

**DEER-GROVE EMS COMMISSION MEETING**  
**Cottage Grove Emergency Services Building**  
**4030 County Road N, Cottage Grove, WI 53527**  
**Thursday, October 18, 2018**  
**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 September Financial Reports.
5. Discuss and consider approval of Bills for Budgeted/Approved Expenses.
6. Discuss and consider approval of Write Offs and Aging of Accounts.
7. Staff Report.
8. Correspondence.
9. Update on contracting emergency medical services to the Town of Pleasant Springs.
10. Discuss and consider Lifequest billing rates.
11. Update Collective Bargaining Agreement.
12. Update on chief hiring process.
13. Update on 2019 DGEMS Budget.
14. Set next commission meeting date and location.
15. Agenda items for next commission meeting.
16. Adjournment.

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

By: Kris Hampton, Commission Chairperson

Submitted October 11, 2018

*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

THURSDAY, SEPTEMBER 20, 2018

## Minutes

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

Also present: Interim Chief Lisa Antoniewicz, Office Manager Mandy Cysiewski, Lt. Jerry McMullen and Village of Cottage Grove cable coordinators Ethan Broughton-Wohlers & Corey Hall.

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

**Public Appearances:** None.

**Approval of minutes from previous meetings:** Motion by K. Williams/Allen to approve the minutes from the August 16, 2018 meeting with a change to note Interim Chief Antoniewicz as an advisor on the appointed hiring committee. Motion carried 4-0 (J. Williams abstained).

**Discuss and Consider approval of the July Financial Reports:** Motion by Frutiger/K. Williams to approve the August financial reports as presented. Motion carried 5-0.

**Discuss and Consider approval of Bills for Budgeted/Approved Expenses:** Motion by J. Williams/Allen 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 J. Williams/Frutiger to approve the aging of accounts as presented. Motion carried 5-0. There were no write-off requests

**Staff Report:** There were 111 calls in August, including 7 missed calls. This is compared to 91 calls in the same month last year. Volunteers provided 780 hours in August, down from 605 hours in the previous month and also up from 684 hours during August of 2017. In addition to what is in the written report, Interim Chief Antoniewicz reported the following:

- One full-time staff was out for three weeks with an injury. Also have two LTEs out on military duty and injury.
- There was an officer meeting held.
- Upcoming regular training on 9/24 has been opened up to other Dane County agencies.
- Sending two staff to CEVO instructor this year as Duane was DGEMS's only CEVO instructor.
- The monitors are up and running with just one issue that a Senior Engineer from Zoll will be coming out to look at.
- The mounts purchased for the monitors did not work as thought. They were sent back and Deer Grove will be receiving a \$1,500 refund.

**Correspondence:** Interim chief Antoniewicz brought along some thank you letters from the community as well as a thank you letter to those staff that were highly involved in the planning of the Deer Grove 40<sup>th</sup> Anniversary celebration.

**Update on contracting emergency medical services to the Town of Pleasant Springs:** Interim Chief Antoniewicz reported she had stopped into the Pleasant Springs office for an update on the contract. Their clerk stated their board tabled the contract so it can be reviewed by their attorney.

**Discuss and Consider Lifequest Contract:** Interim Chief Antoniewicz reported that Lifequest had accepted our attorney's comments and per the last meeting the contract was forwarded to the municipal boards for approval. As of the current commission meeting both the Town and Village of Cottage Grove had approved the contract as written. The Lifequest contract is on the Village of Deerfield's agenda for next week. Both Lt. McMullen and Frutiger agreed there should be no issue approving the contract. Motion by Hampton/J Williams to sign and return the contract to Lifequest. Motion carried 5-0.

**Update on Collective Bargaining Agreement:** Attorney made comments and the CBA was sent to paramedic Anders for review. Via email paramedic Anders requested the commission approve the new Collective Bargaining Agreement first before the union ratified the contract. Motion by Frutiger/K. Williams to approve the CBA as written and forward to the municipalities. Motion carried 5-0

**Discuss and consider new/updated policies:** Interim Chief Antoniewicz presented updated policies for both Car 79 and Paramedic Intercepts. She stated these updated policies give Deer Grove EMS the most flexibility in using these. She also stated the policies were vetted by the officer staff. Motion by Frutiger/J. Williams to approve the Car 79 policy. Motion carried 5-0. Motion by Allen/K. Williams to approve the Paramedic Intercept policy. Motion carried 5-0.

**Update on chief hiring process:** K. Williams reported applications were due on September 14<sup>th</sup>, and the hiring committee met on September 15<sup>th</sup>. Eight applications were received and all were qualified and will be invited for an in person 30 minute interview. Office Manager Cysiewski is coordinating the schedule of interviews to be held on Friday September 28<sup>th</sup> beginning at 2p.m. and Tuesday October 2<sup>nd</sup> at 6p.m. Once all interviews are completed the hiring committee will decide on next steps.

**Review Chief's job description:** Interim Chief Antoniewicz requested a wording change be made to #7 to say the chief will oversee or ensure training. Motion by Allen/J. Williams to change wording on #7 to say, "Oversees training to organization staff and the general public." Motion carried 5-0.

**Discuss and consider 2019 DGEMS budget:** The draft presented inaccurately reflected the \$25,000 contribution from the Deer-Grove EMS Association towards the Zoll monitors. Discussion was had about adding dollars to the budget for LTE coverage to reduce the number of missed calls. \$25,000 was added to wage and run fees. These line items were corrected, bringing the total expenses to \$1,112,000.00, a 9.89% increase over 2018. No further adjustments were made. Total municipal contribution will be \$519,772.55, a 4.03% increase over 2018. Motion by J. Williams/Allen to approve the 2019 budget as amended tonight, and forward to the municipalities. Motion carried 5-0.

**Set next commission meeting date and location:** The next meeting will be on Thursday, October 18, 2018 at the Cottage Grove Emergency Services Building beginning at 6:30 P.M.

**Agenda items for next commission meeting:** Update on chief process, update on budget, update on collective bargaining agreement, update on Town of PS contract.

**Adjournment:** Motion by K. Williams/Allen to adjourn. Motion carried 5-0. The meeting ended at 7:57 P.M.

Submitted by Mandy Cysiewski

**Deer Grove EMS District**  
**Profit & Loss Budget vs. Actual**  
January through September 2018

	Jan - Sep 18	9/12th of Annual Budget	Budget	\$ Over Budget	% of Budget	Jan - Sep 17
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
230 · Training Center Income	4,420.00	1,875.00	2,500.00	1,920.00	176.8%	4,807.60
290 · Ambulance Rental	0.00	0.00	0.00	0.00	0.0%	8,550.00
300 · Special Event Fee	3,735.00	1,500.00	2,000.00	1,735.00	186.75%	2,350.00
4999 · Uncategorized Income	776.39	0.00				33.32
610 · Town/Villages Assesments	499,615.55	374,711.66	499,615.55	0.00	100.0%	437,215.25
615 · New Ambulance Assessment	0.00	0.00	0.00	0.00	0.0%	176,749.10
620 · Ambulance Run Fees	485,134.62	356,250.00	475,000.00	10,134.62	102.13%	413,280.42
630 · Contracted Revenue	58,744.93	24,200.59	32,267.45	26,477.48	182.06%	31,634.75
639 · FAP Funds Received	5,552.45	0.00				5,908.29
640 · Interest Earned	480.68	375.00	500.00	-19.32	96.14%	461.62
650 · Grant Revenue	1,000.00	0.00				0.00
693 · Donations	150.00	0.00	0.00	150.00	100.0%	25,080.00
694 · Proceeds from sale of equip.	0.00	0.00	0.00	0.00	0.0%	97,000.00
999 · Insurance Reimbursement	3,245.95	0.00				0.00
<b>Total Income</b>	<b>1,062,855.57</b>	<b>758,912.25</b>	<b>1,011,883.00</b>	<b>50,972.57</b>	<b>105.04%</b>	<b>1,203,070.35</b>
<b>Gross Profit</b>	<b>1,062,855.57</b>	<b>758,912.25</b>	<b>1,011,883.00</b>	<b>50,972.57</b>	<b>105.04%</b>	<b>1,203,070.35</b>
<b>Expense</b>						
720 · Wages	316,245.83	321,337.50	428,450.00	-112,204.17	73.81%	285,707.50
721 · Health Insurance	97,118.30	94,995.00	126,660.00	-29,541.70	76.68%	103,151.62
722 · Workmans Comp	34,266.35	28,777.50	38,370.00	-4,103.65	89.31%	20,083.01
723 · Retirement Plan	41,611.43	37,357.50	49,810.00	-8,198.57	83.54%	38,798.78
724 · Employers FICA Expense	31,937.42	31,140.00	41,520.00	-9,582.58	76.92%	28,747.24
725 · Staff Continuing Education	3,665.86	5,250.00	7,000.00	-3,334.14	52.37%	2,749.99
726 · Travel/Mileage Reimbursement	0.00	375.00	500.00	-500.00	0.0%	134.82
728 · Medical Director Fee	4,500.00	4,500.00	6,000.00	-1,500.00	75.0%	4,500.00
734 · Overtime	89,782.08	76,642.50	102,190.00	-12,407.92	87.86%	84,819.85
735 · EMT Stipend	17,580.00	18,750.00	25,000.00	-7,420.00	70.32%	12,492.00
736 · LifeQuest Billing	33,794.75	30,750.00	41,000.00	-7,205.25	82.43%	26,740.99
740 · Office Equipment (expense)	797.72	1,222.50	1,630.00	-832.28	48.94%	929.42
742 · Office Supplies	714.52	1,500.00	2,000.00	-1,285.48	35.73%	821.71
770 · Communications	4,706.98	5,497.50	7,330.00	-2,623.02	64.22%	22,399.38
775 · IT expenses	5,484.97	5,062.50	6,750.00	-1,265.03	81.26%	5,887.44
790 · Publicity and Advertising	1,836.18	1,500.00	2,000.00	-163.82	91.81%	1,990.47
791 · Training Center Expense	4,015.95	1,500.00	2,000.00	2,015.95	200.8%	2,250.35
810 · EMT Recognition	2,588.14	1,875.00	2,500.00	88.14	103.53%	689.61
820 · EMT Continuing Education	922.00	3,750.00	5,000.00	-4,078.00	18.44%	2,031.00
825 · Chief Continuing Education	1,303.03	1,125.00	1,500.00	-196.97	86.87%	0.00
829 · Vehicle Maintenance	5,559.34	5,587.50	7,450.00	-1,890.66	74.62%	11,143.15
831 · Fuel	11,498.44	7,500.00	10,000.00	1,498.44	114.98%	7,739.48
840 · Equipment/Non-Disposable	6,167.62	3,225.00	4,300.00	1,867.62	143.43%	29,664.27
842 · Equipment Maintenance	2,470.00	6,682.50	8,910.00	-6,440.00	27.72%	3,985.58
843 · New Ambulance	0.00	0.00	0.00	0.00	0.0%	361,079.87
845 · Capital Purchase	28,030.60	0.00	0.00	28,030.60	100.0%	0.00
850 · Medical Supplies	26,221.76	27,951.00	37,268.00	-11,046.24	70.36%	25,757.62
852 · Training Medical Supplies	0.00	750.00	1,000.00	-1,000.00	0.0%	341.22
860 · Clothing	2,200.85	6,825.00	9,100.00	-6,899.15	24.19%	1,180.13
870 · Insurance	6,992.00	6,450.00	8,600.00	-1,608.00	81.3%	6,577.00
871 · Group Life Insurance	484.34	450.00	600.00	-115.66	80.72%	438.15
872 · Unemployment Insurance	0.00	3,000.00	4,000.00	-4,000.00	0.0%	0.00
878 · Community Medic Program	0.00	232.50	310.00	-310.00	0.0%	0.00
879 · Health Maintenance & Safety	64.30	1,125.00	1,500.00	-1,435.70	4.29%	213.97
880 · Legal Fees	5,020.00	6,000.00	8,000.00	-2,980.00	62.75%	4,756.50
881 · Accounting Fees	7,350.00	5,737.50	7,650.00	-300.00	96.08%	7,500.00
885 · Overdue Run Fees	81,367.80	0.00				48,778.02
898 · Building and Grounds	1,588.72	2,625.00	3,500.00	-1,911.28	45.39%	1,718.01
899 · Miscellaneous Expenses	537.21	1,863.75	2,485.00	-1,947.79	21.62%	1,962.87
<b>Total Expense</b>	<b>878,424.49</b>	<b>758,912.25</b>	<b>1,011,883.00</b>	<b>-133,458.51</b>	<b>86.81%</b>	<b>1,157,761.02</b>
<b>Net Ordinary Income</b>	<b>184,431.08</b>	<b>0.00</b>	<b>0.00</b>	<b>184,431.08</b>	<b>100.0%</b>	<b>45,309.33</b>

**Deer Grove EMS District**  
**Profit & Loss Budget vs. Actual**  
 January through September 2018

	9/12th of					Jan - Sep 17
	Jan - Sep 18	Annual Budget	Budget	\$ Over Budget	% of Budget	
Other Income/Expense						
Other Income						
691 · Unassigned Funds Applied	0.00	0.00	0.00	0.00	0.0%	105,804.00
692 · FAP funds Allocated	0.00	0.00	0.00	0.00	0.0%	0.00
9010 · Debt Service Assessment	0.00	0.00	0.00	0.00	0.0%	5,175.49
Total Other Income	0.00	0.00	0.00	0.00	0.0%	110,979.49
Other Expense						
1030 · Debt Service	0.00	0.00	0.00	0.00	0.0%	5,175.49
1099 · Reportable Health Coverage	0.00	0.00	0.00	0.00	0.0%	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.0%	5,175.49
Net Other Income	0.00	0.00	0.00	0.00	0.0%	105,804.00
Net Income	184,431.08	0.00	0.00	184,431.08	100.0%	151,113.33

## Deer Grove EMS District

## Balance Sheet

As of September 30, 2018

10/11/18

Accrual Basis

	<u>Sep 30, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	276,765.47
<b>Accounts Receivable</b>	
1200 - Accounts Receivable	906.98
1210 - Lifequest Receivables	221,544.26
<b>Total Accounts Receivable</b>	<u>222,451.24</u>
<b>Total Current Assets</b>	499,216.71
<b>Fixed Assets</b>	588,011.12
<b>Other Assets</b>	
112 - Allowance for Doubtful Accounts	-55,440.98
<b>Total Other Assets</b>	<u>-55,440.98</u>
<b>TOTAL ASSETS</b>	<b><u>1,031,786.85</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	2,462.17
Credit Cards	22.39
<b>Other Current Liabilities</b>	
Lifequest Deposit Adjustments	-381.00
Payroll Liabilities	14,063.84
231 - Deferred Run Revenue	65,768.10
<b>Total Other Current Liabilities</b>	<u>79,450.94</u>
<b>Total Current Liabilities</b>	<u>81,935.50</u>
<b>Total Liabilities</b>	81,935.50
<b>Equity</b>	
1110 - Retained Earnings	9,477.50
380 - Fund Balance-Unrestricted	149,269.00
381 - Fund Balance-Restricted (FAP)	
Aids & Training	12,443.09
EMT Basic Training	6,219.42
<b>Total 381 - Fund Balance-Restricted (FAP)</b>	<u>18,662.51</u>
383 - Investment in Fixed Asset	588,011.26
Net Income	184,431.08
<b>Total Equity</b>	<u>949,851.35</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,031,786.85</u></b>

Deer Grove EMS District  
Bill Payment Detail  
September 2018

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
EFT	Liability Check	09/04/2018	EFTTPS	39-1293690	101 · Operating Checking	-4,840.10	
				39-1293690	224 · FICA/Fed Payable	1,994.00	-1,994.00
				39-1293690	2242 · FICA/Fed Payable-ER	1,153.32	-1,153.32
				39-1293690	2241 · FICA/Fed Payable-EE	1,153.32	-1,153.32
				39-1293690	2242 · FICA/Fed Payable-ER	269.73	-269.73
				39-1293690	2241 · FICA/Fed Payable-EE	269.73	-269.73
TOTAL						4,840.10	-4,840.10
EFT	Liability Check	09/11/2018	Bank of Deerfield		101 · Operating Checking	-15,466.01	
					Direct Deposit Liability	14,816.01	-14,816.01
					Direct Deposit Liability	650.00	-650.00
TOTAL						15,466.01	-15,466.01
20521	Liability Check	09/14/2018	Fire Fighters Local 311		101 · Operating Checking	-217.18	
					Local 311 Dues	217.18	-217.18
TOTAL						217.18	-217.18
EFT	Liability Check	09/14/2018	Wisconsin Deferred Compensation	98971-01	101 · Operating Checking	-350.00	
				98971-01	WI Deferred Comp Liability	200.00	-200.00
				98971-01	WI Deferred Comp Liability	150.00	-150.00
TOTAL						350.00	-350.00
EFT	Liability Check	09/14/2018	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-2,071.65	
				036-0000519180-02	225 · State Withholding	2,071.65	-2,071.65
TOTAL						2,071.65	-2,071.65
EFT	Liability Check	09/18/2018	EFTTPS	39-1293690	101 · Operating Checking	-5,404.20	
				39-1293690	224 · FICA/Fed Payable	2,087.00	-2,087.00
				39-1293690	2242 · FICA/Fed Payable-ER	1,344.23	-1,344.23
				39-1293690	2241 · FICA/Fed Payable-EE	1,344.23	-1,344.23
				39-1293690	2242 · FICA/Fed Payable-ER	314.37	-314.37
				39-1293690	2241 · FICA/Fed Payable-EE	314.37	-314.37
TOTAL						5,404.20	-5,404.20
EFT	Liability Check	09/21/2018	Employee Trust Funds	5300000	101 · Operating Checking	-8,508.26	
				5300000	Health Insurance Liability - ER	7,963.16	-7,963.16
				5300000	Health Insurance Liability - EE	545.10	-545.10
TOTAL						8,508.26	-8,508.26
20514	Liability Check	09/11/2018	Minnesota Life Insurance Company	2832-GL	101 · Operating Checking	-90.00	
				2832-GL	Additional	34.38	-34.38

Deer Grove EMS District  
Bill Payment Detail  
September 2018

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
				2832-GL	Basic	39.86	-39.86
				2832-GL	Spouse/Dependent	7.00	-7.00
				2832-GL	Supplemental	8.76	-8.76
TOTAL						90.00	-90.00
20515	Bill Pmt -Check	09/11/2018	Airgas USA, LLC	Cylinder Rental	101 · Operating Checking	-227.27	
9955559664	Bill	08/31/2018		Cylinder Rental	850 · Medical Supplies	227.27	-227.27
TOTAL						227.27	-227.27
20516	Bill Pmt -Check	09/11/2018	Baer Insurance Servies	1/4 of 18-19 General Liab and Auto Ins	101 · Operating Checking	-1,824.00	
1665	Bill	09/05/2018		1/4 of 18-19 General Liab and Auto Ins	870 · Insurance	1,824.00	-1,824.00
TOTAL						1,824.00	-1,824.00
20517	Bill Pmt -Check	09/11/2018	Bound Tree Medical, LLC		101 · Operating Checking	-2,276.17	
82966197	Bill	08/28/2018		Atomization device/Suction canister	850 · Medical Supplies	107.30	-107.30
82967669	Bill	08/29/2018		Famotidine	850 · Medical Supplies	41.49	-41.49
82968969	Bill	08/30/2018		Medical Supplies	850 · Medical Supplies	2,127.38	-2,127.38
TOTAL						2,276.17	-2,276.17
20518	Bill Pmt -Check	09/11/2018	Landmark Services Cooperative	August Fuel	101 · Operating Checking	-802.35	
	Bill	08/31/2018		August Fuel	831 · Fuel	802.35	-802.35
TOTAL						802.35	-802.35
20519	Bill Pmt -Check	09/11/2018	Network Cabling Solutions LLC	Misc cabling work at St 1	101 · Operating Checking	-432.00	
5845	Bill	08/31/2018		Misc cabling work at St 1	775 · IT expenses	432.00	-432.00
TOTAL						432.00	-432.00
20520	Bill Pmt -Check	09/11/2018	WEX Bank	August Fuel	101 · Operating Checking	-439.92	
55699031	Bill	08/31/2018		August Fuel	831 · Fuel	439.92	-439.92
TOTAL						439.92	-439.92
EFT	Liability Check	09/27/2018	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-903.99	
				036-0000519180-02	225 · State Withholding	903.99	-903.99
TOTAL						903.99	-903.99
EFT	Liability Check	09/28/2018	Employee Trust Funds	5300000	101 · Operating Checking	-10,403.68	
				5300000	2272 · Employer Share WRS	6,446.61	-6,446.61
				5300000	2271 · Employee Share WRS	3,957.07	-3,957.07
TOTAL						10,403.68	-10,403.68

**Deer Grove EMS District**  
**Bill Payment Detail**  
September 2018

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
EFT	Liability Check	09/25/2018	Bank of Deerfield	Direct Deposit	101 · Operating Checking	-12,640.87	
				Direct Deposit	Direct Deposit Liability	11,990.87	-11,990.87
				Direct Deposit	Direct Deposit Liability	650.00	-650.00
TOTAL						<u>12,640.87</u>	<u>-12,640.87</u>
20532	Liability Check	09/28/2018	Fire Fighters Local 311		101 · Operating Checking	-226.85	
					Local 311 Dues	226.85	-226.85
TOTAL						<u>226.85</u>	<u>-226.85</u>
EFT	Liability Check	09/28/2018	Wisconsin Deferred Compensation	98971-01	101 · Operating Checking	-350.00	
				98971-01	WI Deferred Comp Liability	200.00	-200.00
				98971-01	WI Deferred Comp Liability	150.00	-150.00
TOTAL						<u>350.00</u>	<u>-350.00</u>
20522	Bill Pmt -Check	09/26/2018	Badger Farms LLC	Barn Rental 40th Anniversary	101 · Operating Checking	-900.00	
4823	Bill	09/01/2018		Barn Rental 40th Anniversary	810 · EMT Recognition	900.00	-900.00
TOTAL						<u>900.00</u>	<u>-900.00</u>
20523	Bill Pmt -Check	09/26/2018	Bound Tree Medical, LLC		101 · Operating Checking	-1,246.47	
82972833	Bill	09/05/2018		Child SPO2 cuffs/BP cuffs	850 · Medical Supplies	849.26	-789.26
82977249	Bill	09/10/2018		Defib pads/IV	850 · Medical Supplies	409.26	-409.26
				Solution/Laryngoscope/Cric training kit			
82984040	Bill	09/17/2018		BP cuffs	850 · Medical Supplies	47.95	-47.95
TOTAL						<u>1,306.47</u>	<u>-1,246.47</u>
20524	Bill Pmt -Check	09/26/2018	Initial Designs Custom Embroidery	Hats	101 · Operating Checking	-483.29	
7058	Bill	09/13/2018		Hats	860 · Clothing	483.29	-483.29
TOTAL						<u>483.29</u>	<u>-483.29</u>
20525	Bill Pmt -Check	09/26/2018	Jackson Lewis P.C.	Interim chief agreement/Lifequest Agree/PS Agree/CBA	101 · Operating Checking	-1,375.00	

Deer Grove EMS District  
Bill Payment Detail  
September 2018

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
7187106	Bill	09/14/2018		Interim chief agreement/Lifequest Agree/PS Agree/CBA	880 · Legal Fees	1,375.00	-1,375.00
TOTAL						1,375.00	-1,375.00
20526	Bill Pmt -Check	09/26/2018	New Glarus Motors	M80 Lube, Oil, Filter, fuel filter, tire rotation	101 · Operating Checking	-478.10	
109508	Bill	09/19/2018		M80 Lube, Oil, Filter, fuel filter, tire rotation	829 · Vehicle Maintenance	478.10	-478.10
TOTAL						478.10	-478.10
20527	Bill Pmt -Check	09/26/2018	Piggly Wiggly	Rehab water	101 · Operating Checking	-10.00	
22005921741	Bill	09/01/2018		Rehab water	850 · Medical Supplies	10.00	-10.00
TOTAL						10.00	-10.00
20528	Bill Pmt -Check	09/26/2018	Quill		101 · Operating Checking	-46.98	
1150674	Bill	09/13/2018		Shipping tape/office chair mat	742 · Office Supplies	33.99	-33.99
1164860	Bill	09/13/2018		Post it notes	742 · Office Supplies	12.99	-12.99
TOTAL						46.98	-46.98
20529	Bill Pmt -Check	09/26/2018	Society Insurance	Work Comp Ins	101 · Operating Checking	-18,682.00	
	Bill	09/12/2018		Work Comp Ins	722 · Workmans Comp	18,682.00	-18,682.00
TOTAL						18,682.00	-18,682.00
20530	Bill Pmt -Check	09/26/2018	US Cellular	Monitors	101 · Operating Checking	-35.80	
0267434851	Bill	09/04/2018		Monitors	770 · Communications	35.80	-35.80
TOTAL						35.80	-35.80
20531	Bill Pmt -Check	09/26/2018	Verizon Wireless		101 · Operating Checking	-119.13	
9814372932	Bill	09/10/2018		Car 79 Jet pack	770 · Communications	30.03	-28.04
				M81 Jet pack	770 · Communications	30.03	-28.04
				M80 phone	770 · Communications	1.86	-1.73
				M81 phone	770 · Communications	1.86	-1.74
				M78 phone	770 · Communications	1.86	-1.74
				C79 phone	770 · Communications	1.86	-1.74
				M80 cradlepoint	770 · Communications	30.03	-28.05
				M78 cradlepoint	770 · Communications	30.03	-28.05
TOTAL						127.56	-119.13
	Bill Pmt -CCard	09/24/2018	Gordon Flesch	Copies	One Card - Office Use Only	-33.98	
IN12370615	Bill	09/07/2018		Copies	740 · Office Equipment (expense)	33.98	-33.98
TOTAL						33.98	-33.98

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10/02/18

Accrual Basis

## Deer Grove EMS District Credit Card Purchases

September 2018

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Date	Source Name	Memo	Split	Amount
<b>301 - One Card</b>				
<b>One Card - Mandy Cysiewski</b>				
09/09/2018	Amazon.com	Annual Amazon Prime Subscription Fee	775 · IT expenses	119.00
09/13/2018	USPS	Mail packets/checks	742 · Office Supplies	17.56
09/13/2018	Amazon.com	Paper Towels - Station 1	898 · Building and Grounds	50.96
09/13/2018	Amazon.com	Paper Towel - Station 2	898 · Building and Grounds	50.96
09/13/2018	Amazon.com	Toilet Paper - Station 1	898 · Building and Grounds	67.60
09/13/2018	Amazon.com	Toilet Paper - Station 2	898 · Building and Grounds	67.60
Total One Card - Mandy Cysiewski				373.68
Total 301 - One Card				373.68
<b>TOTAL</b>				<b>373.68</b>

**Deer Grove EMS District**  
**Payroll Transaction Detail**  
**September 2018**

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
09/14/2018	DD	Paycheck	Anders, Devon C	Vacation Hourly Rate	24	441.84
			Anders, Devon C	Sick Hourly Rate	24	441.84
			Anders, Devon C	Regular Hourly Rate	40	736.40
			Anders, Devon C	Overtime Hourly Rate	6	165.72
			Anders, Devon C	Holiday Bonus		300.00
						2,085.80
09/28/2018	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	64	1,178.24
			Anders, Devon C	Overtime Hourly Rate	8	220.96
						1,399.20
09/14/2018	DD	Paycheck	Anders, Steven C	Weekday Stipend	1	18.00
						18.00
09/14/2018	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	21	677.46
			Antoniewicz, Lisa M	Overtime Hourly Rate	21.25	1,028.29
			Antoniewicz, Lisa M	Regular Hourly Rate	54.5	1,758.17
			Antoniewicz, Lisa M	Vacation Hourly Rate	4.5	145.17
						3,609.09
09/28/2018	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	49.5	1,596.87
			Antoniewicz, Lisa M	Overtime Hourly Rate	11	532.29
			Antoniewicz, Lisa M	Overtime Hourly Rate	19.5	943.61
			Antoniewicz, Lisa M	Regular Hourly Rate	6.5	209.69
			Antoniewicz, Lisa M	Overtime Hourly Rate	13.5	653.27
			Antoniewicz, Lisa M	Overtime Hourly Rate	8.5	411.32
			Antoniewicz, Lisa M	Vacation Hourly Rate	24	774.24
						5,121.29
09/14/2018	DD	Paycheck	Banigan, Kim M	Regular Hourly Rate	2.75	50.35
						50.35
09/14/2018	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	54	1,086.48
			Belden, Elliott H	Overtime Hourly Rate	20	603.60
			Belden, Elliott H	Regular Hourly Rate	2	40.24
			Belden, Elliott H	Vacation Hourly Rate	24	482.88
						2,213.20
09/28/2018	DD	Paycheck	Belden, Elliott H	Vacation Hourly Rate	48	965.76
			Belden, Elliott H	Regular Hourly Rate	16	321.92
			Belden, Elliott H	Overtime Hourly Rate	8	241.44
						1,529.12

**Deer Grove EMS District**  
**Payroll Transaction Detail**  
**September 2018**

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
09/14/2018	DD	Paycheck	Berggren, Kathryn B	Weekday Stipend	16	288.00
			Berggren, Kathryn B	Weekend Stipend	12	216.00
			Berggren, Kathryn B	Training Attendance Stipend	1	18.00
						522.00
09/14/2018	DD	Paycheck	Childers, Megan E	Weekend Stipend	4	72.00
			Childers, Megan E	Training Attendance Stipend	1	18.00
						90.00
09/14/2018	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	67	1,233.47
			Cummings, Ross E	Overtime Hourly Rate	20	552.40
			Cummings, Ross E	Vacation Hourly Rate	13	239.33
			Cummings, Ross E	Holiday Bonus		300.00
						2,325.20
09/28/2018	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	77	1,417.57
			Cummings, Ross E	Overtime Hourly Rate	8	220.96
						1,638.53
09/14/2018	DD	Paycheck	Cushing, Daniel P	Weekday Stipend	6	108.00
			Cushing, Daniel P	Weekend Stipend	2	36.00
			Cushing, Daniel P	Training Attendance Stipend	1	18.00
						162.00
09/14/2018	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	28.8	489.60
			Cysiewski, Mandy J	Holiday Hourly Rate	3.2	54.40
			Cysiewski, Mandy J	Training Attendance Stipend	1	18.00
						562.00
09/28/2018	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	32	544.00
						544.00
09/14/2018	DD	Paycheck	Einstein, Justin D	Weekend Stipend	1	18.00
						18.00
09/14/2018	DD	Paycheck	Ennis, Jamie L	Weekday Stipend	2	36.00
			Ennis, Jamie L	Weekend Stipend	9	162.00
			Ennis, Jamie L	Training Attendance Stipend	1	18.00
						216.00

**Deer Grove EMS District**  
**Payroll Transaction Detail**  
**September 2018**

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
09/14/2018	DD	Paycheck	Fedorowicz, Samantha E	Weekday Stipend	3	54.00
			Fedorowicz, Samantha E	Weekend Stipend	2	36.00
						90.00
09/14/2018	DD	Paycheck	Hartman, Michael D	Weekday Stipend	5	90.00
			Hartman, Michael D	Weekend Stipend	2	36.00
						126.00
09/14/2018	DD	Paycheck	Jensen, Andrew M	Regular Hourly Rate	32	480.00
						480.00
09/28/2018	DD	Paycheck	Jensen, Andrew M	Regular Hourly Rate	10	150.00
						150.00
09/14/2018	DD	Paycheck	Kasdorf, Zachary D	Regular Hourly Rate	12	180.00
						180.00
09/28/2018	DD	Paycheck	Kasdorf, Zachary D	Regular Hourly Rate	13	195.00
						195.00
09/14/2018	DD	Paycheck	Lang, Eric A	Regular Hourly Rate	2	30.00
						30.00
09/14/2018	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	77	1,468.39
			Lasko, Wendy J	Overtime Hourly Rate	43	1,230.23
			Lasko, Wendy J	Regular Hourly Rate	3	57.21
						2,755.83
09/28/2018	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	79	1,506.53
			Lasko, Wendy J	Overtime Hourly Rate	17	486.37
			Lasko, Wendy J	Overtime Hourly Rate	5	143.05
			Lasko, Wendy J	Regular Hourly Rate	1	19.07
						2,155.02
09/14/2018	DD	Paycheck	Lillegard, Micah D	Regular Hourly Rate	16	240.00
						240.00
09/14/2018	DD	Paycheck	Martin, Alexa S	Weekday Stipend	7	126.00
			Martin, Alexa S	Training Attendance Stipend	1	18.00
						144.00

**Deer Grove EMS District**  
**Payroll Transaction Detail**  
**September 2018**

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
09/28/2018	DD	Paycheck	Marvin, Courtney A	Regular Hourly Rate	16.5	247.50
						247.50
09/14/2018	DD	Paycheck	McMullen, Jeremy B	CPR Instructor Wage	4.5	67.50
			McMullen, Jeremy B	Weekday Stipend	28	504.00
			McMullen, Jeremy B	Weekend Stipend	19	342.00
			McMullen, Jeremy B	Training Attendance Stipend	1	18.00
						931.50
09/14/2018	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	48	835.68
			Mickelson, Matthew A	Regular Hourly Rate	2	34.82
						870.50
09/28/2018	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	80	1,392.80
			Mickelson, Matthew A	Overtime Hourly Rate	41	1,070.92
						2,463.72
09/14/2018	DD	Paycheck	Miles, Thomas E	Weekday Stipend	5	90.00
			Miles, Thomas E	Weekend Stipend	1	18.00
			Miles, Thomas E	Training Attendance Stipend	1	18.00
						126.00
09/14/2018	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	80	1,472.80
			Sanders, Seth C	Overtime Hourly Rate	18	497.16
						1,969.96
09/28/2018	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	13	239.33
			Sanders, Seth C	Regular Hourly Rate	64	1,178.24
			Sanders, Seth C	Overtime Hourly Rate	8	220.96
						1,638.53
09/14/2018	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	76	1,323.16
			Schlicht, Trevor A	Overtime Hourly Rate	6.5	169.78
			Schlicht, Trevor A	Regular Hourly Rate	3	52.23
						1,545.17
09/28/2018	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	80	1,392.80
			Schlicht, Trevor A	Overtime Hourly Rate	31	809.72
						2,202.52
09/14/2018	DD	Paycheck	Smithback, Melissa A	Training Attendance Stipend	1	18.00
						18.00

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**Deer Grove EMS District  
Payroll Transaction Detail  
September 2018**

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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>
09/14/2018	DD	Paycheck	Stier, Peter	Medical Director Fee		500.00
						500.00
09/14/2018	DD	Paycheck	Wargo, Thomas V	Weekday Stipend	1	18.00
			Wargo, Thomas V	Training Attendance Stipend	1	18.00
						36.00
09/14/2018	DD	Paycheck	Yelk Meinholz, Amy M	Training Attendance Stipend	1	18.00
						18.00
<b>TOTAL</b>						<b>41,217.03</b>

Deer Grove EMS District  
**Member expenses and reimbursements through payroll**

As of September 30, 2018

	Type	Date	Num	Name	Memo	Amount
1512 · Member Personal Expenses Due						
Total 1512 · Member Personal Expenses Due						
Member Reimbursements Payable						
	Paycheck	09/14/2018	DD	Anders, Devon C		106.87
	Paycheck	09/14/2018	DD	Lasko, Wendy J		147.90
Total Member Reimbursements Payable						<u>254.77</u>
TOTAL						<u><u>254.77</u></u>

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**Deer Grove EMS District**  
**Deposit Detail**  
September 2018

Type	Date	Name	Memo	Account	Amount
<b>General Journal</b>	<b>09/30/2018</b>	<b>LifeQuest</b>	<b>Payment Received - Overpayment Returns - Sep</b>	<b>105 · Hometown Bank</b>	<b>34,653.96</b>
		LifeQuest	Payment Received - Overpayment Returns - Sep	1210 · Lifequest Receivables	-34,653.96
TOTAL					-34,653.96
<b>Deposit</b>	<b>09/25/2018</b>		<b>Deposit</b>	<b>103 · Savings bank of Deerfield</b>	<b>5,552.45</b>
		Wisconsin Department of Health Servic...	SFY 2019 FAP Funds Received - Aids & Training	639 · FAP Funds Received	-4,019.94
		Wisconsin Department of Health Servic...	SFY 2019 FAP Funds Received - EMT Basic Training	639 · FAP Funds Received	-1,532.51
TOTAL					-5,552.45
<b>Deposit</b>	<b>09/25/2018</b>		<b>Deposit</b>	<b>103 · Savings bank of Deerfield</b>	<b>59.99</b>
Payment	09/24/2018	Town of Cottage Grove:Cottage Grove ...		1499 · Undeposited Funds	-59.99
TOTAL					-59.99
<b>Deposit</b>	<b>09/30/2018</b>		<b>Interest</b>	<b>103 · Savings bank of Deerfield</b>	<b>42.65</b>
			Interest	640 · Interest Earned	-42.65
TOTAL					-42.65
<b>Deposit</b>	<b>09/30/2018</b>		<b>Interest</b>	<b>101 · Operating Checking</b>	<b>1.31</b>
			Interest	640 · Interest Earned	-1.31
TOTAL					-1.31

Aging Summary Report

2016	Billable Units									Deposit from	
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Collections
January	182	47,457.15	31,748.12	16,880.59	21,786.95	11,162.41	16,809.20	3,598.77	149,443.19		34,255.41
February	138	66,410.47	25,332.39	10,523.32	8,089.01	11,393.00	7,517.10	7,476.90	136,742.19		32,999.78
March	151	68,646.67	40,157.37	12,254.01	7,820.62	4,826.21	8,295.40	3,974.40	145,974.68		35,487.21
April	158	69,341.21	49,381.89	16,821.45	10,685.31	5,322.55	4,520.21	2,285.00	158,357.62		21,156.58
May	161	63,984.67	53,181.79	23,575.06	7,011.75	3,564.00	4,139.10	5,227.01	160,683.38		35,220.98
June	190	89,089.22	43,920.56	26,243.98	19,638.66	5,646.13	2,573.00	7,712.11	194,823.66		40,760.54
July	159	60,812.03	35,759.90	23,559.59	9,126.78	13,898.96	593.73	3,807.60	147,558.59		46,639.44
August	158	72,121.10	32,111.09	11,001.07	12,327.76	5,524.92	2,890.40	3,096.23	139,072.57		46,887.38
September	164	63,931.21	49,382.51	25,132.06	8,519.17	6,818.00	3,969.28	4,381.90	162,134.13		19,340.34
October	191	77,532.56	37,678.60	37,155.80	17,550.06	5,776.87	5,365.50	4,161.98	185,221.37		26,875.24
November	182	73,590.91	33,284.10	28,574.83	20,072.90	7,783.96	2,718.70	6,015.38	172,040.78		42,004.34
December	166	62,003.36	26,443.94	9,826.50	13,149.25	13,828.70	5,662.80	6,457.28	137,371.83		35,522.78
	2000									0.00	417,150.02

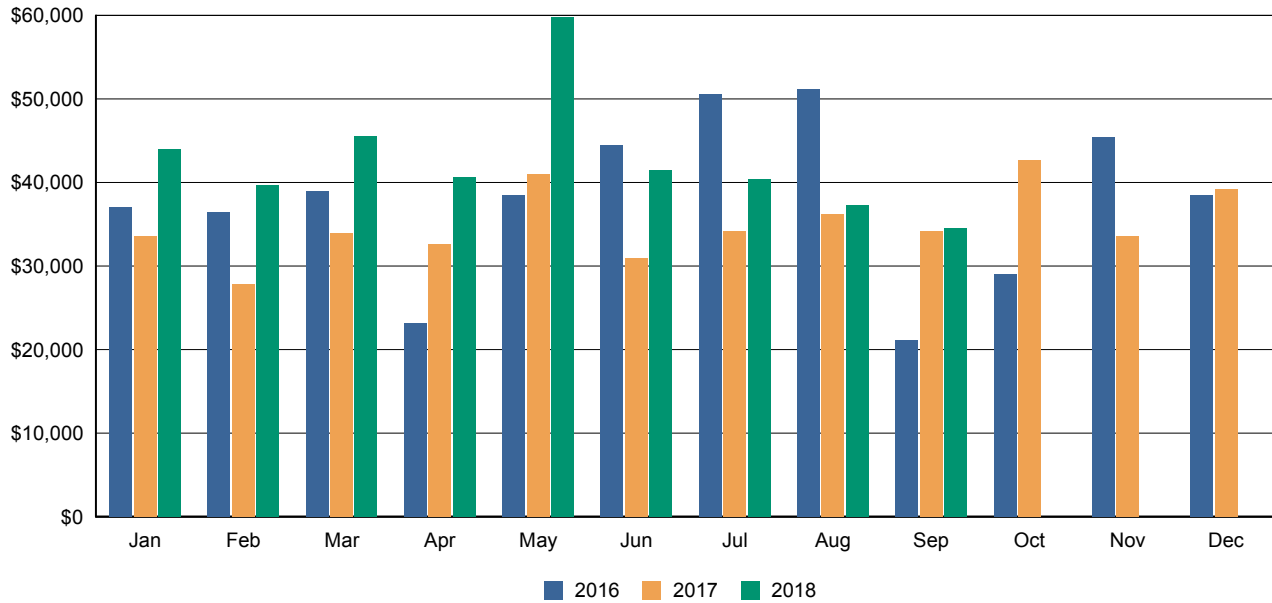
2017	Billable Units									Deposit from	
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Collections
January	149	61,458.81	37,112.81	11,562.06	7,080.20	11,094.60	11,702.10	5,807.00	145,817.58		31,027.93
February	161	74,148.27	40,328.34	19,361.01	8,985.96	4,873.00	9,434.90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

2018	Billable Units									Deposit from	
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Collections
January	193	77,490.96	40,382.52	30,769.00	15,148.00	4,715.00	8,422.40	15,844.96	192,772.84		40,563.24
February	228	110,117.64	40,368.00	23,290.26	20,148.17	9,211.40	2,302.80	22,784.56	228,222.83		35,926.17
March	245	95,006.48	60,922.26	26,786.80	15,132.83	11,889.20	5,197.40	23,049.56	237,984.53		40,942.37
April	222	72,228.95	53,100.88	39,572.38	14,691.00	11,422.20	3,308.20	23,501.76	217,825.37		36,668.79
May	236	99,106.66	31,953.62	20,818.07	28,126.98	20,101.20		21,024.56	221,131.09		54,903.91
June	229	78,840.02	53,395.40	16,373.55	12,164.89	19,230.00		27,150.96	207,154.82		38,077.81
July	220	84,606.57	61,585.84	29,871.62	12,279.75	7,548.69	7,779.00	20,684.10	224,355.57		37,155.27
August	228	80,439.00	45,447.53	40,351.17	24,722.24	4,254.32	8,860.40	27,653.10	231,727.76		33,914.19
September	217	54,355.03	62,208.89	30,768.11	35,987.17	11,528.36		26,696.70	221,544.26		31,890.44
October									0.00		
November									0.00		
December									0.00		
	2018									0.00	350,042.19

# All Phases Gross Revenue

Deer-Grove EMS Distric

January 2016 to September 2018

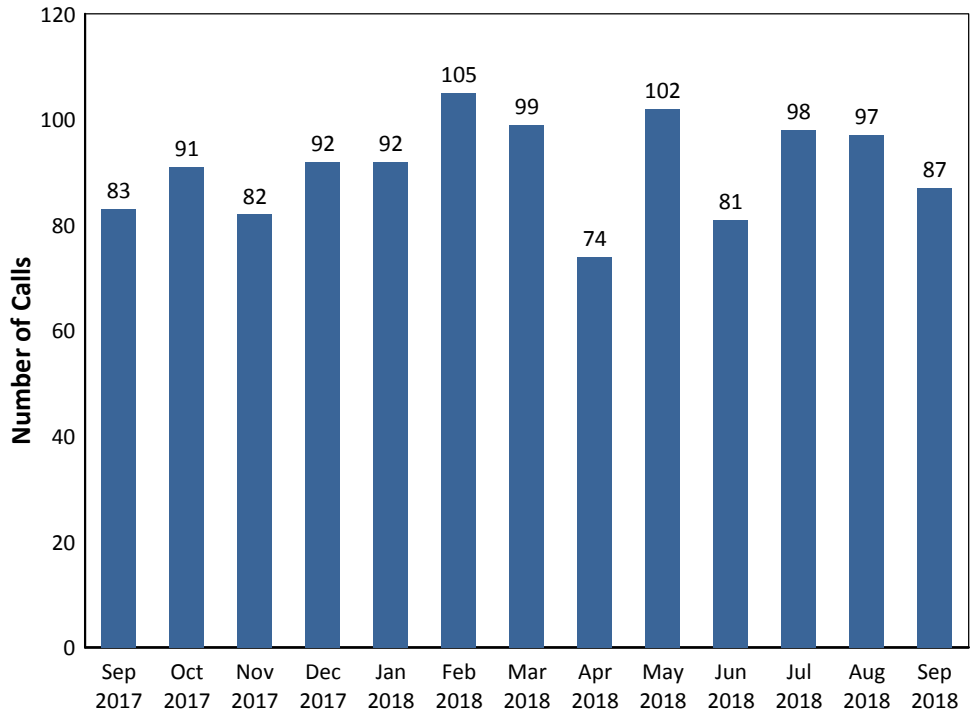


	2016	2017	2018
January	\$37,056	\$33,631	\$44,000
February	\$36,467	\$27,819	\$39,682
March	\$38,973	\$33,938	\$45,580
April	\$23,168	\$32,628	\$40,624
May	\$38,465	\$40,984	\$59,762
June	\$44,526	\$30,942	\$41,489
July	\$50,571	\$34,202	\$40,426
August	\$51,150	\$36,229	\$37,271
September	\$21,185	\$34,167	\$34,504
October	\$29,071	\$42,677	\$0
November	\$45,444	\$33,611	\$0
December	\$38,545	\$39,175	\$0
<b>Total Gross Revenue</b>	<b>\$454,622</b>	<b>\$420,004</b>	<b>\$383,338</b>

# Total Runs Entered

Deer-Grove EMS Distric  
September 2017 to September 2018

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



Deer-Grove EMS District

Monthly Service Report

September 2018

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Calls by Municipality (includes missed calls):

27 – Village Cottage Grove  
18 – Town Cottage Grove  
16 – Village Deerfield  
7 – Town Deerfield  
13 – Town Pleasant Springs  
7 – Mutual Aid/Intercepts  
**88 Total Calls Dispatched**  
( 84 - Same time last year )

Calls by Unit:

29 – Medic/Rescue 78  
46 – Medic/Rescue 80  
14 – Missed  
19 – Car 79  
**884 Calls YTD**  
( 724 - Same time last year )

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**Membership:**

Volunteers (15): Steve Anders (EMT-B), Kathryn Berggren (EMT-B), Megan Childers (EMT-B), Dan Cushing (EMT-B), Mandy Cysiewski (EMT-B), Justin Einstein (EMT-P), Jamie Ennis (EMT-B), Samantha Fedorowicz (EMT – B), Michael Hartman (EMT-I), Tom Miles (EMT-A/RN), Alexa Martin (EMT-P), Jerry McMullen (EMT-P), Amy Meinholz (EMT-P), Melissa Smithback (EMT-B), Thomas Wargo (EMT-B/RN).

Volunteers provided 745 hours of coverage to the District in September, compared to 780 hours last month and 662 hours in the same month last year.

LTE(9): Bryan Adler (EMT-P), Clairissa Curry (EMT-P), Jeff Dostalek (EMT-P), Andrew Jensen (EMT-P), Zachary Kasdorf (EMT-P), Eric Lang (EMT-P), Micah Lillegard (EMT-P), Courtney Marvin (EMT-P), Christine Randall (Critical Care Paramedic).

Part-Time(1): Mandy Cysiewski

Full-Time(8): Lisa Antoniewicz (Critical Care Paramedic/RN), Devon Anders (EMT-P), Elliott Belden (EMT-P), Ross Cummings (Critical Care Paramedic/TEMS), Wendy Lasko (EMT-P/RN), Matthew Mickelson (EMT-P), Seth Sanders (EMT-P), Trevor Schlicht (EMT-P).

Leave of Absence (2): Lisa Reetz (V), Erik Severson (V)

**Chief's Report:**

The Chief Hiring Committee met to conduct initial interviews on September 28<sup>th</sup> and October 2<sup>nd</sup>. The committee will meet again on October 12<sup>th</sup> to finalize plans for the Assessment Center and to affirm the list of advancing candidates. Committee Chair Wieczorek should be able to provide an update for the October commission meeting.

Met with our insurance agent, Mike Zagrodnik to review our policy. It was discovered that the insurer had not updated our policy to reflect the purchase of the Zoll monitors, replacing the Phillips units. Mandy had submitted the information to him in August, but it was overlooked. Both Demers rigs were also recently appraised at the request and expense of the insurer. I believe it has been several years since we have researched insurance options for the department and it may be worth the effort to do so in 2019.

LifeQuest Billing has provided new rate recommendations which are included in this packet. We are the first agency of those compared in the survey to request rate recommendations for 2019 – this means that the survey averages are likely to go up beyond what has been recommended in 2019. After reviewing these documents, I would recommend accepting the rates as proposed (at minimum) with the exception of non-resident mileage. I believe this amount should be at least \$21.00. Consider the fact that many of our non-resident mileage calls occur on the interstate where we are racking up higher than usual miles just to get to the scene, due to an absence of usual turnarounds in the construction areas. Our response mileage is not billable, only transport (loaded) mileage is. Charging a higher non-resident mileage fee may help us recoup those expenses. If the commission approves the changes, I recommend they be applied immediately.

The department is applying to the FEMA AFG (Assistance to Firefighters Grant) Program to fund an exhaust elimination system for Station 1. This is something that the Cottage Grove Fire Department is also interested in, however, Chief Wolf has indicated that he does not have the staff time to apply for the grant. The grant narrative is being submitted to FireGrantsHelp.com for a free review prior to submitting to FEMA. Senator Baldwin and Representative Pocan's office have agreed to provide letters of support. Lt. McMullen's contributions have been instrumental in this project.

A meeting is planned with Cambridge EMS (CAEMS) leadership to discuss the impact of their application to the State for flexible paramedic staffing. Another topic of discussion is the use of C79 as a paramedic intercept option for CAEMS. These discussions will help us to formulate plans for training our medics to use C79 in this manner.

Met with School Resource Officer, Jesi Helgeland to discuss bleeding control kits for the schools. Oregon FD loaned us a demo kit that they have been showing to school administration, which is well stocked and more affordable than most other kits on the market. There may be an opportunity for a group buying discount between the agencies if the timing works out. Officer Helgeland is going to meet with her administration to present the information.

DGEMS staff met with the Summit Credit Union Safety team and invited Chief Wolf to the conversation regarding large facility emergency planning, evacuations, signage, AED acquisition and placement, and safety / CPR training. A follow up meeting is planned to occur in January.

The training division has been working with one member to complete a remediation program which began in September.

The officers continue to meet monthly to review tasks, report on progress and determine new areas of focus.

LTE recruitment has begun and a tentative assessment date has been set for December 8<sup>th</sup>, based on the availability of staff to assist with the process. A volunteer recruitment will be scheduled in early 2019.

The department is offering free flu vaccines to members again this year, through a partnership with Forward Pharmacy. The pharmacy will charge DGEMS for any vaccines not otherwise covered by individual insurance plans.

I will be out of the country 10/23 – 10/28. Daily situations that come up will be handled by the OIC of the shift. I've asked Lt. Belden to handle more complex situations that arise in my absence, in consultation with Kris Hampton as needed.

**Training:**

19 members attended monthly training in September with a presentation from Randy Kratz on the topic of psychological first aid. The department invited members of our local PD and fire departments. A handful of guests attended from various Dane County Fire and EMS agencies. For October training, Dr. Thomson (Dane County EMS/UW Hospital) will be here to provide simulation scenarios.

Upcoming training sessions:

UW STEMI – October 11 – Madison

Documentation Training – October 15/16 – Verona FD

DGEMS ACLS Renewal – October 17 – Station 1

CQI Training for Admins – November 6 – Madison

Hot Topics/LifeQuest Billing – November 12/13 – Wisc. Dells

CEVO Instructor – December 4 – Madison

SCRTAC Trauma Care Conference – December 6 - Verona

Peer Support Specialist Certification – January 16 - Milwaukee

**Training Center:**

There were no classes taught in September.

Upcoming classes:

Cottage Grove Courts/Kind & Joyful Daycare – October 6

Wildwood Clinic – October 16/23/25/30

ColorCon Stoughton – October 19

Cottage Grove Courts – December 1

**Public Relations/Special Events:**

DGEMS participated in Deerfield High School homecoming events and covered the football games. We also participated in Tomorrow's Hope Golf outing and staffed three vehicles to cover the UW Oncology Bike ride. On duty staff also recently attended the Active Shooter Community Preparedness training in Deerfield.

October is a busy month for PR. We will be visiting the following places to provide ambulance tours and answer questions:

Learning Ladder – October 4

Deerfield Elementary – October 10

Taylor Prairie Elementary – October 11

Kids Safari – October 16

Deerfield Great Pumpkin Hunt – October 24

Deerfield Halloween Trick or Treat – October 31

**Community Paramedic Report:**

Several regularly scheduled events:

September 3rd Glenwood Senior Living 1000-1100 16 attendees

September 12th Deerfield Community Center 1200-1330

September 18<sup>th</sup> (rescheduled from 9/4) Taylor Ridge event 1000-1100 11 attendees

Met with school staff, family and student at Glacial Drumlin Middle School over potential health concern with seizure disorder.

**CQI Report:**

CQI Committee meeting before training on September 24<sup>th</sup>. Members present: Ross Cummings, other members absent. Reviewed run reports on fall related calls and compiled data.

Vehicles

**DEMER'S (78):**

Start mileage: 24,560 End Mileage: 25,518

Start hours: 1,070 End Hours: 1,117

78 running well, due for oil/filter change, scheduled in October.

**Horton (81):**

Start Mileage: 146,284 End Mileage:

Start Hours: 7899 End Hours:

No Issues noted. Planned use during Deerfield football games. It was used for special events in September and is being put in use while 78/80 go for scheduled service.

**Interceptor (Car 79):**

Start Mileage: 31,448 End Mileage: 31,904

No issues reported with Car. Due for oil change and tire rotation, scheduled for October.

**DEMER'S (80)**

Start Mileage: 31,250 End Mileage: 33,490

Start Hours: 1,360 End Hours: 1,480

Scheduled for air horn upgrade. Finding some intermittent issues with liquid suspension, 80 is going to Rennert's for investigation. 80 was serviced for oil, filter change.

## September 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	31500	Jeremy McMullen
2	24	0	EMERGENCY CALL	31497	Jeremy McMullen
3	24	23	EMERGENCY CALL	31495	Jeremy McMullen
4	24	0	Community Event	31546	Jeremy McMullen
5	24	20	Errands	31547	Jeremy McMullen
6	24	13	EMERGENCY CALL	31602	Jeremy McMullen
7	24	21	EMERGENCY CALL	31628	Jeremy McMullen
8	24	0	Station Visit	31647	Jeremy McMullen
9	24	12	Community Event	31669	Jeremy McMullen
10	24	12	Station Visit	31665	Lisa Antoniewicz
11	24	12	EMERGENCY CALL	31675	Jeremy McMullen
12	24	0	EMERGENCY CALL	31672	Jeremy McMullen
13	24	0	EMERGENCY CALL	31707	Jeremy McMullen
14	24	24	EMERGENCY CALL	31736	Dan Cushing
15	24	24	Errands	31726	Dan Cushing
16	24	0	First Responder Coverage	31717	Dan Cushing
17	24	22	Community Event	31784	Jeremy McMullen
18	24	12	EMERGENCY CALL	31781	Lisa Antoniewicz
19	24	12	Staffing	31777	Lisa Antoniewicz
20	24	0	First Responder Coverage	31758	Dan Cushing
21	24	6	EMERGENCY CALL	31748	Dan Cushing
22	24	0	First Responder Coverage	31829	Jeremy McMullen
23	24	23	EMERGENCY CALL	31884	Jeremy McMullen
24	24	24	EMERGENCY CALL	31871	Jeremy McMullen
25	24	24			
26	24	13			
27	24	14			
28	24	0			
29	24	0			
30	24	24			
31	0	0			
<b>Total</b>	<b>720</b>	<b>335</b>			
<b>1055 hours of coverage total</b>					
<b>Total of 147% coverage</b>					

# Deer-Grove EMS District Recommended Rates

See Attached Survey for Comparisons in Your Area

<u>BLS Base Rate</u>	<u>Current</u>	<u>Recommended New Rate</u>
➤ Resident	\$ 950.00	<b>\$ 950.00</b>
➤ Non-Resident	\$ 1000.00	<b>\$ 1000.00</b>
▪ Non-Resident rates are reimbursed by virtually all-private insurance companies.		

**ALS1 Emergency Rates** – ALS1 Base Rate would be charged when it is medically necessary or an assessment by an advanced life support (ALS) provider is given and does one or more ALS interventions.

➤ Resident	\$ 1050.00	<b>\$ 1050.00</b>
➤ Non-Resident	\$ 1150.00	<b>\$ 1150.00</b>
▪ Non-Resident rates are reimbursed by virtually all-private insurance companies.		

**ALS2 Base Rates** – ALS2 Base Rate would be charged when it is medically necessary to administer at least three different medications by intravenous push/bolus or continuous infusion or provide one or more of the following ALS procedures; manual defibrillation/cardioversion, endotracheal intubation, central venous line, cardiac pacing, chest compression, surgical airway, intraosseous line.

➤ Resident	\$ 1200.00	<b>\$ 1300.00</b>
➤ Non-Resident	\$ 1300.00	<b>\$ 1400.00</b>

**Mileage** – Charges for mileage must be based on loaded mileage only, from the pickup of a patient to arrival at the destination.

➤ Resident	\$ 18.00	<b>\$ 19.00</b>
➤ Non-Resident	\$ 20.00	<b>\$ 20.50</b>

<u>Procedures</u>	<u>Current</u>	<u>Recommendation</u>
➤ Oxygen <ul style="list-style-type: none"> <li>▪ Oxygen is a reimbursable charge that is paid by virtually every insurance company.</li> </ul>	\$ 75.00	<b>\$ 75.00</b>
➤ Spinal Immobilization <ul style="list-style-type: none"> <li>▪ This is payable except in the case of Medicare and Medical Assistance patients.</li> <li>▪ Primarily this is covered by Auto Insurance carriers with a high success rate for reimbursement.</li> </ul>	\$ 150.00	<b>\$ 150.00</b>
➤ All other procedures should be included as part of the base rate.		

**BLS On Scene Care** – This is charged when your service responds to a call, provides treatment, and the patient refuses transport and/or is simply not transported.

➤ Resident	\$ 300.00	<b>\$ 350.00</b>
➤ Non-Resident	\$ 400.00	<b>\$ 450.00</b>

**ALS On Scene Care** – This is charged when your service responds to a call, provides treatment including an ALS assessment or at least one ALS intervention. The rate should equal the ALS base rate because of the level of service given, example being, treating a diabetic who then does not require transport.

➤ Resident	\$ 775.00	<b>\$ 775.00</b>
➤ Non-Resident	\$ 775.00	<b>\$ 825.00</b>

**Reminder** – By increasing your rates; with insurance companies, your service’s approved reimbursable rates should increase.

Yes, we would like to adopt the recommended rates effective \_\_\_\_\_.

No, we would not like to adopt the recommended rates.

Yes, we would like to adopt the rates with the changes we have indicated, effective \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

<b>Description Charge</b>	<b>Beaver Dam Fire Department</b> Level of Service: EMT-P-CC	<b>City of Brookfield</b> Level of Service: EMT-P	<b>Dells-Delton EMS</b> Level of Service: EMT-P	<b>Jefferson Paramedic Intercepts</b> Level of Service: EMT-P	<b>Reedsburg EMS</b> Level of Service: EMT-P-CC	<b>Deer-Grove EMS District</b> Level of Service: EMT-P	<b>Average</b>
BLS - Resident	\$700.00	\$725.00	\$961.00	\$900.00	\$900.00	\$800.00	\$831.00
BLS - Non Resident	\$800.00	\$925.00	\$1,061.00	\$1,000.00	\$1,000.00	\$800.00	\$931.00
ALS1 - Resident	\$875.00	\$1,025.00	\$1,149.00	\$1,100.00	\$1,050.00	\$950.00	\$1,024.83
ALS1 - Non Resident	\$975.00	\$1,225.00	\$1,249.00	\$1,200.00	\$1,150.00	\$950.00	\$1,124.83
ALS2 - Resident	\$1,390.00	\$1,025.00	\$1,911.00	\$1,425.00	\$1,200.00	\$1,000.00	\$1,325.17
ALS2 - Non Resident	\$1,490.00	\$1,225.00	\$1,986.00	\$1,525.00	\$1,300.00	\$1,000.00	\$1,421.00
SCT - Resident	\$1,450.00	N/S/R	N/S/R	N/S/R	\$1,450.00	N/S/R	\$1,450.00
SCT - Non Resident	\$1,550.00	N/S/R	N/S/R	N/S/R	\$1,650.00	N/S/R	\$1,600.00
Mileage - Resident	\$15.50	\$25.00	\$17.00	\$22.00	\$17.00	\$17.00	\$18.92
Mileage - Non Resident	\$16.00	\$25.00	\$19.00	\$25.00	\$18.00	\$17.00	\$20.00
Oxygen	B/P	\$75.00	B/P	\$145.00	B/P	\$65.00	\$95.00
Spinal Immobilization	B/P	\$140.00	B/P	\$160.00	B/P	\$150.00	\$150.00
BLS On Scene Care - Resident	\$300.00	\$400.00	\$762.00	\$450.00	\$425.00	\$300.00	\$439.50
BLS On Scene Care - Non Resident	\$425.00	\$400.00	\$762.00	\$500.00	\$425.00	\$300.00	\$468.67
ALS On Scene Care - Res.	\$700.00	\$400.00	\$840.00	\$800.00	\$850.00	\$775.00	\$727.50
ALS On Scene Care - Non Res.	\$850.00	\$400.00	\$965.00	\$900.00	\$950.00	\$775.00	\$806.67

N/S/R = No Such Rate

Comparison Updated on: 1/11/18

B/P = Bundled Disposables Pricing

# Deer-Grove EMS District

## 2018 Financial Impact Summary

Item Increased	Approximate Billed in One Year Period*	Amount of Increase	Projected Revenue
BLS Base Rate - Resident	70	\$150.00	\$10,500.00
BLS Base Rate - Non Resident	22	\$200.00	\$4,400.00
ALS1 Base Rate - Resident	192	\$100.00	\$19,200.00
ALS1 Base Rate - Non Resident	59	\$200.00	\$11,800.00
ALS2 Base Rate - Resident	19	\$200.00	\$3,800.00
ALS2 Base Rate - Non Resident	8	\$300.00	\$2,400.00
Mileage - Resident	4185	\$1.00	\$4,185.00
Mileage - Non Resident	1107	\$3.00	\$3,321.00
Oxygen	97	\$10.00	\$970.00
Spinal Immobilization	34	\$0.00	\$0.00
BLS On Scene Care - Resident	38	\$50.00	\$1,900.00
BLS On Scene Care - Non Resident	0	\$100.00	\$0.00
ALS On Scene Care - Resident	6	\$0.00	\$0.00
ALS On Scene Care - Non Resident	3	\$50.00	\$150.00
<b>Total Estimated Increase in Charges</b>			<b>\$62,626.00</b>
<b>Estimated Budget Figure Increase**</b>			<b>\$15,293.27</b>

\* Due to the impact of the Medicare Fee Schedule, these numbers do not include the estimated 41.2% of your patients that have Medicare and Medicaid type payors.

\*\* For budget purposes, revenue should be figured at an average collection rate to reflect allowances for Regulated Insurance Companies and Bad Debt Adjustments (uncollectible).

**Reminder:** Revenue is directly proportionate to the number of billable transports and payor mix experienced by your ambulance service as well as the documentation provided by your service to LifeQuest. This number may fluctuate as much as 20% annually.

Updated On: 01/11/2018 rrb

# Deer Grove EMS District

## 2019 Rate Survey

Description Charge	Beaver Dam Fire Department Level of Service: EMT-P/CC	City of Brookfield Level of Service: EMT-P	Dells-Delton EMS Level of Service: EMT-P	Jefferson Paramedic Intercepts Level of Service: EMT-P	Reedsburg EMS Level of Service: EMT-P/CC	Deer-Grove EMS District Level of Service: EMT-P	Average
BLS - Resident	\$700.00	\$725.00	\$961.00	\$900.00	\$900.00	\$950.00	\$856.00
BLS - Non Resident	\$800.00	\$925.00	\$1,061.00	\$1,000.00	\$1,000.00	\$1,000.00	\$964.33
ALS1 - Resident	\$875.00	\$1,025.00	\$1,149.00	\$1,100.00	\$1,050.00	\$1,050.00	\$1,041.50
ALS1 - Non Resident	\$975.00	\$1,225.00	\$1,249.00	\$1,200.00	\$1,150.00	\$1,150.00	\$1,158.17
ALS2 - Resident	\$1,390.00	\$1,025.00	\$1,911.00	\$1,425.00	\$1,200.00	\$1,200.00	\$1,358.50
ALS2 - Non Resident	\$1,490.00	\$1,225.00	\$1,986.00	\$1,525.00	\$1,300.00	\$1,300.00	\$1,471.00
SCT - Resident	\$1,450.00	N/S/R	N/S/R	N/S/R	\$1,450.00	N/S/R	\$1,450.00
SCT - Non Resident	\$1,550.00	N/S/R	N/S/R	N/S/R	\$1,650.00	N/S/R	\$1,600.00
Mileage - Resident	\$15.50	\$25.00	\$17.00	\$22.00	\$17.00	\$18.00	\$19.08
Mileage - Non Resident	\$16.00	\$25.00	\$19.00	\$25.00	\$18.00	\$20.00	\$20.50
Oxygen	B/P	\$75.00	B/P	\$145.00	B/P	\$75.00	\$98.33
Spinal Immobilization	B/P	\$140.00	B/P	\$160.00	B/P	\$150.00	\$150.00
BLS On Scene Care - Resident	\$300.00	\$400.00	\$762.00	\$450.00	\$425.00	\$300.00	\$439.50
BLS On Scene Care - Non Resident	\$425.00	\$400.00	\$762.00	\$500.00	\$425.00	\$400.00	\$485.33
ALS On Scene Care - Res.	\$700.00	\$400.00	\$840.00	\$800.00	\$850.00	\$775.00	\$727.50
ALS On Scene Care - Non Res.	\$850.00	\$400.00	\$965.00	\$900.00	\$950.00	\$825.00	\$815.00

N/S/R = No Such Rate

B/P = Bundled Disposables Pricing



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