

**DEER-GROVE EMS COMMISSION MEETING**  
**Cottage Grove Emergency Services Building**  
**4030 County Road N, Cottage Grove, WI 53527**  
**Thursday, October 20, 2016 6:30 PM**

*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. Grant Updates:
  - a. Discuss and consider use of unassigned funds to hire a grant writing contractor.
  - b. Other grant updates.
10. Update on DGEMS and MAEMS regionalization discussions.
11. Discuss and consider offering contracted EMS services.
12. Ambulance update:
  - a. Update on chassis order and delivery date.
  - b. Discuss and consider approval of contract for purchase of ambulance boxes.
  - c. Discuss and consider approval of additional items that need to be purchased outside of the contract.
13. Update on the state of DGEMS radios with DaneCom.
14. Update on Wisconsin Retirement System Issue.
15. Discuss and Consider adoption of Resolution 2016-03 Amending the Uniform and Safety Gear Policy to add ballistic body vests.
16. Discuss and consider the 2017 Deer-Grove EMS Budget.
17. Set next commission meeting date and location.
18. Agenda items for next commission meeting.
19. Adjournment.

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

By: Harvey Potter, Chairperson

Submitted October 12, 2016

*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 15, 2016

### Minutes

Present: Harvey Potter, John Williams, Greg Frutiger, Gary Wiczorek, Kris Hampton and Kristi Williams.

Also present: Chief Duane Erschen, Accounts Manager Kim Banigan, Village of Cottage Grove Trustee Troy Allen, Town of Pleasant Springs Supervisor David Pfeiffer, and Village of Cottage Grove Cable Coordinator Andrew Day.

Potter called the meeting to order at 6:34 p.m.

**Public Appearances:** None.

**Approval of minutes from previous meetings:** Motion by J. Williams/Hampton to approve the August 18, 2016 minutes as printed. Motion carried 5-0-1 (K. Williams abstained.) Motion by Hampton/Frutiger to approve the August 18, 2016 closed session minutes as printed, and to keep them closed. Motion carried 5-0-1 (K. Williams abstained).

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

**Discuss and Consider approval of Bills for Budgeted/Approved Expenses:** A question was raised over tires for the 2009 Horton. Chief Erschen said that the inspection report from Bushnell said they were not yet due for replacement. A week later, there was a concern over air pressure in the duallys. Pomp's said they were overdue for replacement. For this reason, Kayser may be doing some of our maintenance work for a while. Motion by Wiczorek/Frutiger to approve payment of the bills as presented. Motion carried 6-0.

**Discuss and Consider approval of Write Offs and Aging of Accounts:** Motion by J. Williams/Hampton to approve the aging of accounts as presented. Motion carried 6-0. There were no write-off requests.

**Staff Report:** We are trailing last year by 51 calls, but collections are still looking good. Chief Erschen highlighted the following points from the written report:

- A big volunteer recruitment campaign is in the works for some time in November, including literature, a YouTube video, and contact with area EMT training facilities. K. Williams suggested that the McFarland School District has an excellent program, and the Cottage Grove Fall Festival would be a good contact point.
- Deer-Grove EMS will host both the Dane County EMS Association and Commission meetings on September 28<sup>th</sup>.
- Chief Erschen and Potter attended two regionalization meetings that resulted in good progress in comparing and bringing together the IGAs of the two services.
- The ambulance committee should complete their work next week. The project appears to be slightly under the budget discussed, and contracts must be signed before the end of October.

Chief Erschen also reported he is working on a body armor policy for approval at the next meeting.

**Correspondence:** FAP funds were received in the amount of \$6,317.17, of which \$2,232.89 is designated for EMT Basic training, leaving the remainder for aids and training. The Stoughton EMS sent a thank you card for DGEMS' assistance on a recent difficult call.

**Grant Updates:** The AFG grant opens on October 11<sup>th</sup>, and closes on November 24<sup>th</sup>. Lt. Lasko is looking into options for hiring a grant writer to expedite an application for funding of Lucas Devices. The options will be presented next month.

**Update DGEMS and MAEMS regionalization discussions:** See update under staff report above.

**Discuss and consider appointing members and an alternate for the DGEMS and MAEMS Ad Hoc Regionalization Committee:** Chief Erschen noted that at the last commission meeting, there was initialization of the idea of a committee, but it was not solidified by appointment of members. Rather, it was suggested that Erschen, Potter and Wieczorek attend the meetings. At the first “committee” meeting it was suggested that the members include Chief Erschen, Director Allain, and appointed person and an alternate from each district.

Wieczorek was concerned over the format of the committee, stating that normally the chiefs would not be voting members of such a committee, although they would be present and directed. He also felt working on the IGA at this point might be putting the cart before the horse, suggesting that first it should be determined who all is in, considering the other options out there for each municipality to consider. He said that meetings should be scheduled in the evening so that members of the public can be involved.

Potter said he agreed with revising the makeup of the committee. He said that the first meeting was well attended by all municipal boards from the MAEMS district. They had looked at taking the best of both IGAs, but are a long way from anything final. He would be more comfortable with one committee member from each municipality.

Chief Erschen said that Marshall has appointed one member from the MAEMS Commission plus one alternate, but he agreed that the process would be more efficient with representation from each municipality. Wieczorek said that acting on the committee would give members more buy-in from their own sweat equity. Hampton said there could be a risk of a walking quorum of the commission. Frutiger suggested that a municipality could appoint a board member who is not on the commission. Wieczorek wondered if there should be input from the medical directors.

Wieczorek mentioned a regional consolidation study for some communities in southern Illinois that he thought might be a good blueprint. He also offered that the company he worked for, who has done work for the City of Sun Prairie, could be hired as an independent consultant for \$150/hour plus travel. Chief Erschen knew of several studies that have been done in Wisconsin and offered to forward them to Wieczorek.

Hampton wondered what comments MAEMS representatives had about the projected budget. Chief Erschen said it was presented at their joint board meeting. The City of Sun Prairie also presented an offer for contracting, but MAEMS expressed an interest in looking toward combining with DGEMS because it would allow them to preserve their volunteers and appears to be more affordable.

Motion by Hampton/Frutiger to appoint Wieczorek and Potter to the regionalization committee, with Hampton as an alternate, and the Chief to attend meetings as staff. Motion carried 6-0.

**Discuss and Consider a Special Event Fee Schedule:** Chief Erschen shared a proposal to charge \$300 - \$360 per event, based on average hourly costs for 2 EMTs, for non-municipal events including 1,000 or more participants when a dedicated ambulance or crew is required. A survey of special event fees charged by other Dane County EMS Districts showed that this would be in line with what some other services are doing. Motion by Frutiger/J. Williams to charge \$400 for the first 4 hours plus \$100/hour thereafter, plus any normal fees for transport. Motion carried 6-0. This will need to be incorporated into the Public Relations Policy.

**Discuss and consider a survey of Deer-Grove EMS Staff pertaining to the potential merger with Marshall Area EMS:** Potter said this had been an item on the Cottage Grove Village Board agenda. He was not at the meeting when it was discussed, but he thought such a survey would be better coming from the commission than from one of the municipal boards, and J. Williams said that is pretty much what was discussed by the Village Board. Potter thinks the person behind the idea is looking for how staff feels about the potential merger and any suggestions they may have. Frutiger said it would be a good way to get

their concerns addressed before it is final, and suggested asking volunteers which station(s) they would be willing to run out of. It was suggested that the Chief and Deputy Chief work on the survey, with the commission having final say on the questions. Hampton asked if it is too soon to do this. Wieczorek said the commission could agree to conduct a survey but not say when. Chief Erschen noted that he has been regularly updating staff at training sessions and via email, and asking for their feedback, although he has not received much. Motion by Hampton/Frutiger to table until later in the process. Motion carried 6-0.

**Discuss Wisconsin Retirement System Issue:** Chief Erschen said the discussion with McMullen went well and he is willing to work with the district toward WRS compliance. Banigan had learned from WRS that the district cannot pay the employee share of any back contributions, but a loan to the employee repaid by payroll deduction would be an option that McMullen is agreeable to. Banigan will take the necessary enrollment steps with WRS and ask Atty. Barker to draft a loan/payroll deduction document for approval at the next meeting.

**Discuss and consider the 2017 Deer-Grove EMS Budget:** Chief Erschen presented a proposed budget with a 24.58% increase in expenses over 2016. He said the big ticket item was the addition of \$96,000 for paid on premises volunteers. This amount coupled with the EMT Stipend line item would fund two 24-hour shifts each day at minimum wage. This would allow for a second ambulance to be staffed 24/7, and add a desirable component for attracting volunteers. Discussion was that the boards will not accept this large of an increase. Wieczorek suggested that Chief Erschen write up a proposal for paid on premises as a supplemental proposal could be considered at the end.

The wage line item was 9.31% higher than 2016. This comes from an expected increase due to the wage step stipulated by the collective bargaining agreement, along with a 9% increase for the Chief and a 4% increase for the Accounts Manager, neither of whom have had an increase since 2015. He justified his 9% increase in light of the Deputy Chief's wages approaching his and the fact that his salary is considerably lower than other EMS Chiefs in Dane County. There was a discussion about how the Deputy Chief being part of the bargaining unit is unusual.

Other items discussed:

- Building and Grounds was increased by \$1,800 compared to 2016. Wieczorek asked for a breakdown of what was included. Chief Erschen listed replacement of two sofas with three leather recliners, two TV Stands, and some organizers. Wieczorek would like to see a more detailed breakdown and a replacement schedule.
- Community Medic: Wieczorek did not understand this title, which is a new line item for 2017 that had previously been lumped in with the Public Relations line item. These funds would be used to create pamphlets on hypertension, fall protection, etc., for postage for surveys, displays for examples of home safety, batteries and ongoing support of the community medic program. K. Williams cautioned on re-inventing items already available from organizations such as United Way.
- Publicity and Advertising should be dropped down from \$1,500 to \$1,000.
- Vehicle Maintenance should be considerably lower with two new ambulances. Suggestion was to drop to \$3,000. There was a question about whether an extended warranty would be available for the new ambulances.
- Chief Erschen said he and J. Williams did not get a chance to meet regarding his continuing education. He put \$3,000 in the proposed budget, but this can be solidified after they meet in the next week.

Motion by Frutiger/Hampton to table until the next meeting. Motion carried 6-0.

DEERGROVE EMS COMMISSION MEETING MINUTES – SEPTEMBER 15, 2016

**Set next commission meeting date and location:** The next commission meeting will be on October 20, 2016 at 6:30 P.M. at the Cottage Grove Emergency Services Building. If another meeting is needed to finalize the 2017 budget, the date of October 27<sup>th</sup> was mentioned.

**Agenda items for next commission meeting:** 2017 Budget, use of unassigned funds to hire grant writing contractor, body armor policy, update of public relations policy, payroll deduction agreement, ambulance contracts. Regionalization should become a standing agenda item.

**Adjournment:** Motion by Hampton/J. Williams to adjourn. Motion carried 6-0. The meeting ended at 8:43 P.M.

Submitted by Kim Banigan

**Deer-Grove EMS**  
**Profit & Loss Budget vs. Actual**  
January through September 2016

	9/12ths of					
	Jan - Sep 16	Annual Budget	Budget	\$ Over Budget		
Ordinary Income/Expense						
Income						
230 · Training Center Income	3,270.00	1,500.00	2,000.00	1,270.00	163.5%	2,290.00
4999 · Uncategorized Income	999.47	0.00	0.00	999.47	100.0%	847.05
610 · Town/Villages Assesments	414,105.54	310,579.16	414,105.54	0.00	100.0%	415,260.95
620 · Ambulance Run Fees	375,200.29	303,750.00	405,000.00	-29,799.71	92.64%	436,951.05
630 · Contracted Revenue	31,014.46	23,260.85	31,014.46	0.00	100.0%	30,406.34
639 · FAP Funds Received	6,237.17	0.00				5,657.01
640 · Interest Earned	666.24	600.00	800.00	-133.76	83.28%	694.71
650 · Grant Revenue	1,000.00	750.00	1,000.00	0.00	100.0%	0.00
693 · Donations	650.00	0.00	0.00	650.00	100.0%	4,619.78
694 · Proceeds from sale of equip.	2,317.37	1,738.03	2,317.37	0.00	100.0%	0.00
<b>Total Income</b>	<b>835,460.54</b>	<b>642,178.03</b>	<b>856,237.37</b>	<b>-20,776.83</b>	<b>97.57%</b>	<b>896,726.89</b>
<b>Gross Profit</b>	<b>835,460.54</b>	<b>642,178.03</b>	<b>856,237.37</b>	<b>-20,776.83</b>	<b>97.57%</b>	<b>896,726.89</b>
Expense						
6120 · Bank Service Charges	0.00	0.00	0.00	0.00	0.0%	20.00
6200 · Interest Expense	0.00	0.00	0.00	0.00	0.0%	4.39
720 · Wages	266,466.85	270,157.50	360,210.00	-93,743.15	73.98%	235,361.35
721 · Health Insurance	101,956.86	62,310.00	83,080.00	18,876.86	122.72%	58,775.13
722 · Workmans Comp	22,073.89	22,515.00	30,020.00	-7,946.11	73.53%	21,061.74
723 · Retirement Plan	32,717.37	27,900.00	37,200.00	-4,482.63	87.95%	26,087.04
724 · Employers FICA Expense	27,549.14	27,037.50	36,050.00	-8,500.86	76.42%	23,440.98
725 · Staff Continuing Education	995.54	4,875.00	6,500.00	-5,504.46	15.32%	1,209.84
726 · Travel/Mileage Reimbursement	0.00	375.00	500.00	-500.00	0.0%	0.00
728 · Medical Director Fee	4,500.00	4,500.00	6,000.00	-1,500.00	75.0%	4,500.00
734 · Overtime	89,406.10	67,260.00	89,680.00	-273.90	99.7%	60,151.59
735 · EMT Stipend	14,526.00	25,875.00	34,500.00	-19,974.00	42.1%	16,998.00
736 · LifeQuest Billing	28,896.86	30,000.00	40,000.00	-11,103.14	72.24%	32,262.33
740 · Office Equipment (expense)	726.74	1,575.00	2,100.00	-1,373.26	34.61%	1,097.99
742 · Office Supplies	1,522.76	1,500.00	2,000.00	-477.24	76.14%	654.80
770 · Communications	5,540.49	4,875.00	6,500.00	-959.51	85.24%	5,231.72
775 · IT expenses	15,202.35	12,666.00	16,888.00	-1,685.65	90.02%	4,423.13
790 · Publicity and Advertising	1,477.67	1,125.00	1,500.00	-22.33	98.51%	991.61
791 · Training Center Expense	1,537.28	1,500.00	2,000.00	-462.72	76.86%	557.00
810 · EMT Recognition	1,357.15	2,625.00	3,500.00	-2,142.85	38.78%	1,527.44
820 · EMT Continuing Education	3,552.60	3,750.00	5,000.00	-1,447.40	71.05%	1,233.76
829 · Vehicle Maintenance	7,658.78	5,250.00	7,000.00	658.78	109.41%	7,919.66
831 · Fuel	6,868.40	11,250.00	15,000.00	-8,131.60	45.79%	8,159.31
840 · Equipment/Non-Disposable	13,585.39	14,780.95	19,707.93	-6,122.54	68.93%	3,990.46
842 · Equipment Maintenance	4,807.28	3,060.00	4,080.00	727.28	117.83%	3,985.58
850 · Medical Supplies	26,050.88	23,100.00	30,800.00	-4,749.12	84.58%	26,409.04
852 · Training Medical Supplies	746.48	750.00	1,000.00	-253.52	74.65%	0.00
860 · Clothing	5,313.55	6,825.00	9,100.00	-3,786.45	58.39%	694.03
870 · Insurance	6,639.00	6,150.00	8,200.00	-1,561.00	80.96%	6,510.00
871 · Group Life Insurance	371.48	285.00	380.00	-8.52	97.76%	268.17
872 · Unemployment Insurance	-82.36	3,000.00	4,000.00	-4,082.36	-2.06%	0.00
879 · Health Maintenance & Safety	1,080.88	1,125.00	1,500.00	-419.12	72.06%	-160.01
880 · Legal Fees	1,994.00	3,750.00	5,000.00	-3,006.00	39.88%	9,256.05
881 · Accounting Fees	7,200.00	5,250.00	7,000.00	200.00	102.86%	6,864.97
885 · Overdue Run Fees	35,879.51	0.00	0.00	35,879.51	100.0%	38,912.22
898 · Building and Grounds	2,093.76	1,875.00	2,500.00	-406.24	83.75%	2,604.37
899 · Miscellaneous Expenses	774.95	1,290.00	1,720.00	-945.05	45.06%	428.59
<b>Total Expense</b>	<b>740,987.63</b>	<b>660,161.95</b>	<b>880,215.93</b>	<b>-139,228.30</b>	<b>84.18%</b>	<b>611,432.28</b>
<b>Net Ordinary Income</b>	<b>94,472.91</b>	<b>-17,983.92</b>	<b>-23,978.56</b>	<b>118,451.47</b>	<b>-393.99%</b>	<b>285,294.61</b>

**Deer-Grove EMS**  
**Profit & Loss Budget vs. Actual**  
 January through September 2016

	9/12ths of					Jan - Sep 15
	Jan - Sep 16	Annual Budget	Budget	\$ Over Budget	% of Budget	
Other Income/Expense						
Other Income						
691 · Unassigned Funds Applied	16,952.93	12,714.70	16,952.93	0.00	100.0%	0.00
692 · FAP funds Allocated	7,025.63	5,269.22	7,025.63	0.00	100.0%	0.00
9010 · Debt Service Assessment	9,998.00	7,498.50	9,998.00	0.00	100.0%	14,606.41
Total Other Income	<u>33,976.56</u>	<u>25,482.42</u>	<u>33,976.56</u>	<u>0.00</u>	<u>100.0%</u>	<u>14,606.41</u>
Other Expense						
1030 · Debt Service	9,998.00	7,498.50	9,998.00	0.00	100.0%	14,606.41
Total Other Expense	<u>9,998.00</u>	<u>7,498.50</u>	<u>9,998.00</u>	<u>0.00</u>	<u>100.0%</u>	<u>14,606.41</u>
Net Other Income	<u>23,978.56</u>	<u>17,983.92</u>	<u>23,978.56</u>	<u>0.00</u>	<u>100.0%</u>	<u>0.00</u>
Net Income	<u><u>118,451.47</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>118,451.47</u></u>	<u><u>100.0%</u></u>	<u><u>285,294.61</u></u>

**Deer-Grove EMS**  
**Check Detail**  
**September 2016**

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
19886	Bill Pmt -Check	09/01/2016	Bound Tree Medical, LLC		101 · Operating Checking	-507.36	
82243060	Bill	08/18/2016		Medical Supplies	850 · Medical Supplies	138.00	-138.00
82245795	Bill	08/22/2016		Medical Supplies	850 · Medical Supplies	369.36	-369.36
TOTAL						<u>507.36</u>	<u>-507.36</u>
19887	Bill Pmt -Check	09/01/2016	Charter Communications		101 · Operating Checking	-72.18	
8245116870023811	Bill	08/25/2016		Station 2 phone and Internet	770 · Communications	72.18	-72.18
TOTAL						<u>72.18</u>	<u>-72.18</u>
19888	Bill Pmt -Check	09/01/2016	Charter Communications		101 · Operating Checking	-136.73	
8245117120000443	Bill	08/23/2016		September Shared Internet Service - ESOB	770 · Communications	59.99	-59.99
				September Phone Service - Station 1	770 · Communications	76.74	-76.74
TOTAL						<u>136.73</u>	<u>-136.73</u>
19889	Bill Pmt -Check	09/01/2016	GFC Leasing WI		101 · Operating Checking	-48.30	
I00317171	Bill	08/21/2016		Copier Lease	740 · Office Equipment (expense)	48.30	-48.30
TOTAL						<u>48.30</u>	<u>-48.30</u>
19890	Bill Pmt -Check	09/01/2016	MATC - EMS Programs		101 · Operating Checking	-5.00	
	Bill	08/30/2016		CPR Card	791 · Training Center Expense	5.00	-5.00
TOTAL						<u>5.00</u>	<u>-5.00</u>
19891	Bill Pmt -Check	09/01/2016	Safety First		101 · Operating Checking	-419.55	
25092	Bill	08/15/2016		6 Helmet Fronts	860 · Clothing	310.52	-310.52
25094	Bill	08/16/2016		Hanging Patch (2)	860 · Clothing	64.90	-64.90
				Letters (12)	860 · Clothing	29.40	-29.40
				shipping	860 · Clothing	14.73	-14.73
TOTAL						<u>419.55</u>	<u>-419.55</u>
19892	Bill Pmt -Check	09/01/2016	Society Insurance		101 · Operating Checking	-2,111.58	
750153976	Bill	08/30/2016		Worker's Compensation Insurance	722 · Workmans Comp	2,111.58	-2,111.58
TOTAL						<u>2,111.58</u>	<u>-2,111.58</u>
19893	Bill Pmt -Check	09/01/2016	Verizon Wireless		101 · Operating Checking	-209.24	
9770119223	Bill	08/10/2016		Car 79 Jetpack	770 · Communications	20.02	-20.02
				lpads	770 · Communications	20.04	-20.04

**Deer-Grove EMS  
Check Detail  
September 2016**

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
				Jetpacks	770 · Communications	40.04	-40.04
				Cell Phone (Chief)	770 · Communications	42.24	-42.24
				Plan charges	770 · Communications	86.90	-86.90
TOTAL						<u>209.24</u>	<u>-209.24</u>
19894	Liability Check	09/02/2016	Fire Fighters Local 311		101 · Operating Checking	-178.66	
				Union Dues	Local 311 Dues	178.66	-178.66
TOTAL						<u>178.66</u>	<u>-178.66</u>
EFT	Liability Check	09/06/2016	EFTTPS	39-1293690	101 · Operating Checking	-4,614.70	
				39-1293690	224 · FICA/Fed Payable	1,995.00	-1,995.00
				39-1293690	2242 · FICA/Fed Payable-ER	1,061.57	-1,061.57
				39-1293690	2241 · FICA/Fed Payable-EE	1,061.57	-1,061.57
				39-1293690	2242 · FICA/Fed Payable-ER	248.28	-248.28
				39-1293690	2241 · FICA/Fed Payable-EE	248.28	-248.28
TOTAL						<u>4,614.70</u>	<u>-4,614.70</u>
19899	Liability Check	09/15/2016	Minnesota Life Insurance Company	2832-GL	101 · Operating Checking	-85.49	
				2832-GL	Additional	28.23	-28.23
				2832-GL	Basic	43.07	-43.07
				2832-GL	Spouse/Dependent	7.00	-7.00
				2832-GL	Supplemental	7.19	-7.19
TOTAL						<u>85.49</u>	<u>-85.49</u>
19895	Bill Pmt -Check	09/15/2016	Airgas USA, LLC		101 · Operating Checking	-126.33	
9938443748	Bill	08/31/2016		Cylinder Rental	850 · Medical Supplies	90.33	-90.33
9055117287	Bill	09/07/2016		Oxygen	850 · Medical Supplies	36.00	-36.00
TOTAL						<u>126.33</u>	<u>-126.33</u>
19896	Bill Pmt -Check	09/15/2016	Bound Tree Medical, LLC		101 · Operating Checking	-496.16	
82253777	Bill	08/30/2016		Medical Supplies	850 · Medical Supplies	14.81	-14.81
82253778	Bill	08/30/2016		Medical Supplies	850 · Medical Supplies	454.05	-454.05
82255284	Bill	08/31/2016		Medical Supplies	850 · Medical Supplies	27.30	-27.30
TOTAL						<u>496.16</u>	<u>-496.16</u>
19897	Bill Pmt -Check	09/15/2016	Gordon Flesch		101 · Operating Checking	-32.35	
11656405	Bill	09/17/2016		Copier maintenance	154 · Office Equipment	32.35	-32.35
TOTAL						<u>32.35</u>	<u>-32.35</u>
19898	Bill Pmt -Check	09/15/2016	Landmark Services Cooperative	August Fuel	101 · Operating Checking	-915.48	
240453	Bill	08/31/2016		August Fuel	831 · Fuel	915.48	-915.48

**Deer-Grove EMS**  
**Check Detail**  
**September 2016**

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
TOTAL						915.48	-915.48
19900	Bill Pmt -Check	09/15/2016	Pomp's Tire Service, Inc.		101 · Operating Checking	-932.18	
580041547	Bill	08/26/2016		Tires - 2009 Horton	829 · Vehicle Maintenance	932.18	-932.18
TOTAL						932.18	-932.18
19901	Bill Pmt -Check	09/15/2016	Society Insurance		101 · Operating Checking	-2,111.58	
750-153-976	Bill	09/12/2016		Workers Comp Insurance	722 · Workmans Comp	2,111.58	-2,111.58
TOTAL						2,111.58	-2,111.58
19902	Bill Pmt -Check	09/15/2016	TriTech Software Systems		101 · Operating Checking	-1,625.87	
19306	Bill	08/01/2016		Annual License for CAD (in 2 ambulances)	775 · IT expenses	405.87	-405.87
PA0004887	Bill	09/12/2016		Software mobile - CAD for Car 79	775 · IT expenses	1,000.00	-1,000.00
				Annual CAD license - Car 79	775 · IT expenses	220.00	-220.00
TOTAL						1,625.87	-1,625.87
19903	Bill Pmt -Check	09/15/2016	Uniform Shoppe		101 · Operating Checking	-624.80	
257869	Bill	09/02/2016		Clothing Allowance - M. Mickelson (ss shirt)	860 · Clothing	45.95	-45.95
				Clothing Allowance - M. Mickelson (badge)	860 · Clothing	55.00	-55.00
				Clothing Allowance - L. Antoniewicz (bugles)	860 · Clothing	11.95	-11.95
				Clothing Allowance - L. Reetz (ss shirt)	860 · Clothing	44.95	-44.95
				Clothing Allowance - T. Miles (ss shirt)	860 · Clothing	42.45	-42.45
				Class B Uniforms	860 · Clothing	424.50	-424.50
TOTAL						624.80	-624.80
19904	Bill Pmt -Check	09/15/2016	US Cellular		101 · Operating Checking	-36.10	
0153916088	Bill	09/04/2016		Monitors	770 · Communications	36.10	-36.10
TOTAL						36.10	-36.10
19905	Bill Pmt -Check	09/15/2016	Vineys Parts and Service		101 · Operating Checking	-48.53	
12350	Bill	09/06/2016		Headlight - 2009 Horton	829 · Vehicle Maintenance	48.53	-48.53
TOTAL						48.53	-48.53
19906	Bill Pmt -Check	09/15/2016	Visa		101 · Operating Checking	-852.78	
	Bill	09/02/2016		Netflix	770 · Communications	10.54	-10.54

**Deer-Grove EMS**  
**Check Detail**  
**September 2016**

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
				USPS - Mail commission packets	742 · Office Supplies	9.42	-9.42
				USPS - return shirts to Uniform Shoppe	742 · Office Supplies	13.45	-13.45
				Farm & Fleet - Seat covers	829 · Vehicle Maintenance	52.73	-52.73
				Amazon - Lenovo Thinkpad for W. Lasko	775 · IT expenses	429.99	-429.99
				Amazon - cord protector	775 · IT expenses	26.70	-26.70
				Amazon - Microsoft Surface for Car	775 · IT expenses	309.95	-309.95
				79 CAD upgrade			
TOTAL						<u>852.78</u>	<u>-852.78</u>
19907	Liability Check	09/16/2016	Fire Fighters Local 311		101 · Operating Checking	-208.63	
				Union Dues	Local 311 Dues	208.63	-208.63
TOTAL						<u>208.63</u>	<u>-208.63</u>
EFT	Liability Check	09/20/2016	EFTTPS	39-1293690	101 · Operating Checking	-6,024.10	
				39-1293690	224 · FICA/Fed Payable	2,672.00	-2,672.00
				39-1293690	2242 · FICA/Fed Payable-ER	1,358.36	-1,358.36
				39-1293690	2241 · FICA/Fed Payable-EE	1,358.36	-1,358.36
				39-1293690	2242 · FICA/Fed Payable-ER	317.69	-317.69
				39-1293690	2241 · FICA/Fed Payable-EE	317.69	-317.69
TOTAL						<u>6,024.10</u>	<u>-6,024.10</u>
EFT	Liability Check	09/26/2016	Employee Trust Funds	5300000	101 · Operating Checking	-11,589.80	
				5300000	Health Insurance Liability - ER	9,974.96	-9,974.96
				5300000	Health Insurance Liability - EE	1,614.84	-1,614.84
TOTAL						<u>11,589.80</u>	<u>-11,589.80</u>
EFT	Liability Check	09/29/2016	Employee Trust Funds	5300000	101 · Operating Checking	-6,539.17	
				5300000	2272 · Employer Share WRS	3,844.92	-3,844.92
				5300000	2271 · Employee Share WRS	2,694.25	-2,694.25
TOTAL						<u>6,539.17</u>	<u>-6,539.17</u>
EFT	Liability Check	09/29/2016	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,622.79	
				036-0000519180-02	225 · State Withholding	1,622.79	-1,622.79
TOTAL						<u>1,622.79</u>	<u>-1,622.79</u>
19908	Check	09/30/2016	Cummings, Ross E	Reimbursement	101 · Operating Checking	-48.60	
				Top Pack Defense - 9 patches	879 · Health Maintenance & Safety	48.60	-48.60
TOTAL						<u>48.60</u>	<u>-48.60</u>
19909	Check	09/30/2016	Lasko, Wendy J	Reimbursement	101 · Operating Checking	-192.93	

**Deer-Grove EMS**  
**Check Detail**  
September 2016

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
				Eagle Awards Apparel - 3 Job shirts	860 · Clothing	192.93	-192.93
TOTAL						<u>192.93</u>	<u>-192.93</u>
19910	Bill Pmt -Check	09/30/2016	Ace Hardware		101 · Operating Checking	-10.97	
67775	Bill	08/22/2016		Grommet Kit Ring binder	899 · Miscellaneous Expenses 899 · Miscellaneous Expenses	9.59 1.38	-9.59 -1.38
TOTAL						<u>10.97</u>	<u>-10.97</u>
19911	Bill Pmt -Check	09/30/2016	Airgas USA, LLC		101 · Operating Checking	-140.72	
9055117288	Bill	09/07/2016		Oxygen	850 · Medical Supplies	72.09	-72.09
90552119542	Bill	09/09/2016		Oxygen	850 · Medical Supplies	68.63	-68.63
TOTAL						<u>140.72</u>	<u>-140.72</u>
19912	Bill Pmt -Check	09/30/2016	Bound Tree Medical, LLC		101 · Operating Checking	-3,386.19	
82269036	Bill	09/14/2016		Medical Supplies	850 · Medical Supplies	97.99	-97.99
82270415	Bill	09/15/2016		Medical Supplies	850 · Medical Supplies	7.40	-7.40
82773023	Bill	09/19/2016		Medical Supplies	850 · Medical Supplies	27.30	-27.30
82274603	Bill	09/20/2016		Medical Supplies	850 · Medical Supplies	435.00	-435.00
82774604	Bill	09/20/2016		Medical Supplies	850 · Medical Supplies	2,445.72	-2,445.72
82774605	Bill	09/20/2016		Medical Supplies	850 · Medical Supplies	50.90	-50.90
82278838	Bill	09/23/2016		Medical supplies	850 · Medical Supplies	321.88	-321.88
TOTAL						<u>3,386.19</u>	<u>-3,386.19</u>
19913	Bill Pmt -Check	09/30/2016	Charter Communications		101 · Operating Checking	-136.73	
8245117120000443	Bill	09/23/2016		October Shared Internet Service - ESOB	770 · Communications	59.99	-59.99
				October Phone Service - Station 1	770 · Communications	76.74	-76.74
TOTAL						<u>136.73</u>	<u>-136.73</u>
19914	Bill Pmt -Check	09/30/2016	GFC Leasing WI		101 · Operating Checking	-48.30	
I00323023	Bill	09/20/2016		Copier Lease	740 · Office Equipment (expense)	48.30	-48.30
TOTAL						<u>48.30</u>	<u>-48.30</u>
19915	Bill Pmt -Check	09/30/2016	Med Alliance Group Inc.		101 · Operating Checking	-319.76	
102976	Bill	09/20/2016		Medical Supplies	850 · Medical Supplies	319.76	-319.76
TOTAL						<u>319.76</u>	<u>-319.76</u>
19916	Bill Pmt -Check	09/30/2016	Society Insurance		101 · Operating Checking	-2,340.33	

**Deer-Grove EMS**  
**Check Detail**  
September 2016

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
750-153-976	Bill	09/19/2016		Worker's Comp Insurance	722 · Workmans Comp	2,340.33	-2,340.33
TOTAL						2,340.33	-2,340.33
19917	Bill Pmt -Check	09/30/2016	Top Pack Defense, LLC		101 · Operating Checking	-30.00	
166	Bill	09/28/2016		Patches (5)	860 · Clothing	30.00	-30.00
TOTAL						30.00	-30.00
19918	Bill Pmt -Check	09/30/2016	Verizon Wireless		101 · Operating Checking	-314.24	
9771772418	Bill	09/10/2016		Car 79 Jetpack	770 · Communications	20.02	-20.02
				Ipads	770 · Communications	20.04	-20.04
				Jetpacks	770 · Communications	40.04	-40.04
				Cell Phone (Chief)	770 · Communications	42.24	-42.24
				Plan charges	770 · Communications	86.90	-86.90
				Plan GB overage	770 · Communications	105.00	-105.00
TOTAL						314.24	-314.24
19919	Liability Check	09/30/2016	Fire Fighters Local 311		101 · Operating Checking	-173.63	
				Union Dues	Local 311 Dues	173.63	-173.63
TOTAL						173.63	-173.63

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**Deer-Grove EMS  
Deposit Detail  
September 2016**

Type	Date	Name	Memo	Account	Amount
<b>Deposit</b>	<b>09/30/2016</b>		<b>Interest</b>	<b>101 - Operating Checking</b>	<b>3.57</b>
			Interest	640 - Interest Earned	-3.57
TOTAL					-3.57
<b>General Journal</b>	<b>09/06/2016</b>	<b>LifeQuest</b>	<b>Total Due Service - August</b>	<b>103 - Savings bank of Deerfield</b>	<b>46,887.38</b>
		LifeQuest	Total Due Service - August	105 - Hometown Bank	-46,887.38
TOTAL					-46,887.38
<b>Deposit</b>	<b>09/08/2016</b>		<b>Deposit</b>	<b>103 - Savings bank of Deerfield</b>	<b>6,242.17</b>
Payment	09/07/2016	Wisconsin Department of Health Servic... Cottage Grove Fire Department	SFY 2017 FAP Funds CPR Card	639 - FAP Funds Received 1499 - Undeposited Funds	-6,237.17 -5.00
TOTAL					-6,242.17
<b>Deposit</b>	<b>09/30/2016</b>		<b>Deposit</b>	<b>103 - Savings bank of Deerfield</b>	<b>15,769.23</b>
Sales Receipt	09/12/2016	Society Insurance Town of Pleasant Springs	Workers Comp audit adjustment 2016 Contracted Service - second installment	4999 - Uncategorized Income 1499 - Undeposited Funds	-262.00 -15,507.23
TOTAL					-15,769.23
<b>Deposit</b>	<b>09/30/2016</b>		<b>Interest</b>	<b>103 - Savings bank of Deerfield</b>	<b>61.09</b>
			Interest	640 - Interest Earned	-61.09
TOTAL					-61.09

**Deer-Grove EMS**  
**Payroll Transaction Detail**  
**September 2016**

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
09/02/2016	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	65	1,099.15
			Anders, Devon C	Overtime Hourly Rate	8	202.96
						1,302.11
09/16/2016	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	80	1,352.80
			Anders, Devon C	Overtime Hourly Rate	16	405.92
			Anders, Devon C	Holiday Bonus		300.00
						2,058.72
09/30/2016	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	64	1,082.24
			Anders, Devon C	Overtime Hourly Rate	8	202.96
						1,285.20
09/02/2016	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	75	1,663.50
			Antoniewicz, Lisa M	Overtime Hourly Rate	19	632.13
						2,295.63
09/16/2016	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	56	1,242.08
			Antoniewicz, Lisa M	Overtime Hourly Rate	23	765.21
			Antoniewicz, Lisa M	Vacation Hourly Rate	24	532.32
						2,539.61
09/30/2016	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	80	1,774.40
			Antoniewicz, Lisa M	Overtime Hourly Rate	24.5	815.12
						2,589.52
09/02/2016	DD	Paycheck	Banigan, Kim M	Regular Hourly Rate	16.25	272.51
			Banigan, Kim M	Vacation Hourly Rate	13.75	230.59
						503.10
09/16/2016	DD	Paycheck	Banigan, Kim M	Regular Hourly Rate	27	452.79
			Banigan, Kim M	Holiday Hourly Rate	3	50.31
						503.10
09/30/2016	DD	Paycheck	Banigan, Kim M	Regular Hourly Rate	30	503.10
						503.10
09/02/2016	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	80	1,400.00
			Belden, Elliott H	Overtime Hourly Rate	16	420.00
						1,820.00

**Deer-Grove EMS**  
**Payroll Transaction Detail**  
**September 2016**

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
09/16/2016	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	8	140.00
			Belden, Elliott H	Overtime Hourly Rate	16	420.00
			Belden, Elliott H	Vacation Hourly Rate	72	1,260.00
						1,820.00
09/30/2016	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	40	700.00
			Belden, Elliott H	Overtime Hourly Rate	8	210.00
			Belden, Elliott H	Vacation Hourly Rate	24	420.00
						1,330.00
09/16/2016	DD	Paycheck	Brossard, Bradley R	Regular Hourly Rate	24	360.00
						360.00
09/02/2016	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	32.5	549.58
			Cummings, Ross E	Overtime Hourly Rate	8	202.96
			Cummings, Ross E	Vacation Hourly Rate	36	608.76
						1,361.30
09/16/2016	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	68	1,149.88
			Cummings, Ross E	Overtime Hourly Rate	96	2,435.52
			Cummings, Ross E	Vacation Hourly Rate	12	202.92
			Cummings, Ross E	Holiday Bonus		300.00
						4,088.32
09/30/2016	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	80	1,352.80
			Cummings, Ross E	Overtime Hourly Rate	32	811.84
						2,164.64
09/16/2016	DD	Paycheck	Cysiewski, Mandy J	Weekday Stipend	8	96.00
			Cysiewski, Mandy J	Training Attendance Stipend	1	12.00
						108.00
09/16/2016	DD	Paycheck	Einstein, Justin	Weekend Stipend	4	72.00
						72.00
09/02/2016	DD	Paycheck	Erschen, Duane R	Salary	32	1,828.02
			Erschen, Duane R	Sick Salary	8	457.00
						2,285.02

**Deer-Grove EMS**  
**Payroll Transaction Detail**  
**September 2016**

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
09/16/2016	DD	Paycheck	Erschen, Duane R	Salary	64	1,828.02
			Erschen, Duane R	Vacation Salary	8	228.50
			Erschen, Duane R	Holiday Salary	8	228.50
						2,285.02
09/30/2016	DD	Paycheck	Erschen, Duane R	Salary	72	2,056.52
			Erschen, Duane R	Vacation Salary	8	228.50
						2,285.02
09/16/2016	DD	Paycheck	Hartman, Michael D	Weekday Stipend	5	60.00
						60.00
09/16/2016	DD	Paycheck	Hellenbrand, Katrina M	Weekday Stipend	4	48.00
			Hellenbrand, Katrina M	Weekend Stipend	2	36.00
						84.00
09/02/2016	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	80	1,357.60
			Lasko, Wendy J	Overtime Hourly Rate	33	840.18
						2,197.78
09/16/2016	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	16	271.52
			Lasko, Wendy J	Overtime Hourly Rate	8	203.68
			Lasko, Wendy J	Vacation Hourly Rate	48	814.56
						1,289.76
09/30/2016	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	40	678.80
			Lasko, Wendy J	Overtime Hourly Rate	8	203.68
			Lasko, Wendy J	Vacation Hourly Rate	40	678.80
			Lasko, Wendy J	Vacation OT Hourly Rate	8	135.76
						1,697.04
09/16/2016	DD	Paycheck	McMullen, Jeremy B	Weekday Stipend	9	108.00
			McMullen, Jeremy B	Weekend Stipend	15	270.00
			McMullen, Jeremy B	Training Attendance Stipend	1	12.00
						390.00
09/02/2016	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	80	1,232.80
			Mickelson, Matthew A	Overtime Hourly Rate	41	947.92
						2,180.72

**Deer-Grove EMS**  
**Payroll Transaction Detail**  
**September 2016**

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
09/16/2016	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	80	1,232.80
			Mickelson, Matthew A	Overtime Hourly Rate	29	670.48
						1,903.28
09/30/2016	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	80	1,232.80
			Mickelson, Matthew A	Overtime Hourly Rate	16	369.92
						1,602.72
09/16/2016	DD	Paycheck	Miles, Thomas E	Weekday Stipend	2	24.00
			Miles, Thomas E	Weekend Stipend	2	36.00
			Miles, Thomas E	Training Attendance Stipend	1	12.00
						72.00
09/02/2016	DD	Paycheck	Nimz, Bradley W	Regular Hourly Rate	29	435.00
						435.00
09/16/2016	DD	Paycheck	Nimz, Bradley W	Regular Hourly Rate	48	720.00
						720.00
09/30/2016	DD	Paycheck	Nimz, Bradley W	Regular Hourly Rate	24	360.00
						360.00
09/16/2016	DD	Paycheck	Rappert, Lucas RD	Weekday Stipend	12	144.00
			Rappert, Lucas RD	Training Attendance Stipend	1	12.00
						156.00
09/02/2016	DD	Paycheck	Roznik, Alex D	Regular Hourly Rate	21	315.00
						315.00
09/16/2016	DD	Paycheck	Roznik, Alex D	Regular Hourly Rate	21	315.00
						315.00
09/30/2016	DD	Paycheck	Roznik, Alex D	Regular Hourly Rate	24	360.00
						360.00
09/02/2016	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	71	1,200.61
			Sanders, Seth C	Overtime Hourly Rate	11	279.07
						1,479.68

**Deer-Grove EMS**  
**Payroll Transaction Detail**  
**September 2016**

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
09/16/2016	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	56	946.96
			Sanders, Seth C	Overtime Hourly Rate	16	405.92
			Sanders, Seth C	Vacation Hourly Rate	24	405.84
						1,758.72
09/30/2016	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	54.5	921.60
			Sanders, Seth C	Overtime Hourly Rate	8	202.96
			Sanders, Seth C	Vacation Hourly Rate	24	405.84
						1,530.40
09/02/2016	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	80	1,272.80
			Schlicht, Trevor A	Overtime Hourly Rate	16	381.92
						1,654.72
09/16/2016	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	16	254.56
			Schlicht, Trevor A	Overtime Hourly Rate	9	214.83
			Schlicht, Trevor A	Vacation Hourly Rate	48	763.68
						1,233.07
09/30/2016	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	80	1,272.80
			Schlicht, Trevor A	Overtime Hourly Rate	17.5	417.73
						1,690.53
09/16/2016	DD	Paycheck	Stier, Peter	Medical Director Fee		500.00
						500.00
09/02/2016	DD	Paycheck	Teale, Stephen J	Regular Hourly Rate	2.5	38.75
						38.75
09/30/2016	DD	Paycheck	Teale, Stephen J	Regular Hourly Rate	24	372.00
						372.00
09/16/2016	DD	Paycheck	Tran, Jennifer	Weekday Stipend	3	36.00
			Tran, Jennifer	Training Attendance Stipend	1	12.00
						48.00
09/16/2016	DD	Paycheck	Vance, Jame J	Regular Hourly Rate	12	183.00
						183.00
09/16/2016	DD	Paycheck	Yelk Meinholz, Amy M	Weekday Stipend	4	48.00
						48.00

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**Deer-Grove EMS**  
**Payroll Transaction Detail**  
September 2016

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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>
09/16/2016	DD	Paycheck	Zeker, Elizabeth	Weekday Stipend	1	12.00
			Zeker, Elizabeth	Weekend Stipend	2	36.00
			Zeker, Elizabeth	Training Attendance Stipend	1	12.00
						<hr/> 60.00
<b>TOTAL</b>						<hr/> <b>58,294.58</b> <hr/>

Aging Summary Report

2014	Billable Units									Deposit from	
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Collections
January	186	63,721.28	38,797.56	27,233.20	12,763.91	10,720.50	7,151.00	6,097.10	166,484.55	990.37	26,463.75
February	181	64,400.20	36,059.73	23,440.72	11,285.70	9,431.80	3,497.90	8,732.00	156,848.05		33,132.41
March	172	55,561.42	46,819.02	21,113.32	12,994.20	9,847.70	4,624.90	5,175.10	156,135.66		23,510.55
April	174	73,838.68	41,713.72	21,290.16	12,089.90	8,945.20	6,251.70	5,795.40	169,924.76		34,993.13
May	172	69,691.63	48,524.90	21,753.80	10,616.52	9,621.00	4,635.00	5,629.00	170,471.85		28,649.26
June	178	71,636.72	39,288.89	18,287.90	10,376.30	8,198.32	6,643.50	8,049.50	162,481.13		31,421.12
July	176	58,533.79	58,666.91	19,340.24	11,392.80	8,934.40	5,969.22	11,174.00	174,011.36		27,883.70
August	155	43,420.04	37,040.52	34,909.36	16,100.10	8,854.00	6,933.80	11,272.50	158,530.32		24,723.14
September	175	64,323.21	54,962.41	24,168.37	18,273.79	10,286.90	5,961.60	14,924.90	192,901.18		27,009.51
October	167	50,612.43	61,236.26	21,718.60	14,817.77	8,501.50	2,915.50	14,365.20	174,167.26		36,056.01
November	176	50,924.69	45,594.89	41,560.49	17,520.60	8,006.30	3,526.50	11,738.90	178,872.37	1,047.20	26,358.18
December	171	51,602.42	36,640.24	23,255.67	28,947.77	10,655.00	5,146.30	13,370.10	169,617.50		39,372.36
	2083									2,037.57	359,573.12

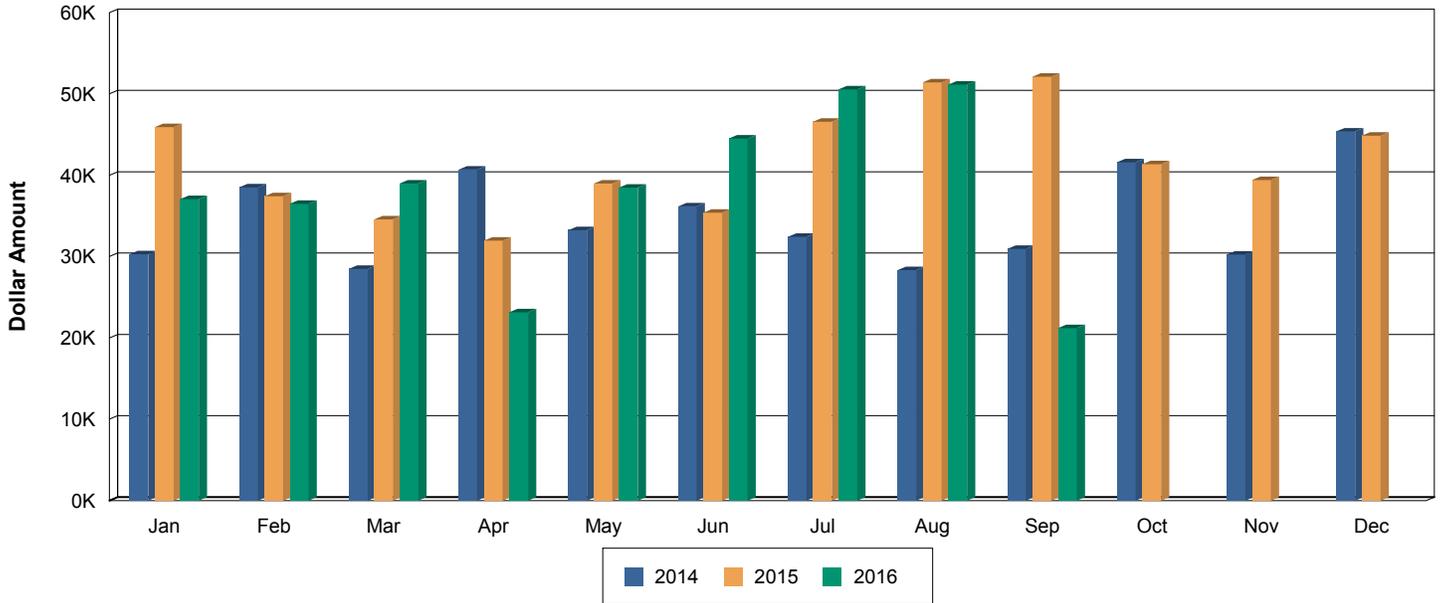
2015	Billable Units									Deposit from	
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Collections
January	182	71,601.03	39,504.20	17,789.15	12,476.67	17,913.07	8,522.30	10,761.60	178,568.02		39,826.28
February	189	75,162.55	51,896.88	17,035.92	14,074.10	1,743.10	14,428.40	10,058.80	184,399.75		31,929.75
March	171	52,694.88	50,359.23	29,829.80	11,684.94	8,054.40	1,743.10	13,768.10	168,134.45		29,629.91
April	182	77,429.17	45,678.18	30,696.18	13,796.20	8,219.50	4,985.80	7,690.80	188,495.83		31,973.45
May	193	74,669.46	51,556.06	20,517.14	24,918.64	8,611.70	7,993.40	8,128.10	196,394.50		38,794.95
June	193	82,710.58	53,506.19	27,437.75	13,860.94	17,738.08	2,104.10	8,638.50	205,996.14		32,580.07
July	203	85,082.91	67,168.37	18,006.10	15,726.21	4,017.60	7,207.90	8,104.50	205,313.59		42,841.96
August	210	81,697.02	48,525.78	32,531.34	11,664.10	10,717.61	4,017.60	4,650.90	193,804.35		47,143.05
September	188	70,587.95	51,137.35	28,072.21	29,230.90	7,977.80	1,256.00	5,049.00	193,311.21	1,232.75	47,862.37
October	204	59,551.61	48,176.74	33,937.93	21,952.12	19,263.80	3,506.10	7,652.60	194,040.90		37,900.48
November	191	49,956.65	44,402.30	25,927.30	27,556.78	13,790.07	8,130.30	5,098.30	174,861.70		36,400.01
December	181	60,474.93	33,304.18	26,437.93	15,214.52	20,740.60	4,335.77	4,103.30	164,611.23		41,407.33
	2287									1,232.75	458,289.61

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		19,194.51
October											
November											
December											
	1461									0.00	312,601.83

## DEER GROVE EMS DISTRICT

January 2014 to September 2016

### All Phases Revenue



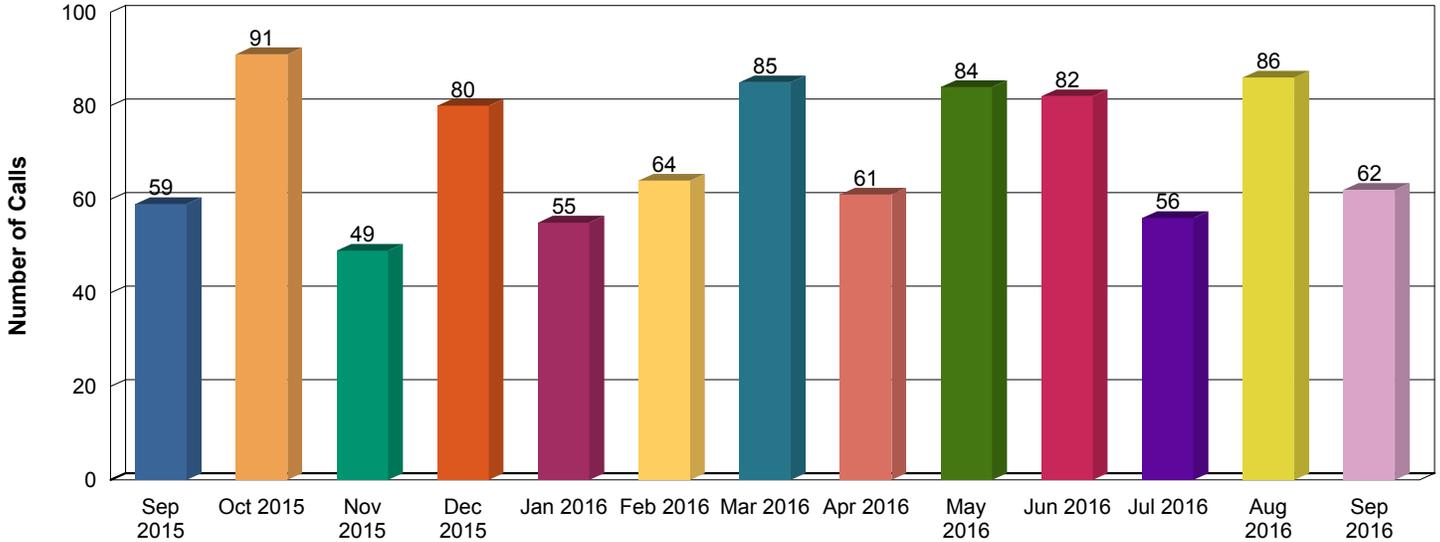
	2014	2015	2016	Total
January	\$30,289	\$45,921	\$37,056	\$113,266
February	\$38,513	\$37,406	\$36,467	\$112,386
March	\$28,477	\$34,568	\$38,973	\$102,017
April	\$40,686	\$31,973	\$23,168	\$95,828
May	\$33,246	\$38,975	\$38,465	\$110,686
June	\$36,182	\$35,396	\$44,526	\$116,104
July	\$32,423	\$46,576	\$50,571	\$129,570
August	\$28,334	\$51,404	\$51,150	\$130,889
September	\$30,963	\$52,125	\$21,185	\$104,273
October	\$41,595	\$41,357	\$0	\$82,951
November	\$30,240	\$39,410	\$0	\$69,650
December	\$45,390	\$44,875	\$0	\$90,264
<b>Total</b>	<b>\$416,336</b>	<b>\$499,987</b>	<b>\$341,561</b>	<b>\$1,257,883</b>

## DEER GROVE EMS DISTRICT

September 2015 to September 2016

### Number of Runs Received

In Each Month



**\*\*Note: These numbers are based on the Date Of Entry of each individual run**

**Deer-Grove EMS District**

**Monthly Service Report**

**September 2016**

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Calls by Municipality (includes missed calls):

30 – Village Cottage Grove

19 – Town Cottage Grove

10 – Village Deerfield

6 – Town Pleasant Springs

11 – Mutual Aid/Intercepts

**76 Total Calls Dispatched**

( 77 - Same time last year )

Calls by Unit:

38 – Medic/Rescue 78

32 – Medic/Rescue 80

9 – Missed

22 – Car 79

**667 Calls YTD**

( 719 - Same time last year )

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**Membership:**

Volunteers: Dan Cushing (EMT), Mandy Cysiewski (EMT), Justin Einstein (EMT-P), Megan Grinnell (EMT), Michael Hartman (EMT-I), Kati Merkel (EMT/RN), Tom Miles (EMT-A/RN), Jerry McMullen (EMT-P), Amy Meinholz (EMT-P), Lucas Rappert (EMT), Lisa Reetz (RN), Jennifer Tran (EMT), Erik Severson (EMT), Elizabeth Zeker (EMT)

Volunteers provided 814 hours of coverage to the District in September, compared to 900 hours in the same month last year.

Honorary: Tom Lohmiller, Maria Ferguson, Randy Behlke, Stephen Ratzlaff

Leave of Absence: Steve Anders (EMT)

LTE: Bryan Adler (EMT-P), Bradley Brossard (EMT-P), Jeff Dostalek (EMT-P - New), Bradley Nimz (EMT-P), Alex Roznik (EMT-P), Steve Teale (EMT-P), Jamee Vance (EMT-P/RN),

Part-Time: Kim Banigan

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

### Chief's Report

1. Budget: Developed second draft of 2017 Budget with some explanation points on various items that were discussed at the last Commission meeting.
2. Oct. 19<sup>th</sup> an interdepartmental table top exercise is scheduled with Hydrite as the topic of incident planning. Several agencies from throughout the County will be present to address each role at various points of the incident.
3. Developed a resolution updating the Uniform and Safety Gear Policy to reflect the addition of ballistic body armor to our ambulances for unsafe scenes.
4. Handbook: 9-26-16 Dan sent an email stating that the document has been proofed and we should receive a copy as soon as Dan reviews it once more.
5. Volunteers: We have begun the recruit campaign with flyers being hung with-in the district and having contacted some of the schools offering EMT courses to arrange a visit. Also we are developing a pamphlet with DGEMS info targeted towards Volunteers. The Volunteer process is now scheduled for Sunday December 11<sup>th</sup>.
6. Dane County EMS: We hosted the Dane County EMS Association meeting as well as the Dane County EMS Commission meeting on September 28<sup>th</sup>. The topics included a presentation on Regionalization delivered by the author of the North Shore report showing the success of the reorganization over the past 20 years and one of the current Chief's of the department. Also there were several representatives from the Communications Center touching on various topics including DaneCom go-live Nov. 1 and radio reprogramming.
7. Regionalization: The Committee has not met again. In the meantime Ryan Brothers has made an offer of contracted services to the Marshall district. An offer for contracted services is being developed on the part of DGEMS to propose as another option which will be presented to our Commission for consideration to be forwarded to Marshall.
8. Ambulance Committee: As of last report everything is up to date and progressing to plan. At the last Commission meeting the question of warranty came up: With inquiry, there is no extended warranty available. The box is warrantied for 25 years, electrical 5yrs/180k miles, paint 5 yrs/180k miles, anything they install in the ambulance that is theirs 5yrs/180k miles, and as for the chassis, the warranty is 3yr/36000 miles.

**Training Division:**

22 members attended training in September, which was the 12<sup>th</sup> annual DGEMS Olympics. A potluck dinner was provided by members of the DGEMS Association prior to the training meeting. Dr. Stier will give a special lecture about Hunting Emergencies in October.

Lt. McMullen attended ICS-300 (Intermediate Incident Command for Expanding Incidents). Both Lt. McMullen and D/C Antoniewicz will be attending ICS-400 (Advanced Incident Command) in October. EMT Rappert has begun Advanced EMT class.

**Training Center:**

There has been a sudden increase in the number of CPR training requests. The pay increase for CPR instructors has dramatically improved our ability to cover all of these training requests. So far, the following groups have requested CPR/First Aid training: Cottage Grove Courts (10/1), Learning Ladder Daycare (10/1), Deerfield Lutheran Church (10/2), Wildwood Clinic (10/6, 10/12, 10/13, 10/20), MPI (10/7, 10/14, 10/21), Capital Lock (11/12), Maple Bluff Boy Scouts Troup (12/11). ColorCon in Stoughton has also requested Rapid Response Team training for their facility before 12/31.

**Public Relations:**

September was a busy PR month for DGEMS. We covered all of the Deerfield football games, the bonfire and homecoming parade. We also hosted a Community Spaghetti dinner before the start of the Cambridge/Deerfield Football game. DGEMS sponsored the Dane County EMS Association Meeting and provided a meal to attendees. We also showed our support for a father-daughter duo who has spent their summer bicycling from coast-to-coast as a fundraising/awareness effort for children with autism.

October is shaping up to be a very busy month for PR. Already, we are scheduled to participate in Cottage Grove Olde Town Days, provide standby services for the Rugby club, provide ambulance tours for Learning Ladder Daycare and cover all Deerfield football events. In addition, we will be providing ambulance tours for the Taylor Prairie Elementary School children on 10/11 and 10/13, with more than 200 children expected. On 10/14, we will visit with the children at Kids Safari Daycare. We will again hand out treats at the Deerfield Community Halloween party between the hours of 5pm – 730 pm.

**Uniforms:**

The DGEMS Association purchased a pink uniform shirt for every member to wear on shift during the month of October in recognition of Breast Cancer Awareness month.

**Community Medic:**

Several regularly scheduled events.

9/5/16 Glenwood Senior Living event from 10:00-11:00 rescheduled due to holiday

9/7/16 Taylor Ridge event from 10:00-11:00 14 persons attended.

9/14/16 Deerfield Community Center 12:00-13:30 6 persons attended

Met with Sarah from Home Health United on 9/10 and conversed about the Safe At Home program. They are starting to reach out to local EMS agencies to get them involved with fall prevention and follow-up. Received information and paperwork to be able to do referrals to them when patients meet the criteria and have a need.

**CQI Committee:**

CQI committee did not meet in September. Ross did put together a comparison of other Dane County compensation for volunteers. We are still working on sending a survey to our volunteers for feedback.

**Vehicles:**

- 2009 Horton: Back-up alarm scheduled with Kayser
- 2012 Life-Line: N/A
- 2013 Interceptor: N/A
- Bikes: N/A

**IT/Communications:**

CAD Integration is moving forward with Elite

Data integration completed with Elite

DaneCom moving forward November 1

**Ambulance Committee:**

Ambulance committee finalized drawings and had contract drawn up

<b>September 2016 Quick Stats</b>					
<u>Date</u>	<u>Amb 1</u>	<u>Amb 2 / FR</u>	<u>Reason Used</u>	<u>Ending Miles</u>	<u>Driver</u>
1	24	21	Errands	19724	Duane Erschen
2	24	0	Community Event	19784	Jeremy McMullen
3	24	0	Errands	19780	Jeremy McMullen
4	24	24	EMERGENCY CALL	19823	Jeremy McMullen
5	24	23	EMERGENCY CALL	19804	Jeremy McMullen
6	24	8	Station Visit	19865	Jeremy McMullen
7	24	6	EMERGENCY CALL	19863	Jeremy McMullen
8	24	13	EMERGENCY CALL	19842	Jeremy McMullen
9	24	24	Errands	19884	Jeremy McMullen
10	24	0	Community Medic	19902	Duane Erschen
11	24	24	Meeting - Out of District	19960	Jeremy McMullen
12	24	13	Community Event	20017	Jeremy McMullen
13	24	21	EMERGENCY CALL	19993	Jeremy McMullen
14	24	8	EMERGENCY CALL	20076	Jeremy McMullen
15	24	8	Community Event	20054	Jeremy McMullen
16	24	24	EMERGENCY CALL	20052	Jeremy McMullen
17	24	24	Meeting - In District	20104	Jeremy McMullen
18	24	8	Meeting - Out of District	20137	Duane Erschen
19	24	8	Errands	20152	Erik Severson
20	24	20	Station Visit	20146	Duane Erschen
21	24	20	EMERGENCY CALL	20182	Jeremy McMullen
22	24	21	Errands	20185	Amy Meinholz
23	24	13	Staffing	0	Duane Erschen
24	24	24	Community Event	20230	Jeremy McMullen
25	24	24	Meeting - Out of District	20297	Jeremy McMullen
26	24	11	Staffing	20255	Duane Erschen
27	24	24	Staffing	20319	Duane Erschen
28	24	21	EMERGENCY CALL	20362	Duane Erschen
29	24	21	EMERGENCY CALL	20361	Duane Erschen
30	24	0	Station Visit	20342	Duane Erschen
			First Responder Coverage	20392	Jeremy McMullen
<b>Total</b>	<b>720</b>	<b>456</b>			
<b>1176 hours of coverage total</b>					
<b>Total of 163% coverage</b>					

Elite lifequest

## Average Run Times Report

### Run Times - Unit Notified by Dispatch to Unit En Route in Minutes

Incident Unit Notified By Dispatch To Unit En Route Range In Minutes	Number of Runs	Percent of Total Runs
	26	<b>14.94%</b>
<b>0 to &lt;1</b>	5	2.87%
<b>1 to &lt;2</b>	61	35.06%
<b>2 to &lt;3</b>	57	32.76%
<b>3 to &lt;4</b>	19	10.92%
<b>4 to 5</b>	5	2.87%
<b>&gt; 5</b>	1	0.57%
	<b>Total: 174</b>	<b>Total: 100.00%</b>

### Run Times - Unit En Route to Unit Arrived on Scene in Minutes

Incident Unit En Route To Unit Arrived On Scene Range In Minutes	Number of Runs	Percent of Total Runs
	14	8.05%
<b>0 to &lt;5</b>	46	26.44%
<b>5 to &lt;10</b>	52	29.89%
<b>10 to 15</b>	56	32.18%
<b>&gt; 15</b>	6	3.45%
	<b>Total: 174</b>	<b>Total: 100.00%</b>

### Run Times - Unit Arrived on Scene to Unit Left Scene in Minutes

Incident Unit Arrived On Scene To Unit Left Scene Range In Minutes	Number of Runs	Percent of Total Runs
	28	16.09%
<b>0 to &lt;5</b>	3	1.72%
<b>5 to &lt;10</b>	14	8.05%
<b>10 to &lt;15</b>	23	13.22%
<b>15 to &lt;20</b>	34	19.54%
<b>20 to &lt;25</b>	25	14.37%
<b>25 to &lt;30</b>	22	12.64%
<b>30 to &lt;35</b>	8	4.60%
<b>35 to &lt;40</b>	5	2.87%
<b>40 to &lt;45</b>	2	1.15%
<b>45 to &lt;50</b>	3	1.72%
<b>50 to &lt;55</b>	3	1.72%
<b>55 to 60</b>	3	1.72%
<b>&gt; 60</b>	1	0.57%
	<b>Total: 174</b>	<b>Total: 100.00%</b>

### Run Times - Unit Left Scene to Unit Arrived at Destination in Minutes

Incident Unit Left Scene To Patient Arrived At Destination Range In Minutes	Number of Runs	Percent of Total Runs
	65	37.36%
<b>5 to &lt;10</b>	3	1.72%
<b>10 to 15</b>	9	5.17%
<b>&gt; 15</b>	97	55.75%
	<b>Total: 174</b>	<b>Total: 100.00%</b>

### Run Times - Patient Arrived at Destination to Unit Left Destination in Minutes

Incident Patient Arrived At Destination To Unit Left Destination Range In Minutes	Number of Runs	Percent of Total Runs
	<b>100</b>	<b>57.47%</b>
<b>0 to &lt;10</b>	<b>4</b>	<b>2.30%</b>
<b>10 to &lt;20</b>	<b>30</b>	<b>17.24%</b>
<b>20 to &lt;30</b>	<b>32</b>	<b>18.39%</b>
<b>30 to &lt;40</b>	<b>4</b>	<b>2.30%</b>
<b>40 to &lt;50</b>	<b>3</b>	<b>1.72%</b>
<b>&gt; 60</b>	<b>1</b>	<b>0.57%</b>
	<b>Total: 174</b>	<b>Total: 100.00%</b>

### Average Run Times Summary Report

Avg Unit Notified to Enroute in Minutes	Avg Unit Enroute to Arrived at Scene in Minutes	Avg Unit Arrived on Scene to Left Scene in Minutes	Avg Unit Left Scene to Arrived at Destination in Minutes	Avg Unit Arrived at Destination to Unit Back In Service in Minutes	Number of Runs
<b>1.80</b>	<b>8.04</b>	<b>22.16</b>	<b>22.39</b>	<b>24.75</b>	<b>174</b>

#### Report Filters

Incident Date: is between '7/22/2016' and '9/30/2016'

Note from Kim: In August when I provided examples of several available reports, the commission indicated it was most interested in seeing run times and runs by city. At that time we told you that on July 22nd there was a switch-over to a new patient care reporting system ("Elite") which is still under development in the reporting area. We also told you that data from the old system ("Leaders") did not transfer.

You will notice that this report runs from 7/22 through 9/30, as data for the first portion of July is in the old system. There is no runs by city report available at this time.

# Deer-Grove EMS

## STANDARD OPERATING PROCEDURES

<b>TITLE: Uniform and Safety Gear Policy</b>		
<b>Original Issue: 05-21-2016</b>	<b>Revision Date: 10/20/2016</b>	<b>Number 2016-03</b>

<b>Prepared By: Chief Duane R. Erschen</b>	<b>Approved By: EMS Commission</b>
--------------------------------------------	------------------------------------

### RESOLUTION OF THE DEER-GROVE EMS COMMISSION

*(Maintained by the records custodian in a Resolutions binder.)*

RESOLUTION NO. 2016 - 03

Title:	<u>Handbook change to Uniform and Safety Gear Policy</u>
Creates, amends and/or repeals	<u>Amends the current Handbook Policy</u>
Presented to Commission by	<u>Chief Duane R. Erschen</u>
Date adopted	_____
Vote	_____
Effective Date	_____

(Note: Actions taken by resolution can only be amended or repealed by resolution.)

**FOLLOWING DUE CONSIDERATION,  
THE DEER-GROVE EMS COMMISSION DOES HEREBY RESOLVE AS FOLLOWS:**

**Purpose:**

Providing a measure of material safety and establishing a standard uniform providing a similar professional appearance that projects a positive image to the public and distinguishes the role of the EMT.

**Policy:**

Deer-Grove EMS District requires all personnel to meet appropriate dress code and uniform standards for the respective position of the staff member.

**Procedure:**

**I. General standards of appearance.**

- a. Pins, hats, name/insignia or other identifying symbols which are not professionally related to Deer Grove EMS uniforms are prohibited from being worn.
- b. Any tattoos should be covered wherever possible.
- c. Hair (including facial hair) is to be neat and groomed at all times. If a member or employee has long hair then he or she must arrange it in such a way that it does not present a safety hazard or distract from duties. Mustaches and beards must be clean, well trimmed, and neat, and must not interfere with the wearing of any safety or medical device, including personal protective equipment (PPE).
- d. Perfume, cologne, aftershave, scented lotion, etc., should be used in moderation or avoided altogether.

- e. Jewelry should not be excessive and should be limited to items that do not functionally restrict the employee or create a danger to personnel or others. Facial jewelry, such as eyebrow rings, nose rings, lip rings and tongue studs, are not permitted to be worn during working hours or while on duty or representing Deer-Grove EMS District.
- f. Personnel are expected to arrive to work in a clean, presentable manner with all appropriate uniform attire in place.

## II. Uniform.

- a. Deer-Grove EMS District will provide uniforms as mentioned in the policy below. Additional uniform items may be purchased through Deer-Grove EMS District designated vendor.
- b. Only the standard Deer-Grove EMS District uniform shall be worn while on duty. During public relations events, monthly trainings, and daytime hours of 0700 – 1700 the crew members must wear their Class B shirts. Depending on climate the sweatshirt/job shirt can be worn over the Class B shirt at the appropriate times.
- c. Standard Deer Grove EMS uniform is to consist of: Class A Uniform (Chief Officers), Class B shirt, polo shirt, t-shirt, sweatshirt/job shirt, navy blue pants or utility shorts, and black shoes or boots. Only approved uniform accessories and patches may be worn. The Class B uniform that will be donned on a regular basis consists of light blue shirt from chosen vender, authorized patches, badge, and proper accessories.
- d. The Class A Uniform, Class B shirt, polo shirt(s), T-shirt(s), and sweatshirt/job shirt(s) will be provided at the service's expense. Deer Grove EMS will additionally provide some clothing allowance, budget permitting. Approved clothing vouchers must be obtained from the Quartermaster, Chief, or Chief's designee prior to purchase.
- e. Uniforms must remain clean, unwrinkled, neat, and in good repair.
- f. Pager, radio, or district -issued phone is considered a part of the uniform and must be worn appropriately.
- g. All personnel are responsible for the care and maintenance of their uniforms. If your uniform becomes soiled during a shift, it should be changed, if at all possible.
- h. Personnel will not wear their uniform when not on duty, except those personnel who are on-call away from the station, may wear their uniform during on-call time. Another exception would be for public relations events.
- i. A record of all uniform gear dispensed will be maintained and a replacement will be scheduled on an annual or as needed basis. Deer-Grove EMS District will replace uniforms that are contaminated or damaged in the line of duty.
- j. All department issued uniforms and gear will be handled by the Quartermaster, Chief, or Chief's designee.
- k. All uniforms and equipment must be returned upon termination of employment/membership.

### III. Safety Gear.

- a. Station gear is available to members not issued permanent gear. Permanent gear will be issued after 12 month probation period based on availability or budget permitting.
- b. Standard Deer-Grove EMS Safety Gear provided consists of helmet, jacket, pants, and suspenders.
- c. Turnout gear is to be worn when hazards are reasonably anticipated and uncontrolled (i.e.: traffic crashes, extreme weather conditions, etc.).
- d. Safety gear must be stored at the station in the appropriate storage areas. Safety Gear cannot be taken home.
- e. Each member is responsible to be sure their safety gear is available on the truck for every call. Also each member is responsible to be sure their safety gear is taken back off the truck after their shift is complete.
- f. Any additional equipment or personalizing of the safety gear must be approved by the Chief.
- g. Safety gear must be properly washed a minimum of 2 times per year and as needed according to use and exposure to contaminates.
- h. All safety gear and equipment must be returned upon termination of employment/membership.

### IV. Ballistic Body Armor

- a. The ballistic body armor is intended to provide an additional general level of protection for the responder if the situation warrants (i.e. Active Shooter, Violent Person, Assault with a weapon scenarios, etc.) The ballistic body armor is not intended for medical personnel to enter an unsafe scene. DGEMS is not a TEMS unit and will not be used as such; thusly, the ballistics body armor is not intended to encourage entering an unsecure scene. Medical personnel should continue to follow current protocol of not entering an unsafe scene until Law Enforcement has deemed it safe to enter.
- b. The body armor units will be located on DGEMS vehicles and available to use when warranted.
- c. To wear the body armor: The body armor should be placed over the head, with the handle facing towards the back. Buckles located on the side should be secured and then adjusted to properly fit the individual. Body armor should be snug but not too tight as to allow for ease of breathing. The plates should be covering the person's lungs and heart. Shoulder straps can be adjusted to make sure there is proper alignment covering the vital organs. Our ballistic body armor units are known as plate carrier vests and are not intended to be worn for long periods of time. They are intended to be a rapid form of ballistics cover and used to remove one's self from immediate harm and danger. The ballistic body armor can be worn for the duration of an incident but should not be worn as part of personnel's daily uniform.
- d. The body armor is somewhat heavy at about 17lbs. Responders should be aware of the weight and use proper body mechanics when working with the body armor on. They should be adjusted correctly to avoid the plates from shifting and moving while wearing them. Should the body armor be compromised by a weapon that unit is to be removed from service immediately and the OIC and Chief are to be made aware of such an event. No body armor

that has been compromised by a weapon should be reused and will need to be replaced immediately.

- e. DGEMS ballistic body armor units are set up with standard uniformity. Any additional equipment or personalizing of the body armor must be approved by the Chief.
- f. Cleaning of the ballistics body armor should be done at the station following incidents as needed, using instructions given by the manufacturer.