

**DEER-GROVE EMS COMMISSION MEETING**  
**Cottage Grove Emergency Services Building**  
**4030 County Road N, Cottage Grove, WI 53527**  
**Thursday, April 16, 2020**  
**6:30 P.M.**

Meeting will be broadcasted via GoToMeeting. Login information:

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**AGENDA**

1. Call to Order.
2. Public Appearances: The public's opportunity to speak to the commission about any item not on the agenda.
3. Approval of minutes from previous meeting(s).
4. Discuss and consider approval of February/March 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 Draft 2019 Financial Statements as presented by Johnson Block and Company.
10. Update on COVID-19 (Coronavirus) response.
11. Discuss and consider Emergency Responder Paid Sick Leave.
12. Discuss and consider Return to Work SOP.
13. Discuss and consider N95 Reuse SOP.
14. Discuss and consider Uniform Cleaning-Decontamination SOP.
15. Discuss and consider Memorandum of Understanding Regarding Requesting EMS Provider Assistance.
16. Discuss and consider Madison Area Technical College EMS Clinical and Field Internship Affiliation Agreement.
17. Discuss and consider VividTrac Video Laryngoscopy SOP.
18. Discuss and consider Oxylator HD SOP.
19. Agenda items for next commission meeting.
20. Adjournment.

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

By: Troy Allen, Commission Chairperson

Submitted April 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, MARCH 19, 2020  
Minutes**

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

Also present: In Person: Chief Eric Lang and Office Manager Mandy Cysiewski, Remote: Jerry McMullen

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

**Public Appearances:** None.

**Discuss and consider COVID-19 (Coronavirus) preparedness:** Chief Lang stated the biggest issue he sees is staffing and having appropriate staffing as well as other agencies potentially needing staffing as well. Williams asked if staff is ok with plan? Chief Lang stated he has discussed it with the staff. If another department needs one of our staff, it's volunteer basis. They also understand we may need to bring in staff from outside the organization. Kositzke asked how a distinction will be made between people who get exposed on or off duty? Chief Lang stated that is a sentence within the plan which could be removed. It is possible legislation will be passed changing what DGEMS decides. Hampton asked if hospitals are notifying us? Chief Lang stated yes, but no positives yet. Hampton questioned if Attorney Barker has seen this? Chief Lang stated he has not. Kositzke stated he is ok with the language as is, just impossible to tell someone they were exposed at or outside of work. Frutiger stated one way to know is if someone else in their home has it. Valencia stated hospitals have a plan to alert EMS agencies of positives. She asked if chief had been informed of this plan? Chief Lang stated yes, but is also hoping we could get negative too. Chief Lang stated we will have to ask about negatives, and the hospitals will only reach out for positives. Valencia questioned if the DGEMS Commissions needs to approve the entire document? Chief Lang stated time sensitive decisions most important which is the first bullet point. Valencia questioned if time sensitive is just staffing, or other things? Chief Lang stated the most important is staffing citing other decisions can be made at meetings. Motion by Valencia/Williams to approve the first bullet point only of the COVID-19 Operations Plan. Motion carried 6-0.

**Set next commission meeting date and location:** The next meeting will be held on Thursday, April 16, 2020 at the Cottage Grove Emergency Services Building with a potential remote call in option beginning at 6:30 P.M.

**Agenda items for next commission meeting:** COVID Update and everything from previous meeting,

**Adjournment:** Motion by Valencia/Hampton to adjourn. Motion carried 6-0. The meeting ended at 6:54 P.M.

Submitted by Mandy Cysiewski

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

	3/12th of		Budget	\$ Over Budget	% of Budget	Jan - Mar 19
	Jan - Mar 20	Annual Budget				
Ordinary Income/Expense						
Income						
230 - Training Center Income	285.00	625.00	2,500.00	-2,215.00	11.4%	625.00
300 - Special Event Fee	0.00	500.00	2,000.00	-2,000.00	0.0%	0.00
4999 - Uncategorized Income	429.25	0.00				102.66
610 - Town/Villages Assesments	514,448.91	130,154.30	520,617.20	-6,168.29	98.82%	519,772.55
620 - Ambulance Run Fees	134,850.32	137,500.00	550,000.00	-415,149.68	24.52%	170,477.49
630 - Contracted Revenue	49,956.40	16,603.20	66,412.80	-16,456.40	75.22%	49,133.73
640 - Interest Earned	142.48	125.00	500.00	-357.52	28.5%	131.63
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%	5,458.86
<b>Total Income</b>	<b>700,112.36</b>	<b>285,507.50</b>	<b>1,142,030.00</b>	<b>-441,917.64</b>	<b>61.3%</b>	<b>770,740.76</b>
Gross Profit	700,112.36	285,507.50	1,142,030.00	-441,917.64	61.3%	770,740.76
Expense						
6140 - Credit Card Fees	213.35	0.00	0.00	213.35	100.0%	0.00
720 - Wages	108,313.90	126,637.50	506,550.00	-398,236.10	21.38%	100,309.43
721 - Health Insurance	43,261.20	34,280.00	137,120.00	-93,858.80	31.55%	35,588.79
722 - Workmans Comp	5,028.00	6,947.50	27,790.00	-22,762.00	18.09%	0.00
723 - Retirement Plan	14,671.22	14,675.00	58,700.00	-44,028.78	24.99%	13,440.71
724 - Employers FICA Expense	10,613.63	11,185.00	44,740.00	-34,126.37	23.72%	10,285.33
725 - Staff Continuing Education	922.00	2,250.00	9,000.00	-8,078.00	10.24%	2,170.01
726 - Travel/Mileage Reimbursement	0.00	125.00	500.00	-500.00	0.0%	30.00
728 - Medical Director Fee	1,500.00	1,500.00	6,000.00	-4,500.00	25.0%	1,500.00
734 - Overtime	29,267.23	28,315.00	113,260.00	-83,992.77	25.84%	31,949.92
735 - EMT Stipend	3,708.00	6,250.00	25,000.00	-21,292.00	14.83%	3,870.00
736 - LifeQuest Billing	11,858.23	11,375.00	45,500.00	-33,641.77	26.06%	12,014.76
740 - Office Equipment (expense)	277.11	407.50	1,630.00	-1,352.89	17.0%	221.13
742 - Office Supplies	284.74	500.00	2,000.00	-1,715.26	14.24%	411.75
770 - Communications	1,267.91	1,500.00	6,000.00	-4,732.09	21.13%	1,899.33
775 - IT expenses	2,210.00	1,712.50	6,850.00	-4,640.00	32.26%	1,584.48
790 - Publicity and Advertising	0.00	500.00	2,000.00	-2,000.00	0.0%	0.00
791 - Training Center Expense	436.48	500.00	2,000.00	-1,563.52	21.82%	287.50
810 - EMT Recognition	443.82	625.00	2,500.00	-2,056.18	17.75%	-131.25
820 - EMT Continuing Education	0.00	1,250.00	5,000.00	-5,000.00	0.0%	240.00
825 - Chief Continuing Education	312.08	375.00	1,500.00	-1,187.92	20.81%	250.00
829 - Vehicle Maintenance	2,940.54	2,595.00	10,380.00	-7,439.46	28.33%	9,131.09
831 - Fuel	3,097.58	3,500.00	14,000.00	-10,902.42	22.13%	3,542.44
840 - Equipment/Non-Disposable	4,074.20	4,200.00	16,800.00	-12,725.80	24.25%	773.75
842 - Equipment Maintenance	2,879.89	900.00	3,600.00	-720.11	80.0%	2,598.69
845 - Capital Purchase	11,654.16	0.00	0.00	11,654.16	100.0%	26,226.26
850 - Medical Supplies	10,679.86	11,275.00	45,100.00	-34,420.14	23.68%	10,568.61
852 - Training Medical Supplies	0.00	250.00	1,000.00	-1,000.00	0.0%	0.00
860 - Clothing	4,427.07	3,225.00	12,900.00	-8,472.93	34.32%	936.76
870 - Insurance	2,107.00	2,150.00	8,600.00	-6,493.00	24.5%	2,097.00
871 - Group Life Insurance	236.03	175.00	700.00	-463.97	33.72%	183.87
872 - Unemployment Insurance	0.00	1,000.00	4,000.00	-4,000.00	0.0%	50.00
878 - Community Medic Program	50.00	77.50	310.00	-260.00	16.13%	50.00
879 - Health Maintenance & Safety	836.00	625.00	2,500.00	-1,664.00	33.44%	907.40
880 - Legal Fees	1,944.00	1,250.00	5,000.00	-3,056.00	38.88%	104.00
881 - Accounting Fees	7,500.00	2,000.00	8,000.00	-500.00	93.75%	3,350.00
885 - Overdue Run Fees	19,476.11	0.00	0.00	19,476.11	100.0%	42,217.78
898 - Building and Grounds	1,081.36	875.00	3,500.00	-2,418.64	30.9%	1,645.21
899 - Miscellaneous Expenses	49.95	500.00	2,000.00	-1,950.05	2.5%	255.60
<b>Total Expense</b>	<b>307,622.65</b>	<b>285,507.50</b>	<b>1,142,030.00</b>	<b>-834,407.35</b>	<b>26.94%</b>	<b>320,560.35</b>
Net Ordinary Income	392,489.71	0.00	0.00	392,489.71	100.0%	450,180.41

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

	Mar 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	698,480.93
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	1,255.13
1210 · Lifequest Receivables	133,962.66
<b>Total Accounts Receivable</b>	135,217.79
Other Current Assets	995.00
<b>Total Current Assets</b>	834,693.72
<b>Fixed Assets</b>	519,234.78
<b>Other Assets</b>	
112 · Allowance for Doubtful Accounts	-78,376.75
<b>Total Other Assets</b>	-78,376.75
<b>TOTAL ASSETS</b>	<b>1,275,551.75</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	12,467.77
<b>Credit Cards</b>	
301 · One Card	88.40
<b>Total Credit Cards</b>	88.40
<b>Other Current Liabilities</b>	
Lifequest Deposit Adjustments	0.12
Payroll Liabilities	11,065.15
231 · Deferred Run Revenue	63,554.06
232 · Town/Village Pre-payments	6,168.29
<b>Total Other Current Liabilities</b>	80,787.62
<b>Total Current Liabilities</b>	93,343.79
<b>Total Liabilities</b>	93,343.79
<b>Equity</b>	
1110 · Retained Earnings	51,856.37
380 · Fund Balance-Unrestricted	205,912.00
<b>381 · Fund Balance-Restricted (FAP)</b>	
Aids & Training	4,463.03
EMT Basic Training	7,751.93
<b>Total 381 · Fund Balance-Restricted (FAP)</b>	12,214.96
383 · Investment in Fixed Asset	519,234.92
Net Income	392,989.71
<b>Total Equity</b>	1,182,207.96
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,275,551.75</b>

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

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
EFT	Liability Check	03/03/2020	EFTTPS	39-1293690	101 · Operating Checking	-5,653.28	
				39-1293690	224 · FICA/Fed Payable	2,147.00	-2,147.00
				39-1293690	2242 · FICA/Fed Payable-ER	1,420.85	-1,420.85
				39-1293690	2241 · FICA/Fed Payable-EE	1,420.85	-1,420.85
				39-1293690	2242 · FICA/Fed Payable-ER	332.29	-332.29
				39-1293690	2241 · FICA/Fed Payable-EE	332.29	-332.29
TOTAL						<u>5,653.28</u>	<u>-5,653.28</u>
EFT	Liability Check	03/13/2020	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,093.64	
				036-0000519180-02	225 · State Withholding	1,093.64	-1,093.64
TOTAL						<u>1,093.64</u>	<u>-1,093.64</u>
20923	Liability Check	03/10/2020	Minnesota Life Insurance Company	2832-GL	101 · Operating Checking	-140.38	
				2832-GL	Additional	56.10	-56.10
				2832-GL	Basic	57.78	-57.78
				2832-GL	Spouse/Dependent	10.50	-10.50
				2832-GL	Supplemental	16.00	-16.00
TOTAL						<u>140.38</u>	<u>-140.38</u>
EFT	Liability Check	03/13/2020	Bank of Deerfield		101 · Operating Checking	-16,119.55	
					Direct Deposit Liability	15,419.55	-15,419.55
					Direct Deposit Liability	700.00	-700.00
TOTAL						<u>16,119.55</u>	<u>-16,119.55</u>
20933	Liability Check	03/13/2020	Fire Fighters Local 311		101 · Operating Checking	-220.33	
					Local 311 Dues	220.33	-220.33
TOTAL						<u>220.33</u>	<u>-220.33</u>
EFT	Liability Check	03/13/2020	Wisconsin Deferred Compensation	98971-01	101 · Operating Checking	-430.00	
				98971-01	WI Deferred Comp Liability	280.00	-280.00
				98971-01	WI Deferred Comp Liability	150.00	-150.00
TOTAL						<u>430.00</u>	<u>-430.00</u>
EFT	Liability Check	03/17/2020	EFTTPS	39-1293690	101 · Operating Checking	-5,753.86	
				39-1293690	224 · FICA/Fed Payable	2,178.00	-2,178.00
				39-1293690	2242 · FICA/Fed Payable-ER	1,449.05	-1,449.05

Deer Grove EMS District  
Bill Payment Detail  
March 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
				39-1293690	2241 · FICA/Fed Payable-EE	1,449.05	-1,449.05
				39-1293690	2242 · FICA/Fed Payable-ER	338.88	-338.88
				39-1293690	2241 · FICA/Fed Payable-EE	338.88	-338.88
TOTAL						5,753.86	-5,753.86
20924	Bill Pmt -Check	03/10/2020	Deerfield Fire Department	St 2 Shared phone/internet	101 · Operating Checking	-129.97	
2	Bill	02/21/2020		St 2 Shared phone/internet	770 · Communications	129.97	-129.97
TOTAL						129.97	-129.97
20925	Bill Pmt -Check	03/10/2020	Johnson Block and Company, Inc.	2019 Audit Progress Billing	101 · Operating Checking	-5,800.00	
471531	Bill	03/03/2020		2019 Audit Progress Billing	881 · Accounting Fees	5,800.00	-5,800.00
TOTAL						5,800.00	-5,800.00
20926	Bill Pmt -Check	03/10/2020	Landmark Services Cooperative	Feb Fuel	101 · Operating Checking	-563.96	
	Bill	02/28/2020		Feb Fuel	831 · Fuel	563.96	-563.96
TOTAL						563.96	-563.96
20927	Bill Pmt -Check	03/10/2020	Life Line Billing Systems, LLC	Annual Leaders Subscription	101 · Operating Checking	-499.00	
51418	Bill	02/21/2020		Annual Leaders Subscription	736 · LifeQuest Billing	499.00	-499.00
TOTAL						499.00	-499.00
20928	Bill Pmt -Check	03/10/2020	New Glarus Motors	M78 Oil/Filter Change	101 · Operating Checking	-316.69	
01819	Bill	03/03/2020		M78 Oil/Filter Change	829 · Vehicle Maintenance	316.69	-316.69
TOTAL						316.69	-316.69
20929	Bill Pmt -Check	03/10/2020	Rennert's Fire Equipment Service, Inc.	M80 latches	101 · Operating Checking	-259.50	
41727	Bill	02/01/2020		M80 latches	829 · Vehicle Maintenance	259.50	-259.50
TOTAL						259.50	-259.50
20930	Bill Pmt -Check	03/10/2020	US Bank		101 · Operating Checking	-2,853.57	
	Bill	02/26/2020			One Card - Office Use Only	1,755.05	-1,755.05
	Bill	02/26/2020			One Card - Eric Lang	607.96	-607.96
	Bill	02/26/2020			One Card - Mandy Cysiewski	490.56	-490.56
TOTAL						2,853.57	-2,853.57
20931	Bill Pmt -Check	03/10/2020	WEX Bank	Feb Fuel	101 · Operating Checking	-319.17	
64100185	Bill	02/29/2020		Feb Fuel	831 · Fuel	319.17	-319.17
TOTAL						319.17	-319.17

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

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
20932	Bill Pmt -Check	03/10/2020	Wil-Kil Pest Control	St 1 and 2 bed bug check	101 · Operating Checking	-250.00	
3863356	Bill	03/06/2020		St 1 and 2 bed bug check	898 · Building and Grounds	250.00	-250.00
TOTAL						250.00	-250.00
EFT	Liability Check	03/24/2020	Employee Trust Funds	5300000	101 · Operating Checking	-11,778.38	
				5300000	Health Insurance Liability - ER	10,414.76	-10,414.76
				5300000	Health Insurance Liability - EE	1,363.62	-1,363.62
TOTAL						11,778.38	-11,778.38
20934	Liability Check	03/24/2020	Delta Dental		101 · Operating Checking	-136.24	
					224 · FICA/Fed Payable	136.24	-136.24
TOTAL						136.24	-136.24
EFT	Liability Check	03/27/2020	Bank of Deerfield		101 · Operating Checking	-16,348.76	
					Direct Deposit Liability	15,648.76	-15,648.76
					Direct Deposit Liability	700.00	-700.00
TOTAL						16,348.76	-16,348.76
EFT	Liability Check	03/30/2020	Employee Trust Funds	5300000	101 · Operating Checking	-8,133.25	
				5300000	2272 · Employer Share WRS	5,164.14	-5,164.14
				5300000	2271 · Employee Share WRS	2,969.11	-2,969.11
TOTAL						8,133.25	-8,133.25
20946	Liability Check	03/27/2020	Fire Fighters Local 311		101 · Operating Checking	-232.41	
					Local 311 Dues	232.41	-232.41
TOTAL						232.41	-232.41
20935	Bill Pmt -Check	03/24/2020	Ace Hardware	Paint Accessories/key	101 · Operating Checking	-11.79	
	Bill	03/15/2020		Paint Accessories/key	898 · Building and Grounds	11.79	-11.79
TOTAL						11.79	-11.79
20936	Bill Pmt -Check	03/24/2020	Bound Tree Medical, LLC	O2 hose	101 · Operating Checking	-58.00	
83541371	Bill	03/13/2020		O2 hose	850 · Medical Supplies	58.00	-58.00
TOTAL						58.00	-58.00
20937	Bill Pmt -Check	03/24/2020	Ferno-Washington Inc.	Trauma Bags	101 · Operating Checking	-999.86	

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

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
863089	Bill	03/16/2020	Cottage Grove Police Dept.	Trauma Bags	840 · Equipment/Non-Disposable	999.86	-999.86
TOTAL						999.86	-999.86
20938	Bill Pmt -Check	03/24/2020	Forward Pharmacy	Misc meds	101 · Operating Checking	-122.22	
	Bill	03/01/2020		Misc meds	850 · Medical Supplies	122.22	-122.22
TOTAL						122.22	-122.22
20939	Bill Pmt -Check	03/24/2020	Jackson Lewis P.C.	Interfacility/MATC internship review	101 · Operating Checking	-510.00	
7508525	Bill	03/17/2020		Interfacility/MATC internship review	880 · Legal Fees	510.00	-510.00
TOTAL						510.00	-510.00
20940	Bill Pmt -Check	03/24/2020	Life-Assist, Inc.		101 · Operating Checking	-974.91	
979875	Bill	03/09/2020		Misc Medical Supplies	850 · Medical Supplies	619.22	-619.22
982417	Bill	03/16/2020		Blanket/Atropine/BP gauge	850 · Medical Supplies	355.69	-355.69
TOTAL						974.91	-974.91
	Bill Pmt -Check	03/24/2020	MATC	QuickBooks generated zero amount transaction for bill payment stub	101 · Operating Checking	0.00	
PS-048	Bill	03/15/2018	MATC		201 · Accounts Payable	-30.00	0.00
TOTAL						-30.00	0.00
20941	Bill Pmt -Check	03/24/2020	Piggly Wiggly	DCEMS Meeting meal	101 · Operating Checking	-23.30	
	Bill	03/01/2020		DCEMS Meeting meal	810 · EMT Recognition	23.30	-23.30
TOTAL						23.30	-23.30
20942	Bill Pmt -Check	03/24/2020	Pomp's Tire Service, Inc.	M80 maintenance	101 · Operating Checking	-837.00	
80210436	Bill	03/12/2020		M80 maintenance	829 · Vehicle Maintenance	837.00	-837.00
TOTAL						837.00	-837.00
20943	Bill Pmt -Check	03/24/2020	Society Insurance		101 · Operating Checking	-1,676.00	
	Bill	03/12/2020			722 · Workmans Comp	1,676.00	-1,676.00
TOTAL						1,676.00	-1,676.00
20944	Bill Pmt -Check	03/24/2020	Verizon Wireless		101 · Operating Checking	-355.36	
9848081121	Bill	02/10/2020		Car 79 Jet pack	770 · Communications	30.03	-30.03

Deer Grove EMS District  
Bill Payment Detail  
March 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
				M81 Jet pack	770 · Communications	30.03	-30.03
				M80 phone	770 · Communications	0.91	-0.91
				M81 phone	770 · Communications	1.25	-1.25
				M78 phone	770 · Communications	0.91	-0.91
				C79 phone	770 · Communications	0.91	-0.91
				M80 cradlepoint	770 · Communications	30.03	-30.03
				Chief	770 · Communications	53.68	-53.68
9850168389	Bill	03/10/2020		M78 cradlepoint	770 · Communications	30.03	-30.03
				Car 79 Jet pack	770 · Communications	30.03	-30.03
				M81 Jet pack	770 · Communications	30.03	-30.03
				M80 phone	770 · Communications	0.91	-0.91
				M81 phone	770 · Communications	0.91	-0.91
				M78 phone	770 · Communications	1.05	-1.05
				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						355.36	-355.36
20945	Bill Pmt -Check	03/24/2020	ZOLL Medical Corporation	Final Monitor Payment	101 · Operating Checking	-11,654.16	
2730299	Bill	03/23/2020		Final Monitor Payment	845 · Capital Purchase	11,654.16	-11,654.16
TOTAL						11,654.16	-11,654.16
EFT	Liability Check	03/27/2020	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	03/30/2020	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,050.41	
				036-0000519180-02	225 · State Withholding	1,050.41	-1,050.41
TOTAL						1,050.41	-1,050.41
EFT	Liability Check	03/31/2020	EFTTPS	39-1293690	101 · Operating Checking	-5,773.60	
				39-1293690	224 · FICA/Fed Payable	2,185.00	-2,185.00
				39-1293690	2242 · FICA/Fed Payable-ER	1,454.20	-1,454.20
				39-1293690	2241 · FICA/Fed Payable-EE	1,454.20	-1,454.20
				39-1293690	2242 · FICA/Fed Payable-ER	340.10	-340.10
				39-1293690	2241 · FICA/Fed Payable-EE	340.10	-340.10
TOTAL						5,773.60	-5,773.60
EFT	Liability Check	03/31/2020	Aflac	MCY18	101 · Operating Checking	-246.76	

Deer Grove EMS District  
Bill Payment Detail  
March 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
				MCY18	Aflac	246.76	-246.76
TOTAL						<u>246.76</u>	<u>-246.76</u>
	Bill Pmt -CCard	03/08/2020	Charter Communications	Station 1 phone and internet	One Card - Office Use Only	-155.89	
0000443030120	Bill	03/01/2020		Mar Shared Internet Services	770 · Communications	69.99	-69.99
				Mar phone/fax	770 · Communications	85.90	-85.90
TOTAL						<u>155.89</u>	<u>-155.89</u>
	Bill Pmt -CCard	03/08/2020	Jackson Lewis P.C.	Legal Fees	One Card - Office Use Only	-1,434.00	
7493559	Bill	02/21/2020		Legal Fees	880 · Legal Fees	1,434.00	-1,434.00
TOTAL						<u>1,434.00</u>	<u>-1,434.00</u>
	Bill Pmt -CCard	03/09/2020	Bound Tree Medical, LLC	Hand wipes	One Card - Office Use Only	-8.09	
83532097	Bill	03/06/2020		Hand wipes	850 · Medical Supplies	8.09	-8.09
TOTAL						<u>8.09</u>	<u>-8.09</u>
	Bill Pmt -CCard	03/10/2020	Bound Tree Medical, LLC	Alcohol	One Card - Office Use Only	-51.16	
83533478	Bill	03/09/2020		Alcohol	850 · Medical Supplies	51.16	-51.16
TOTAL						<u>51.16</u>	<u>-51.16</u>
	Bill Pmt -CCard	03/13/2020	Bound Tree Medical, LLC		One Card - Office Use Only	-663.05	
83537537	Bill	03/11/2020		Sodium Bicarb	850 · Medical Supplies	161.90	-161.90
83537538	Bill	03/11/2020		Misc Medical Supplies	850 · Medical Supplies	501.15	-501.15
TOTAL						<u>663.05</u>	<u>-663.05</u>
	Bill Pmt -CCard	03/16/2020	Bound Tree Medical, LLC		One Card - Office Use Only	-329.32	
83539405	Bill	03/12/2020		Hose	850 · Medical Supplies	283.96	-283.96
83541370	Bill	03/13/2020		Job shirts	860 · Clothing	45.36	-45.36
TOTAL						<u>329.32</u>	<u>-329.32</u>
	Bill Pmt -CCard	03/25/2020	Airgas USA, LLC	O2	One Card - Office Use Only	-60.51	
9968648049	Bill	02/29/2020		O2	850 · Medical Supplies	60.51	-60.51
TOTAL						<u>60.51</u>	<u>-60.51</u>
	Bill Pmt -CCard	03/25/2020	Gordon Flesch	February Copies	One Card - Office Use Only	-27.89	
IN12884132	Bill	03/17/2020		February Copies	740 · Office Equipment (expense)	27.89	-27.89
TOTAL						<u>27.89</u>	<u>-27.89</u>

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

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	Bill Pmt -CCard	03/23/2020	Bound Tree Medical, LLC	Tracheal Dilator	One Card - Office Use Only	-23.29	
83548789	Bill	03/19/2020		Tracheal Dilator	850 - Medical Supplies	<u>23.29</u>	<u>-23.29</u>
TOTAL						23.29	-23.29

## Deer Grove EMS District Credit Card Purchases

March 2020

Date	Source Name	Memo	Split	Amount
<b>301 - One Card</b>				
<b>One Card - Eric Lang</b>				
03/01/2020	Intoxicated Leadership	Intoxicated Leadership course	825 · Chief Continuing Educa...	53.08
03/06/2020	CVS Pharmacy	Isopropyl Alcohol	898 · Building and Grounds	22.72
03/11/2020	FedEx		770 · Communications	37.95
03/18/2020	EBay	Digital Ear Thermometers	840 · Equipment/Non-Dispos...	159.98
03/18/2020	Embroidery Professionals	Logo/Name printing	860 · Clothing	210.00
03/23/2020	Menards	Misc Supplies	840 · Equipment/Non-Dispos...	82.01
Total One Card - Eric Lang				565.74
<b>One Card - Lisa Antoniewicz</b>				
03/03/2020	Intoxicated Leadership	Intoxicated Leadership course - Jerry	810 · EMT Recognition	53.08
Total One Card - Lisa Antoniewicz				53.08
<b>One Card - Mandy Cysiewski</b>				
03/01/2020	Quill	Laminating Sheets	742 · Office Supplies	27.99
03/01/2020	Quill	Blank W-2s	742 · Office Supplies	30.58
03/10/2020	Amazon.com		-SPLIT-	39.73
03/11/2020	Amazon.com	Flashlight battery	840 · Equipment/Non-Dispos...	24.44
03/12/2020	Quality Biomedical	Pump Repair	842 · Equipment Maintenance	281.20
03/12/2020	Amazon.com		-SPLIT-	73.98
03/13/2020	USPS	Commission Packet mailing	742 · Office Supplies	9.00
03/18/2020	Amazon.com		-SPLIT-	237.58
03/23/2020	Amazon.com	Binoculars	840 · Equipment/Non-Dispos...	37.99
03/24/2020	Cramer Decker	Replacement Bags	840 · Equipment/Non-Dispos...	800.00
03/24/2020	Amazon.com	Ear thermometer covers	850 · Medical Supplies	44.85
03/25/2020	Amazon.com	Safety Glasses	840 · Equipment/Non-Dispos...	59.16
03/25/2020	Amazon.com	Rain Coats	840 · Equipment/Non-Dispos...	50.91
Total One Card - Mandy Cysiewski				1,717.41
Total 301 - One Card				2,336.23
<b>TOTAL</b>				<b>2,336.23</b>

## Deer Grove EMS District Payroll Transaction Detail March 2020

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>	
03/13/2020	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	64	1,374.08	
				Overtime Hourly Rate	8	257.68	
						1,631.76	
03/27/2020	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	31	665.57	
				Sick Hourly Rate	27	579.69	
				Vacation Hourly Rate	22	472.34	
				Vacation OT Hourly Rate	16	515.36	
						2,232.96	
03/13/2020	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	57.25	1,579.53	
				Overtime Hourly Rate	24	993.36	
				Antoniewicz, Lisa M	Regular Hourly Rate	15.75	434.54
				Antoniewicz, Lisa M	Overtime Hourly Rate	17	703.63
				Antoniewicz, Lisa M	Overtime Hourly Rate	3.75	155.21
				Antoniewicz, Lisa M	Regular Hourly Rate	7	193.13
						4,059.40	
03/27/2020	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	53.25	1,469.17	
				Antoniewicz, Lisa M	Regular Hourly Rate	5.5	151.75
				Antoniewicz, Lisa M	Overtime Hourly Rate	4	165.56
				Antoniewicz, Lisa M	Overtime Hourly Rate	4	165.56
				Antoniewicz, Lisa M	Regular Hourly Rate	21.25	586.29
				Antoniewicz, Lisa M	Overtime Hourly Rate	5	206.95
				Antoniewicz, Lisa M	Overtime Hourly Rate	3	124.17
						2,869.45	
03/13/2020	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	57	1,264.26	
				Belden, Elliott H	Regular Hourly Rate	10	221.80
				Belden, Elliott H	Overtime Hourly Rate	15	499.05
						1,985.11	
03/27/2020	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	80	1,774.40	
				Belden, Elliott H	Overtime Hourly Rate	20	665.40
						2,439.80	
03/13/2020	DD	Paycheck	Campbell, Erin A	Regular Hourly Rate	2	34.00	
						34.00	
03/13/2020	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	56	1,202.32	
				Cummings, Ross E	Overtime Hourly Rate	16	515.36
				Cummings, Ross E	Regular Hourly Rate	8	171.76
						1,889.44	

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

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
03/27/2020	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	80	1,717.60
			Cummings, Ross E	Overtime Hourly Rate	16	515.36
						2,232.96
03/13/2020	DD	Paycheck	Curry, Clairissa K	Regular Hourly Rate	8	136.00
			Curry, Clairissa K	Regular Hourly Rate	2	34.00
						170.00
03/27/2020	DD	Paycheck	Curry, Clairissa K	Regular Hourly Rate	32	544.00
						544.00
03/13/2020	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	32	576.00
			Cysiewski, Mandy J	Training Attendance Stipend	1	18.00
						594.00
03/27/2020	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	30.25	544.50
			Cysiewski, Mandy J	Regular Hourly Rate	1.75	31.50
						576.00
03/13/2020	DD	Paycheck	Dostalek, Jeffrey J	Regular Hourly Rate	12	204.00
						204.00
03/27/2020	DD	Paycheck	Dostalek, Jeffrey J	Regular Hourly Rate	24	408.00
						408.00
03/13/2020	DD	Paycheck	Einstein, Justin D	Weekend Stipend	4	72.00
						72.00
03/13/2020	DD	Paycheck	Ennis, Jamie L	Training Attendance Stipend	1	18.00
						18.00
03/13/2020	DD	Paycheck	Fedorowicz, Samantha E	Weekday Stipend	4	72.00
						72.00
03/13/2020	DD	Paycheck	Furger, Jenna J	Weekday Stipend	5	90.00
						90.00
03/13/2020	DD	Paycheck	Griffin, Elisabeth A	Training Attendance Stipend	1	18.00
						18.00

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

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
03/13/2020	DD	Paycheck	Hartman, Michael D	Weekday Stipend	3	54.00
			Hartman, Michael D	Training Attendance Stipend	1	18.00
						72.00
03/13/2020	DD	Paycheck	Lang, Eric A	Salary	80	3,269.23
						3,269.23
03/27/2020	DD	Paycheck	Lang, Eric A	Salary	80	3,269.23
						3,269.23
03/13/2020	DD	Paycheck	Lasko, Wendy J	Overtime Hourly Rate	8	253.60
			Lasko, Wendy J	Regular Hourly Rate	80	1,690.40
			Lasko, Wendy J	Overtime Hourly Rate	8.45	267.87
						2,211.87
03/27/2020	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	64	1,352.32
			Lasko, Wendy J	Overtime Hourly Rate	10	317.00
						1,669.32
03/13/2020	DD	Paycheck	Luebke, Joshua R	Training Attendance Stipend	1	18.00
			Luebke, Joshua R	Weekday Stipend	2	36.00
						54.00
03/13/2020	DD	Paycheck	Martin, Alexa S	Regular Hourly Rate	4	68.00
						68.00
03/13/2020	DD	Paycheck	McMullen, Jeremy B	CPR Instructor Wage	7	105.00
			McMullen, Jeremy B	Weekday Stipend	19	342.00
			McMullen, Jeremy B	Weekend Stipend	28	504.00
			McMullen, Jeremy B	Training Attendance Stipend	1	18.00
						969.00
03/13/2020	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	78	1,518.66
			Mickelson, Matthew A	Overtime Hourly Rate	17	496.57
			Mickelson, Matthew A	Regular Hourly Rate	2	38.94
						2,054.17
03/27/2020	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	80	1,557.60
			Mickelson, Matthew A	Overtime Hourly Rate	61	1,781.81
						3,339.41

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

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
03/13/2020	DD	Paycheck	Miles, Thomas E	Weekday Stipend	2	36.00
			Miles, Thomas E	Weekend Stipend	2	36.00
			Miles, Thomas E	Training Attendance Stipend	1	18.00
						90.00
03/27/2020	DD	Paycheck	Salov, Courtney A	Regular Hourly Rate	24	408.00
						408.00
03/13/2020	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	52	1,116.44
			Sanders, Seth C	Overtime Hourly Rate	8	257.68
			Sanders, Seth C	Regular Hourly Rate	3	64.41
			Sanders, Seth C	Vacation Hourly Rate	12	257.64
						1,696.17
03/27/2020	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	64	1,374.08
			Sanders, Seth C	Overtime Hourly Rate	8	257.68
			Sanders, Seth C	Vacation Hourly Rate	16	343.52
			Sanders, Seth C	Vacation OT Hourly Rate	8	257.68
						2,232.96
03/13/2020	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	80	1,637.60
			Schlicht, Trevor A	Overtime Hourly Rate	15	460.65
						2,098.25
03/27/2020	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	65	1,330.55
			Schlicht, Trevor A	Overtime Hourly Rate	8	245.68
						1,576.23
03/13/2020	DD	Paycheck	Schultz, Lisa M	Training Attendance Stipend	1	18.00
						18.00
03/27/2020	DD	Paycheck	Sefcik, Daniel D	Regular Hourly Rate	20.5	348.50
						348.50
03/13/2020	DD	Paycheck	Stier, Peter	Medical Director Fee		500.00
						500.00
03/13/2020	DD	Paycheck	Wargo, Thomas V	Weekday Stipend	1	18.00
						18.00

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

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<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
03/13/2020	DD	Paycheck	Yelk Meinholz, Amy M	Weekday Stipend	4	72.00
			Yelk Meinholz, Amy M	Weekend Stipend	1	18.00
			Yelk Meinholz, Amy M	Training Attendance Stipend	1	18.00
						<hr/>
						108.00
						<hr/>
<b>TOTAL</b>						<b>48,211.22</b>
						<hr/> <hr/>

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

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Type	Date	Num	Name	Memo	Amount
<b>1512 · Member Personal Expenses Due</b>					
Total 1512 · Member Personal Expenses Due					
<b>Member Reimbursements Payable</b>					
Paycheck	03/27/2020	DD	Lasko, Wendy J		200.00
Paycheck	03/27/2020	DD	Mickelson, Matthew A		35.85
Paycheck	03/27/2020	DD	Sanders, Seth C		122.49
Total Member Reimbursements Payable					<u>358.34</u>
<b>TOTAL</b>					<u><u>358.34</u></u>

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

Type	Date	Name	Memo	Account	Amount
<b>General Journal</b>	<b>03/31/2020</b>	<b>LifeQuest</b>	<b>Payment Received - Overpayment Returns - Mar</b>	<b>105 · Hometown Bank</b>	<b>41,495.00</b>
		LifeQuest	Payment Received - Overpayment Returns - Mar	1210 · Lifequest Receivables	-41,495.00
TOTAL					-41,495.00
<b>Deposit</b>	<b>03/30/2020</b>		<b>Deposit</b>	<b>103 · Savings bank of Deerfield</b>	<b>441,058.76</b>
Sales Receipt	03/06/2020	League of Wisconsin Municipalities	Deposit	999 · Insurance Reimbursement	-500.00
Payment	03/06/2020	Town of Pleasant Springs		1499 · Undeposited Funds	-16,456.40
Payment	03/14/2020	Deerfield Fire Dept.		1499 · Undeposited Funds	-14.47
Sales Receipt	03/27/2020	Township of Deerfield		1499 · Undeposited Funds	-33,500.00
Sales Receipt	03/27/2020	Village of Deerfield		1499 · Undeposited Funds	-62,804.24
Sales Receipt	03/27/2020	Town of Cottage Grove		1499 · Undeposited Funds	-119,794.51
Sales Receipt	03/27/2020	Village of Cottage Grove{c}		1499 · Undeposited Funds	-207,864.14
Payment	03/27/2020	Deerfield Fire Dept.		1499 · Undeposited Funds	-125.00
TOTAL					-441,058.76
<b>Deposit</b>	<b>03/31/2020</b>		<b>Interest</b>	<b>103 · Savings bank of Deerfield</b>	<b>48.43</b>
			Interest	640 · Interest Earned	-48.43
TOTAL					-48.43
<b>Deposit</b>	<b>03/31/2020</b>		<b>Interest</b>	<b>101 · Operating Checking</b>	<b>1.32</b>
			Interest	640 · Interest Earned	-1.32
TOTAL					-1.32

Aging Summary Report

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

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

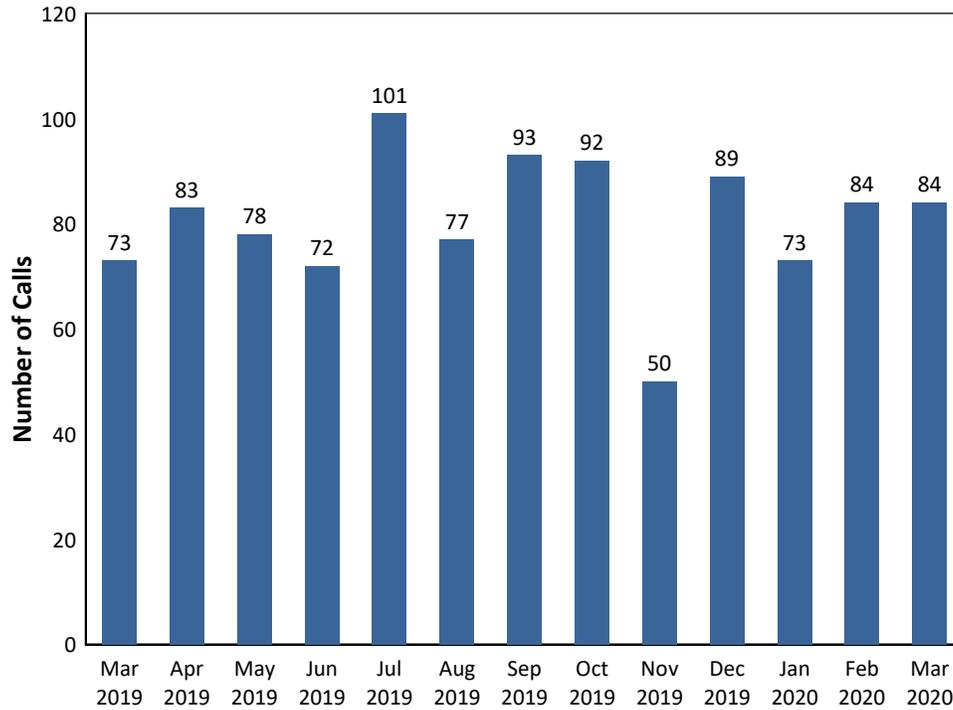
2020	Billable Units									Deposit from	
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Collections
January	136	69,553.65	25,928.60	17,294.08	4,664.02		9,032.50	11,891.90	138,364.75		59,576.49
February	142	73,178.63	34,980.89	20,277.10	8,794.14		4,121.05	12,619.95	153,971.76		32,226.95
March	134	52,221.77	41,585.77	12,039.52	14,988.30		2,799.60	10,327.70	133,962.66		38,048.92
April											
May											
June											
July											
August											
September											
October											
November											
December											
	412									0.00	129,852.36

# Total Runs Entered

Deer-Grove EMS District

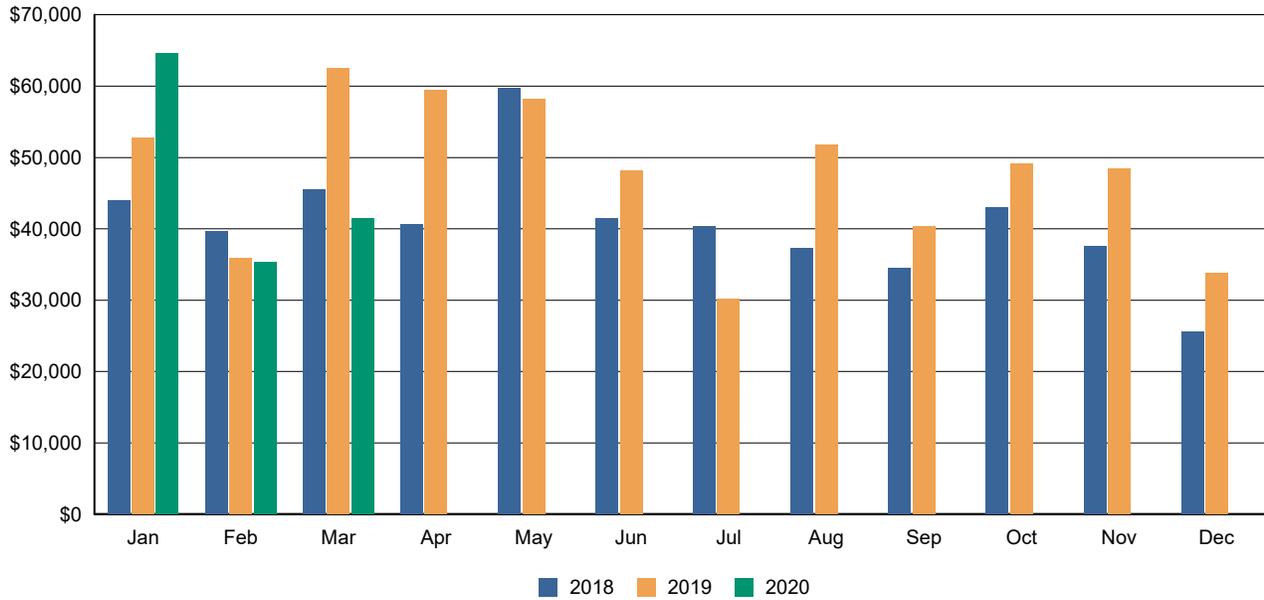
March 2019 to March 2020

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 March 2020



	2018	2019	2020
January	\$44,000	\$52,789	\$64,581
February	\$39,682	\$35,874	\$35,349
March	\$45,580	\$62,603	\$41,495
April	\$40,624	\$59,518	\$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
<b>Total Gross Revenue</b>	<b>\$489,503</b>	<b>\$570,790</b>	<b>\$141,425</b>

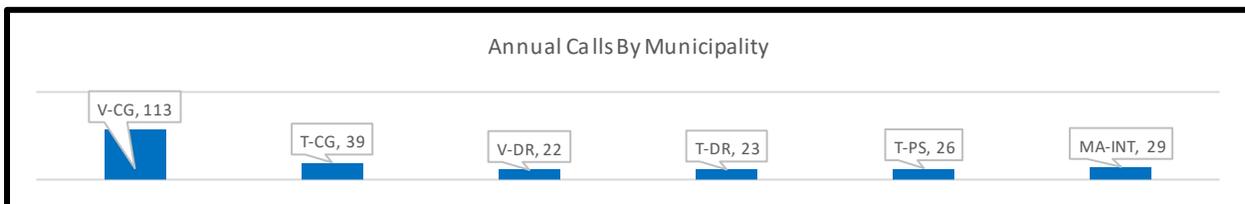
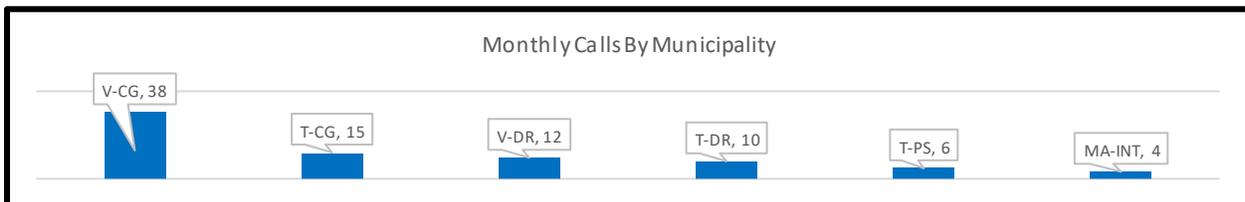
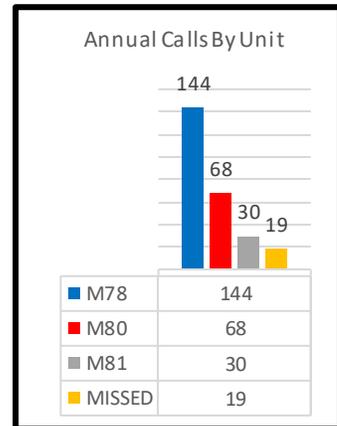
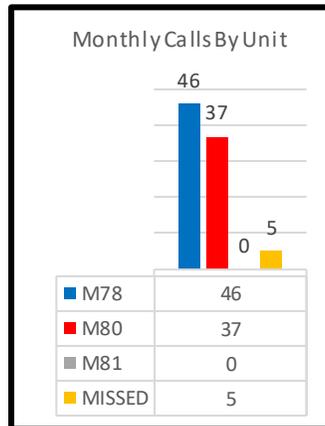
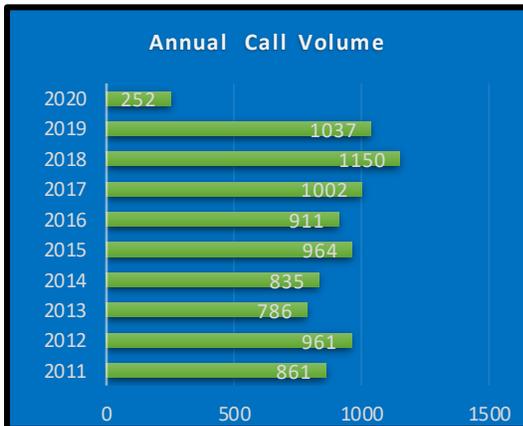
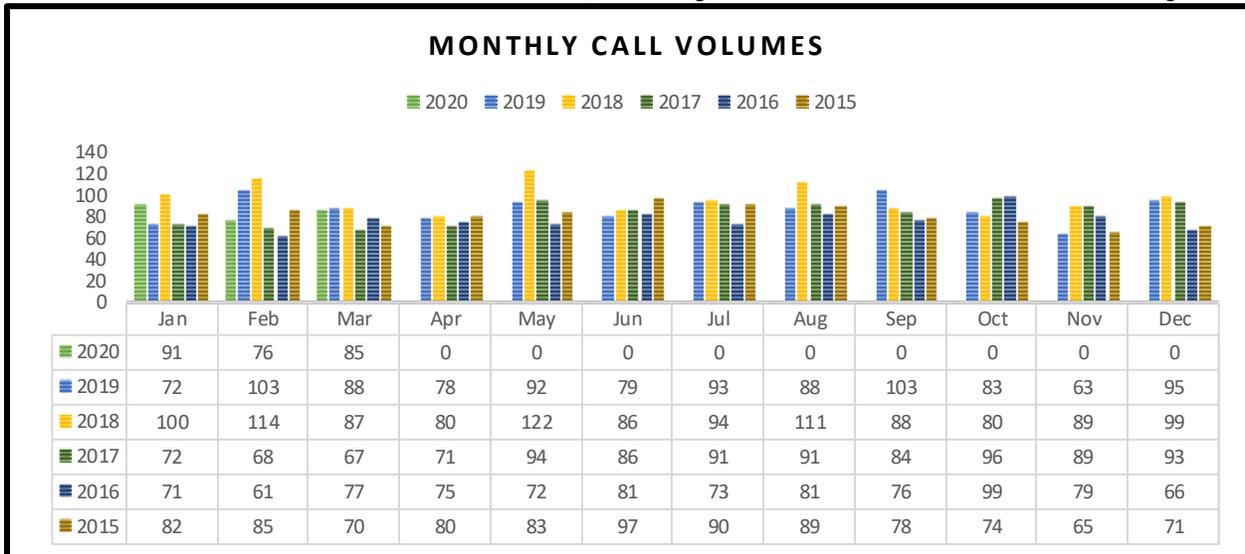


# Deer-Grove EMS

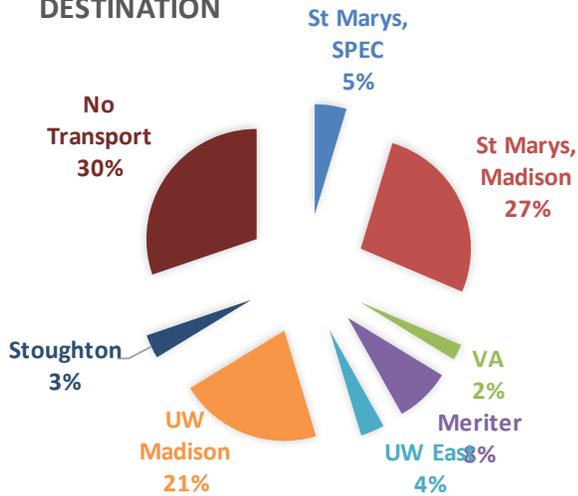
## STAFF REPORT MARCH 2020

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.



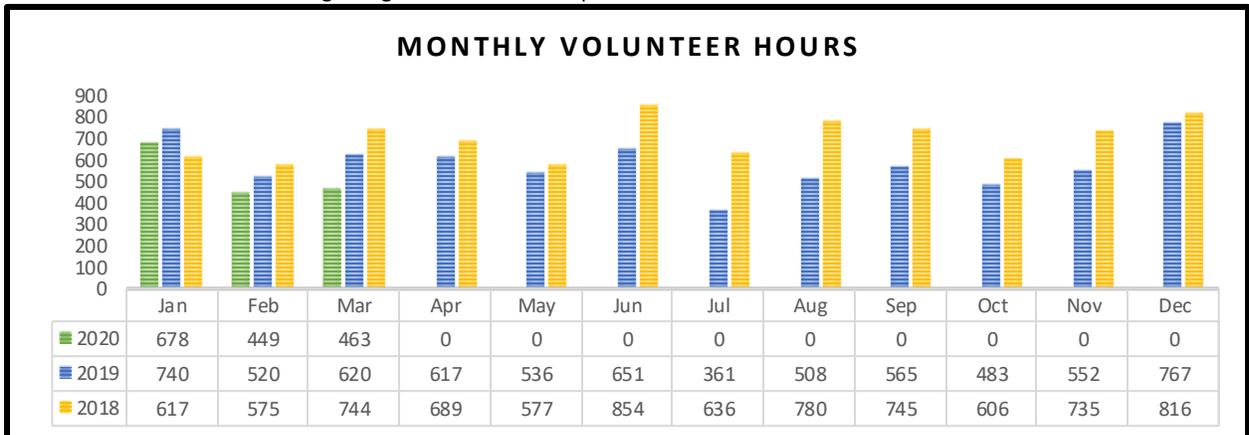
**MONTHLY HOSPITAL DESTINATION**



Top 10 Provider Impressions
Behavioral - Anxiety (F41.9)
Injury - Head without L.O.C. (S06.0X0A)
Neuro - Seizure (G40.909)
Syncope - Syncopal Episode (or Near) (R55)
Weakness (R53.1)
Fever (R50.9)
Injury - Hip (S79.91)
Injury - Not Otherwise Listed (T14.90)
Other general symptoms and signs (R68.8)
Pain - Extremity (Non-traumatic) (M79.609)

**Membership Notes:**

Full-Time, Volunteer, LTE and Part-time membership unchanged.  
 New recruits are progressing through initial orientation. One has completed and moved to EMT3 status.  
 Two volunteer members have moved to EMT2 Status. Volunteer K. Berggren placed herself on maternity leave  
 Leave of absence- L. Schultz is beginning the re-orientation process.



**Vehicle Maintenance Notes:**

M78 had a stone chip in the windshield repaired.  
 M80 has damage to wrap from a tree branch, estimate has been received and repair is in process.

2017 RAM DEMERS (78):							
Starting Mileage:	47,679	Ending Mileage:	49,120	Starting Hours:	2212	Ending Hours:	2280
2017 RAM DEMERS (80)							
Starting Mileage:	64,450	Ending Mileage:	66,321	Starting Hours:	3061	Ending Hours:	3148
2009 Ford Horton (81):							
Starting Mileage:	150,132	Ending Mileage:	150,154	Starting Hours:	8207	Ending Hours:	8211.5
2013 Ford Interceptor (Car 79):							
	Starting Mileage:	43,625	Ending Mileage:	44,600			

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## Deputy Chief's Report

### Training Report:

The membership met virtually for training in March due to the COVID-19 Pandemic. Dr. Stier covered shock states. Next month we will be renewing CPR certification (virtually). All CPR Instructors will also have their certifications renewed.

Chief Lang & D.C. Antoniewicz attended the Wisconsin Stroke Coalition meeting, as well as a leadership seminar with Lt. McMullen also in attendance.

D.C. Antoniewicz and Matt Mickelson attended a Dane County Training Director round table meeting on 3/18 via Go-To-Meeting.

### Upcoming training sessions:

Wisconsin Paramedic Seminar – April 1/2/3 – Oshkosh - Canceled  
Madison International Speedway Training – April 18 – Oregon – Likely to be canceled  
ImageTrend Virtual Conference – Apr 8/9  
Case Reviews – Apr 16 – SSM Madison  
Autism Training – June 22 – Deerfield  
UW Emergency Care and Trauma Symposium – Jun 22/23 – Wisc Dells

### Training Center:

No classes were taught in March. Classes are postponed until the COVID-19 situation changes.

### Public Relations/Special Events:

Most public events were either canceled or postponed.

### Upcoming events:

Boy Scouts Station & Ambulance Tour – Mar 19 – canceled  
Dane County Cardiac Arrest Survivor Banquet – Mar 21 - postponed  
Parkinson's Half Marathon – Apr 18 - canceled  
Deerfield High School Career Day – Apr 22 - canceled  
Ragnar Relay – May 16 - canceled  
Triad Senior Session on Safety – May 19 - canceled  
Cottage Grove Memory Café Presentation – May 27 - postponed  
Deerfield Festival – May 29/30/31  
Ironman 70.3 – June 14  
Cottage Grove Festival – June 18/19/20/21  
Rugby HS Tournament – June 6  
Hot2Trot Run – June 20  
Rugby Midwest RCT – June 27/28  
ARCA Race – Aug 7

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## Chief's Report

- Due to the COVID-19 pandemic, we have limited access to our stations and cancelled all public events where direct interaction is needed.
- We have initiated a "Morning Briefing" to ensure the on-coming crews maintain awareness of everything COVID-related.
- We continued to work through new and creative ways to handle our access to needed supplies like disinfecting solutions.
- We reached out to the Cottage Grove Chamber of Commerce, and school districts for protective equipment-type supplies. The Deerfield and Monona-Grove were able to provide surgical masks and needed disinfecting supplies.
- Our PPE stocking is an excellent, we are well-positioned compared to other agencies around us.
- With help of the Deer-Grove EMS Association and WI funding assistance program dollars, we purchased Bullard positive air purifying respirators as a permanent solution to surgical and N95 mask supplies. They should arrive in roughly two months.
- Dane County EMS Chiefs and Public safety departments are web-meeting on Tuesdays and Thursdays.
- DGEMS has been working closely with all ALS agency in the county to improve preparedness and response capability. This includes helping with interfacility transfers when necessary.

## March 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	43625	Trevor Schlicht
2	24	0	Meeting - Out of District	43744	Eric Lang
3	24	0	Meeting - Out of District	43787	Eric Lang
4	24	0	Meeting - Out of District	43813	Eric Lang
5	24	0	Meeting - Out of District	43885	Eric Lang
6	24	0	Meeting - Out of District	44046	Lisa Antoniewicz
7	24	7	Meeting - Out of District	44046	Lisa Antoniewicz
8	24	7	Car 79 Responded to 3 incidents in March 2020		
9	24	0			
10	24	24			
11	24	12			
12	24	13			
13	24	8			
14	24	10			
15	24	23			
16	24	12			
17	24	12			
18	24	0			
19	24	13			
20	24	24			
21	24	0			
22	24	0			
23	24	12			
24	24	12			
25	24	6			
26	24	0			
27	24	24			
28	24	0			
29	24	0			
30	24	23			
31	24	13			
<b>Total</b>	<b>744</b>	<b>255</b>			
<b>999 hours of coverage total</b>					
<b>Total of 134% coverage</b>					

### DGEMS-MAEMS Collaborative Response 2020 Responses

DGEMS Response Area		MAEMS Response Area	
2020	0	2020	1
March	0	March	0
MAR Missed	0	MAR Missed	0
YTD Missed	4	YTD Missed	3



# DEER-GROVE EMS

## STANDARD OPERATING PROCEDURES

<b>EMERGENCY RESPONDER PAID SICK LEAVE</b>		
<b>Original Issue: 04/02/2020</b>	<b>Prepared By: Chief Lang</b>	<b>Covid-19</b>

**Purpose:**

Establish the parameters for Emergency Responder Paid Sick Leave (ERPSL). ERPSL is a department-paid leave in addition to the sick leave provision of the collective bargaining agreement between the Deer-Grove EMS (DGEMS) District and represented Local 311 employees, and the sick leave provisions of the DGEMS Handbook.

**Effective Date:**

April 1, 2020; to end at same time as Families First Coronavirus Response Act (FFCRA), currently through December 31, 2020.

**Eligible Employees:**

Full-time bargaining unit employees; Non-represented full-time regularly scheduled employees; and Non-represented part-time regularly scheduled employees.

**Eligibility Components:**

ERPSL may be used due to any of the following five (5) reasons:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19 (the Safer-at-Home order is not a qualifying quarantine or isolation order);
2. The employee has been advised by a health care provider to self-quarantine because of COVID-19
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
4. The employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); or
5. The employee is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19

**Length of Leave, Pay, and Benefits:**

Represented full-time employees: The EPRSL allotment will be no more the ninety-six (96) total hours, which represents the maximum scheduled time in a two-week period.

Non-represented full-time regularly scheduled employees: The EPRSL allotment is eighty (80) hours.

Non-represented part-time regularly scheduled employees: The EPRSL allotment is equivalent to double of their regularly scheduled, weekly hours. As an example, a sixteen (16) hour per work week employee will have an allotment of thirty-two (32) hours.

Leave can be used intermittently and has no cash value or accrual beyond this crisis.

**Documentation and Forms Needed:**

Employees who use ERPSL may be required to provide documentation including quarantine or isolation orders, or doctor’s recommendations.

If reasons (1) thru (4) are used for ERPSL use, the employee must meet the return to work guidelines set forth in the Return to Work Following Exposure to COVID-19 Infection Policy.

In order to return to work, the employee may be required to obtain a completed Fit for Duty form.

**Unused Leave:**

Emergency Responder Paid Sick Leave not used by December 31, 2020 will be lost and is not allowed for carryover, nor has any cash value.



## DEER-GROVE EMS STANDARD OPERATING PROCEDURES

### RETURN TO WORK FOLLOWING EXPOSURE TO COVID-19 INFECTION

Original Issue: 03/26/2020

Prepared By: Chief Lang

Covid-19

#### **Purpose:**

Establish guidelines for return to the workforce. Individual cases may require review and specific modification of this plan if there are special circumstances. (An exposure indicates that the individual/staff member was not wearing full PPE.)

1. Guidance for essential service personnel who may have come into close contact with a known or presumed positive patient, but who are asymptomatic:
  - Essential service personnel may return to work, regardless of known or presumed exposure, unless symptoms develop.
  - Essential service personnel should be monitoring their symptoms daily.
  - If symptoms develop, then they should be removed from work immediately, and seek a test.
  - If the individual's test comes back negative, the staff member may return immediately.
2. Symptomatic individual during the 7 days following possible exposure. Individual tests negative for COVID-19 during symptoms.
  - The staff member's illness is not caused by COVID-19.
  - The staff member may return to work after 7 days or following resolution of their symptoms, whichever is longest.
  - Approval to return must be confirmed with the Chief of EMS or designee and Medical Director.
3. Symptomatic individual during the 7 days following exposure. Individual tests positive for COVID-19 during symptoms. The individual must meet all three criteria.
  - 7 days from the onset of symptoms -AND-
  - 72 hours fever free -AND-
  - Reduction in significance of respiratory symptoms
4. Symptomatic individual with no test (presumptive positive). The individual must meet all three criteria. (This category may be used for staff members showing sign or symptoms presumptive of COVID-19. If on-duty these staff members must be sent home using COVID-19 Emergency Responder Paid Sick Leave.)
  - 7 days from the onset of symptoms -AND-
  - 72 hours fever free -AND-
  - Reduction in significance of respiratory symptoms

The decision to discontinue isolation and return to work for employees with COVID-19 will be made on a case-by-case basis in consultation with clinicians, public health officials and the Chief of EMS or designee.

Unless otherwise guided by current department PPE policies, a member returning to work and still showing respiratory symptoms must wear a surgical mask while on duty.

In order to return to work, the staff member may be required to obtain a completed Fit for Duty form.

**Commented [LA1]:** I think wearing a mask would be in order if symptoms are not 100% resolved?

**Commented [JM2R1]:**

**Commented [JM3]:** <https://apnews.com/fab319a90ead9aae057f7fab059c2ccb>



# DEER-GROVE EMS

## STANDARD OPERATING PROCEDURES

N95 RESPIRATOR RE-USE MEMBER PROCESS		
Original Issue: 04/07/2020	Prepared By: Chief Lang	Covid-19

**Purpose:**

Establish guidelines and standard procedure for re-use of N95 masks.

**Policy:**

Primary PPE for each member is a surgical mask on all calls for service and N95 respirator will be used when performing any aerosolizing-type procedure.

N95 masks may be re-used and sanitized up to five times using the following procedure and under the following conditions:

- The N95 respirator was not used during aerosol generating procedures.
- The N95 respirator is not contaminated with blood, respiratory or nasal secretions, or other bodily fluids from patients.
- The N95 respirator shows no obvious signs of degradation. Signs may include the fabric of the mask fraying or separating into layers, the elastic strap losing elasticity, etc.
- Consider use of a cleanable face shield (preferred) over an N95 respirator and/or other steps (e.g., masking patients, use of engineering controls), when feasible to reduce surface contamination of the respirator.

Discard an N95 respirator if any of the following apply:

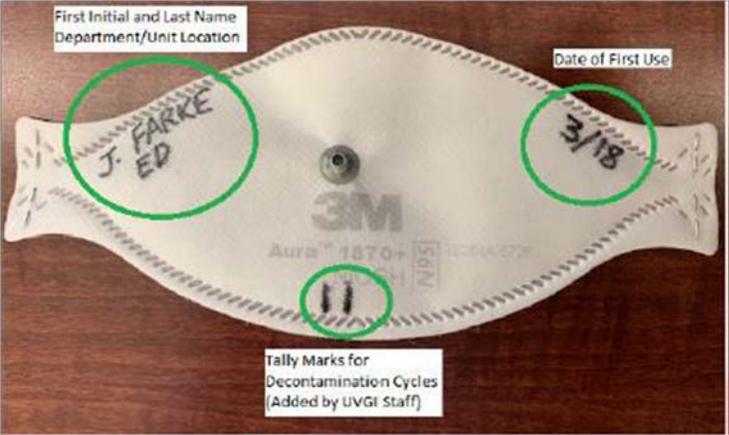
- Use during aerosol generating procedures
- Contaminated with blood, respiratory or nasal secretions, or other bodily fluids from patients.
- Any obvious signs of degradation of the mask are observed. Signs may include the fabric of the mask fraying or separating into layers, the elastic strap losing elasticity, etc.

**N95 Use and Re-Use Procedure:**

Active members are issued one (1) new N-95 respirator mask on their first duty shift after this policy is enacted. As needed due to use on DGEMS calls for service, additional masks may be issued. These masks will be reused by the member, as outlined below.

1. Members will immediately use pen or permanent marker to put his/her name on the N95 respirator, as shown in Figure 1, below.
  - a. This step will be repeated immediately any time a member is issued a new mask.
2. After patient care is transferred to the Emergency Department staff, using proper technique the member will doff (remove) his/her N95 respirator and:
  - a. Place it in a clean brown paper sack with the outward side facing down and the strings inside of the mask.
  - b. Fold over the top of the sack and when back at the station, place it in the labeled tub in the ambulance bay.
3. Respirators will be sanitized with a UV-C generating light, per SOP COVID-19 N95 Respirator Sanitization Process.
4. After sanitizing, the masks will be examined to ensure that the fabric, strap, etc. are intact.
  - a. If it is not, the mask will be discarded and replaced with a new N95 respirator
  - b. If it is, the mask will be marked to show the number of sanitizing evolutions it has been through, as shown in Figure 1, below.
  - c. Masks that are sanitized will be placed in a clean, white paper sack and returned to your mailbox or gear locker
5. If a new respirator is required at any time, it must be requested from the Chief or designee.

**FIGURE 1**





# DEER-GROVE EMS

## STANDARD OPERATING PROCEDURES

<b>TITLE: UNIFORM CLEANING &amp; DECONTAMINATION</b>		
<b>Original Issue: 03/27/2020</b>	<b>Revision Date:</b>	<b>Number: 5.15</b>
<b>Prepared By: Chief Lang</b>		

**Purpose:**

To give Deer-Grove EMS staff a standard procedure to complete when needing to clean or decontaminate launderable uniform items after having a possible encounter with blood, bodily fluids, or a contagious organism.

**Policy:**

All members must maintain spare clean work uniforms while on duty, so potentially contaminated uniforms can be exchanged upon return to the station. Uniforms worn while engaged in the treatment or transportation of known or potentially infectious patients should be laundered after each encounter.

**Procedure:**

**General Uniform Laundering Procedures**

1. Avoid agitating or shaking uniforms to prevent aerosolizing potentially contaminated lint particles.
2. Launder items as appropriate in accordance with the manufacturer's instructions.
3. Use laundry detergent according to manufacturer recommendations.
  - a. Note using too much laundry detergent can trap potentially infectious particles.
  - b. If possible, launder items using the warmest appropriate water setting.
4. Completely dry items on the highest recommended heat setting.
5. White shop towels/rags can be laundered using bleach according to manufacturer recommendations.
  - a. Note: gel bleach is recommended to reduce risk of splashing.
6. Wash or sanitize hands after placing items in washing machine and after transferring items to the dryer.
7. Washer & dryer surfaces in contact with hands and laundry should be cleaned and disinfected regularly.

**Contaminated Uniforms/Coats**

1. Contaminated uniforms known to be or visibly contaminated with blood or other potentially infectious material will be cleaned at a DGEMS facility.
  - a. Use gloves and face shields/goggles when laundering linens or uniforms contaminated with blood or other potentially infectious materials.
  - b. Either placed contaminated uniform items in a clear bag for laundering or place directly into the washing machine per general guidelines above. (Note: Do not use red biohazard bag for linen unless intended for permanent disposal.)
  - c. Clean washer and dryer handles and surfaces according to proper cleaning and disinfection procedures after contact with items or contaminated hands/gloves.
  - d. Doff PPE according to doffing procedures.
  - e. Wash or sanitize hands.
2. While generally not recommended, uniforms not visibly contaminated with blood or other potentially infectious materials may be laundered normally at home. Use the following recommendations:
  - a. Remove uniforms before leaving the workplace.
  - b. Place uniform in bag to prevent contact with other items such as clothing, duffle bags etc. **DO NOT** transport uniforms from the workplace in red biohazard bags.
  - c. Use General Uniform Laundering Procedures above.

**MEMORANDUM OF UNDERSTANDING  
REGARDING REQUESTING EMS PROVIDER ASSISTANCE**

This Memorandum of Understanding MOU is entered into between \_\_\_\_\_, and the \_\_\_\_\_, and is effective as of the date executed by the parties.

**WITNESSETH:**

WHEREAS, The purpose of this Agreement is to establish the terms and conditions by which either party may request or receive assistance from the other party when the requesting party does not have sufficient certified EMS personnel to respond during the state of emergency;

WHEREAS, on March 12, 2020, the Governor of Wisconsin declared a health emergency in response to the COVID 19 Coronavirus pursuant to Wis. Stat. s. 323.10.

WHEREAS the parties are EMS agencies located with Dane County and employ EMS providers licensed by the State of Wisconsin;

WHEREAS the Wisconsin Department of Health Services has approved a cross-credentialing agreement for EMS providers between Dane County EMS agencies; or local credentialing agreements have been completed through e-Licensing;

WHEREAS the parties are authorized to enter into this MOU pursuant to section 66.0301, Wisconsin Statutes;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself the undersigned do agree as follows:

**1. Term**

This Agreement is effective upon the day and date of the last signature affixed hereto. This Agreement shall remain in full force and effect for the duration of the declared state of emergency. The Agreement may be terminated, without cause, by either party upon thirty (30) days written notice, which shall be delivered to the other party by hand or by certified mail sent to the address listed herein.

**2. Request for local assistance**

When either party is under imminent threat of a shortage of licensed EMS personnel, it may request aid from the other party to provide EMS providers. Recipient shall not request assistance unless resources available within the stricken area are deemed inadequate.

**3. Providing Assistance.**

No party is required to provide assistance under this Agreement unless it determines that it has sufficient resources to do so. The parties agree that when an authorized representative of the Recipient contacts an authorized representative of the Provider, the Provider will assess its local resources to determine the availability of requested personnel, including the feasibility of deploying the same. Provider agrees to communicate information about the availability of resources to the Recipient as promptly as possible.

**4. Rights and Privileges:** Personnel rendering assistance under the terms of this Agreement shall have the same powers, duties, rights, privileges and immunities incidental to their regular employment or position with the Provider.

#### **5. Supervision and Control**

The parties agree that the Providers personnel will be under the operational control of the Recipient and working under the Recipient's approved medical protocol. Direct supervision and control of personnel shall remain with the Provider-designated supervisory personnel and Recipient shall advise Provider's supervisory personnel of the work tasks to be assigned to Provider's personnel. While deployed under the terms of this Agreement, the responsibilities of the Provider's supervisory personnel shall include: maintaining daily time records.

#### **6. Recall of Personnel**

The parties agree that the Providers personnel and other resources shall remain subject to recall at any time. Provider shall give Recipient at least twenty-four hours advance notification of its intent to withdraw personnel or resources. If such notice is not practicable, Provider shall give Recipient the most immediate and earliest possible notice of the recall.

#### **7. Reimbursement**

Unless otherwise agreed upon by Recipient and Provider, the terms and conditions governing reimbursement for assistance provided under this Agreement shall be in accordance with the following provisions:

**Personnel:** During the period of assistance, the Provider shall continue to pay its employees according to its then prevailing ordinances, rules, and regulations. The Provider will keep accurate personnel time records. Recipient shall be responsible to promptly reimburse Provider for all pay and allowable expenses.

**Payment:** Provider shall provide the Recipient with all reimbursable expenses as soon as practicable after the expenses are incurred, but no later than 30 days following the period of assistance.

#### **8. Insurance**

Each party shall be responsible for its own actions or omissions and those of its employees. Unless otherwise agreed upon by Recipient and Provider, it is agreed that each party shall be individually responsible for providing general liability, workers compensation coverage and automobile liability coverage for itself and its employees.

#### **9. Indemnification**

Each party to this Agreement shall assume the risk of any liability arising from its own actions or omissions or the actions or omissions of its employees and agents at all times. Neither party agrees to insure, defend, or indemnify the other.

#### **10. Third Party Beneficiary Rights**

The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in the Agreement shall operate only between and among the parties to this Agreement, and shall insure solely to the benefit of such parties. The provisions

of this Agreement are only intended to assist the parties in determining and performing their obligations under this Agreement.

**11. Applicable Law**

In the event that the construction, interpretation, and enforcement of this Agreement are subject to adjudication in a court of law, the construction, interpretation, and enforcement of the terms of the Agreement, and each party's duties and responsibilities there under, shall be governed by the laws of the State of Wisconsin.

**12. Entirety Of Agreement**

This Agreement between the parties supersedes all prior negotiations, representations, and agreements, whether written or oral.

**13. Amendments**

Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties shall be incorporated by written instrument, executed, and signed by all parties with the same process utilized for the original Agreement.

**14. Signatures**

In witness whereof, the parties to this Agreement through their duly authorized officials or representatives, hereby execute this Agreement on the dates set out below, and in doing so certify that each has read, understood, and agreed to the terms and conditions of this Agreement as set forth herein and has the authority to enter into this legally binding contractual agreement. The effective date of this Agreement is the date of the signature.

\_\_\_\_\_ Dated: \_\_\_\_\_

\_\_\_\_\_  
Printed Name and EMS Agency

\_\_\_\_\_ Dated: \_\_\_\_\_

\_\_\_\_\_  
Printed Name and EMS Agency

\_\_\_\_\_ Dated: \_\_\_\_\_

\_\_\_\_\_  
Printed Name and EMS Agency

\_\_\_\_\_ Dated: \_\_\_\_\_

\_\_\_\_\_  
Printed Name and EMS Agency

**Madison Area Technical College**

**School of Human & Protective Services**

**EMS Clinical & Field Internship Affiliation Agreement**

This agreement dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between MADISON AREA TECHNICAL COLLEGE, a technical college established under Chapter 38, Wisconsin State Statutes, with an address of 1701 Wright Street, Madison, WI 53704 (hereinafter called “the College”) and

\_\_\_\_\_, located at \_\_\_\_\_ (hereinafter called “the Cooperating Agency”)

WHEREAS, the College maintains programs of education in Emergency Medical Services (EMS) and is desirous of providing its students enrolled therein with practical experience relating to the course of study as part of such students’ curriculum; and

WHEREAS, the Cooperating Agency is desirous to collaborate with the College in providing such experience to the College’s EMS students, pursuant to the terms and conditions hereof;

THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

- I. Both parties agree that:
  - A. They shall establish a channel of communication for the purpose of continuing feedback. Both parties shall designate an individual to act as a conduit for the facilitation of said communication.
  - B. They shall provide evidence of non-discriminating with respect to race, religion, sex, creed, disability, or natural origin by ongoing practice. An existing policy shall constitute prima-facie evidence of compliance with this provision.
  - C. Either party shall have the right, at its sole and unreviewable discretion, to dismiss a participant from the clinical or field rotation portion of the EMS training program.
  - D. Students shall not be used in lieu of professional or nonprofessional staff.
  - E. They will require students and faculty to exercise confidentiality with regard to all patient and staff information gained during clinical experience.
  - F. The Cooperating Agency retains responsibility for the care and welfare of their patients under the organization’s normal management structure.
  - G. The College EMS Program Director or designee reserves the right to participate and/or monitor students in clinical/field experiences.
  - H. The purpose of the cooperation between the College and the Cooperating Agency is to provide the students with a real-world environment in which to further their education and provide the students beneficial learning.
  - I. Students participating in the program will not be entitled to paid or other employment with the Cooperating Agency at the conclusion of the program.

The College and Cooperating Agency agree that:

II. The College Shall:

- A. Assume full responsibility for planning and execution of the educational phase of the EMS training program.
- B. Be responsible for the planning, implementation and administration of the curriculum.
- C. Maintain, at no cost to the Cooperating Agency, general and professional liability insurance covering the College as an entity and each of its employees, students and agents against general and professional liability claims, in the minimum amount of one million dollars (\$1,000,000) per occurrence. Evidence of such insurance will be provided to the Cooperating Agency upon request.
- D. Identify students by name to the Cooperating Agency prior to the scheduled clinical or field rotations.
- E. Ensure that each student will have had appropriate training in blood borne pathogens and infection control according to OSHA standards, prior to beginning contact with patients. Students will be advised as to the value of maintaining current elective immunization status and will be required to demonstrate evidence of current mandatory immunization status, including a history of communicable diseases, proof of all updated immunizations, and current TB test as required by the College for participation in the EMS Programs. The College agrees to have on file, a completed physical exam for each student prior to the student beginning the clinical or field experience.
- F. Provide preceptor orientation materials to the Cooperating Agency, as well as provide guidelines for preceptor selection. The College shall have the right to select and approve all individual preceptors.
- G. Provide each student participating in the program with the Cooperating Agency with educational credit for their participation.

III. The Cooperating Agency Shall:

- A. Designate a lead person for the responsibility of coordinating and directing the students' clinical or field experience. This individual shall be involved in the planning with the College's EMS Program Director or their approved designee(s).
- B. Ensure that all preceptors related to the training and directing of students strictly adhere to section 110.51 of the Wisconsin Statutes.
- C. Provide the EMS Training Program administrative department with a current list of designated preceptors.
- D. Make available, as feasible, clinical or field resources and related experiences of the educational program of students of the EMS training program. This will be done in coordination with other programs requiring coming clinical resources.
- E. Provide a thorough orientation to the Cooperating Agency's clinical and/or field environment.
- F. Review and become familiar with the clinical/field evaluation forms and guidelines for the clinical or field experience.
- G. Agree that neither the presence of students, preceptors, clinical instructors, nor any

provision of this Agreement shall be interpreted to limit or shift the Cooperating Agency's responsibility, if any, for the care and welfare of its clients/employees.

- H. Carry the usual general liability insurance.
  - I. Providing preceptors who agree to fairly evaluate each student during the clinical or field experience.
  - J. Not be responsible for the lost or damaged property of the student.
  - K. Provide students with a training environment similar to that which would be given in an educational environment.
  - L. Provide no compensation to the students.
  - M. Accommodate the students' academic commitments and academic calendars.
- IV. Each Party agrees that students enrolled in the EMS Program are not employees of either party hereto and that the students shall be personally responsible for any medical/hospital expenses which may arise out of their participation in the EMS Program.
- V. During the term of this agreement and thereafter, Cooperating Agency and College, and their employees and students shall hold information in the strictest confidence except as otherwise required by this Agreement by applicable law and to the extent such confidentiality is permitted by law. Such information includes but is not limited to patient records and peer review and utilization review documents; the terms of this Agreement; and the finances, earnings, volume of business, systems, practices, plans, contracts, and similar information of each party.
- VI. Each Party, including but not limited to situations involving joint liability, shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, boards, commissions, agencies, offices and representatives and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors, or omissions including its own defense. It is not the intent of the Parties to impose liability beyond that imposed by State Statutes. The obligations of a Party under this paragraph shall survive the expiration or termination of this Agreement.
- VII. This agreement shall be in effect from the date of full execution and shall continue for a term of three (3) years. This agreement may be terminated in writing by either party, however if terminated by the Cooperating Agency, the effective date of termination shall match with the end of the current school term as to not interfere with the students' clinical/practicum experience and programming absent compelling exigent circumstances requiring immediate action by the Cooperating Agency

**Madison Area Technical College**  
**School of Human & Protective Services**  
**EMS Clinical & Field Internship Affiliation Agreement**

**Signature Page**

**MADISON AREA TECHNICAL COLLEGE**

\_\_\_\_\_  
**Cooperating Agency (Name of Agency)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Name**

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**Title**

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**Title**

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**Date**

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**Signature**

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**Signature**

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**Name**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**EMS Program Director**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

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## Deer-Grove EMS Internship Guidelines

As a student enrolled at Madison Area Technical College and a participant in Madison Area Technical College's EMS program, you have been [chosen for/assigned to/selected for] a field/clinical internship assignment with Deer-Grove EMS.

By virtue of your assignment to Deer-Grove EMS for your field/clinical internship, you certify that you have been informed of, have had the chance to discuss, and understand that:

- Deer-Grove EMS is a public entity serving the certain towns and villages in Dane County, Wisconsin.
- As part of your course of study in Madison Area Technical College's EMS program, the College requires you to participate in a clinical and field internship. Madison Area Technical College and Deer-Grove EMS have entered into an agreement by which Deer-Grove EMS agrees to provide Madison Area Technical College EMS students the opportunity to participate in this clinical and field internship ("the Internship"). This is a volunteer internship only and you are not, however, an employee of Deer-Grove EMS.
- Though you may receive certain materials from Deer-Grove EMS, **you will not be compensated by Deer-Grove EMS for your participation in the Internship.**
- The purpose of the Internship is to provide you real-world training and experience to further the classroom training you are receiving through Madison Area Technical College's EMS program.
- It is Deer-Grove EMS's understanding and expectation that you will receive academic credit from Madison Area Technical College for your participation in the Internship.

- The Internship's duration will be determined based upon Madison Area Technical College's academic calendar, and your own education and performance during the Internship. Deer-Grove EMS may terminate your **placement with Deer-Grove EMS** at any time for any reason it chooses.
- Your Internship will involve working alongside and in cooperation with Deer-Grove EMS's full-time employees and volunteers, not in place of them. While you learn certain clinical and field skills, you may assist Deer-Grove EMS's full-time employees and volunteers in providing care to patients. At all times, you remain at the direction of Deer-Grove EMS's command structure as well as your Madison Area Technical College instructors.
- Your participation in the Internship does not guarantee or even suggest that you will receive a paid position with Deer-Grove EMS at the conclusion of the Internship or any point thereafter. Deer-Grove EMS makes no representation at all about the chance of subsequent employment with Deer-Grove EMS.

**Deleted:** such as a department uniform.

**Deleted:** Deer-Grove EMS has structured the Internship based upon educational guidelines and expectations provided by Madison Area Technical College.

**Deleted:** <#>Deer-Grove EMS will structure your Internship experience around your academic commitments and calendar at Madison Area Technical College. You must inform Deer-Grove EMS of any academic obligations and your academic calendar, so that your Internship can be structured accordingly. If your Internship conflicts or interferes whatsoever with your academic obligations, you must notify Deer-Grove EMS immediately so that it can rectify the situation.¶

**Deleted:** be limited to that time in which it provides you beneficial learning opportunities. This duration will

**Deleted:** Internship

- As a condition of the Internship, you must adhere to all applicable Deer-Grove EMS policies, procedures, and conduct guidelines.

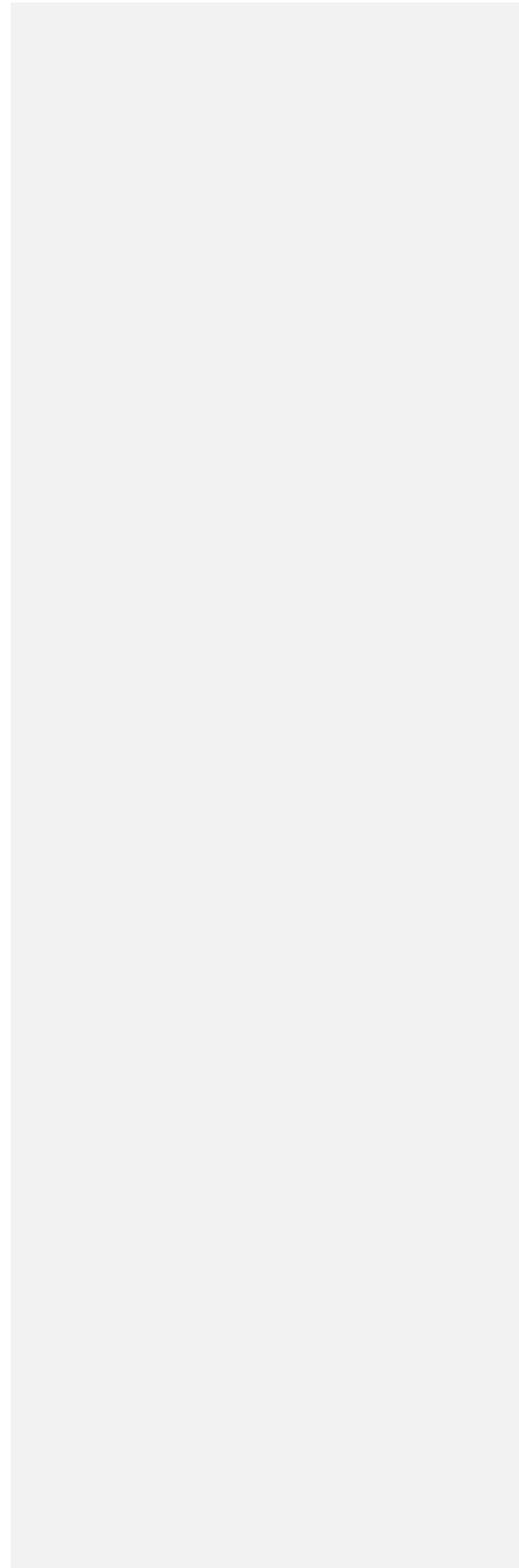
By signing below, you acknowledge that you have reviewed the above disclosure and guidelines and have received a copy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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# DEER-GROVE EMS

## WAIVER OF LIABILITY

**BEFORE SIGNING THIS WAIVER OF LIABILITY, READ THIS ENTIRE DOCUMENT VERY CAREFULLY. IF AN ACCIDENT WERE TO OCCUR, BY SIGNING THIS WAIVER OF LIABILITY YOU WOULD BE GIVING UP LEGAL RIGHTS THAT YOU MIGHT OTHERWISE HAVE. IF YOU DO NOT UNDERSTAND ANYTHING IN THIS DOCUMENT, OR IF YOU OBJECT TO ANY PROVISION CONTAINED IN THIS DOCUMENT, DO NOT SIGN THIS DOCUMENT AS IT IS DRAFTED, BUT RATHER SEEK ADVICE FROM YOUR LEGAL COUNSEL. IF YOU DO NOT WISH TO WAIVE LIABILITY. PLEASE CONTACT DEER-GROVE EMS DISTRICT TO DISCUSS ALTERNATIVE**

By signing this Waiver of Liability, I understand that any Paramedic Field Internship activity with the Deer-Grove Emergency Medical Services District has inherent risks associated with it. These risks could include serious bodily injury, permanent disability, and even death. Injuries could occur as a result of contingencies such as: vehicle accidents, patient misconduct, slips and falls, lifting injuries, pathogen/infectious disease exposure, including bloodborne and airborne pathogens, and psychological stress. There might be other personal risks associated with the Paramedic Field Internship activity which could result in severe social and economic losses whether or not known or readily foreseeable at this time, and which might result not only from my own act or omission, but also from the negligent acts or inactions of others, or the condition of the premises or equipment used.

**By signing this Waiver of Liability, I fully accept all such risks of any injury, damage or loss regardless of severity caused by the negligent acts or inactions of myself or others that may be sustained and all responsibility for losses, costs and damages incurred in any and all Paramedic Field Internship activities connected with or associated with my Paramedic Field Internship activities with the Deer-Grove Emergency Medical Services District. I accept these risks that may arise during my Paramedic Field Internship activities regardless of whether they are caused by the negligent acts or inactions of myself, Deer-Grove Emergency Medical Services District, its officers, employees and agents, or any other person.**

**By signing this Waiver of Liability, I agree to waive, relinquish, discharge and release the Deer-Grove Emergency Medical Services District, Cottage Grove, WI, its officers, employees and agents from (1) all claims of injury, damage, or loss; and (2) any subrogation rights, that may accrue arising out of, connected with, or in any way associated with the Paramedic Field Internship activities with the Deer-Grove Emergency Medical Services District. This waiver does not apply to the activities or actions of the parties outside of the Paramedic Field Internship program.**

I have read this Waiver of Liability thoroughly and fully understand it and enter into it on behalf of myself, my heirs, next of kin, assigns, and personal representatives. No one has made to me any representations, statements, or inducements that change or modify anything written in this agreement.

\_\_\_\_\_  
Print Name of Participant

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

This Paramedic Field Internship was authorized by:

\_\_\_\_\_  
On behalf of Deer-Grove EMS

\_\_\_\_\_  
Date