

DEER-GROVE EMS COMMISSION MEETING
Deerfield Village Hall
4 North Main Street, Deerfield, WI 53531
Thursday, March 16, 2017 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 February 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. Presentation of preliminary draft of 2016 Financial Statements.
10. Update on regionalization discussions/RFP for a consolidation consultant.
11. Update on status of new ambulances.
12. Discuss and consider purchasing card options.
13. Consider/adopt motion to move into closed session pursuant to Wis. Statute §19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Chief's Annual Review.
14. Consider/Adopt motion to reconvene to open session to take any action necessary from closed session.
15. Set next commission meeting date and location.
16. Agenda items for next commission meeting.
17. Adjournment.

ANY ITEM IS SUBJECT FOR ACTION

By: Harvey Potter, Chairperson

Submitted March 7, 2017

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, FEBRUARY 16, 2017

Minutes

Present: Harvey Potter, John Williams, Gary Wieczorek, Kris Hampton and Kristi Williams. Greg Frutiger arrived at 6:31 P.M.

Also present: Chief Duane Erschen, Lt. Jerry McMullen, Paramedic Devon Anders, Village of Cottage Grove Trustee Troy Allen, Accounts Manager Kim Banigan, and Village of Cottage Grove Cable Coordinator Andrew Day.

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

Public Appearances: D. Anders said that due to an emergency call he was unable to stay for the closed session at the January meeting, but he did want to speak on behalf of the subject of the closed session. The commission advised him that he could do so during tonight's closed session.

Approval of minutes from previous meetings: Motion by K. Williams/Hampton to approve the January 19, 2017 open session minutes with a correction for the next meeting to be held in February, not March. Motion carried 5-0-1 (Frutiger abstained). Motion by Potter/K. Williams to approve the December 15, 2016 closed session minutes as printed, and to keep them closed. Motion carried 6-0. Motion by Potter/Hampton to approve the minutes of the first closed session on January 19, 2017 as printed and to keep them closed. Motion carried 5-0-1 (Frutiger abstained). Motion by Potter/Hampton to approve the minutes of the second closed session on January 19, 2017 as printed, and to keep them closed. Motion carried 5-0-1 (Frutiger abstained).

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

Discuss and Consider approval of Bills for Budgeted/Approved Expenses: Motion by Hampton/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 Hampton/J. Williams to approve the aging of accounts as presented. Motion carried 6-0. There were no write-off requests.

Staff Report: There were 72 calls in January, which is one more than in January of 2016. Volunteers provided 600 hours in January, down from 876 during January of 2016. Three new volunteers are just beginning the academy, and Chief Erschen said he wants to put more focus on recruiting new volunteers and encouraging existing volunteers to staff more hours this year. One volunteer provided feedback to his recent email along these lines by saying that he/she already gives all the time he/she can without compensation. Chief Erschen said efforts need to be put into figuring out what helps encourage quality volunteers to stay and offer more of their time.

Chief Erschen also reported that:

- He is planning a member recognition to be held at 5:30 on April 20th, prior to the joint board meeting when the 2016 financial statements will be presented, and hopes for a strong showing of support from the municipal leaders.
- The staff report states that a volunteer member has reached the 25 year milestone, but failed to name him – he is Tom Miles.

Correspondence: An unlicensed volunteer applicant sent a card thanking DGEMS for the opportunity.

Update on regionalization discussions/RFP for a consolidation consultant: Chief Erschen reported that Jeanne Clark seems very committed to the RFP effort. DGEMS has already provided the information she needs, and she has access to the necessary information for Cambridge, so all that is needed is information from Marshall. Director Allain is addressing immediate staffing needs before he responds to the request.

Discuss and consider opening a Fleet Card account with WEX Fleet One: Information on the no-fee card had been provided by email and in the packets. The branded Citgo card can be used at most other fuel stations as well. Motion by Potter/Wieczorek to approve Citgo branded WEX Fleet cards for DGEMS vehicles. Motion carried 6-0.

Consider/adopt motion to move into closed session pursuant Wis. Stat. §19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations: Preliminary consideration of concerns related to a Deer-Grove EMS staff member AND pursuant to Statute §19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Chief's Annual Review: Motion by Potter/K. Williams to move into closed session for the reasons stated above. Motion carried 6-0 by roll call vote. Cable Coordinator Day left, and Chief Erschen was asked to step out for the first part. The closed session began at 7:10 P.M.

Consider/Adopt motion to reconvene to open session and to take any action necessary from closed session: Motion by Hampton/K. Williams to reconvene to open session. Motion carried 6-0 by roll call vote. The closed session ended at 8:25 P.M. Erschen had returned during the closed session and Anders had left. Cable Coordinator Day did not return. Motion by Hampton/K. Williams directing the Chair to request a copy of the member's EMT license from the State and then draft a letter to notify him of the status. Motion carried 6-0.

Set next commission meeting date and location: The next commission meeting will be on March 16, 2017 at 6:30 P.M. at the Deerfield Village Hall.

Agenda items for next commission meeting: New ambulance update, update on regionalization/RFP for consolidation consultant, staffing, closed session for Chief's review.

Adjournment: Motion by Hampton/J. Williams to adjourn. Motion carried 6-0. The meeting ended at 8:26 P.M.

Submitted by Kim Banigan

Deer-Grove EMS
Profit & Loss Budget vs. Actual
January through February 2017

	2/12th of Annual					Jan - Feb 16
	Jan - Feb 17	Budget	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense						
Income						
230 · Training Center Income	305.00	416.67	2,500.00	-2,195.00	12.2%	0.00
610 · Town/Villages Assesments	109,303.82	72,869.21	437,215.25	-327,911.43	25.0%	261,225.53
620 · Ambulance Run Fees	102,040.71	79,166.67	475,000.00	-372,959.29	21.48%	61,106.59
630 · Contracted Revenue	0.00	5,272.46	31,634.75	-31,634.75	0.0%	0.00
640 · Interest Earned	85.72	100.00	600.00	-514.28	14.29%	136.09
650 · Grant Revenue	0.00	0.00	0.00	0.00	0.0%	0.00
693 · Donations	50.00	0.00	0.00	50.00	100.0%	50.00
Total Income	211,785.25	157,825.00	946,950.00	-735,164.75	22.37%	322,518.21
Gross Profit	211,785.25	157,825.00	946,950.00	-735,164.75	22.37%	322,518.21
Expense						
720 · Wages	44,771.42	65,540.00	393,240.00	-348,468.58	11.39%	42,717.04
721 · Health Insurance	28,132.26	20,435.00	122,610.00	-94,477.74	22.95%	28,390.20
722 · Workmans Comp	4,680.66	5,976.67	35,860.00	-31,179.34	13.05%	4,587.84
723 · Retirement Plan	5,955.05	7,553.33	45,320.00	-39,364.95	13.14%	4,775.78
724 · Employers FICA Expense	4,434.06	6,491.67	38,950.00	-34,515.94	11.38%	4,447.71
725 · Staff Continuing Education	1,668.00	1,083.33	6,500.00	-4,832.00	25.66%	963.20
726 · Travel/Mileage Reimbursement	0.00	83.33	500.00	-500.00	0.0%	0.00
728 · Medical Director Fee	1,000.00	1,000.00	6,000.00	-5,000.00	16.67%	1,000.00
734 · Overtime	12,531.20	15,718.33	94,310.00	-81,778.80	13.29%	15,535.86
735 · EMT Stipend	1,524.00	5,750.00	34,500.00	-32,976.00	4.42%	1,938.00
736 · LifeQuest Billing	5,518.36	6,833.33	41,000.00	-35,481.64	13.46%	6,268.44
740 · Office Equipment (expense)	196.53	271.67	1,630.00	-1,433.47	12.06%	190.00
742 · Office Supplies	483.26	333.33	2,000.00	-1,516.74	24.16%	336.10
770 · Communications	1,594.85	1,166.67	7,000.00	-5,405.15	22.78%	1,115.64
775 · IT expenses	351.12	833.33	5,000.00	-4,648.88	7.02%	1,649.00
790 · Publicity and Advertising	0.00	250.00	1,500.00	-1,500.00	0.0%	0.00
791 · Training Center Expense	145.00	333.33	2,000.00	-1,855.00	7.25%	0.00
810 · EMT Recognition	171.50	166.67	1,000.00	-828.50	17.15%	87.31
820 · EMT Continuing Education	1,881.00	833.33	5,000.00	-3,119.00	37.62%	965.04
825 · Chief Continuing Education	0.00	250.00	1,500.00	-1,500.00	0.0%	0.00
829 · Vehicle Maintenance	2,501.70	700.00	4,200.00	-1,698.30	59.56%	966.79
831 · Fuel	1,335.09	2,000.00	12,000.00	-10,664.91	11.13%	1,162.91
840 · Equipment/Non-Disposable	3,085.96	716.67	4,300.00	-1,214.04	71.77%	1,132.91
842 · Equipment Maintenance	2,470.00	846.67	5,080.00	-2,610.00	48.62%	2,470.00
845 · Capital Purchase	16,895.66	0.00	0.00	16,895.66	100.0%	0.00
850 · Medical Supplies	8,049.94	5,646.67	33,880.00	-25,830.06	23.76%	5,470.05
852 · Training Medical Supplies	0.00	166.67	1,000.00	-1,000.00	0.0%	68.58
860 · Clothing	207.61	1,516.67	9,100.00	-8,892.39	2.28%	447.31
870 · Insurance	1,687.00	1,416.67	8,500.00	-6,813.00	19.85%	1,662.00
871 · Group Life Insurance	70.52	91.67	550.00	-479.48	12.82%	102.02
872 · Unemployment Insurance	0.00	666.67	4,000.00	-4,000.00	0.0%	0.00
879 · Health Maintenance & Safety	0.00	250.00	1,500.00	-1,500.00	0.0%	117.28
880 · Legal Fees	0.00	833.33	5,000.00	-5,000.00	0.0%	239.00
881 · Accounting Fees	3,000.00	1,200.00	7,200.00	-4,200.00	41.67%	4,800.00
885 · Overdue Run Fees	14,108.37	0.00	0.00	14,108.37	100.0%	15,152.00
898 · Building and Grounds	241.56	550.00	3,300.00	-3,058.44	7.32%	155.98
899 · Miscellaneous Expenses	1,414.99	320.00	1,920.00	-505.01	73.7%	425.31
Total Expense	170,106.67	157,825.00	946,950.00	-776,843.33	17.96%	149,339.30
Net Ordinary Income	41,678.58	0.00	0.00	41,678.58	100.0%	173,178.91

Deer-Grove EMS
Profit & Loss Budget vs. Actual
 January through February 2017

	2/12th of Annual					Jan - Feb 16
	Jan - Feb 17	Budget	Budget	\$ Over Budget	% of Budget	
Other Income/Expense						
Other Income						
9010 - Debt Service Assessment	5,175.49	862.58	5,175.49	0.00	100.0%	9,998.00
Total Other Income	5,175.49	862.58	5,175.49	0.00	100.0%	9,998.00
Other Expense						
1030 - Debt Service	5,175.49	862.58	5,175.49	0.00	100.0%	9,998.00
Total Other Expense	5,175.49	862.58	5,175.49	0.00	100.0%	9,998.00
Net Other Income	0.00	0.00	0.00	0.00	0.0%	0.00
Net Income	41,678.58	0.00	0.00	41,678.58	100.0%	173,178.91

Deer-Grove EMS
Check Detail
February 2017

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
20041	Check	02/02/2017	Antoniewicz, Lisa M	Reimbursement - WEMSA lodging	101 · Operating Checking	-218.00	
				Reimbursement - WEMSA lodging	725 · Staff Continuing Education	218.00	-218.00
						<u>218.00</u>	<u>-218.00</u>
20042	Bill Pmt -Check	02/02/2017	Airgas USA, LLC		101 · Operating Checking	-89.53	
9059518998	Bill	01/23/2017		Oxygen	850 · Medical Supplies	89.53	-89.53
						<u>89.53</u>	<u>-89.53</u>
20043	Bill Pmt -Check	02/02/2017	Baycom	Cradle point modems and antennas	101 · Operating Checking	-2,086.00	
006135	Bill	01/26/2017		(2) cradlepoint modems	845 · Capital Purchase	1,728.00	-1,728.00
				(2) cradlepoint antennas	845 · Capital Purchase	358.00	-358.00
						<u>2,086.00</u>	<u>-2,086.00</u>
20044	Bill Pmt -Check	02/02/2017	Bound Tree Medical, LLC		101 · Operating Checking	-2,861.86	
82385987	Bill	01/23/2017		Medical Supplies	850 · Medical Supplies	151.03	-151.03
82387540	Bill	01/24/2017		Medical Supplies	850 · Medical Supplies	510.87	-510.87
82382248	Bill	01/18/2017		Suction units (4)	845 · Capital Purchase	2,199.96	-2,199.96
						<u>2,861.86</u>	<u>-2,861.86</u>
20045	Bill Pmt -Check	02/02/2017	Charter Communications		101 · Operating Checking	-208.71	
8245117120000443	Bill	01/23/2017		February Shared Internet Service - ESOB	770 · Communications	59.99	-59.99
				February Phone Service - Station 1	770 · Communications	76.54	-76.54
8245116870023811	Bill	01/25/2017		Station 2 phone & internet	770 · Communications	72.18	-72.18
						<u>208.71</u>	<u>-208.71</u>
20046	Bill Pmt -Check	02/02/2017	Dane County EMS Association		101 · Operating Checking	-150.00	
	Bill	01/01/2017		2017 Dane County EMS Association Dues	899 · Miscellaneous Expenses	150.00	-150.00
						<u>150.00</u>	<u>-150.00</u>
20047	Bill Pmt -Check	02/02/2017	Family Service Madison		101 · Operating Checking	-792.00	
	Bill	02/01/2017		EAP Annual Fee (30 Employees/Volunteers)	725 · Staff Continuing Education	792.00	-792.00
						<u>792.00</u>	<u>-792.00</u>
20048	Bill Pmt -Check	02/02/2017	GFC Leasing WI		101 · Operating Checking	-48.30	

Deer-Grove EMS
Check Detail
February 2017

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
100346290	Bill	01/21/2017		Copier Lease	740 · Office Equipment (expense)	48.30	-48.30
						<u>48.30</u>	<u>-48.30</u>
20049	Bill Pmt -Check	02/02/2017	Jackson Lewis P.C.	October legal expenses	101 · Operating Checking	-270.00	
6840188	Bill	11/16/2016		October legal expenses	880 · Legal Fees	270.00	-270.00
						<u>270.00</u>	<u>-270.00</u>
20050	Bill Pmt -Check	02/02/2017	Kayser Automotive Group	2009 Horton Inspect, lube and repair	101 · Operating Checking	-979.88	
533141	Bill	01/10/2017		Inspection	829 · Vehicle Maintenance	388.50	-388.50
				oil, lube, filter	829 · Vehicle Maintenance	190.30	-190.30
				diagnose and repair oil pressure	829 · Vehicle Maintenance	401.08	-401.08
				sending unit			
						<u>979.88</u>	<u>-979.88</u>
20051	Bill Pmt -Check	02/02/2017	Landmark Services Cooperative		101 · Operating Checking	-723.81	
240453	Bill	01/31/2017		January Fuel	831 · Fuel	723.81	-723.81
						<u>723.81</u>	<u>-723.81</u>
20054	Bill Pmt -Check	02/02/2017	Med Alliance Group Inc.		101 · Operating Checking	-319.36	
110675	Bill	01/24/2017		Medical supplies	850 · Medical Supplies	319.36	-319.36
						<u>319.36</u>	<u>-319.36</u>
20055	Bill Pmt -Check	02/02/2017	Quill	Office Supplies	101 · Operating Checking	-134.76	
3745200	Bill	01/23/2017		Office Supplies	742 · Office Supplies	134.76	-134.76
						<u>134.76</u>	<u>-134.76</u>
20056	Bill Pmt -Check	02/02/2017	Uniform Shoppe		101 · Operating Checking	-159.35	
262965	Bill	01/24/2017		shirts - stock	860 · Clothing	100.90	-100.90
263003	Bill	01/25/2017		Shirt - JVance	860 · Clothing	58.45	-58.45
						<u>159.35</u>	<u>-159.35</u>
20057	Bill Pmt -Check	02/02/2017	Visa		101 · Operating Checking	-1,752.63	
	Bill	02/02/2017		Amazon - hand sanitizer	898 · Building and Grounds	31.76	-31.76
				Amazon - brush head	898 · Building and Grounds	22.90	-22.90
				Amazon - TP	898 · Building and Grounds	43.98	-43.98
				Amazon - Towels	898 · Building and Grounds	48.00	-48.00
				USPS - mail Commission packets	742 · Office Supplies	7.85	-7.85
				Amazon - laptop case	860 · Clothing	43.26	-43.26
				Medicare enrollment renewal	736 · LifeQuest Billing	560.00	-560.00
				Amazon - laptop charger	775 · IT expenses	48.92	-48.92

Deer-Grove EMS
Check Detail
February 2017

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
				USPS - stamps	742 · Office Supplies	47.00	-47.00
				USPS - mail W2/W3 to WI and SSA	742 · Office Supplies	3.43	-3.43
				Maven Medical - Medical supplies	850 · Medical Supplies	117.00	-117.00
				Yearlil - process 1099s	899 · Miscellaneous Expenses	4.99	-4.99
				Hilton - WEMSA lodging - SSanders	725 · Staff Continuing Education	218.00	-218.00
				Hilton - WEMSA lodging - AMeinholz	820 · EMT Continuing Education	218.00	-218.00
				Hilton - loging - AMeinholz - personal expense she will pay	1512 · Employee Personal Expenses Due	109.00	-109.00
				Hilton - WEMSA lodging - MCysiewski	820 · EMT Continuing Education	218.00	-218.00
				Netflix	775 · IT expenses	10.54	-10.54
						<u>1,752.63</u>	<u>-1,752.63</u>
20052	Bill Pmt -Check	02/02/2017	MATC - EMS Programs		101 · Operating Checking	-60.00	
	Bill	01/21/2017		ACLS Cards	725 · Staff Continuing Education	60.00	-60.00
						<u>60.00</u>	<u>-60.00</u>
20053	Bill Pmt -Check	02/02/2017	MATC - EMS Programs	VOID: wrong amount	101 · Operating Checking	0.00	
						0.00	0.00
20059	Bill Pmt -Check	02/02/2017	MATC - EMS Programs		101 · Operating Checking	-80.00	
	Bill	01/31/2017		CPR Cards	791 · Training Center Expense	60.00	-60.00
	Bill	01/31/2017		CPR Cards	791 · Training Center Expense	20.00	-20.00
						<u>80.00</u>	<u>-80.00</u>
20058	Liability Check	02/03/2017	Fire Fighters Local 311		101 · Operating Checking	-203.58	
				Union dues	Local 311 Dues	203.58	-203.58
						<u>203.58</u>	<u>-203.58</u>
EFT	Liability Check	02/06/2017	EFTTPS	39-1293690	101 · Operating Checking	-5,743.02	
				39-1293690	224 · FICA/Fed Payable	2,477.00	-2,477.00
				39-1293690	2242 · FICA/Fed Payable-ER	1,323.49	-1,323.49
				39-1293690	2241 · FICA/Fed Payable-EE	1,323.49	-1,323.49
				39-1293690	2242 · FICA/Fed Payable-ER	309.52	-309.52
				39-1293690	2241 · FICA/Fed Payable-EE	309.52	-309.52
						<u>5,743.02</u>	<u>-5,743.02</u>
EFT	Liability Check	02/14/2017	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-835.77	
				036-0000519180-02	225 · State Withholding	835.77	-835.77

Deer-Grove EMS
Check Detail
February 2017

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
						835.77	-835.77
20073	Check	02/15/2017	Wisconsin Department of Revenue	VOID: printed EFT check by mistake	101 · Operating Checking	0.00	
						0.00	0.00
20069	Liability Check	02/16/2017	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
						85.49	-85.49
20060	Bill Pmt -Check	02/16/2017	Airgas USA, LLC		101 · Operating Checking	-101.94	
9942093476	Bill	01/31/2017		Cylinder Rental	850 · Medical Supplies	101.94	-101.94
						101.94	-101.94
20061	Bill Pmt -Check	02/16/2017	Arrow International, Inc.		101 · Operating Checking	-560.05	
94558607	Bill	01/31/2017		EZ-IO needles (5)	850 · Medical Supplies	560.05	-560.05
						560.05	-560.05
20062	Bill Pmt -Check	02/16/2017	Bound Tree Medical, LLC		101 · Operating Checking	-891.72	
82392285	Bill	01/30/2017		Medical Supplies	850 · Medical Supplies	54.60	-54.60
82393722	Bill	01/31/2017		Medical Supplies	850 · Medical Supplies	98.99	-98.99
8239723	Bill	01/31/2017		Medical supplies	850 · Medical Supplies	602.23	-602.23
8237640	Bill	02/03/2017		Medical supplies	850 · Medical Supplies	29.16	-29.16
82398798	Bill	02/06/2017		Medical Supplies	850 · Medical Supplies	106.74	-106.74
						891.72	-891.72
20063	Bill Pmt -Check	02/16/2017	Coast Biomedical Equipment LLC		101 · Operating Checking	-9,220.00	
9703	Bill	02/01/2017		Refurbished Stryker Power Pro XT Cot S/N: 071140734	845 · Capital Purchase	7,650.00	-7,650.00
				Refurbished Stryker 6252 Stair Chair S/N: 070939059	845 · Capital Purchase	1,550.00	-1,550.00
				Freight	845 · Capital Purchase	20.00	-20.00
						9,220.00	-9,220.00
20064	Bill Pmt -Check	02/16/2017	Fitch-Rona EMS District		101 · Operating Checking	-600.00	
207	Bill	02/07/2017		6 Minitor V Pagers S/N: 136WGSD368, 136WMY5296, 136WMY5313, 136WMY5237, 136WMY5299, 136WMY5238	770 · Communications	600.00	-600.00

Deer-Grove EMS
Check Detail
February 2017

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
						600.00	-600.00
20065	Bill Pmt -Check	02/16/2017	Gordon Flesch		101 · Operating Checking	-42.45	
11809483	Bill	02/07/2017		Copier Maintenance	740 · Office Equipment (expense)	42.45	-42.45
						<u>42.45</u>	<u>-42.45</u>
20066	Bill Pmt -Check	02/16/2017	Hometown Pharmacy		101 · Operating Checking	-1,000.00	
RS2001062025	Bill	01/13/2017		Medical Supplies	850 · Medical Supplies	1,000.00	-1,000.00
						<u>1,000.00</u>	<u>-1,000.00</u>
20067	Bill Pmt -Check	02/16/2017	Kayser Automotive Group		101 · Operating Checking	-1,516.10	
535073	Bill	02/01/2017		2012 Lifeline Oil, Lube, Filter	829 · Vehicle Maintenance	243.84	-243.84
				Vehicle inspection	829 · Vehicle Maintenance	24.95	-24.95
				Rear Brake repairs	829 · Vehicle Maintenance	1,066.86	-1,066.86
				Road test for noise concern (worn tire)	829 · Vehicle Maintenance	70.50	-70.50
				Front Wheel Alignment	829 · Vehicle Maintenance	79.95	-79.95
				Misc Supply charges	829 · Vehicle Maintenance	30.00	-30.00
						<u>1,516.10</u>	<u>-1,516.10</u>
20068	Bill Pmt -Check	02/16/2017	MATC - EMS Programs		101 · Operating Checking	-5.00	
	Bill	02/13/2017		CPR Card	791 · Training Center Expense	5.00	-5.00
						<u>5.00</u>	<u>-5.00</u>
20070	Bill Pmt -Check	02/16/2017	O'Reilly Auto Parts		101 · Operating Checking	-5.72	
4331229199	Bill	01/18/2017		wiper blades	829 · Vehicle Maintenance	5.72	-5.72
						<u>5.72</u>	<u>-5.72</u>
20071	Bill Pmt -Check	02/16/2017	Quill		101 · Operating Checking	-111.55	
4162196	Bill	02/06/2017		paper, binder	742 · Office Supplies	111.55	-111.55
						<u>111.55</u>	<u>-111.55</u>
20072	Bill Pmt -Check	02/16/2017	US Cellular		101 · Operating Checking	-36.15	
211122219	Bill	02/04/2017		Monitors	770 · Communications	36.15	-36.15
						<u>36.15</u>	<u>-36.15</u>
20075	Check	02/16/2017	VOID	VOID: operator error	101 · Operating Checking	0.00	
						0.00	0.00
20074	Liability Check	02/17/2017	Fire Fighters Local 311		101 · Operating Checking	-193.49	

Deer-Grove EMS
Check Detail
February 2017

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
				Union dues	Local 311 Dues	193.49	-193.49
						<u>193.49</u>	<u>-193.49</u>
20076	Bill Pmt -Check	02/17/2017	Dane County EMS Association		101 - Operating Checking	-80.00	
	Bill	02/16/2017		Dane County EMS Banquet (8)	810 - EMT Recognition	80.00	-80.00
						<u>80.00</u>	<u>-80.00</u>
EFT	Liability Check	02/21/2017	EFTTPS	39-1293690	101 - Operating Checking	-5,135.30	
				39-1293690	224 - FICA/Fed Payable	2,251.00	-2,251.00
				39-1293690	2242 - FICA/Fed Payable-ER	1,168.82	-1,168.82
				39-1293690	2241 - FICA/Fed Payable-EE	1,168.82	-1,168.82
				39-1293690	2242 - FICA/Fed Payable-ER	273.33	-273.33
				39-1293690	2241 - FICA/Fed Payable-EE	273.33	-273.33
						<u>5,135.30</u>	<u>-5,135.30</u>
EFT	Liability Check	02/27/2017	Wisconsin Department of Revenue	036-0000519180-02	101 - Operating Checking	-969.49	
				036-0000519180-02	225 - State Withholding	969.49	-969.49
						<u>969.49</u>	<u>-969.49</u>
EFT	Liability Check	02/28/2017	Employee Trust Funds	5300000	101 - Operating Checking	-6,351.69	
				5300000	2272 - Employer Share WRS	3,881.77	-3,881.77
				5300000	2271 - Employee Share WRS	2,469.92	-2,469.92
						<u>6,351.69</u>	<u>-6,351.69</u>

Deer-Grove EMS
Payroll Transaction Detail
February 2017

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
02/03/2017	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	80	1,436.80
			Anders, Devon C	Overtime Hourly Rate	16	431.04
						1,867.84
02/17/2017	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	51	915.96
			Anders, Devon C	Overtime Hourly Rate	8	215.52
			Anders, Devon C	Vacation Hourly Rate	24	431.04
			Anders, Devon C	Sick Hourly Rate	13	233.48
						1,796.00
02/03/2017	DD	Paycheck	Anders, Steven C	Training Attendance Stipend	1	12.00
						12.00
02/03/2017	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	29	713.40
			Antoniewicz, Lisa M	Regular Hourly Rate	33	811.80
			Antoniewicz, Lisa M	Overtime Hourly Rate	2	73.80
			Antoniewicz, Lisa M	Overtime Hourly Rate	28	1,033.20
			Antoniewicz, Lisa M	Vacation Hourly Rate	18	442.80
						3,075.00
02/17/2017	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	65	1,599.00
			Antoniewicz, Lisa M	Overtime Hourly Rate	23.5	867.15
			Antoniewicz, Lisa M	Regular Hourly Rate	15	369.00
			Antoniewicz, Lisa M	Overtime Hourly Rate	8	295.20
						3,130.35
02/03/2017	DD	Paycheck	Banigan, Kim M	Regular Hourly Rate	30	523.20
						523.20
02/17/2017	DD	Paycheck	Banigan, Kim M	Regular Hourly Rate	30.75	536.28
						536.28
02/03/2017	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	56	1,041.60
			Belden, Elliott H	Regular Hourly Rate	12	223.20
			Belden, Elliott H	Overtime Hourly Rate	16	446.40
			Belden, Elliott H	Overtime Hourly Rate	6	167.40
			Belden, Elliott H	Vacation Hourly Rate	12	223.20
						2,101.80
02/17/2017	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	40	744.00
			Belden, Elliott H	Overtime Hourly Rate	8	223.20
			Belden, Elliott H	Vacation Hourly Rate	24	446.40
						1,413.60
02/03/2017	DD	Paycheck	Brossard, Bradley R	Regular Hourly Rate	24	360.00
						360.00
02/17/2017	DD	Paycheck	Brossard, Bradley R	Regular Hourly Rate	24	360.00
						360.00
02/03/2017	DD	Paycheck	Childers, Megan E	Weekend Stipend	4	72.00
						72.00
02/03/2017	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	80	1,436.80
			Cummings, Ross E	Overtime Hourly Rate	34	915.96
						2,352.76

Deer-Grove EMS
Payroll Transaction Detail
February 2017

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
02/17/2017	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	56	1,005.76
			Cummings, Ross E	Overtime Hourly Rate	16	431.04
			Cummings, Ross E	Vacation Hourly Rate	24	431.04
						1,867.84
02/03/2017	DD	Paycheck	Cushing, Daniel P	Weekday Stipend	2	24.00
						24.00
02/03/2017	DD	Paycheck	Cysiewski, Mandy J	CPR Instructor Wage	4	60.00
			Cysiewski, Mandy J	Weekday Stipend	6	72.00
			Cysiewski, Mandy J	Training Attendance Stipend	1	12.00
						144.00
02/03/2017	DD	Paycheck	Dostalek, Jeffrey J	Regular Hourly Rate	24	366.00
						366.00
02/03/2017	DD	Paycheck	Erschen, Duane R	Salary	80	2,387.84
						2,387.84
02/17/2017	DD	Paycheck	Erschen, Duane R	Salary		2,387.84
						2,387.84
02/03/2017	DD	Paycheck	Ferguson, Maria M	Training Attendance Stipend	1	12.00
						12.00
02/03/2017	DD	Paycheck	Hartman, Michael D	Weekday Stipend	3	36.00
						36.00
02/17/2017	DD	Paycheck	Jensen, Andrew M	Regular Hourly Rate	24	360.00
						360.00
02/03/2017	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	64	1,133.44
			Lasko, Wendy J	Regular Hourly Rate	1	17.71
			Lasko, Wendy J	Overtime Hourly Rate	34	903.38
			Lasko, Wendy J	Overtime Hourly Rate	18	478.26
						2,532.79
02/17/2017	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	80	1,416.80
			Lasko, Wendy J	Overtime Hourly Rate	40	1,062.80
			Lasko, Wendy J	Overtime Hourly Rate	5	132.85
						2,612.45
02/03/2017	DD	Paycheck	McMullen, Jeremy B	Weekday Stipend	24	288.00
			McMullen, Jeremy B	Weekend Stipend	24	432.00
			McMullen, Jeremy B	Holiday Stipend	4	72.00
			McMullen, Jeremy B	Training Attendance Stipend	1	12.00
						804.00
02/03/2017	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	64	986.24
			Mickelson, Matthew A	Overtime Hourly Rate	8	184.96
						1,171.20
02/17/2017	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	80	1,232.80
			Mickelson, Matthew A	Overtime Hourly Rate	16	369.92
						1,602.72

Deer-Grove EMS
Payroll Transaction Detail
February 2017

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
02/03/2017	DD	Paycheck	Miles, Thomas E	Weekday Stipend	5	60.00
			Miles, Thomas E	Training Attendance Stipend	1	12.00
						72.00
02/03/2017	DD	Paycheck	Rappert, Lucas RD	Weekday Stipend	9	108.00
						108.00
02/03/2017	DD	Paycheck	Ratzlaff, Stephen W	Training Attendance Stipend	1	12.00
						12.00
02/17/2017	DD	Paycheck	Roznik, Alex D	Regular Hourly Rate	12	180.00
						180.00
02/03/2017	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	80	1,436.80
			Sanders, Seth C	Overtime Hourly Rate	19	511.86
						1,948.66
02/17/2017	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	40	718.40
			Sanders, Seth C	Overtime Hourly Rate	8	215.52
			Sanders, Seth C	Vacation Hourly Rate	24	431.04
						1,364.96
02/03/2017	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	64	1,040.64
			Schlicht, Trevor A	Overtime Hourly Rate	8	195.12
						1,235.76
02/17/2017	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	69	1,121.94
			Schlicht, Trevor A	Overtime Hourly Rate	16	390.24
			Schlicht, Trevor A	Vacation Hourly Rate	11	178.86
						1,691.04
02/03/2017	DD	Paycheck	Severson, Erik	Weekday Stipend	2	24.00
			Severson, Erik	Training Attendance Stipend	1	12.00
						36.00
02/03/2017	DD	Paycheck	Stier, Peter	Medical Director Fee		500.00
						500.00
02/17/2017	DD	Paycheck	Teale, Stephen J	Regular Hourly Rate	13.5	209.25
						209.25
02/03/2017	DD	Paycheck	Yelk Meinholz, Amy M	Weekend Stipend	4	72.00
			Yelk Meinholz, Amy M	Training Attendance Stipend	1	12.00
						84.00
02/03/2017	DD	Paycheck	Zeker, Elizabeth	Weekday Stipend	7	84.00
			Zeker, Elizabeth	Weekend Stipend	4	72.00
			Zeker, Elizabeth	Training Attendance Stipend	1	12.00
						168.00
TOTAL						41,519.18

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Deer-Grove EMS
Deposit Detail
February 2017

Type	Date	Name	Memo	Account	Amount
Deposit	02/15/2017		Deposit	103 - Savings bank of Deerfield	425.00
Sales Receipt	01/21/2017	Cash Sale	CPR Class	1499 - Undeposited Funds	-60.00
Sales Receipt	02/15/2017	Cash Sale		1499 - Undeposited Funds	-5.00
Sales Receipt	01/24/2017	Cash Sale	Training Center Class	1499 - Undeposited Funds	-240.00
Sales Receipt	02/07/2017	Cash Sale		1499 - Undeposited Funds	-120.00
TOTAL					-425.00

Aging Summary Report

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
	<u>2287</u>									<u>1,232.75</u>	<u>458,289.61</u>

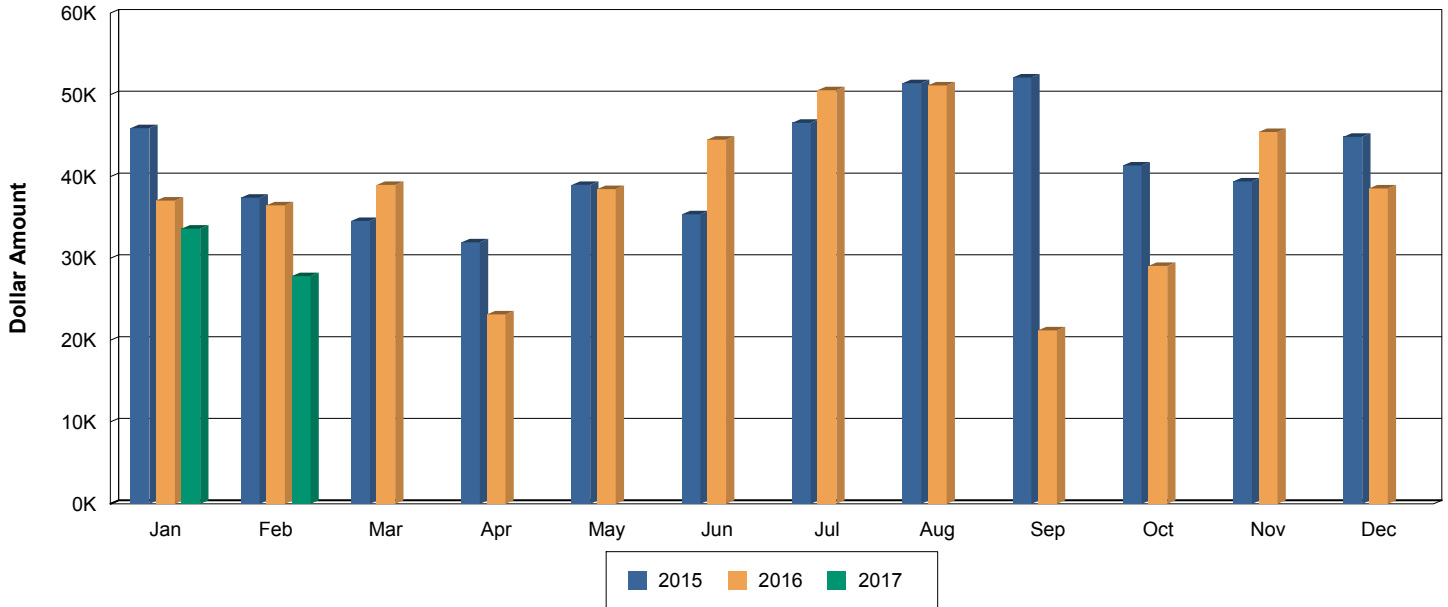
2016	Billable Units									Deposit from	
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Collections
January	182	47,457.15	31,748.12	16,880.59	21,786.95	11,162.41	16,809.20	3,598.77	149,443.19		34,255.41
February	138	66,410.47	25,332.39	10,523.32	8,089.01	11,393.00	7,517.10	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
	<u>2000</u>									<u>0.00</u>	<u>417,150.02</u>

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	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											
April											
May											
June											
July											
August											
September											
October											
November											
December											
	<u>310</u>									<u>0.00</u>	<u>56,606.93</u>

DEER GROVE EMS DISTRICT

January 2015 to February 2017

All Phases Revenue



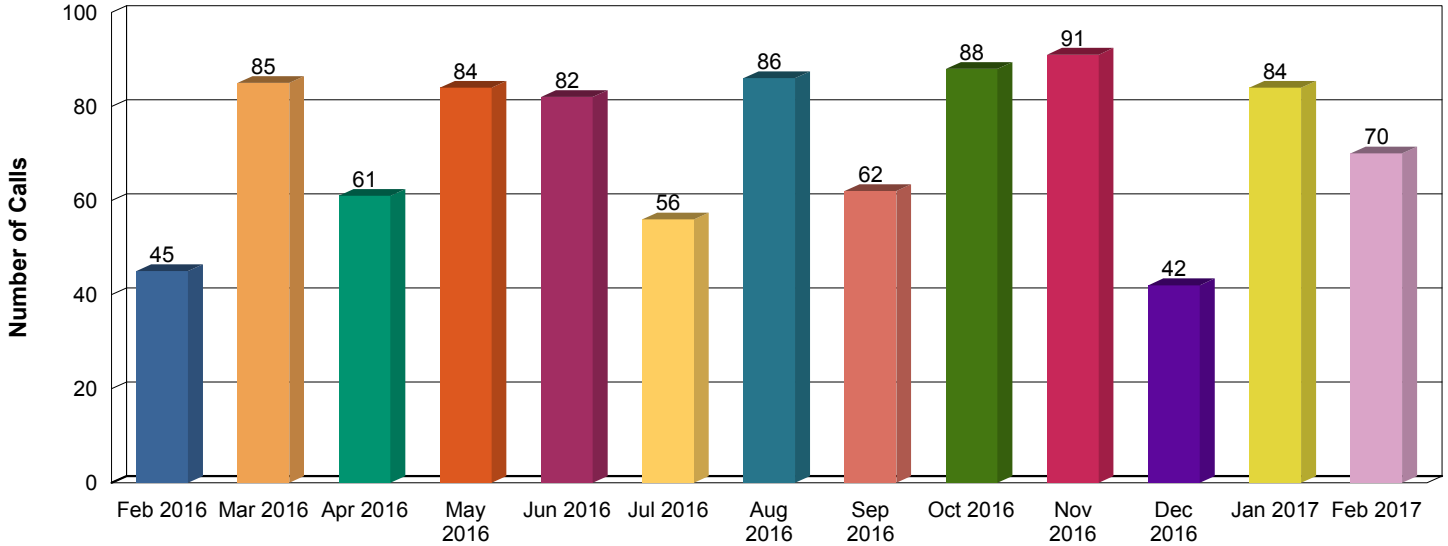
	2015	2016	2017	Total
January	\$45,921	\$37,056	\$33,631	\$116,608
February	\$37,406	\$36,467	\$27,819	\$101,692
March	\$34,568	\$38,973	\$0	\$73,541
April	\$31,973	\$23,168	\$0	\$55,141
May	\$38,975	\$38,465	\$0	\$77,440
June	\$35,396	\$44,526	\$0	\$79,922
July	\$46,576	\$50,571	\$0	\$97,147
August	\$51,404	\$51,150	\$0	\$102,555
September	\$52,125	\$21,185	\$0	\$73,310
October	\$41,357	\$29,071	\$0	\$70,427
November	\$39,410	\$45,444	\$0	\$84,854
December	\$44,875	\$38,545	\$0	\$83,420
Total	\$499,987	\$454,622	\$61,450	\$1,016,058

DEER GROVE EMS DISTRICT

February 2016 to February 2017

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

February 2017

Calls by Municipality (includes missed calls):

31 – Village Cottage Grove
19 – Town Cottage Grove
9 – Village Deerfield
2 – Town Pleasant Springs
7 – Mutual Aid/Intercepts
68 Total Calls Dispatched
(61 - *Same time last year*)

Calls by Unit:

31 – Medic/Rescue 78
36 – Medic/Rescue 80
2 – Missed
8 – Car 79
140 Calls YTD
(132 - *Same time last year*)

Membership:

Volunteers(12): Megan Childers (EMT), Dan Cushing (EMT), Mandy Cysiewski (EMT), Justin Einstein (EMT-P), Michael Hartman (EMT-I), Tom Miles (EMT-A/RN), Jerry McMullen (EMT-P), Amy Meinholz (EMT-P), Lucas Rappert (EMT-I), Lisa Reetz (EMT/RN), Erik Severson (EMT), Elizabeth Zeker (EMT)

Volunteers provided 610 hours of coverage to the District in February, compared to 906 hours in the same month last year.

Honorary(4): Tom Lohmiller, Maria Ferguson, Randy Behlke, Stephen Ratzlaff

Leave of Absence(3): Steve Anders (EMT), Kati Merkel (EMT/RN), Bradley Nimz (EMT-P)

LTE(8): Bryan Adler (EMT-P), Bradley Brossard (EMT-P), Jeff Dostalek (EMT-P), Andrew Jensen (EMT-P), Alex Roznik (EMT-P), Steve Teale (EMT-P), Jamee Vance (Critical Care Paramedic/RN).

Part-Time(1): Kim Banigan

Full-Time(9): Duane Erschen (EMT-P), 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).

Chief's Report

1. 2017 Awards Night: April 20th 5:30pm In the process of contacting two patients who were saved through Advance Life Support cardiac code interventions with our Crews.
2. Communicated with Life Quest about the topic of collections on behalf of Deer-Grove EMS to assure that the agents are not using DGEMS name improperly while calling for bills. They checked with the collections director and replied with the standard statement that they use. Bringing this to their attention may have allowed for further training opportunities. They stated clearly that they have a standard statement prepared which does not misrepresent the service being rendered.
3. The Bank of Deerfield is changing its credit card processor and contacted us to inform that the cards would all be assigned individually and the \$2500 limit would need to be divided between the cards. This made us begin to review other options as managing the \$2500 limit is itself difficult at the end of the year and having to break it up between three individual cards would make it more difficult still. Kim is preparing some other options to be considered and Harvey, as Commission Chair, was made aware of this development as well.
4. Followed up with Dr. Stier on a clear indication of licensure status for one of our members who asked the Commission to review actions determined by the Chief based on medical direction input as well as the training departments assessment. Forwarded information to Harvey, as Commission Chair, to determine proper response.
5. Volunteers: New Recruits are starting their academy process and soon will be doing ride-alongs. Feedback from Volunteers after promoting increased coverage is largely either that they are giving what they can or asking if there might be any way to increase the nominal fee stipend. This indicates clearly that we are at the threshold for considering the paid on call transaction to maintain our volunteer program.
6. Sent an email to the members announcing the Commission's approval of an EAP for our members. Worked with Greg Chism to set up the roll-out training on the EAP benefits.
7. Dane County EMS: At the next Dane County EMS Commission and Dane Co. EMS Association meetings there will be a panel of professionals presenting on the topic of the future of EMS in Dane County. This is intended to help move forward with positive changes for providing EMS in Dane County, one of the topics scheduled to be touch upon will be consolidation and regionalization. Bob has invited me to be one of the presenter's in this forum.
8. Regionalization: Jeanne Clark has finished the RFP draft. James Smalls, who offered to help us with the process, has been in touch via email. A Committee meeting should be set soon.
9. Ambulance Committee: The Final Inspection has been completed.
10. CQI (Continuous Quality Improvement): We met and discussed developing a survey to include questions about the integration of Class B uniforms and further feedback. We are establishing parameters for CQI to become a filter for new service-wide equipment considerations. We spoke about the need for good data in order for us to be able to use the data while considering various operational systems. We want to encourage the Training department to include reminders and tips on better reporting skills. Working with Life Quest to make the patient care reports more easily accessible for certain ongoing call types that we will be monitoring through CQI.

Training Division:

21 people attended the February training, which was simulation from Dr. Thomas, a UW Doc. We have 3 new recruits who have begun ride time and the recruit academy.

DGEMS participated in two joint trainings with CGFD personnel to review the ambulances, patient movement and cardiac arrest scenarios.

Lt. McMullen attended the EMS Today conference in Utah.

DGEMS has been following the anticipated I90 expansion project and has requested a DOT project manager to provide an update at an upcoming training.

We are also in the beginning plans for joint training with law enforcement on Active Shooter management. DC Antoniewicz attended an Active Shooter training in Fitchburg which focused on the Sikh Temple Shooting in Oak Creek.

DGEMS is also involved with the Hydrite Disaster drill planning.

Vehicles:

Life Line (78):

Start mileage: 74,564 miles

End Mileage: 75,337.8

Start hours: 3679

End Hours: 3713

The Lifeline rear end did not freeze in the month of February. The lifeline did go to Kayser Ford for a multi-point inspection and fluids change. The right front tire was wearing unevenly. "Chunking" I believe is the term used. There was also a rubbing noise noted in the front when turning at slow speeds. Kayser Ford replaced the rear brakes, performed a front end alignment and recommended replacing the right front tire during this service. The right front tire was replaced by Pomp's who also inspected the parts behind the wheel and found no other defects.

The lifeline drives and rides much smoother and braking is improved.



Horton (80):

Start Mileage: 137,741

End Mileage: 139,381

Start Hours: 7322

End Hours: 7410.8

The Horton door hold on the rear doors has failed. One of the 2 securing screws has broken. The latch does not secure at the bottom of the same door. An attempt to repair this ourselves was made. We were unable to remove all of the screws necessary to access the affected areas of the door. We are ordering replacement parts for the door hold. The latch will have to be ordered once the door panel is able to be removed.

Interceptor (Car 79):

Start Mileage: 21,979

End Mileage: 22,290

An incident occurred with Car 79. As the Car 79 was pulling out of the bay the button to lower the garage door was pushed. The garage door hit the push bar and hood of Car 79. Minimal damage was to Car 79 was found. There are scratches on the hood of Car 79 and there are rub marks on the push bar. At this time no repairs are expected. The person who was involved in this incident has made himself aware of the procedural mistake, hopefully, preventing this from happening again.

Building and Grounds:

In February a detailed discussion was had with Chief Erschen about budgetary allotment for capital expenditures. New furniture for dayroom at station 2 is being sourced along with probable TV purchase through outside funds for station 2. New scrub brushes have been purchased and put into service.

February 2017 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	Meeting - Out of District	22198	Duane Erschen
2	24	0	Maintenance	22227	Duane Erschen
3	24	23	Errands	22229	Wendy Lasko
4	24	24	Community Medic	22232	Duane Erschen
5	24	0	Community Medic	22236	Duane Erschen
6	24	0	EMERGENCY CALL	22246	Duane Erschen
7	24	0	Maintenance	22252	Wendy Lasko
8	24	12	EMERGENCY CALL	22258	Duane Erschen
9	24	0	Errands	22264	Duane Erschen
10	24	0	Errands	22268	Duane Erschen
11	24	24	EMERGENCY CALL	22290	Wendy Lasko
12	24	24	EMERGENCY CALL	22295	Duane Erschen
13	24	0	EMERGENCY CALL	22291	Duane Erschen
14	24	0			
15	24	12			
16	24	13			
17	24	6			
18	24	0			
19	24	23			
20	24	12			
21	24	0			
22	24	0			
23	24	0			
24	24	0			
25	24	6			
26	24	0			
27	24	12			
28	24	12			
Total	672	203			
875 hours of coverage total					
Total of 130% coverage					