

DEER-GROVE EMS COMMISSION MEETING
Cottage Grove Emergency Services Building
4030 County Road N, Cottage Grove, WI 53527
Thursday, February 20, 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 January Financial Reports.
5. Discuss and consider approval of Bills for Budgeted/Approved Expenses.
6. Discuss and consider approval of Write Offs and Aging of Accounts.
7. Staff Report.
8. Correspondence.
9. Discuss and consider agreement with MTM for Medicaid payment of interfacility transfers.
10. Discuss and consider the orientation program in the employee handbook.
11. Discuss and consider Vehicle Accident SOP.
12. Agenda items for next commission meeting.
13. Adjournment.

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

By: Troy Allen, Commission Chairperson

Submitted February 11, 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
DEERFIELD VILLAGE HALL
THURSDAY, JANUARY 16, 2020
Minutes

Present: Kris Hampton, Troy Allen, Greg Frutiger, Kristi Williams and Sarah Valencia. Gary Wieczorek arrived at 6:39 p.m.

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 December 19, 2019 meeting as written. Motion carried 5-0.

Discuss and Consider approval of the December Financial Reports: Hampton questioned if the large overage in vehicle maintenance was offset by insurance. Office Manager Cysiewski directed Hampton to the "Insurance Reimbursement" line above in the income section. Williams questioned why overtime was over budget. Chief Lang explained usually either overtime or wages are over budget but are offset by the other due to whether full time or LTE staff pick up open shifts. Chief Lang also stated with the addition of more LTE staff he would hope to see those two lines balance out better in 2020. Motion by Hampton/K. Williams to approve the December financial reports as presented. Motion carried 5-0.

Discuss and Consider approval of Bills for Budgeted/Approved Expenses: Motion by Valencia/Williams to approve payment of the bills as presented. Motion carried 5-0.

Discuss and Consider approval of Write Offs and Aging of Accounts: Motion by Hampton/Williams to approve the aging of accounts as presented. Motion carried 5-0. There were no write-off requests.

Staff Report: There were 95 calls in December, including 9 missed calls. This is down from 99 calls in the same month last year. Volunteers provided 767 hours in December, up from 552 hours in the previous month and down from 816 hours during December 2018. In addition to what is in the written report, Chief Lang reported the following:

- The five new volunteers are in the orientation process. This process was derived from the full time/LTE orientation process so all new members go through a streamlined onboarding.
- Chief Lang explained the VividTrac device including its potential benefits, included but not limited to, additional training can be provided from actual patients and the video serves as an additional layer of support should litigation be brought against DGEMS.
- M80s is waiting for siren parts from Demers in Canada. As of January 16, 2020, the parts were stuck in customs in Memphis. Chief Lang worked with Truckstar to get the parts on their way. He hopes the parts will be here by early next week. Chief Lang also stated M81 will need an oil change once M80 is back as it has been one year.

Correspondence: Chief Lang passed around pictures from the patient meet and greet held at Station 1 as well as thank you notes which came along with the campaign letter.

Discuss and consider interfacility billing rates: Chief Lang stated we needed to add BLS billing rates per the recommendation of LifeQuest. While it is not DGEMS' intention to take BLS transfers, it is possible. Motion by Hampton/Williams to approve the interfacility billing rates as presented. Motion carried 6-0.

Discuss and consider agreement with MTM for Medicaid payment of interfacility transfer: Chief Lang explained although we do not prefer to take Medicaid interfacility transfers, we will need to build rapport with facilities and the information given to us is only as good as the person providing it. Since MTM is Medicaid's contracted company for Medicaid transfers the only way to get paid for Medicaid transfers is to sign the contract with MTM. Wieczorek stated the contract is very one sided and wants it reviewed by the attorney. He also wants Chief

Lang to ask the attorney the down side of not signing the agreement to see if the time and effort outweigh not getting reimbursed for the transfer. Wieczorek/Hampton motion to table the discussion until the next commission meeting so Chief Lang can speak with the attorney. Motion carried 6-0.

Discuss and consider continued collaborative response agreement with Marshall EMS: Chief Lang discussed the items presented in his document pointing out four of the calls were in July after which time staffing issues at Marshall and Chief Lang's foot injury preventive further collaboration. There were many opportunities to collaborate during the time with the majority of the calls being in the DGEMS district. Wieczorek called into question only reviewing the collaborative agreement yearly as he would prefer to have the review down either every month or every three. After further discussion a compromise was reached to add information to the monthly reports regarding collaborative responses which a larger review in the next six months. Motion by Valencia/Williams to continue the collaborative response agreement with Marshall EMS with also adding monthly statistics and reviewing in approximately six months. Motion carried 6-0

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. Motion by Hampton/Williams to move into closed session for the reason stated above. Motion carried 6-0 by roll call vote. In addition to the Commission, Office Manager Cysiewski stayed for the closed session, which began at 7:26 P.M.

Consider/Adopt motion to reconvene to open session and to take any action necessary from session: Motion by Hampton/Williams to reconvene to open session. Motion carried 6-0 by roll call vote. The closed session ended at 7:56 P.M. As a result of the closed session a motion by Wieczorek/Hampton to increase Chief Lang's yearly salary to 85,000 effective January 12, 2020. Motion carried 6-0.

Set next commission meeting date and location: The next meeting will be held on Thursday, February 20, 2020 at the Cottage Grove Emergency Services Building beginning at 6:30 P.M.

Agenda items for next commission meeting: MTM, policies

Adjournment: Motion by Hampton/K. Williams to adjourn. Motion carried 6-0. The meeting ended at 7:59 P.M.

Submitted by Mandy Cysiewski

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

	Jan 20	1/12th Annual Budget	Budget	\$ Over Budget	% of Budget	Jan 19
Ordinary Income/Expense						
Income						
230 · Training Center Income	0.00	208.33	2,500.00	-2,500.00	0.0%	0.00
300 · Special Event Fee	0.00	166.67	2,000.00	-2,000.00	0.0%	0.00
610 · Town/Villages Assesments	123,986.02	43,384.77	520,617.20	-396,631.18	23.82%	108,652.95
620 · Ambulance Run Fees	47,497.27	45,833.33	550,000.00	-502,502.73	8.64%	46,756.62
630 · Contracted Revenue	0.00	5,534.40	66,412.80	-66,412.80	0.0%	0.00
640 · Interest Earned	42.08	41.67	500.00	-457.92	8.42%	31.04
693 · Donations	0.00	0.00	0.00	0.00	0.0%	25,038.84
999 · Insurance Reimbursement	0.00	0.00	0.00	0.00	0.0%	4,409.86
Total Income	171,525.37	95,169.17	1,142,030.00	-970,504.63	15.02%	184,889.31
Gross Profit	171,525.37	95,169.17	1,142,030.00	-970,504.63	15.02%	184,889.31
Expense						
6140 · Credit Card Fees	8.09	0.00	0.00	8.09	100.0%	0.00
720 · Wages	35,017.96	42,212.50	506,550.00	-471,532.04	6.91%	13,994.12
721 · Health Insurance	24,034.00	11,426.67	137,120.00	-113,086.00	17.53%	14,624.79
722 · Workmans Comp	1,676.00	2,315.83	27,790.00	-26,114.00	6.03%	0.00
723 · Retirement Plan	4,373.57	4,891.67	58,700.00	-54,326.43	7.45%	1,613.34
724 · Employers FICA Expense	3,248.92	3,728.33	44,740.00	-41,491.08	7.26%	1,326.37
725 · Staff Continuing Education	840.00	750.00	9,000.00	-8,160.00	9.33%	722.76
726 · Travel/Mileage Reimbursement	0.00	41.67	500.00	-500.00	0.0%	30.00
728 · Medical Director Fee	500.00	500.00	6,000.00	-5,500.00	8.33%	500.00
734 · Overtime	8,336.51	9,438.33	113,260.00	-104,923.49	7.36%	3,334.29
735 · EMT Stipend	0.00	2,083.33	25,000.00	-25,000.00	0.0%	0.00
736 · LifeQuest Billing	4,996.83	3,791.67	45,500.00	-40,503.17	10.98%	4,031.90
740 · Office Equipment (expense)	78.25	135.83	1,630.00	-1,551.75	4.8%	70.16
742 · Office Supplies	131.52	166.67	2,000.00	-1,868.48	6.58%	292.72
770 · Communications	299.98	500.00	6,000.00	-5,700.02	5.0%	479.04
775 · IT expenses	1,550.00	570.83	6,850.00	-5,300.00	22.63%	1,450.00
790 · Publicity and Advertising	0.00	166.67	2,000.00	-2,000.00	0.0%	0.00
791 · Training Center Expense	22.50	166.67	2,000.00	-1,977.50	1.13%	0.00
810 · EMT Recognition	367.44	208.33	2,500.00	-2,132.56	14.7%	-131.25
820 · EMT Continuing Education	0.00	416.67	5,000.00	-5,000.00	0.0%	240.00
825 · Chief Continuing Education	95.00	125.00	1,500.00	-1,405.00	6.33%	0.00
829 · Vehicle Maintenance	1,280.81	865.00	10,380.00	-9,099.19	12.34%	811.65
831 · Fuel	1,192.93	1,166.67	14,000.00	-12,807.07	8.52%	1,072.59
840 · Equipment/Non-Disposable	0.00	1,400.00	16,800.00	-16,800.00	0.0%	0.00
842 · Equipment Maintenance	0.00	300.00	3,600.00	-3,600.00	0.0%	0.00
845 · Capital Purchase	0.00	0.00	0.00	0.00	0.0%	25,038.84
850 · Medical Supplies	6,966.21	3,758.33	45,100.00	-38,133.79	15.45%	1,398.47
852 · Training Medical Supplies	0.00	83.33	1,000.00	-1,000.00	0.0%	0.00
860 · Clothing	487.05	1,075.00	12,900.00	-12,412.95	3.78%	237.15
870 · Insurance	2,107.00	716.67	8,600.00	-6,493.00	24.5%	2,097.00
871 · Group Life Insurance	132.79	58.33	700.00	-567.21	18.97%	76.42
872 · Unemployment Insurance	0.00	333.33	4,000.00	-4,000.00	0.0%	0.00
878 · Community Medic Program	0.00	25.83	310.00	-310.00	0.0%	0.00
879 · Health Maintenance & Safety	0.00	208.33	2,500.00	-2,500.00	0.0%	120.00
880 · Legal Fees	0.00	416.67	5,000.00	-5,000.00	0.0%	0.00
881 · Accounting Fees	0.00	666.67	8,000.00	-8,000.00	0.0%	0.00
885 · Overdue Run Fees	4,564.50	0.00	0.00	4,564.50	100.0%	13,894.96
898 · Building and Grounds	318.52	291.67	3,500.00	-3,181.48	9.1%	345.85
899 · Miscellaneous Expenses	174.95	166.67	2,000.00	-1,825.05	8.75%	29.96
Total Expense	102,801.33	95,169.17	1,142,030.00	-1,039,228.67	9.0%	87,701.13
Net Ordinary Income	68,724.04	0.00	0.00	68,724.04	100.0%	97,188.18
Net Income	68,724.04	0.00	0.00	68,724.04	100.0%	97,188.18

Deer Grove EMS District

Balance Sheet

02/10/20

As of January 31, 2020

Accrual Basis

	<u>Jan 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	380,253.68
Accounts Receivable	
1200 · Accounts Receivable	144.34
1210 · Lifequest Receivables	138,364.75
Total Accounts Receivable	138,509.09
Other Current Assets	995.00
Total Current Assets	519,757.77
Fixed Assets	519,234.78
Other Assets	
112 · Allowance for Doubtful Accounts	-78,376.75
Total Other Assets	-78,376.75
TOTAL ASSETS	960,615.80
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	9,253.56
Credit Cards	226.99
Other Current Liabilities	
Lifequest Deposit Adjustments	0.12
Payroll Liabilities	23,470.49
231 · Deferred Run Revenue	63,554.06
232 · Town/Village Pre-payments	6,168.29
Total Other Current Liabilities	93,192.96
Total Current Liabilities	102,673.51
Total Liabilities	102,673.51
Equity	
1110 · Retained Earnings	51,856.37
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	519,234.92
Net Income	68,724.04
Total Equity	857,942.29
TOTAL LIABILITIES & EQUITY	960,615.80

Deer Grove EMS District
Bill Payment Detail
January 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
20877	Liability Check	01/03/2020	Fire Fighters Local 311		101 · Operating Checking	-230.80	
					Local 311 Dues	230.80	-230.80
TOTAL						230.80	-230.80
EFT	Liability Check	01/03/2020	Bank of Deerfield		101 · Operating Checking	-15,995.40	
					Direct Deposit Liability	15,995.40	-15,995.40
TOTAL						15,995.40	-15,995.40
EFT	Liability Check	01/03/2020	Bank of Deerfield		101 · Operating Checking	-700.00	
					Direct Deposit Liability	700.00	-700.00
TOTAL						700.00	-700.00
EFT	Liability Check	01/03/2020	Wisconsin Deferred Compensation	98971-01	101 · Operating Checking	-280.00	
				98971-01	WI Deferred Comp Liability	280.00	-280.00
TOTAL						280.00	-280.00
EFT	Liability Check	01/03/2020	Wisconsin Deferred Compensation	98971-01	101 · Operating Checking	-150.00	
				98971-01	WI Deferred Comp Liability	150.00	-150.00
TOTAL						150.00	-150.00
EFT	Liability Check	01/07/2020	EFTTPS	39-1293690	101 · Operating Checking	-5,913.00	
				39-1293690	224 · FICA/Fed Payable	2,279.00	-2,279.00
				39-1293690	2242 · FICA/Fed Payable-ER	1,472.60	-1,472.60
				39-1293690	2241 · FICA/Fed Payable-EE	1,472.60	-1,472.60
				39-1293690	2242 · FICA/Fed Payable-ER	344.40	-344.40
				39-1293690	2241 · FICA/Fed Payable-EE	344.40	-344.40
TOTAL						5,913.00	-5,913.00
EFT	Liability Check	01/14/2020	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,133.47	
				036-0000519180-02	225 · State Withholding	1,133.47	-1,133.47
TOTAL						1,133.47	-1,133.47
20878	Liability Check	01/14/2020	Minnesota Life Insurance Company	2832-GL	101 · Operating Checking	-140.38	
				2832-GL	Additional	56.10	-56.10
				2832-GL	Basic	57.78	-57.78
				2832-GL	Spouse/Dependent	10.50	-10.50

Deer Grove EMS District
Bill Payment Detail
January 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
				2832-GL	Supplemental	16.00	-16.00
TOTAL						140.38	-140.38
EFT	Liability Check	01/30/2020	Employee Trust Funds	5300000	101 · Operating Checking	-7,203.58	
				5300000	2272 · Employer Share WRS	4,471.47	-4,471.47
				5300000	2271 · Employee Share WRS	2,732.11	-2,732.11
TOTAL						7,203.58	-7,203.58
EFT	Liability Check	01/17/2020	Bank of Deerfield		101 · Operating Checking	-19,768.18	
					Direct Deposit Liability	19,068.18	-19,068.18
					Direct Deposit Liability	700.00	-700.00
TOTAL						19,768.18	-19,768.18
20890	Liability Check	01/17/2020	Fire Fighters Local 311		101 · Operating Checking	-218.07	
					Local 311 Dues	218.07	-218.07
TOTAL						218.07	-218.07
EFT	Liability Check	01/17/2020	Wisconsin Deferred Compensation	98971-01	101 · Operating Checking	-430.00	
				98971-01	WI Deferred Comp Liability	280.00	-280.00
				98971-01	WI Deferred Comp Liability	150.00	-150.00
TOTAL						430.00	-430.00
EFT	Liability Check	01/21/2020	EFTTPS	39-1293690	101 · Operating Checking	-6,448.46	
				39-1293690	224 · FICA/Fed Payable	2,288.00	-2,288.00
				39-1293690	2242 · FICA/Fed Payable-ER	1,685.94	-1,685.94
				39-1293690	2241 · FICA/Fed Payable-EE	1,685.94	-1,685.94
				39-1293690	2242 · FICA/Fed Payable-ER	394.29	-394.29
				39-1293690	2241 · FICA/Fed Payable-EE	394.29	-394.29
TOTAL						6,448.46	-6,448.46
20879	Bill Pmt -Check	01/14/2020	Aladtec, Inc.	1/31/20-1/31/21 EMS Manager	101 · Operating Checking	-1,550.00	
2019-3649	Bill	01/01/2020		1/31/20-1/31/21 EMS Manager	775 · IT expenses	1,550.00	-1,550.00
TOTAL						1,550.00	-1,550.00
20880	Bill Pmt -Check	01/14/2020	Baer Insurance Servies	General Liab & Auto Ins	101 · Operating Checking	-2,107.00	
2758	Bill	01/02/2020		General Liab & Auto Ins	6185 · Liability Insurance	2,107.00	-2,107.00
TOTAL						2,107.00	-2,107.00
20881	Bill Pmt -Check	01/14/2020	Bound Tree Medical, LLC		101 · Operating Checking	-233.28	
83455448	Bill	12/27/2019		Vacuum Splint	850 · Medical Supplies	156.99	-156.99

Deer Grove EMS District
Bill Payment Detail
January 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
83462966	Bill	01/06/2020		Intubation materials	850 · Medical Supplies	196.29	-76.29
TOTAL						353.28	-233.28
20882	Bill Pmt -Check	01/14/2020	Dane County EMS Association	2020 Dane County EMS Assoc Dues	101 · Operating Checking		-150.00
	Bill	01/01/2020		2020 Dane County EMS Assoc Dues	899 · Miscellaneous Expenses	150.00	-150.00
TOTAL						150.00	-150.00
20883	Bill Pmt -Check	01/14/2020	Dinges Fire Company	Boots	101 · Operating Checking		-124.00
06082	Bill	12/30/2019		Boots	860 · Clothing	124.00	-124.00
TOTAL						124.00	-124.00
20884	Bill Pmt -Check	01/14/2020	Galls	Hat	101 · Operating Checking		-46.95
014484393	Bill	12/10/2019		Hat	860 · Clothing	46.95	-46.95
TOTAL						46.95	-46.95
20885	Bill Pmt -Check	01/14/2020	Landmark Services Cooperative	December Fuel	101 · Operating Checking		-899.43
	Bill	12/31/2019		December Fuel	831 · Fuel	899.43	-899.43
TOTAL						899.43	-899.43
20886	Bill Pmt -Check	01/14/2020	Life-Assist, Inc.		101 · Operating Checking		-973.96
965301	Bill	01/03/2020		Basket Stretcher	850 · Medical Supplies	840.06	-840.06
965602	Bill	01/06/2020		Medications	850 · Medical Supplies	133.90	-133.90
TOTAL						973.96	-973.96
20887	Bill Pmt -Check	01/14/2020	O'Reilly Auto Parts	St 2 Floor Cleaner	101 · Operating Checking		-10.99
4331-321858	Bill	12/14/2019		St 2 Floor Cleaner	898 · Building and Grounds	10.99	-10.99
TOTAL						10.99	-10.99
20888	Bill Pmt -Check	01/14/2020	WEX Bank	December Fuel	101 · Operating Checking		-339.70
63090161	Bill	12/31/2019		December Fuel	831 · Fuel	339.70	-339.70
TOTAL						339.70	-339.70
20889	Bill Pmt -Check	01/14/2020	Wisconsin Dept. of Justice	Caregiver Checks	101 · Operating Checking		-30.00
	Bill	12/31/2019		Caregiver Checks	899 · Miscellaneous Expenses	30.00	-30.00
TOTAL						30.00	-30.00
EFT	Liability Check	01/23/2020	Employee Trust Funds	5300000	101 · Operating Checking		-11,778.38

Deer Grove EMS District
Bill Payment Detail
January 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
				5300000	Health Insurance Liability - ER	10,414.76	-10,414.76
				5300000	Health Insurance Liability - EE	1,363.62	-1,363.62
TOTAL						11,778.38	-11,778.38
20891	Liability Check	01/28/2020	Delta Dental		101 · Operating Checking	-136.24	
					224 · FICA/Fed Payable	136.24	-136.24
TOTAL						136.24	-136.24
EFT	Liability Check	01/30/2020	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,114.74	
				036-0000519180-02	225 · State Withholding	1,114.74	-1,114.74
TOTAL						1,114.74	-1,114.74
EFT	Liability Check	01/31/2020	Bank of Deerfield		101 · Operating Checking	-16,298.69	
					Direct Deposit Liability	15,598.69	-15,598.69
					Direct Deposit Liability	700.00	-700.00
TOTAL						16,298.69	-16,298.69
20900	Liability Check	01/31/2020	Fire Fighters Local 311		101 · Operating Checking	-218.68	
					Local 311 Dues	218.68	-218.68
TOTAL						218.68	-218.68
EFT	Liability Check	01/31/2020	Wisconsin Deferred Compensation	98971-01	101 · Operating Checking	-430.00	
				98971-01	WI Deferred Comp Liability	280.00	-280.00
				98971-01	WI Deferred Comp Liability	150.00	-150.00
TOTAL						430.00	-430.00
20892	Bill Pmt -Check	01/28/2020	Engraving & Trophy Specialists, Inc	Engraving for medals	101 · Operating Checking	-130.00	
59764	Bill	01/13/2020		Engraving for medals	810 · EMT Recognition	130.00	-130.00
TOTAL						130.00	-130.00
20893	Bill Pmt -Check	01/28/2020	Life-Assist, Inc.	Meds	101 · Operating Checking	-408.40	
967122	Bill	01/13/2020		Meds	850 · Medical Supplies	408.40	-408.40
TOTAL						408.40	-408.40
20894	Bill Pmt -Check	01/28/2020	Meineke	M81 tire pressure	101 · Operating Checking	-19.99	
28140	Bill	01/15/2020		M81 tire pressure	829 · Vehicle Maintenance	19.99	-19.99
TOTAL						19.99	-19.99

Deer Grove EMS District
Bill Payment Detail
January 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
20895	Bill Pmt -Check	01/28/2020	O'Reilly Auto Parts	Tire gauge	101 · Operating Checking	-6.79	
4331-324200	Bill	01/15/2020		Tire Gauge	829 · Vehicle Maintenance	6.79	-6.79
TOTAL						6.79	-6.79
20896	Bill Pmt -Check	01/28/2020	Piggly Wiggly	Dessert for HATS OFF/Food for training	101 · Operating Checking	-66.33	
	Bill	01/01/2020		Dessert for HATS OFF/Food for training	810 · EMT Recognition	66.33	-66.33
TOTAL						66.33	-66.33
20897	Bill Pmt -Check	01/28/2020	Rennert's Fire Equipment Service, Inc.	Latch replacement	101 · Operating Checking	-464.80	
41726	Bill	01/14/2020		Latch replacement	829 · Vehicle Maintenance	464.80	-464.80
TOTAL						464.80	-464.80
20898	Bill Pmt -Check	01/28/2020	Society Insurance		101 · Operating Checking	-1,676.00	
	Bill	01/12/2020			722 · Workmans Comp	1,676.00	-1,676.00
TOTAL						1,676.00	-1,676.00
20899	Bill Pmt -Check	01/28/2020	Truckstar Collision Center	Bumper repair	101 · Operating Checking	-357.00	
15086	Bill	01/27/2020		Bumper repair	829 · Vehicle Maintenance	357.00	-357.00
TOTAL						357.00	-357.00
EFT	Liability Check	01/31/2020	Aflac	MCY18	101 · Operating Checking	-370.14	
				MCY18	Aflac	370.14	-370.14
TOTAL						370.14	-370.14
	Bill Pmt -CCard	01/04/2020	GFC Leasing WI	Copier Lease	One Card - Office Use Only	-48.30	
100555700	Bill	12/21/2019		Copier Lease	740 · Office Equipment (expense)	48.30	-48.30
TOTAL						48.30	-48.30
	Bill Pmt -CCard	01/04/2020	Jackson Lewis P.C.	Attorney Fees	One Card - Office Use Only	-234.00	
7458697	Bill	12/18/2019		Attorney Fees	880 · Legal Fees	234.00	-234.00
TOTAL						234.00	-234.00
	Bill Pmt -CCard	01/04/2020	Verizon Wireless		One Card - Office Use Only	-178.59	
9843933210	Bill	12/10/2019		Car 79 Jet pack	770 · Communications	30.03	-30.03
				M81 Jet pack	770 · Communications	30.03	-30.03

Deer Grove EMS District
Bill Payment Detail
January 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
				M80 phone	770 · Communications	1.47	-1.47
				M81 phone	770 · Communications	0.91	-0.91
				M78 phone	770 · Communications	1.26	-1.26
				C79 phone	770 · Communications	0.91	-0.91
				M80 cradlepoint	770 · Communications	30.03	-30.03
				Chief	770 · Communications	53.90	-53.90
				M78 cradlepoint	770 · Communications	30.05	-30.05
TOTAL						178.59	-178.59
	Bill Pmt -CCard	01/15/2020	Airgas USA, LLC		One Card - Office Use Only	-125.85	
9096473449	Bill	12/23/2019		O2	850 · Medical Supplies	51.80	-51.80
9096609741	Bill	12/30/2019		Oxygen	850 · Medical Supplies	12.95	-12.95
9967179415	Bill	12/31/2019		O2 Cylinder rental	850 · Medical Supplies	61.10	-61.10
TOTAL						125.85	-125.85
	Bill Pmt -CCard	01/15/2020	Gordon Flesch	December copies	One Card - Office Use Only	-29.95	
IN12820150	Bill	01/07/2020		December copies	740 · Office Equipment (expense)		
TOTAL						29.95	-29.95
	Bill Pmt -CCard	01/19/2020	Charter Communications	Station 1 phone and internet	One Card - Office Use Only	-151.64	
0000443010120	Bill	01/01/2020		Jan Shared Internet Services	770 · Communications	69.99	-69.99
				Jan phone/fax	770 · Communications	81.65	-81.65
TOTAL						151.64	-151.64
	Bill Pmt -CCard	01/10/2020	Bound Tree Medical, LLC	Misc medical supplies	One Card - Office Use Only	-638.04	
83464555	Bill	01/07/2020		Misc medical supplies	850 · Medical Supplies	638.04	-638.04
TOTAL						638.04	-638.04
	Bill Pmt -CCard	01/13/2020	Bound Tree Medical, LLC	Cylinder Gasket	One Card - Office Use Only	-15.30	
83469533	Bill	01/08/2020		Cylinder Gasket	850 · Medical Supplies	15.30	-15.30
TOTAL						15.30	-15.30
	Bill Pmt -CCard	01/13/2020	Bound Tree Medical, LLC	Naloxone	One Card - Office Use Only	-420.00	

Deer Grove EMS District
Bill Payment Detail
January 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
83467908	Bill	01/09/2020		Naloxone	850 · Medical Supplies	420.00	-420.00
TOTAL						<u>420.00</u>	<u>-420.00</u>
	Bill Pmt -CCard	01/13/2020	Bound Tree Medical, LLC	Masks/IV armboard/bulb syringe	One Card - Office Use Only	-59.19	
83469609	Bill	01/10/2020		Masks/IV armboard/bulb syringe	850 · Medical Supplies	59.19	-59.19
TOTAL						<u>59.19</u>	<u>-59.19</u>
	Bill Pmt -CCard	01/16/2020	Bound Tree Medical, LLC		One Card - Office Use Only	-177.04	
83471017	Bill	01/10/2020		Nose clips/Ultrasound gel	850 · Medical Supplies	23.00	-23.00
83472802	Bill	01/14/2020	Cottage Grove Police Dept.	CGPD Defib pads	850 · Medical Supplies	154.04	-154.04
TOTAL						<u>177.04</u>	<u>-177.04</u>
	Bill Pmt -CCard	01/17/2020	Bound Tree Medical, LLC	Misc medical supplies	One Card - Office Use Only	-561.72	
83474473	Bill	01/15/2020		Misc medical supplies	850 · Medical Supplies	561.72	-561.72
TOTAL						<u>561.72</u>	<u>-561.72</u>
	Bill Pmt -CCard	01/20/2020	Bound Tree Medical, LLC	Misc medical supplies	One Card - Office Use Only	-328.43	
83478688	Bill	01/20/2020		Misc medical supplies	850 · Medical Supplies	328.43	-328.43
TOTAL						<u>328.43</u>	<u>-328.43</u>
	Bill Pmt -CCard	01/10/2020	Bound Tree Medical, LLC		One Card - Office Use Only	-28.44	
83469609A	Bill	01/29/2020			850 · Medical Supplies	28.44	-28.44
TOTAL						<u>28.44</u>	<u>-28.44</u>
	Bill Pmt -CCard	01/29/2020	GFC Leasing WI	Copier lease	One Card - Office Use Only	-48.30	
100561371	Bill	01/21/2020		Copier lease	740 · Office Equipment (expense)	48.30	-48.30
TOTAL						<u>48.30</u>	<u>-48.30</u>
	Bill Pmt -CCard	01/29/2020	Verizon Wireless		One Card - Office Use Only	-178.69	
9846010670	Bill	01/10/2020		Car 79 Jet pack	770 · Communications	30.03	-30.03
				M81 Jet pack	770 · Communications	30.03	-30.03
				M80 phone	770 · Communications	0.91	-0.91
				M81 phone	770 · Communications	1.18	-1.18
				M78 phone	770 · Communications	1.89	-1.89
				C79 phone	770 · Communications	0.91	-0.91
				M80 cradlepoint	770 · Communications	30.03	-30.03
				Chief	770 · Communications	53.68	-53.68
				M78 cradlepoint	770 · Communications	30.03	-30.03
TOTAL						<u>178.69</u>	<u>-178.69</u>

Deer Grove EMS District Credit Card Purchases

January 2020

Date	Source Name	Memo	Split	Amount
301 - One Card				
One Card - Eric Lang				
01/17/2020	Embroidery Professionals	Jacket/embroidery	860 · Clothing	69.98
01/20/2020	Costco	Meat for DCEMS meeting	810 · EMT Recognition	117.90
01/24/2020	Embroidery Professionals	Job shirt name/logo	860 · Clothing	20.00
Total One Card - Eric Lang				207.88
One Card - Mandy Cysiewski				
01/02/2020	Amazon.com	AA batteries/Cords	850 · Medical Supplies	23.89
01/06/2020	5.11 Tactical	Pants - Trevor	860 · Clothing	74.99
01/07/2020	Quill	Labels/pens/tape	742 · Office Supplies	69.27
01/08/2020	Amazon.com	Dimmer/Light bulbs	898 · Building and Grounds	36.97
01/10/2020	UWHC	Difficult Airway Course - Danny	725 · Staff Continuing Educat...	200.00
01/12/2020	Esuturescom	IO needles	850 · Medical Supplies	1,347.00
01/12/2020	Law Enforcement Coordin...	WI Active Threat Conference-Devon	725 · Staff Continuing Educat...	95.00
01/12/2020	Costco	Dish pacs	898 · Building and Grounds	10.22
01/13/2020	Law Enforcement Coordin...	WI Active Threat Conference-Eric	825 · Chief Continuing Educa...	95.00
01/13/2020	USPS	Commission packets	742 · Office Supplies	8.00
01/14/2020	Quill	Tape/blank W-2s/Address labels	742 · Office Supplies	36.76
01/14/2020	Quill	Envelopes	742 · Office Supplies	17.49
01/14/2020	Amazon.com	Luggage tags for airway bags	850 · Medical Supplies	7.99
01/27/2020	Yearli.com	1099 mailing	899 · Miscellaneous Expenses	24.95
01/27/2020	Amazon.com	Handsoap/Tire Pressure Gauge	-SPLIT-	147.51
01/27/2020	Amazon.com		-SPLIT-	155.60
Total One Card - Mandy Cysiewski				2,350.64
One Card - Office Use Only				
01/04/2020	GFC Leasing WI	Copier Lease	201 · Accounts Payable	48.30
01/04/2020	Jackson Lewis P.C.	Attorney Fees	201 · Accounts Payable	234.00
01/04/2020	Verizon Wireless		201 · Accounts Payable	178.59
01/09/2020	Netflix		770 · Communications	13.70
01/10/2020	Bound Tree Medical, LLC	Misc medical supplies	201 · Accounts Payable	638.04
01/10/2020	Bound Tree Medical, LLC		201 · Accounts Payable	28.44
01/13/2020	Bound Tree Medical, LLC	Cylinder Gasket	201 · Accounts Payable	15.30
01/13/2020	Bound Tree Medical, LLC	Naloxone	201 · Accounts Payable	420.00
01/13/2020	Bound Tree Medical, LLC	Masks/IV armboard/bulb syringe	201 · Accounts Payable	59.19
01/15/2020	Airgas USA, LLC		201 · Accounts Payable	125.85
01/15/2020	Gordon Flesch	December copies	201 · Accounts Payable	29.95
01/16/2020	Bound Tree Medical, LLC		201 · Accounts Payable	177.04
01/17/2020	Bound Tree Medical, LLC	Misc medical supplies	201 · Accounts Payable	561.72
01/19/2020	Charter Communications	Station 1 phone and internet	201 · Accounts Payable	151.64
01/20/2020	Bound Tree Medical, LLC	Misc medical supplies	201 · Accounts Payable	328.43

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Accrual Basis

Deer Grove EMS District Credit Card Purchases

January 2020

Date	Source Name	Memo	Split	Amount
01/29/2020	GFC Leasing WI	Copier lease	201 · Accounts Payable	48.30
01/29/2020	Verizon Wireless		201 · Accounts Payable	178.69
Total One Card - Office Use Only				3,237.18
Total 301 · One Card				5,795.70
TOTAL				5,795.70

Deer Grove EMS District Payroll Transaction Detail January 2020

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
01/03/2020	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	64	1,308.16
			Anders, Devon C	Overtime Hourly Rate	8	245.28
			Anders, Devon C	Sick Hourly Rate	24	490.56
						2,044.00
01/17/2020	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	40	858.80
			Anders, Devon C	Overtime Hourly Rate	8	257.68
			Anders, Devon C	Vacation Hourly Rate	24	490.56
						1,607.04
01/31/2020	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	56	1,202.32
			Anders, Devon C	Overtime Hourly Rate	16	515.36
			Anders, Devon C	Vacation Hourly Rate	24	515.28
						2,232.96
01/03/2020	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	24	634.08
			Antoniewicz, Lisa M	Overtime Hourly Rate	14	554.82
			Antoniewicz, Lisa M	Regular Hourly Rate	22	581.24
			Antoniewicz, Lisa M	Overtime Hourly Rate	9	356.67
			Antoniewicz, Lisa M	Vacation Hourly Rate	18	475.56
						2,602.37
01/17/2020	DD	Paycheck	Antoniewicz, Lisa M	Vacation Hourly Rate	16	422.72
			Antoniewicz, Lisa M	Regular Hourly Rate	3	79.26
			Antoniewicz, Lisa M	Overtime Hourly Rate	13	538.07
			Antoniewicz, Lisa M	Regular Hourly Rate	53	1,462.27
			Antoniewicz, Lisa M	Overtime Hourly Rate	3	124.17
			Antoniewicz, Lisa M	Overtime Hourly Rate	5	206.95
			Antoniewicz, Lisa M	Regular Hourly Rate	8	220.72
						3,054.16
01/31/2020	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	55	1,517.45
			Antoniewicz, Lisa M	Overtime Hourly Rate	11.5	475.99
			Antoniewicz, Lisa M	Regular Hourly Rate	25	689.75
			Antoniewicz, Lisa M	Overtime Hourly Rate	4	165.56
						2,848.75
01/03/2020	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	65	1,374.75
			Belden, Elliott H	Overtime Hourly Rate	19	602.87
			Belden, Elliott H	Regular Hourly Rate	3	63.45
			Belden, Elliott H	Holiday Hourly Rate	12	433.80
						2,474.87

Deer Grove EMS District
Payroll Transaction Detail
 January 2020

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
01/17/2020	DD	Paycheck	Belden, Elliott H	Holiday Hourly Rate	24	892.32
			Belden, Elliott H	Regular Hourly Rate	24	532.32
			Belden, Elliott H	Vacation Hourly Rate	16	354.88
			Belden, Elliott H	Vacation OT Hourly Rate	8	266.16
						2,045.68
01/31/2020	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	80	1,774.40
			Belden, Elliott H	Overtime Hourly Rate	17	565.59
						2,339.99
01/17/2020	DD	Paycheck	Berggren, Kathryn B	Weekday Stipend	10	180.00
			Berggren, Kathryn B	Weekend Stipend	2	36.00
						216.00
01/17/2020	DD	Paycheck	Bischel, Bryce T	Weekend Stipend	1	18.00
						18.00
01/03/2020	DD	Paycheck	Campbell, Erin A	Regular Hourly Rate	2.5	37.50
						37.50
01/17/2020	DD	Paycheck	Campbell, Erin A	Regular Hourly Rate	24	360.00
			Campbell, Erin A	Regular Hourly Rate	24	408.00
						768.00
01/03/2020	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	58	1,185.52
			Cummings, Ross E	Overtime Hourly Rate	32	981.12
			Cummings, Ross E	Regular Hourly Rate	10	204.40
			Cummings, Ross E	Overtime Hourly Rate	18	551.88
			Cummings, Ross E	Vacation Hourly Rate	12	245.28
						3,168.20
01/17/2020	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	36	772.92
			Cummings, Ross E	Holiday Hourly Rate	12	425.28
			Cummings, Ross E	Vacation Hourly Rate	16	343.52
			Cummings, Ross E	Vacation OT Hourly Rate	8	257.68
			Cummings, Ross E	Regular Hourly Rate	12	245.28
						2,044.68
01/31/2020	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	73.5	1,578.05
			Cummings, Ross E	Overtime Hourly Rate	24	773.04
			Cummings, Ross E	Regular Hourly Rate	6.5	139.56
						2,490.65

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

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
01/03/2020	DD	Paycheck	Curry, Clairissa K	Regular Hourly Rate	12	180.00
						180.00
01/17/2020	DD	Paycheck	Curry, Clairissa K	Regular Hourly Rate	24	408.00
						408.00
01/31/2020	DD	Paycheck	Curry, Clairissa K	Regular Hourly Rate	12	204.00
						204.00
01/03/2020	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	17	306.00
			Cysiewski, Mandy J	CPR Instructor Wage	1.5	22.50
			Cysiewski, Mandy J	Holiday Hourly Rate	6.4	115.20
			Cysiewski, Mandy J	Vacation Hourly Rate	8.6	154.80
						598.50
01/17/2020	DD	Paycheck	Cysiewski, Mandy J	Holiday Hourly Rate	6.4	115.20
			Cysiewski, Mandy J	Regular Hourly Rate	29.8	536.40
			Cysiewski, Mandy J	Holiday Stipend	4	72.00
						723.60
01/31/2020	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	34.5	621.00
						621.00
01/17/2020	DD	Paycheck	Einstein, Justin D	Weekend Stipend	4	72.00
						72.00
01/17/2020	DD	Paycheck	Ennis, Jamie L	Weekday Stipend	2	36.00
			Ennis, Jamie L	Weekend Stipend	2	36.00
						72.00
01/17/2020	DD	Paycheck	Fedorowicz, Samantha E	Weekday Stipend	3	54.00
			Fedorowicz, Samantha E	Weekend Stipend	1	18.00
						72.00
01/31/2020	DD	Paycheck	Frye, Brandyn S	Regular Hourly Rate	24	408.00
						408.00
01/17/2020	DD	Paycheck	Furger, Jenna J	Weekend Stipend	2	36.00
						36.00

Deer Grove EMS District
Payroll Transaction Detail
January 2020

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
01/17/2020	DD	Paycheck	Griffin, Elisabeth A	Weekend Stipend	2	36.00
						36.00
01/17/2020	DD	Paycheck	Hartman, Michael D	Weekday Stipend	9	162.00
			Hartman, Michael D	Weekend Stipend	5	90.00
						252.00
01/03/2020	DD	Paycheck	Jensen, Andrew M	Regular Hourly Rate	22	330.00
			Jensen, Andrew M	Regular Hourly Rate	2	30.00
						360.00
01/03/2020	DD	Paycheck	Lang, Eric A	Salary	64	2,523.08
			Lang, Eric A	Holiday Salary	16	630.77
						3,153.85
01/17/2020	DD	Paycheck	Lang, Eric A	Salary	60	2,365.39
			Lang, Eric A	Holiday Salary	16	630.77
			Lang, Eric A	Sick Salary	4	157.69
						3,153.85
01/31/2020	DD	Paycheck	Lang, Eric A	Salary	72	2,942.31
			Lang, Eric A	Sick Salary	8	326.92
						3,269.23
01/03/2020	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	48	964.80
			Lasko, Wendy J	Holiday Hourly Rate	16	561.60
			Lasko, Wendy J	Holiday OT Rate	8	361.20
			Lasko, Wendy J	Overtime Hourly Rate	24	723.60
						2,611.20
01/17/2020	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	56	1,183.28
			Lasko, Wendy J	Overtime Hourly Rate	16	507.20
			Lasko, Wendy J	Regular Hourly Rate	24	482.40
						2,172.88
01/31/2020	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	48	1,014.24
			Lasko, Wendy J	Vacation Hourly Rate	16	338.08
			Lasko, Wendy J	Vacation OT Hourly Rate	8	253.60
						1,605.92

Deer Grove EMS District Payroll Transaction Detail January 2020

Date	Num	Type	Source Name	Payroll Item	Qty	Amount	
01/03/2020	DD	Paycheck	Lillegard, Micah D	Regular Hourly Rate	40	600.00	
				Lillegard, Micah D	Overtime Hourly Rate	8	180.00
						780.00	
01/17/2020	DD	Paycheck	Lillegard, Micah D	Regular Hourly Rate	28	476.00	
				Lillegard, Micah D	Overtime Hourly Rate	20	510.00
				Lillegard, Micah D	Regular Hourly Rate	24	360.00
						1,346.00	
01/31/2020	DD	Paycheck	Lillegard, Micah D	Regular Hourly Rate	60	1,020.00	
						1,020.00	
01/03/2020	DD	Paycheck	Martin, Alexa S	Regular Hourly Rate	12	180.00	
						180.00	
01/17/2020	DD	Paycheck	Martin, Alexa S	Regular Hourly Rate	23	391.00	
						391.00	
01/17/2020	DD	Paycheck	McMullen, Jeremy B	CPR Instructor Wage	2	30.00	
				McMullen, Jeremy B	Weekday Stipend	30	540.00
				McMullen, Jeremy B	Weekend Stipend	34	612.00
				McMullen, Jeremy B	Holiday Stipend	6	108.00
						1,290.00	
01/03/2020	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	40	737.60	
				Mickelson, Matthew A	Overtime Hourly Rate	10	276.60
				Mickelson, Matthew A	Vacation Hourly Rate	22	405.68
						1,419.88	
01/17/2020	DD	Paycheck	Mickelson, Matthew A	Vacation Hourly Rate	24	442.56	
				Mickelson, Matthew A	Regular Hourly Rate	56	1,090.32
				Mickelson, Matthew A	Overtime Hourly Rate	16	467.36
						2,000.24	
01/31/2020	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	64	1,246.08	
				Mickelson, Matthew A	Overtime Hourly Rate	32.25	942.02
						2,188.10	
01/17/2020	DD	Paycheck	Miles, Thomas E	Weekday Stipend	3	54.00	
				Miles, Thomas E	Weekend Stipend	2	36.00
						90.00	

Deer Grove EMS District Payroll Transaction Detail January 2020

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
01/03/2020	DD	Paycheck	Regali, Trevor C	Regular Hourly Rate	10	150.00
						150.00
01/17/2020	DD	Paycheck	Regali, Trevor C	Regular Hourly Rate	24	408.00
						408.00
01/31/2020	DD	Paycheck	Regali, Trevor C	Regular Hourly Rate	13	221.00
						221.00
01/03/2020	DD	Paycheck	Salov, Courtney A	Regular Hourly Rate	12	180.00
						180.00
01/31/2020	DD	Paycheck	Salov, Courtney A	Regular Hourly Rate	12	204.00
						204.00
01/03/2020	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	52	1,062.88
			Sanders, Seth C	Overtime Hourly Rate	8	245.28
			Sanders, Seth C	Holiday Hourly Rate	28	992.32
			Sanders, Seth C	Holiday OT Rate	8	365.28
						2,665.76
01/17/2020	DD	Paycheck	Sanders, Seth C	Holiday Hourly Rate	12	425.28
			Sanders, Seth C	Overtime Hourly Rate	8	257.68
			Sanders, Seth C	Regular Hourly Rate	40	858.80
			Sanders, Seth C	Holiday Hourly Rate	24	875.28
						2,417.04
01/31/2020	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	76.5	1,642.46
			Sanders, Seth C	Overtime Hourly Rate	8	257.68
			Sanders, Seth C	Vacation OT Hourly Rate	8	257.68
			Sanders, Seth C	Vacation Hourly Rate	3.5	75.15
						2,232.97
01/03/2020	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	64	1,244.16
			Schlicht, Trevor A	Overtime Hourly Rate	8	233.28
						1,477.44
01/17/2020	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	24	491.28
			Schlicht, Trevor A	Vacation Hourly Rate	32	655.04
			Schlicht, Trevor A	Vacation OT Hourly Rate	16	491.36
			Schlicht, Trevor A	Regular Hourly Rate	24	466.56
						2,104.24

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

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
01/31/2020	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	52	1,064.44
			Schlicht, Trevor A	Overtime Hourly Rate	8	245.68
			Schlicht, Trevor A	Vacation Hourly Rate	12	245.64
						1,555.76
01/03/2020	DD	Paycheck	Sefcik, Daniel D	Regular Hourly Rate	24	360.00
						360.00
01/17/2020	DD	Paycheck	Sefcik, Daniel D	Regular Hourly Rate	13	195.00
			Sefcik, Daniel D	Regular Hourly Rate	12	204.00
						399.00
01/31/2020	DD	Paycheck	Sefcik, Daniel D	Regular Hourly Rate	12	204.00
						204.00
01/17/2020	DD	Paycheck	Stier, Peter	Medical Director Fee		500.00
						500.00
01/17/2020	DD	Paycheck	Yelk Meinholz, Amy M	CPR Instructor Wage	6.5	97.50
			Yelk Meinholz, Amy M	Weekday Stipend	5	90.00
						187.50
TOTAL						75,974.81

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

Type	Date	Num	Name	Memo	Amount
1512 · Member Personal Expenses Due					
Total 1512 · Member Personal Expenses Due					
Member Reimbursements Payable					
Paycheck	01/03/2020	DD	Jensen, Andrew M		39.99
Paycheck	01/03/2020	DD	Schlicht, Trevor A		450.00
Paycheck	01/17/2020	DD	Cummings, Ross E		95.00
Paycheck	01/17/2020	DD	Hartman, Michael D		52.73
Paycheck	01/17/2020	DD	Lasko, Wendy J		200.00
Paycheck	01/31/2020	DD	Cummings, Ross E		53.21
Paycheck	01/31/2020	DD	Mickelson, Matthew A		450.00
Total Member Reimbursements Payable					1,340.93
TOTAL					1,340.93

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Deer Grove EMS District
Deposit Detail
January 2020

Type	Date	Name	Memo	Account	Amount
General Journal	01/31/2020	LifeQuest	Payment Received - Overpayment Returns - Jan	105 · Hometown Bank	66,164.06
		LifeQuest	Payment Received - Overpayment Returns - Jan	1210 · Lifequest Receivables	-66,164.06
TOTAL					-66,164.06
Deposit	01/29/2020		Deposit	103 · Savings bank of Deerfield	124,688.06
Payment	01/02/2020	Charter Communications	Deposit	770 · Communications	-44.05
Payment	01/07/2020	Ian Stemper		1499 · Undeposited Funds	-250.00
Sales Receipt	01/07/2020	Town of Cottage Grove		1499 · Undeposited Funds	-155.00
Payment	01/11/2020	Town of Cottage Grove		1499 · Undeposited Funds	-39,931.51
Sales Receipt	01/18/2020	Cottage Grove Police Dept.		1499 · Undeposited Funds	-252.99
Sales Receipt	01/18/2020	Village of Deerfield		1499 · Undeposited Funds	-20,934.75
Sales Receipt	01/18/2020	Village of Cottage Grove{c}		1499 · Undeposited Funds	-63,119.76
TOTAL					-124,688.06
Deposit	01/31/2020		Interest	103 · Savings bank of Deerfield	40.77
			Interest	640 · Interest Earned	-40.77
TOTAL					-40.77
Deposit	01/31/2020		Interest	101 · Operating Checking	1.31
			Interest	640 · Interest Earned	-1.31
TOTAL					-1.31

Aging Summary Report

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

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

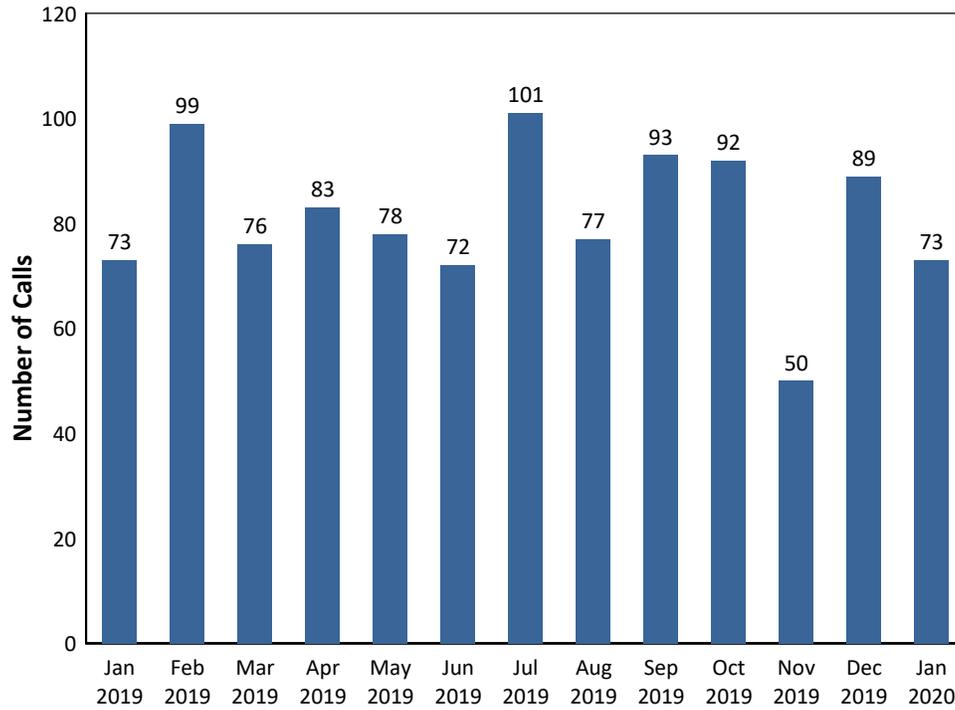
2020	Billable Units								Deposit from		
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Collections
January	136	69,553.65	25,928.60	17,294.08	4,664.02	9,032.50		11,891.90	138,364.75		59,576.49
February											
March											
April											
May											
June											
July											
August											
September											
October											
November											
December											
	136									0.00	59,576.49

Total Runs Entered

Deer-Grove EMS District

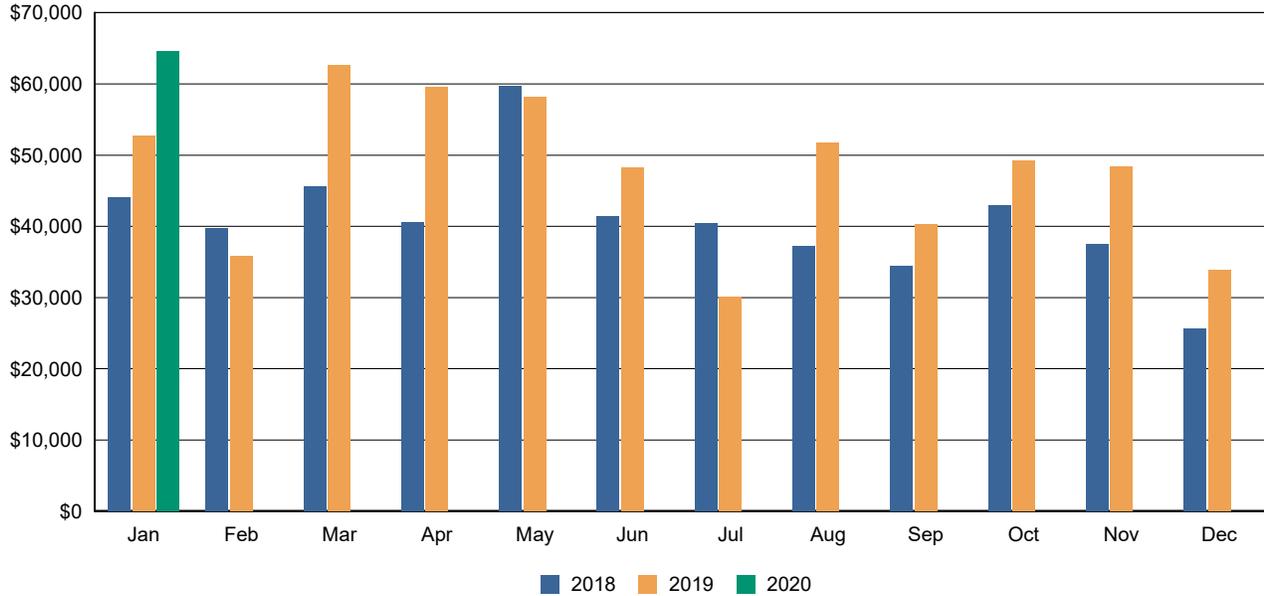
January 2019 to January 2020

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



All Phases Gross Revenue

Deer-Grove EMS District
January 2018 to January 2020



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

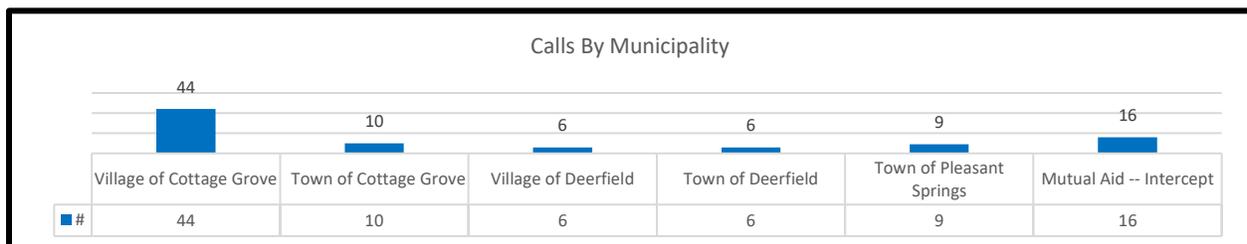
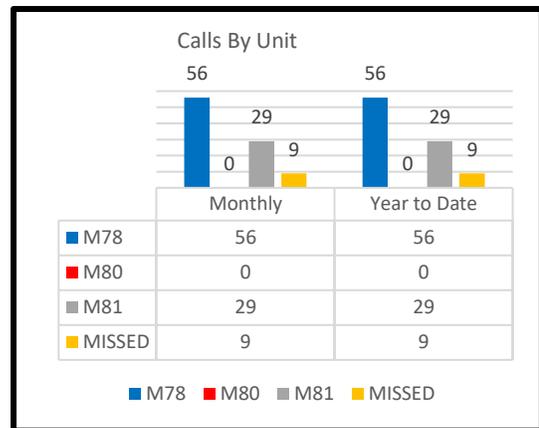
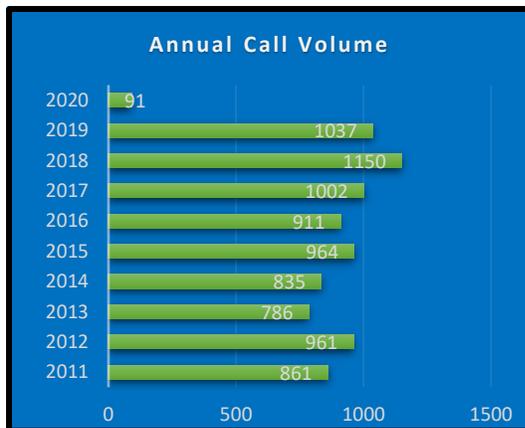
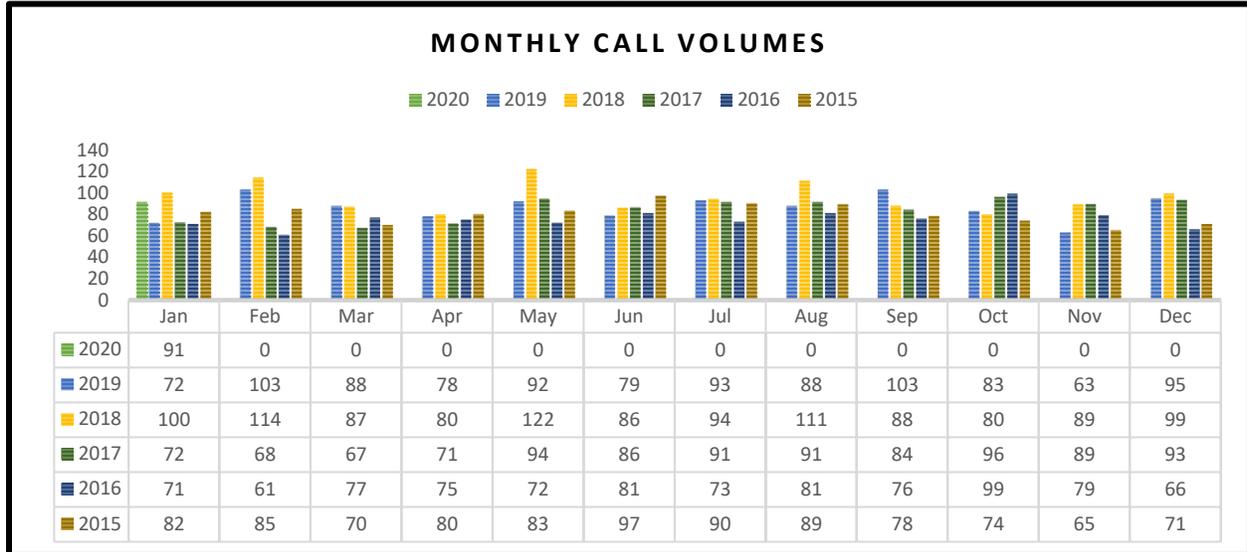


Deer-Grove EMS

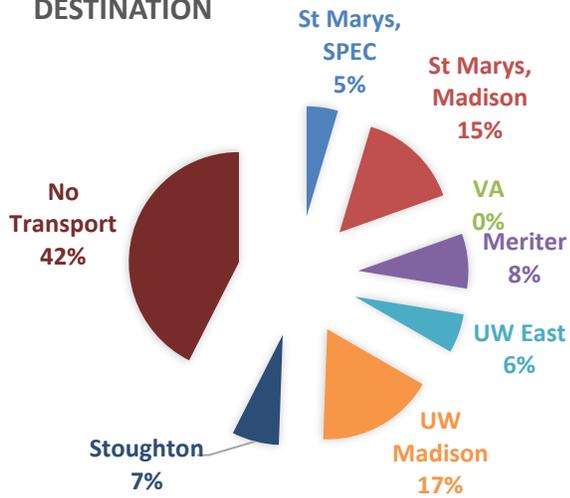
STAFF REPORT JANUARY 2020

MISSION:

Deer Grove EMS provides for the health and well-being of our communities with a team of professionals that are dedicated, knowledgeable and have a vested interest in our neighbors.



MONTHLY HOSPITAL DESTINATION



Top 10 Provider Impressions
Repeated falls
Syncope - Syncopal Episode (or Near)
CV - Chest Pain - Presumed Cardiac
Other general symptoms and signs
Pain - Not Elsewhere Mentioned Sudden Onset
Respiratory - Acute Onset Distress
Abuse of Alcohol
CV - Cardiac Arrest
GI/GU - Nausea (With Vomiting)
Infectious - Influenza (Flu Like Symptoms)

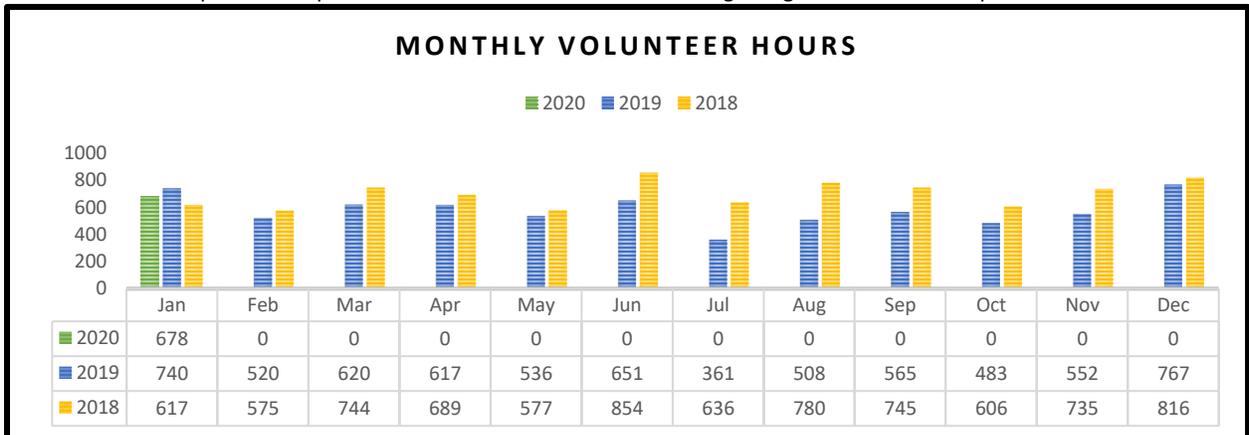
Membership Notes:

Full-Time, Volunteer, LTE and Part-time membership unchanged.

New recruits are progressing through initial orientation.

Leave of absence:

E. Severson has completed all aspects of re-orientation and L. Schultz is beginning the re-orientation process.



Vehicle Maintenance Notes:

M78 and M80 had rear door latch work completed by Rennert's

M80 returned from TruckStar and was placed back into service

M81 had preventive maintenance completed

M78 had a house battery fail- replacement was covered under warranty by O'Reilly's

M80 would not start on first attempt to place in service; both batteries were original and found to be weak = replaced both

2017 RAM DEMERS (78):							
Starting Mileage:	44,753	Ending Mileage:	46,500	Starting Hours:	2063	Ending Hours:	2163
2017 RAM DEMERS (80)							
Starting Mileage:	61,922	Ending Mileage:	63,049	Starting Hours:	2919	Ending Hours:	2986
2009 Ford Horton (81):							
Starting Mileage:	148,926	Ending Mileage:	150,008	Starting Hours:	8122	Ending Hours:	8200
2013 Ford Interceptor (Car 79):							
Starting Mileage:	42,522	Starting Hours:	43,179				

Deputy Chief's Report

Training Division Report:

- All but 2 active members completed annual skills competency evaluations. A plan is being devised to assure the remaining 2 individuals are able to complete the training as soon as possible. January training covered the 2020 protocols, a review of OB emergencies, the new Oxylator and neonatal transport. Staff are required to successfully pass a protocol exam before taking shifts in February.
- Paramedic LTE Lex Martin attended the National EMS Instructor Course; she has also recently affiliated with our training center as an instructor. Ross Cummings, Seth Sanders, Danny Sefcik and Lex Martin attended a Difficult Airway Course.

Training Center:

1 CPR class was held in January. Several classes are in the works for this spring, including; CGPD, DVFD, and CG Parks and Rec.

Upcoming training sessions:

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 Stroke Coalition Meeting – March 10 – Wisc. Dells
Wisconsin Paramedic Seminar – April 1/2/3 – Oshkosh

Public Relations/Special Events:

DGEMS participated in a mock medical emergency at the Deerfield High School involving teaching staff and the medical response team. This event not only provides a learning environment for the school staff, but also the DGEMS staff.

Upcoming events:

Triad Senior Session on Safety – May 19
Cottage Grove Memory Café Presentation – May
Parkinson's Half Marathon – Apr 18
Deerfield High School Career Day – Apr 22
Ragnar Relay – May 16
Rugby HS Tournament – June 6
Hot2Trot Run – June 20
Rugby Midwest RCT – June 27/28

Chief's Report

- Attended the EMS Day at the Capitol event, which brought together members of EMS and Fire Departments from throughout the State. The primary focus was to have a discussion with our legislators regarding topics important to EMS. The event is sponsored by the WI EMS Association, Professional Ambulance Association of WI, and the WI Fire Chief's Association. Please see attached documents.
- DGEMS hosted the Dane County EMS Association. This brought leaders of EMS agencies throughout the county here to discuss EMS operations and ways to collaborate to improve the EMS services in the county.
- Conducted an Officer's meeting, with the purpose to review the prior year and discuss successes/near misses/failures. Used the meeting as an opportunity to set priorities for the coming year
- In preparation for the establishment of additional member support options within our department, met with Lieutenant Kevin Konopacki of Sun Prairie Police Department and Lieutenant Rob Kunze of Fitchburg Fire Department. LT Konopacki provided information regarding the establishment of a public safety chaplain program. LT Kunze, who is the leader of the FFD peer support team, provided information about their peer support operations.
- Chief and Deputy Chief attended the 2020 Emergency Management Discussion hosted by Dane County Emergency Management. DCEM gave an overview of their role in a large-scale emergency. They also presented a listing of the equipment and supplies they have in preparation for any disaster. Finally, they reviewed the response to the large-scale emergencies they helped to manage in 2019.
- Due to an LTE shift call-off and lack of a volunteer to work the shift, we needed to use the involuntary/forced overtime procedure created last year. One of the Full-time staff members was unfortunately forced to work a shift.
- Attended the Dane County Fire/EMS radio protocol committee meeting. This protocol has not been updated since 2012. The document sets forth the procedures for use of the radio system in Dane County. Of special note to DGEMS, a resource classification was created for Car79. When the protocol is adopted, ParamedicCar79 will be used when the vehicle is on duty with a paramedic. This will pave the way for the Car to become a computer dispatch selectable resource.

January Quick Stats

<u>Date</u>	<u>Amb 1</u>	<u>Amb 2 / FR</u>	<u>Reason Used</u>	<u>Ending Miles</u>	<u>Driver</u>
1	24	0	EMERGENCY CALL	42591	Eric Lang
2	24	0	Meeting - Out of District	42649	Eric Lang
3	24	24	EMERGENCY CALL	42730	Eric Lang
4	24	12	Meeting - Out of District	42863	Lisa Antoniewicz
5	24	0	Meeting - In District	42891	Eric Lang
6	24	12	EMERGENCY CALL	42902	Eric Lang
7	24	12	EMERGENCY CALL	42972	Eric Lang
8	24	12	Meeting - In District	43033	Eric Lang
9	24	0	Meeting - Out of District	43098	Eric Lang
10	24	12	Maintenance	43179	Eric Lang
11	24	24			
12	24	12	Car 79 Responded to 14 incidents in January 2020		
13	24	0			
14	24	12			
15	24	18			
16	24	13			
17	24	0			
18	24	0			
19	24	23			
20	24	12			
21	24	0			
22	24	23			
23	24	13			
24	24	24			
25	24	0			
26	24	24			
27	24	14			
28	24	12			
29	24	0			
30	24	13			
31	24	10			
Total	744	321			
1065 hours of coverage total					
Total of 143% coverage					

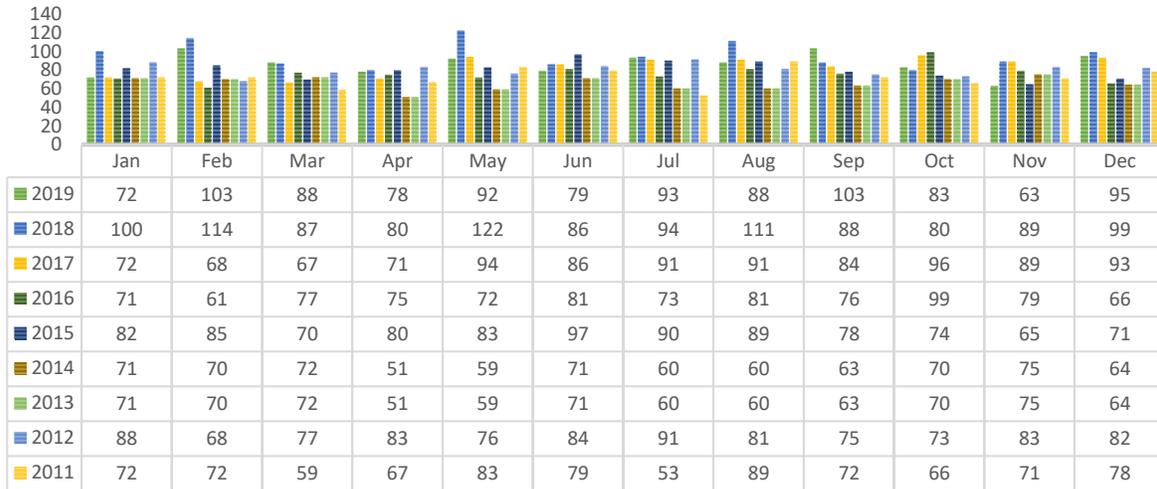


Deer-Grove EMS

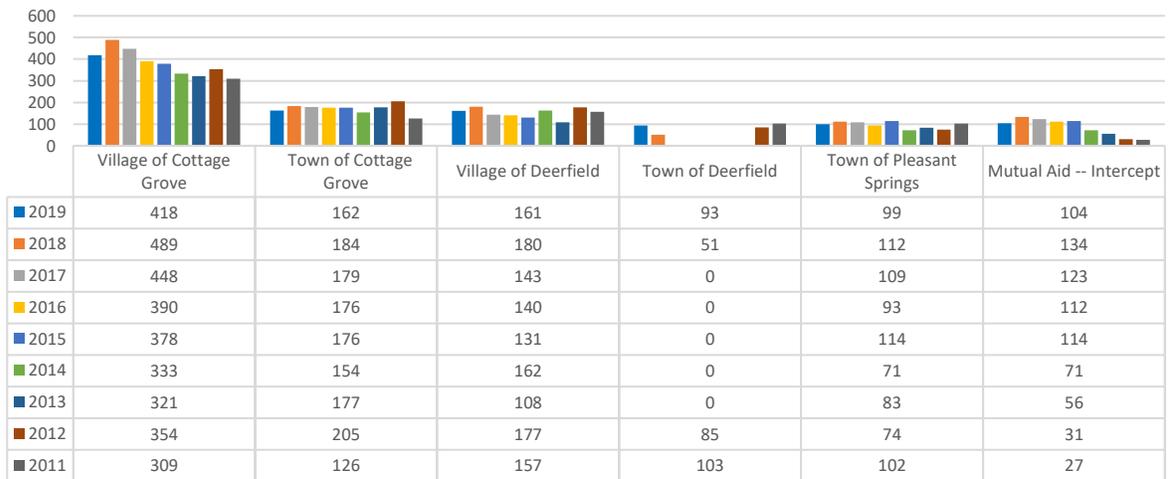
2019 REVIEW

MISSION STATEMENT: Deer Grove EMS provides for the health and well-being of our communities with a team of professionals that are dedicated, knowledgeable and have a vested interest in our neighbors.

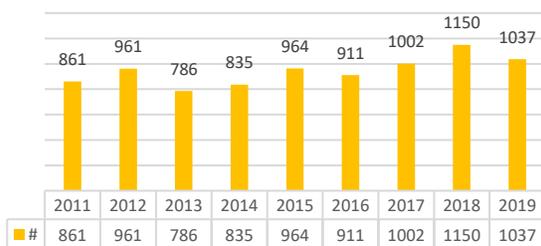
MONTHLY CALL VOLUMES



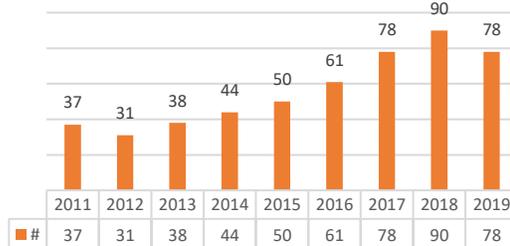
Calls By Municipality



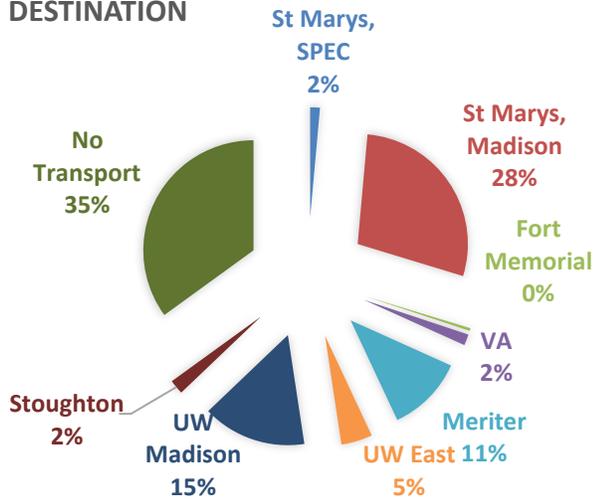
Annual Call Volume



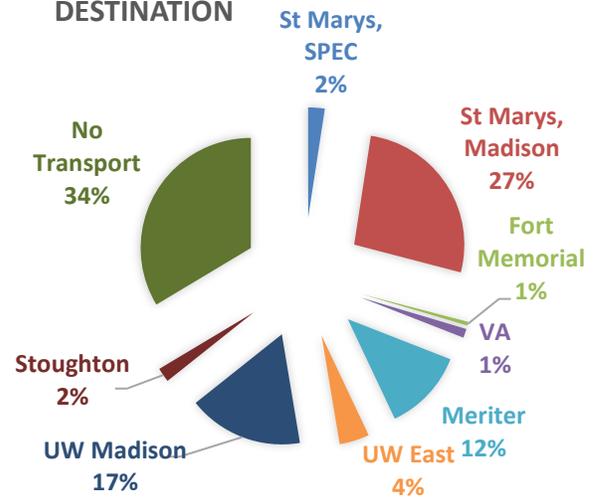
Annual Calls Missed



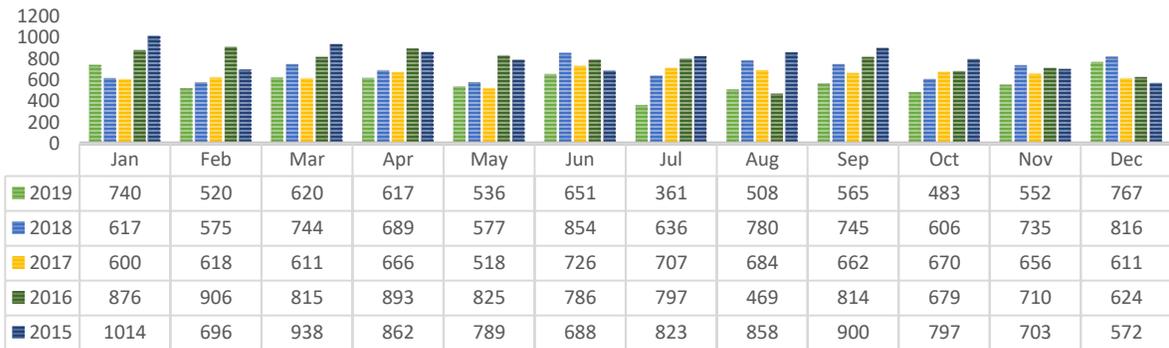
2019 HOSPITAL DESTINATION



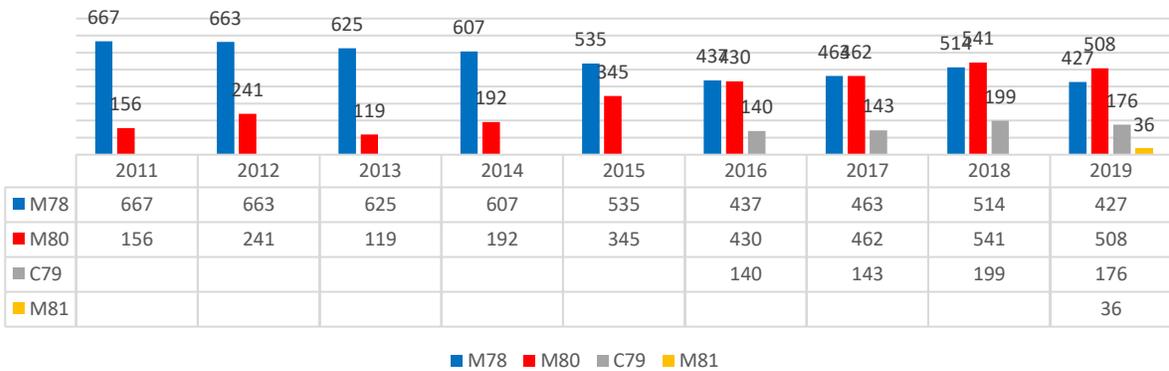
2015-2019 HOSPITAL DESTINATION



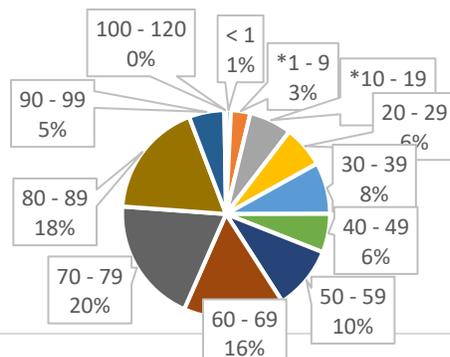
MONTHLY VOLUNTEER HOURS



Calls By Unit



Runs by Patient Age



2019 Average Run Times	
Chute:	1.96 min
To Scene:	8.05 min
At Scene:	19.38 min
To Destination:	23.45 min
Back In Service:	20.87 min
Total	1 hr 38.71 min
Total call time = Dispatch to Back in District	
Average Transport Mileage:	14.63
Maximum Transport Mileage:	27

2015-2019 Average Run Times	
Chute:	2.0 min
To Scene:	8.06 min
At Scene:	19.59 min
To Destination:	22.57 min
Back In Service:	21.85 min
Total	1 hr 39.07 min
Total call time = Dispatch to Back in District	
Average Transport Mileage:	13.62
Maximum Transport Mileage:	36

2019 HIGHLIGHTS

Grants Earned:

Alliant Energy Foundation Hometown Safety Grant - \$1000.00
 Deerfield Community Development Trust Fund Grant - \$750.00
 Assistance to Firefighters Grant - \$91,619.04

Special Event Coverage Provided for these events:

Parkinson's Run/Half Marathon
 Deerfield Fireman's Festival
 Tame the Flame Run
 Cottage Grove Fireman's Festival
 Hot2Trot 5k
 ARCA Menards Series 200 at Madison International Speedway
 Madison Rugby United- WI High School Tournament
 Bike MS- Toyota Best Dam Bike Tour
 Ragnar Relay
 The Ride- A cycling Fundraiser for Cancer Research
 Madison Rugby United- Midwest Regional Cup Tournament
 Luke Bryan Country Tour

Operational Events:

Began offering AFLAC as an additional benefit to staff members
 Attended the month Memory Café gatherings at Hope Lutheran Church
 Became the first EMS agency in WI to provide CPR feedback capability to pediatric patients
 With the help of LifeQuest, began accepting credit/debit card payments
 Held a CPR, AED and PulsePoint event at the Deerfield Coffeehouse
 Initiated an EMS Visitor Program, with the help and guidance of the WI Alzheimer's Institute
 Had a booth at the Aster Senior Health Expo
 Established a collaborative response with Marshall EMS
 Provided CPR, Stop-the-Bleed, and Narcan use education to the entire staff of the Deerfield School District
 Hired four new LTE staff members and brought on five new volunteer members
 Became an American Heart Association Training Site affiliated with the UW- Emergency Education Center
 Assisted in the development of a new pre-hospital protocol set
 Researched and applied for interfacility transfer status with the WI EMS Office

DEER GROVE EMS DISTRICT
Annual Executive Summary Report
January 1, 2019 to December 31, 2019

Revenue Summary

2019			
Month	Charges	Gross Rev.	Service Rev.
January '19	\$90,520.89	\$52,788.96	\$48,757.06
February '19	\$91,673.65	\$35,874.26	\$32,875.12
March '19	\$100,872.52	\$62,603.42	\$58,118.70
April '19	\$97,135.58	\$59,518.41	\$55,108.87
May '19	\$75,292.83	\$58,121.96	\$53,992.60
June '19	\$89,613.02	\$48,181.81	\$44,307.48
July '19	\$88,893.27	\$30,114.01	\$28,020.59
August '19	\$117,822.69	\$51,773.71	\$47,983.37
September '19	\$81,951.57	\$40,317.78	\$37,647.63
October '19	\$103,604.81	\$49,180.61	\$45,625.04
November '19	\$84,269.75	\$48,472.96	\$44,790.59
December '19	\$76,488.26	\$33,841.82	\$31,136.46
2019 Total	\$1,098,138.84	\$570,789.71	\$528,363.51
Grand Totals	\$1,098,138.84	\$570,789.71	\$528,363.51

Credits and charges are based on date posted in account

Revenue Collected By Phase Summary

Phase	Charges	Gross Revenue	Percentage Collected By Phase	Service Revenue
Phase 1	\$919,658.32	\$524,486.53	91.89%	\$490,394.90
Phase 2	\$19,842.52	\$14,909.90	2.61%	\$12,226.12
Phase 3	\$158,638.00	\$31,393.28	5.50%	\$25,742.49
Grand Totals	\$1,098,138.84	\$570,789.71	100.00%	\$528,363.51

Credits and charges are based on date posted in account

Interest And Fees Summary

2019							
Month	Charged	Interest			Convenience Fees		
		Paid	Adjusted	Charged	Paid	Adjusted	
January '19	\$1,346.49	\$1.04	\$0.00	\$0.00	\$0.00	\$0.00	
February '19	\$1,208.05	\$159.39	\$0.00	\$0.00	\$0.00	\$0.00	
March '19	\$1,240.61	\$133.80	\$0.00	\$0.00	\$0.00	\$0.00	
April '19	\$1,256.59	\$358.56	\$0.00	\$0.00	\$0.00	\$0.00	
May '19	\$1,484.31	\$27.23	\$0.00	\$19.00	\$19.00	\$0.00	
June '19	\$1,183.51	\$309.23	\$0.00	\$40.00	\$40.00	\$0.00	
July '19	\$1,489.93	\$0.35	\$0.00	\$0.00	\$0.00	\$0.00	
August '19	\$1,342.46	\$248.68	\$0.00	\$99.09	\$99.09	\$0.00	
September '19	\$1,333.37	\$21.74	\$0.00	\$0.00	\$0.00	\$0.00	
October '19	\$1,593.60	\$62.61	\$0.00	\$0.00	\$0.00	\$0.00	
November '19	\$1,339.84	\$7.83	\$0.00	\$54.13	\$54.13	\$0.00	
December '19	\$1,292.99	\$2.89	\$0.00	\$8.21	\$8.21	\$0.00	
2019 Total	\$16,111.75	\$1,333.35	\$0.00	\$220.43	\$220.43	\$0.00	
Grand Totals	\$16,111.75	\$1,333.35	\$0.00	\$220.43	\$220.43	\$0.00	

DEER GROVE EMS DISTRICT

Annual Executive Summary Report

January 1, 2019 to December 31, 2019

Collection Rates

2019

Group/Payor Type	Charges	Cash Credits	Rate 1	Adjustments Mandatory	Rate 2	Adjustments	Rate 3
Commercial Insurance							
Commercial Insurance	\$318,190.60	\$273,951.01	86.10%	\$7,597.65	88.20%	\$47,753.64	>100%
Hospice	\$9,376.10	\$3,007.17	32.07%	\$4,962.63	68.14%	\$4,962.63	85.00%
Commercial Insurance Total	\$327,566.70	\$276,958.18	84.55%	\$12,560.28	87.92%	\$52,716.27	>100%
Medicaid Fee for Service							
Medicaid Fee for Service	\$23,235.20	\$3,987.72	17.16%	\$18,113.68	77.86%	\$22,235.68	>100%
Medicaid Managed Care							
Medicaid Managed Care	\$71,629.10	\$16,065.77	22.43%	\$59,893.60	>100%	\$63,712.10	>100%
Medicare Fee for Service							
Medicare Fee for Service	\$367,660.60	\$132,927.33	36.15%	\$232,396.46	98.27%	\$248,127.05	>100%
Medicare Managed Care							
Medicare Managed Care	\$146,674.00	\$50,027.26	34.11%	\$97,227.22	>100%	\$114,517.97	>100%
Other							
Other	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Refund Payor	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Other Total	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Private							
Attorneys	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Collections	\$16,111.75	\$46,303.18	>100%	\$13,926.18	>100%	\$13,926.18	>100%
Contract - Hospital, Intercept	\$15,992.00	\$3,882.85	24.28%	\$12,109.15	100.00%	\$12,109.15	100.00%
Private (patient self-pay)	\$88,950.40	\$21,530.75	24.21%	\$1,975.57	24.76%	\$87,597.87	>100%
Private Total	\$121,054.15	\$71,716.78	59.24%	\$28,010.90	77.08%	\$113,633.20	>100%
TRICARE							
TRICARE	\$4,441.80	\$907.81	20.44%	\$1,774.79	34.04%	\$1,774.79	60.39%
Veteran's Health Administratio							
Veteran's Health Administratio	\$24,292.60	\$5,655.21	23.28%	\$10,519.89	41.06%	\$12,271.59	73.80%
Workers Compensation							
Workers Compensation	\$11,472.80	\$12,543.65	>100%	\$1,056.15	>100%	\$1,456.29	>100%
2019 Total	\$1,098,026.95	\$570,789.71	51.98%	\$461,552.97	89.68%	\$630,444.94	>100%
Grand Totals	\$1,098,026.95	\$570,789.71	51.98%	\$461,552.97	89.68%	\$630,444.94	>100%

Rate 1 = (Cash Credits/Charges) x 100

Rate 2 = ((Cash Credits)/(Charges - Adjustments Mandatory)) x 100

Rate 3 = ((Cash Credits + Adjustments)/(Charges)) x 100

Collection rates showing >100% or < -100% represent credits applied to accounts with dates of service outside the parameters of this report

Credits and charges are based on date posted in account

DEER GROVE EMS DISTRICT
Annual Executive Summary Report
 January 1, 2019 to December 31, 2019

Payor Mix

2019		
Group/Category	Calls	Percentage
Commercial Insurance		
Commercial Insurance	209	28.02%
Hospice	7	0.93%
Commercial Insurance Total	216	28.95%
Medicaid Fee for Service		
Medicaid Fee for Service	17	2.27%
Medicaid Managed Care		
Medicaid Managed Care	50	6.70%
Medicare Fee for Service		
Medicare Fee for Service	244	32.73%
Medicare Managed Care		
Medicare Managed Care	105	14.06%
Other		
Refund Payor	0	0.00%
Private		
Attorneys	0	0.00%
Private (patient self-pay)	79	10.58%
Contract - Hospital, Intercept	10	1.32%
Private Total	89	11.90%
TRICARE		
TRICARE	3	0.39%
Veteran's Health Admini		
Veteran's Health Administratio	14	1.87%
Workers Compensation		
Workers Compensation	8	1.06%
2019 Totals	746	99.93%
Grand Totals	746	100.00%

Includes only billable calls with dates of service within the date range shown above

Orientation Program

Purpose: To create a structured system to help new members become accustomed to the Deer-Grove EMS District. The program will show all aspects of the DGEMS operations, and will ensure each new member has the opportunity to learn the Policies and Procedures of the department.

Policy: The Deer-Grove EMS District will provide initial orientation training and will monitor new staff member performances during the twelve-month Orientation Period.

Procedure:

I. Standards.

- a. The Orientation Program is designed to help all members become familiar with all operating procedures, patient care protocols, and policies of the Deer-Grove EMS District and runs concurrent with the twelve (12) month Orientation Period.
- b. As part of the Orientation Program, all members will receive information about the requirements of the position, compensation and benefits, policies, and other relevant information regarding both employment and patient care.
- c. During the Orientation Program, new members are expected to attend all mandatory and other scheduled training sessions. Training sessions may include such topics as patient care, HIPAA and patient privacy, legal compliance, and other relevant patient care and employment related topics.
- d. The orientation program and process will be completed in phases with corresponding responsibility level.
 - Observer/Orientation Status: All new members will begin the orientation program in this status. The orientation program will begin with four (4)-twelve (12) hour shifts, where the new member will work with experienced members to work through the assignments in the 'DGEMS New Member Orientation Form' packet
 - EMT3 Status: A new member enters this status after initial orientation hours are completed and will remain until the benchmarks set in the New Member Orientation Log are completed.
 - EMT2 Status: The member transitions to this level when they show full operational knowledge and can run a call or patient care scenario as the senior partner.
 - EMT1 Status: This final level is achieved when the member shows the ability and willingness to be in charge of an incident. This status may be attained in the first year, but is not required to maintain membership in good standing.
- e. Members are encouraged to ask questions about their employment or the policies of the Deer-Grove EMS District during any of the Orientation Program. Even after the Orientation Program and Orientation Period ends, members are encouraged to voice their concerns and pose questions to their supervisor or other member of management.
- f. At the conclusion of the Orientation Program you will meet with your supervisor to determine if your membership will be continued beyond the Orientation Period.

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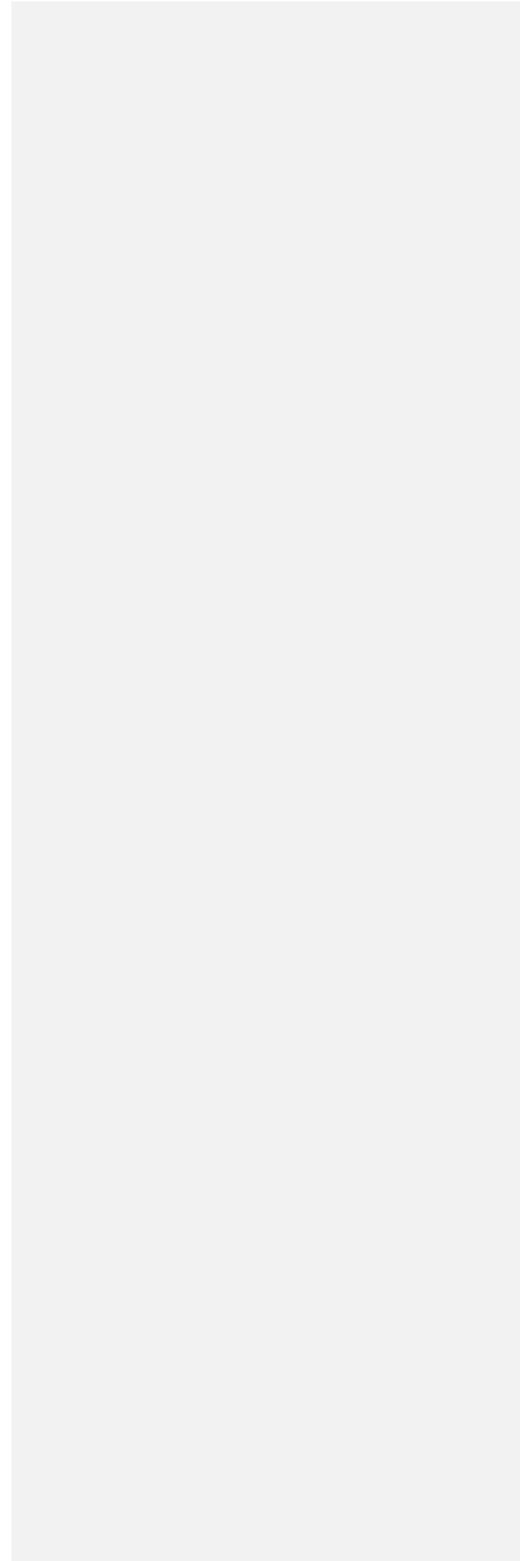
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- g. Successful completion of the Orientation Period and completion of all Orientation Program training does not guarantee permanent membership or alter in any way the at-will employment relationship for employees.



Orientation Program

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DEER-GROVE EMS STANDARD OPERATING PROCEDURES

TITLE: VEHICLE ACCIDENT		
Original Issue: 03/17/2011	Revision Date:	Number: 5.3
Prepared By: Chief Erschen		Approved By: DGEMS District Commission
Revised By: Chief Lang		

Purpose

To establish a standard procedure to follow when a department-owned vehicle is involved in an accident/crash.

Procedures

The member(s) involved in the collision must promptly report the accident, as soon as possible following the collision.

1. Accident Reporting:

All accidents must be reported in the following manner:

- a. Contact the Dane County Communications Center to advise of the collision.
 - i. Request an incident number if not assigned to a call for service
 - ii. If responding to an incident, have another unit respond in place of the vehicle in the collision
 - iii. If transporting a patient, request another unit to complete the patient care transport
 - iv. Take the vehicle out of service until operability can be determined.
- b. Request law enforcement for all crash incidents
- c. Request additional medical assistance if necessary.
- d. If vehicle is inoperable, request towing services for the DGEMS vehicle, which should be towed to nearest appropriate collision repair facility. Report the accident, via phone call or radio, to the immediate Officer In Charge at once.
 - i. The supervisor will the prepare and email their initial report on the event, as detailed below.
 - ii. The member(s) involved will be required to also write an incident report describing the circumstances of the event.
- e. Provide to the other person(s) involved name, address, and other information needed to follow up.
- f. DO NOT discuss the accident with anyone other than fellow members involved, the supervisor, and Police. DO NOT admit liability or indicate that DGEMS will take responsibility or will pay any bills.
- g. An individual involved in an accident required to be reported by State law may be subject to post accident drug and/or alcohol testing pursuant to the District's Alcohol and Substance Abuse & Testing Policy.

2. OIC Initial report of the event

- a. Must be completed immediately following the collision and submitted to the Chief for review.
- b. Report should include circumstances involved in collision, i.e. road conditions, lighting conditions, driving mode of DGEMS vehicle, type/composition of roadway, person operating DGEMS vehicle, and position of other DGEMS personnel in the vehicle
- c. Photographs should be taken of the surroundings, any vehicles involved, and all damage to vehicles or property.

3. Initial Accident Review:

The Chief or designee will review all vehicle accidents/crashes involving DGEMS vehicles. This review shall be in accordance with the review procedure and criteria identified in this policy to determine preventable or non-preventable incidents. In the absence of extenuating circumstances

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Commented [JM2]: "...should report accidents as soon as possible." Maybe? This policy isn't about breakdowns or malfunctions, it is an accident policy.

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such as a major accident or where an outside agency is investigating the matter, this process should be accomplished within five working days of the incident.

4. Accident Review Determination:

The Chief or designee will make a final determination within 14 days after the date of receiving the written findings of the incident. This is intended to ensure consistency regarding the application of the review criteria.

5. Review Procedure and corrective action:

The goal of DGEMS is to have all information available and accessible for consideration in the review process. This will include, but is not limited to:

- a. The Police report
- b. Supervisor report
- c. Supplemental reports
- d. Narrative statement by the driver
- e. Any visual information (map of incident, pictures, etc.)

Any determinations, as a result of the review, will be provided to the member in writing and will indicate if the accident was preventable or non-preventable, based upon the definitions and criteria developed by the National Safety Council and described below.

The Chief will determine any appropriate disciplinary action based upon the driver's work history, circumstances of the accident/crash, and any similar incidents.

- a. If determined necessary, progressive disciplinary action will be applied.
- b. Possible actions taken, but not limited to are as follows: driving privileges for DGEMS may be revoked, remediation of driving classes can be applied, and if deemed necessary termination from the organization.

6. Review Criteria:

The National Safety Council guide, while designated to assist in determining the preventability of accidents, does not list every factor that may be involved in each accident. Yet, it does cover the most common aspects of principle causes of accidents, and as such serves as a general guide when reviewing accident/crashes.

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 <#>Failure to comply with DGEMS policy, loss of driving privileges, or fraudulent report of vehicle use may result in disciplinary action. DGEMS will, on an annual basis, review driving records of all members that are required to drive in the course of duties in service to the DGEMS district.¶
 <#>¶
 <#>Complaints: ¶
 <#>Complaints received regarding driving practices in either private or department vehicles shall be forwarded to the Chief of the Department.¶
 <#>¶
 <#>A copy of this policy will be placed in each vehicle for reference when needed.

Page 1: [1] Deleted **Eric Lang** **12/30/2019 4:10:00 PM**

When another vehicle or property is involved contact the local Police department where the accident has taken place; advise that it involves DGEMS equipment. Provide all information requested by Police.

a.

Page 1: [2] Deleted **Eric Lang** **12/30/2019 4:20:00 PM**

The supervisor will contact the Chief as soon as a proper assessment can be given.

b.

Page 1: [3] Deleted **Eric Lang** **12/30/2019 4:22:00 PM**

and an initial Police Report will be made available to the Chief within no more than three days of the incident.

i.



DEER-GROVE EMS

STANDARD OPERATING PROCEDURES

TITLE: VEHICLE ACCIDENT		
Original Issue: 03/17/2011	Revision Date:	Number: 5.3
Prepared By: Chief Erschen		Approved By: DGEMS District Commission
Revised By: Chief Lang		

Purpose

To establish a standard procedure to follow when a department-owned vehicle is involved in an accident/crash.

Procedures

The member(s) involved in the collision must promptly report the accident, as soon as possible following the collision.

1. Accident Reporting:

All accidents must be reported in the following manner:

- a. Contact the Dane County Communications Center to advise of the collision. Request an incident number if not assigned to a call for service
 - i. If responding to an incident, have another unit respond in place of the vehicle in the collision
 - ii. If transporting a patient, request another unit to complete the patient care transport
 - iii. Take the vehicle out of service until operability can be determined.
- b. Request law enforcement for all crash incidents
- c. Request additional medical assistance if necessary.
- d. If the DGEMS vehicle is inoperable, request towing service and the vehicle be towed to nearest appropriate collision repair facility.
- e. Report the accident, via phone call or radio, to the immediate Officer-In-Charge (OIC) at once.
 - i. The member(s) involved will be required to write an incident report describing the circumstances of the event.
 - ii. The OIC will the prepare and email their own initial report on the event, as detailed below.
- f. Provide to the other person(s) involved name, address, and other information needed to follow up.
- g. DO NOT discuss the accident with anyone other than fellow members involved, the OIC, and Police. DO NOT admit liability or indicate that DGEMS will take responsibility or will pay any bills.
- h. An individual involved in an accident required to be reported by State law may be subject to post accident drug and/or alcohol testing pursuant to the District's Alcohol and Substance Abuse & Testing Policy.

2. OIC Initial report of the event:

- a. Must be completed following the collision and submitted to the Chief for review. Initial report should be completed in a timely manner, but management of the event is the primary concern.
- b. Report should include circumstances involved in collision, i.e. road conditions, lighting conditions, driving mode of DGEMS vehicle, type/composition of roadway, person operating DGEMS vehicle, and position of other DGEMS personnel in the vehicle. These items may not be directly witness by the OIC, therefore the OIC will ensure the staff's incident report includes the desired details.
- c. Photographs should be taken of the surroundings, any vehicles involved, and all damage to vehicles or property.

3. Initial Accident Review:

The Chief or designee will review all vehicle accidents/crashes involving DGEMS vehicles. This review shall be in accordance with the review procedure and criteria identified in this policy to determine preventable or non-preventable incidents. In the absence of extenuating circumstances such as a major accident or where an outside agency is investigating the matter, this process should be accomplished within five working days of the incident.

4. Accident Review Determination:

The Chief or designee will make a final determination within 14 days after the date of receiving the written findings of the incident. This is intended to ensure consistency regarding the application of the review criteria.

5. Review Procedure and corrective action:

The goal of DGEMS is to have all information available and accessible for consideration in the review process. This will include, but is not limited to:

- a. The Police report
 - b. OIC Initial report
 - c. Member-completed Incident report
 - d. Supplemental reports
 - e. Any visual information (map of incident, pictures, etc.)
- Any determinations, as a result of the review, will be provided to the member in writing and will indicate if the accident was preventable or non-preventable, based upon the definitions and criteria developed by the National Safety Council and described below.
 - The Chief will determine any appropriate disciplinary action based upon the driver's work history, circumstances of the accident/crash, and any similar incidents.
 - a. If determined necessary, progressive disciplinary action will be applied.
 - b. Possible actions taken, but not limited to are as follows: driving privileges for DGEMS may be revoked, remediation of driving classes can be applied, and if deemed necessary termination from the organization.

6. Review Criteria:

The National Safety Council guide, while designated to assist in determining the preventability of accidents, does not list every factor that may be involved in each accident. Yet, it does cover the most common aspects of principle causes of accidents, and as such serves as a general guide when reviewing accident/crashes.