE RECOMMENDATIONS

- DGEMS staff recommends the following rates:
    - BLS IFT base rate of $1300 regardless of residency status
    - ALS IFT base rate of $1800 regardless of residency status
    - IFT mileage charge or $25 per loaded mile

DEER-GROVE EMS DISTRICT

4030 County Highway N, Cottage Grove, WI 53527
608-839-5658
(fax) 608-839-4427

Deer-Grove EMS/Marshall EMS Collaborative Response
Six-Month Trial Review

- The Deer-Grove EMS District and Marshall Area EMS entered into a collaborative response agreement beginning on July 1, 2019.
- Chief Eric Lang and Director Scott Allain were cross credentialed onto each agency's roster
- Chief Lang would respond with C79 to any second call for service in the Marshall response area. The patient care would be completed using the MAEMS ambulance and equipment. Chief Lang would operate per MAEMS operations plan at the Advanced EMT licensure level.
- Director Allain would respond with a private auto, until arrangements could be made for a department vehicle, to any second call for service in the Deer-Grove response area. The patient care would be completed using the DGEMS ambulance and equipment. Director Allain would operate per DGEMS operations plan at the Advanced EMT licensure level, but this would also allow Chief Lang to operate at the Paramedic licensure level.
- Chief Eric Lang and Director Scott Allain would confer daily to determine availability.
- The collaborative response was able to complete the following responses:

Incident #	EMD	Community	Resp Area	Disposition	Tx Vehicle	Hospital
19-284859	33C2T	V-Marshall	MAEMS	Transport	MRR77	Columbus
19-296155	14D5	V-Marshall	MAEMS	Transport	SNM71	St Mary's SP
19-298165	10C03	T- PS	DGEMS	Transport	DGM78	St Mary's Mad
19-304835	33C5T	V-CG	DGEMS	Transport	DGM78	UW- TAC
20-001500	29D05V	T- Sun Prairie	MAEMS	Transport	MRR77	Meriter

- The two calls completed in the DGEMS response area resulted in the capture of an additional $757.35 in reimbursement.
- During the trial period, there were twenty-three (23) missed opportunities to collaborate. Twenty (20) instances were in the DGEMS response area and three (3) were in the MAEMS response area.
- Factors negatively affecting the ability to collaboratively respond:
  - MAEMS loss of a full-time staff member, requiring Director Allain to respond on primary ambulance
  - Injury and light duty status of Chief Lang for the last two months of 2019
- Factors positively affecting the ability to collaboratively respond moving forward:
  - MAEMS hiring of a full-time staff member
  - Chief Lang cleared for full duty

RECOMMENDED ACTION

- Continue collaborative responses as indicated above
- Review agreement annually to ensure response equality
- Retain the option to halt collaborative response at any time

Letter of Agreement
Medical Transportation Management, Inc.

Ambulance Provider

This Letter of Agreement "Agreement"), effective as of the **Insert Date** shall serve as the Agreement between Medical Transportation Management, Inc., ("MTM"), **Insert Provider Name** a ("Provider"). The Provider's services pursuant to this Agreement shall be provided to MTM on an "as needed" basis to MTM.

1. **Scope of Services.** Provider shall, within the geographic service area of Provider, provide non-emergency ground transportation services as requested by MTM in support of MTM's business. Provider further agrees to:
    a. Obtain authorization from MTM to transport MTM members/patients;
    b. Obtain all required signatures on the Patient Care Report for each leg of the trip;
    c. Report all details of any accident or incident to MTM within 24 hours.

2. **Reimbursement.** MTM will reimburse Provider as set forth in Schedule A attached, for completed and properly submitted clean claims as follows: (1) Ambulance trips for Medicaid patients will be paid at the rate set forth by the state agency governing Medicaid payments current at the time of transport for the appropriate level of service; (2) Ambulance trips for Medicare patients will be paid at the rate set forth by CMS fee schedules current at the time of transport for the appropriate level of service.

3. **Member Protection Provision**. In no event, including, but not limited to, non-payment by MTM for Non-Emergency Transportation ("NEMT") Services rendered for members by Provider, insolvency of MTM, or breach by MTM of any term or condition of the Agreement, shall Provider bill, charge, collect a deposit from, seek compensation, remuneration or reimbursement from, or have any recourse against MTM's Client or any transported member or persons acting on behalf of Member for NEMT Services. Provider agrees not to maintain any action at law or in equity against MTM's Client(s) or any member to collect sums that are owed to Provider by MTM under the terms of this Agreement even in the event that MTM fails to pay, becomes insolvent or otherwise breaches the terms and conditions of the Agreement.

4. **Laws, Regulations, Licenses and Insurance.** Provider shall maintain all federal, state and local licenses, certifications and permits, without material restriction, which are required to provide NEMT Services via ambulance according to the laws of the jurisdiction in which services are provided, and shall provide quality and safe transportation services, and comply with all applicable laws, statutes, ordinances, rules and regulations governing the performance of services herein.

5. **Indemnification.** Provider shall indemnify, defend, and hold harmless MTM and MTM's Client(s) for all losses, damages, and costs, including reasonable attorneys' fees, resulting from Provider's rendering of transportation services, including but not limited to, negligence, unsafe rendering of services, failure to perform, or breach of performance of the services or terms of this Agreement.

6. **Independent Provider Status of Parties.** MTM and Provider are independent contractors with respect to the performance of the terms and conditions of this Agreement. Neither party shall be considered the employee nor agent of the other,and Provider shall determine the manner and methods of performance of Provider's services under this Agreement.

7. **HIPAA Compliance and Data Protection.** Provider shall comply with all terms and conditions of the HIPAA Business Associate Agreement attached hereto.

8. **Term and Termination.** The term of this Agreement shall be for a period of one year, and shall automatically renew for successive periods of one year unless either party provides 30 days prior written notice to the other party of its intent not to renew. Further, this Agreement may be terminated by either party without cause upon 30 days written notice to the other party. This Agreement may be terminated immediately by MTM for any action or inaction of Provider that affects the safety of any person.

9. **Credentials.** Provider shall supply MTM with current copies of the following credentials: (1) State (and local, if required) Ambulance Service License; (2) W-9; and (3) Proof of General Liability, Auto, and Workers Compensation Insurance coverage.

10. **Nondiscrimination.** Provider agrees that no person shall, on the basis of race, color, religion, age, sex, disability, marital status, sexual orientation, public assistance status, creed, or national origin, be excluded from full employment rights in, participation in, be denied the benefits of, or otherwise subjected to discrimination under any program, service, or activity under the provisions of any and all federal and state laws and regulations against discrimination including the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and Age Discrimination Act of 1975. Provider shall furnish all information required by MTM or any state or federal agency for purposes of investigation to ascertain compliance with such rules, regulations and orders.

11. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties relating to the subject matter addressed in this Agreement and this Agreement supersedes all prior communications, contracts and agreements between the parties with respect to the subject matter addressed in this Agreement.

IN WITNESS WHEREOF, the parties hereunto have executed this Agreement as of the date first above written.

MEDICAL TRANSPORTATION MANAGEMENT, INC.

By: _____

Print: _____

Title: _____

Date: _____

INSERT PROVIDER NAME

By: _____

Print: _____

Title: _____

Date: _____

Address: **Insert Provider Address**

HIPAA BUSINESS ASSOCIATE AGREEMENT

This HIPAA Business Associate Agreement ("Agreement") is made and entered into as of the **Insert Date** by and between Medical Transportation Management, Inc. ("MTM") and **Insert Provider Name**, ("Business Associate"). In order to comply with the Health Insurance Portability and Accountability Act and the standards set forth at 45 CFR Parts 142, 160, 162 and 164 (collectively "HIPAA") to safeguard Protected Health Information ("PHI"), Business Associate agrees:

Pursuant to the terms of that certain "Underlying Agreement", MTM contracts with you to provide "Services". In connection with your provision of such Services, you receive or obtain from MTM, the Covered Person or the Governmental entity or Health Plan, or review or create for MTM, the Covered Person or the Governmental entity or Health Plan Covered Person PHI. As a result, Business Associate must: (i) maintain the privacy/ confidentiality of all Covered Person PHI; and (ii) comply with the requirements of HIPAA applicable to Business Associates, all as more fully described below.

1. Your Obligations. You agree that you will maintain the privacy/confidentiality of all Covered Person PHI as required by all applicable laws and regulations, including, without limitation, the requirements of HIPAA, including the following obligations:

(A) Use and Disclosure of PHI. You agree that you will not use or disclose Covered Person PHI, other than to perform the Services, as otherwise expressly permitted by the terms of this Agreement or as required by law; provided, however, that you may use and disclose Covered Person PHI to manage and administer your business. You agree to comply with any and all restrictions on the use and disclosure of Covered Person PHI requested by a Covered Person, agreed to by the applicable MTM Client and communicated to you by MTM. You agree to ensure that all subcontractors, agents, representatives or parties with whom you conduct MTM Client business shall comply with HIPAA.

(B) Safeguards. You represent and warrant that you will develop and implement appropriate safeguards to prevent the use or disclosure of Covered Person PHI for purposes other than as set forth in this Agreement. You will provide MTM with such information concerning such safeguards as MTM may from time to time request.

(C) Accounting of Disclosures. In fulfillment of your obligations under 45 CFR 164.528, you agree to maintain a record of all disclosures of Covered Person PHI made for reasons other than the provision of the Services and will provide the following information regarding any such disclosure to MTM, to the applicable MTM Client, or to the Covered Person whose PHI was disclosed ("Affected Person"), upon our request:

(i) The date of such disclosure;
(ii) The name and, if known, the address of the recipient of such PHI;
(iii) A copy of the request for disclosure, if any, accompanied by any necessary consents or authorizations;
(iv) A brief description of the PHI disclosed; and
(v) A statement that would reasonably inform Affected Person of the purpose of the disclosure.

You agree to notify MTM immediately upon your discovery of any unauthorized disclosure of Covered Person PHI.

(D) Mitigation. You agree to establish procedures for mitigating any deleterious effects of any improper use and/or disclosure of Covered Person PHI.

(E) Disclosures to Workforce and/or Third Parties. You agree to require your employees, agents and independent contractors ("Workforce") to adhere to the restrictions and conditions regarding Covered Person PHI contained in this Section, including, without limitation, the following:

(i) You agree not to disclose Covered Person PHI to any member of your Workforce, unless you have advised such person of your obligations under this Section and the consequences of a violation of these obligations. You agree to take disciplinary action against any member of your Workforce that uses or discloses Covered Person PHI in violation of this Section.

(ii) Except as otherwise authorized under this Agreement, you agree not to disclose Covered Person PHI to any third party without first obtaining our written approval. In addition, you agree not to disclose Covered Person PHI to any third-party without first obtaining the written agreement of such third party to be bound by the requirements of this Section for the express benefit of you, MTM and the applicable MTM Client.

(iii) Any use of Covered Person PHI by your Workforce or disclosure of Covered Person PHI to your Workforce or to third parties must be limited to the minimum amount of Covered Person PHI necessary to achieve the purpose for such use or disclosure.

(F) Access to Records by Subject of Records. You agree to notify MTM immediately in the event you receive a request from a Covered Person identified in any Covered Person PHI ("Subject"), or such person's legal representative ("Legal Representative"), to review any records in your possession or control regarding the Subject ("Subject PHI"). In fulfillment of your obligations under 45 CFR 164.524, you agree to make available to MTM, or at our request, to the applicable MTM Client, to a Subject or such Subject's Legal Representative, for their review, any Subject PHI in your possession or control.

(G) Amendment to PHI. You agree to notify MTM immediately in the event you receive a request from a Subject to amend or otherwise modify any Subject PHI in your possession or control. In fulfillment of your obligations under 45 CFR 164.526, you agree that, at our request, you will make any amendments to Subject PHI that the applicable MTM Client has directed or authorized pursuant to 45 CFR 164.526.

(H) Government Access to Records. You agree to make your policies, books and records relating to the use and disclosure of Covered Person PHI available to the Secretary of the U.S. Department of Health and Human Services, or to the MTM Client, or his or her designee for the purpose of determining whether the applicable MTM Client is in compliance with HIPAA requirements.

(I) Disposition of Records upon Termination. You agree to return to MTM or otherwise destroy all Covered Person PHI in your possession or control upon termination of this Agreement. If such return or destruction of records is not feasible, you agree to continue to extend the protections of this Section to such Covered Person PHI and limit any further use of such Covered Person PHI to those purposes that make the return or destruction of such Covered Person PHI infeasible.

(J) Indemnification. You agree to indemnify, defend and hold harmless MTM and the applicable MTM Client, and their respective parents, subsidiaries and affiliates, and their respective shareholders, directors, officers, employees, agents, legal representatives, heirs, successors and assigns, from and against any and all claims, causes of action, losses, liabilities, damages, costs and expenses, including, without limitation, court costs and attorneys' fees, arising out of, resulting from or caused by a violation by you, or any of your employees, agents or subcontractors, of any HIPAA requirements or of the terms or conditions of this Agreement.

2. Our Obligations. MTM agrees that, in connection with your performance of the Services, MTM shall:

(A) Notification of Restrictions on Use of PHI. MTM agrees to notify you immediately of any restrictions on the use of any Covered Person PHI requested by a Covered Person, agreed to by the applicable MTM Client and communicated to us by the applicable MTM Client.

(B) Notification of Disclosure of Subject PHI to Subject. MTM agrees to notify you immediately in the event the applicable MTM Client desires you to disclose any Subject PHI in your possession or control to the Subject or the Subject's Legal Representative.

(C) Notification of Amendment to Subject PHI. MTM agrees to notify you immediately in the event the applicable MTM Client desires you to amend or otherwise modify any Subject PHI in your possession or control.

Term and Termination. This Agreement will commence on the Effective Date of this Agreement and will continue until such time as the Underlying Agreement expires or is terminated and all PHI provided by or created for MTM is destroyed or returned to MTM or, if it is infeasible to return or destroy PHI, protections are extended to such PHI in accordance with the provisions of this Agreement or by law. Notwithstanding the foregoing, in the event of a material violation by Business Associate, MTM shall have the right to terminate this Agreement and the Underlying Agreement immediately upon notice to Business Associate.

Third Party Beneficiaries. There are no intended third party beneficiaries of the obligations under this Agreement. Without in any way limiting the foregoing, it is the intent that nothing contained in this Agreement give rise to any right or cause of action, contractual or otherwise, in or on behalf of any person whose PHI is used or disclosed pursuant to this Agreement or any person who qualifies as a personal representative of such person.

Amendment of Underlying Agreement. It is the intention that this Agreement serve as an amendment and supplement to the Underlying Agreement. In the event of a conflict between the terms of this Agreement and the terms of the Underlying Agreement, the terms of this Agreement will control.

Compliance with Security Requirements. Business Associate shall comply, and shall ensure all agents and subcontractors comply with the Security Requirements of 45 CFR Part 142 with respect to electronic transmission of PHI.

MEDICAL TRANSPORTATION MANAGEMENT, INC. **INSERT PROVIDER NAME**

By: _____ Name: _____

Title: _____ By: _____

Title: _____

1. Facilities should call MTM reservations at: 866-907-1497 to schedule ambulance trips whenever time allows. Specialist appointments should be called in well before the appointment date. Two or three day's ahead is best, if possible.

2. If an ambulance trip is urgent, and there is no time to call MTM, the trip can be arranged directly with an ambulance company. Then the provider must submit a Post Authorization trip to MTM, **within 2 days of the trip**. Unfortunately, late submission of Post Authorized trips will be denied, per State of Wis. protocols.

3. Hospital discharges, and hospital to hospital transfers (for a higher level of care) are the ***only*** **Post Authorization trips payable** by Medicaid and MTM.

4. The State contract does not allow MTM to pay for transportation from Nursing Homes, except when a member is being discharged, for the initial time. Nursing Homes are responsible for their daily transportation, and must pay for ambulance services.

5. If you have other questions about ambulance transportation with MTM, please contact MTM Network Management at: 608-227-4083. Rob Verrette rverrette@mtm-inc.net

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