

**NOTICE OF PUBLIC MEETING**

***SPECIAL MEETING***

**DEER-GROVE EMS DISTRICT  
JOINT MEETING  
of  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS  
VILLAGE OF DEERFIELD BOARD OF TRUSTEES**

Thursday, April 20, 2017

6:30 p.m.

Cottage Grove Emergency Services Building  
4030 County Road N  
Cottage Grove, Wisconsin

**AGENDA**

1. Roll Call and Call To Order by respective Boards.
2. Presentation of 2016 Financial Statements as prepared by Johnson Block & Company, Inc.
3. Discuss and consider approval of the minutes of April 21, 2016 Joint Meeting of the Cottage Grove Village Board, Cottage Grove Town Board and Deerfield Village Board.
4. Update on regionalization efforts.
5. Discuss and Consider role of the municipalities in determining the need for dedicated EMS services with special event permits.
6. Adjournment by respective Boards.

By: Harvey Potter, DGEMS Commission Chair

Submitted: April 12, 2017

**Notice:** Persons needing special accommodations should call 839-5658 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

**DEER-GROVE EMS DISTRICT JOINT MEETING  
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES  
VILLAGE OF DEERFIELD BOARD OF TRUSTEES  
TOWNSHIP OF COTTAGE GROVE BOARD OF SUPERVISORS  
THURSDAY, APRIL 21, 2016**

**DRAFT MINUTES**

**1. Roll call and call to order by respective boards:**

Town of Cottage Grove Board of Supervisors – Present were Chair Kris Hampton and Supervisors Mike Fonger, Kristi Williams, and Mike DuPlayee. Hampton called the meeting to order at 6:30 p.m. Supervisor Steve Anders arrived just prior to the discussion of the Toughbook computers.

Village of Cottage Grove Board of Trustees – Present were President Jack Henrich and Trustees Harvey Potter, Kyle Broom and Troy Allen. Henrich called the meeting to order at 6:30 p.m. John Williams arrived just prior to the ambulance discussion.

Village of Deerfield Board of Trustees – Present were President Greg Frutiger and Trustees Jerry McMullen, David Wilkinson, Arnie Evensen and Gary Wieczorek. Frutiger called the meeting to order at 6:30 p.m.

**Others present:** Chief Duane Erschen, Accounts Manager Kim Banigan, others as shown on sign-in sheet were also present.

**2. Presentation of 2015 Financial Statements as prepared by Johnson Block & Company, Inc.:**

Brett Hoffmeister did the presenting for Johnson Block & Company. He began by stating that the auditors gave their highest level of assurance that the 2015 Financial Statements fairly represent the financial position of the Deer-Grove EMS District. While board members were provided with copies of the Financial Statements prior to the meeting, Hoffmeister presented from an overview powerpoint.

On December 31, 2016, the district had \$497,516 in total assets and a total fund balance of \$402,480, of which \$381,139 was unassigned. This represents 44% of the 2016 budget, which far exceeds the 15-20% that auditor's like to see to indicate good financial health. It also exceeds the two months of operating expenses as identified by DGEMS' Fund Balance Policy. Of the remaining fund balance, \$11,330 was restricted (FAP Funds), and \$10,011 was non-spendable (prepayment of 2016 expenses).

Revenues in 2015 were about 54% charges for services, 45% municipal assessment, 3% contracted services, and 1% other sources. Expenditures were 98% EMS related and 2% Capital Outlay and Debt Service.

Required audit communication included the common material weakness with small organizations concerning internal controls, segregation of duties and ability to prepare the financial statements.

**3. Discuss and Consider approval of the purchase of three Toughbook computers:** Lt.

McMullen explained that a new billing software version will go into effect in June, and the 10 year old Toughbook computers currently in use will not operate it. The Commission had looked at a purchase agreement with Lifequest similar to the one used 10 years ago, but given the level of unassigned funds available, suggested putting it to the boards to decide whether to finance the purchase through Lifequest or purchase the Toughbooks outright. It was estimated that after allowing for two months of operating expenses, there is ~\$230,000 of unassigned funds available

for use. McMullen said the Toughbooks could be purchases for the \$10,162.80 shown on the proposed purchase agreement, possibly less.

For the Town of Cottage Grove: Motion by Hampton/DuPlayee to purchase three Toughbook computers using unassigned funds, total cost not to exceed \$10,163. Motion carried 5-0.

For the Village of Cottage Grove: Motion by Potter/Henrich to purchase three Toughbook computers using unassigned funds, total cost not to exceed \$10,163. Motion carried 4-0.

For the Village of Deerfield: Motion by Wieczorek/Evensen to purchase three Toughbook computers using unassigned funds, total cost not to exceed \$10,163. Motion carried 4-0-1 (McMullen abstained).

- 4. Discuss and Consider the purchase of safes for narcotic medications:** Lt. McMullen explained that new DEA and State guidelines will require a better way of reporting the use of narcotics by the service. The current system includes padlocked plastic totes and a paper trail, which will not hold up to a DEA audit. The proposed narcotic safes provide a much higher level of security and tracking. The quoted price for seven Narcboxes and all associated hardware is \$6,789.93.

For the Town of Cottage Grove: Motion by DuPlayee/Williams to purchase seven Narcboxes and associated hardware using unassigned funds, total cost not to exceed \$7,000. Motion carried 5-0.

For the Village of Cottage Grove: Motion by Henrich/Broom to purchase seven Narcboxes and associated hardware using unassigned funds, total cost not to exceed \$7,000. Motion carried 4-0.

For the Village of Deerfield: Motion by Evensen/Wieczorek to purchase seven Narcboxes and associated hardware using unassigned funds, total cost not to exceed \$7,000. Motion carried 4-0-1 (McMullen abstained).

- 5. Discuss and Consider approval of the ambulance purchase:** Lt. McMullen told the backstory that the 2009 Horton ambulance is due for replacement in 2017, and in the process of researching a replacement, the ambulance committee ended up recommending purchasing two new ambulances to give all crews the advantage of new safety features and uniform configurations. Normally it takes up to a year to spec out and order an ambulance, but the process can't go much further until a decision is made about whether to order one or two. McMullen had prepared a spreadsheet of "not to exceed" numbers for the ambulance(s) and associated equipment under three scenarios: 1) Purchase two ambulances, trade in the 2009 Horton and keep the 2013 Lifeline as a backup ambulance for a net cost after trade of \$444,859, 2) Purchase two ambulances, trade in the 2013 Lifeline and keep the 2009 Lifeline as a backup ambulance for a net cost after trade of \$377,359, 3) Purchase one ambulance, keep both current ambulances and use the 2009 Horton as a backup at a cost of \$148,173.56. McMullen's spreadsheet also showed the effect of using different amounts of unassigned funds on the cost to each of the three municipalities.

There was discussion about the use for a backup ambulance, whether the 2009 Horton would last another 8 years as a backup, where to house it, etc. Village of Cottage Grove board members questioned whether being held to today's technology for 8 full years would be an issue.

For the Town of Cottage Grove: Motion by DuPlayee/Williams to approve the purchase of two ambulances, trading in the 2013 Lifeline and using \$200,000 of unassigned funds. Motion carried 4-1 (Hampton opposed).

For the Village of Cottage Grove: Henrich asked that the Village of Deerfield vote next.

For the Village of Deerfield: Motion by Evensen/Wieczorek to approve the purchase of two

ambulances, trading in the 2013 Lifeline and using \$200,000 of unassigned funds. Motion carried 4-0-1 (McMullen abstained).

For the Village of Cottage Grove: Henrich stated that the Village of Cottage Grove would abstain from voting.

**6. Adjournment by respective Boards.**

Town of Cottage Grove Board of Supervisors: Motion DuPlayee/Williams to adjourn. Motion carried 5-0.

Village of Cottage Grove Board of Trustees: Motion by Potter/Broom to adjourn. Motion carried 5-0.

Village of Deerfield Board of Trustees: Motion by Wilkinson/Evensen to adjourn. Motion carried 5-0.

The meeting was adjourned at 7:54 P.M.

Respectfully Submitted by Kim Banigan

# Deer-Grove EMS

## STANDARD OPERATING PROCEDURES

<b>TITLE: Public Relations and Education Policy</b>		
<b>Original Issue: 07/21/2016</b>	<b>Revision Date:</b>	<b>Number: 5.9</b>

<b>Prepared By: Chief Duane Erschen</b>	<b>Approved By: DGEMS Commission (Resolution 2016-02)</b>
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### **PURPOSE:**

The purpose of this policy is to outline common procedures for addressing public relations events, outreach, and public education efforts.

### **POLICY:**

This policy is intended to formally outline the proper procedure for receiving and addressing invitations to participate in various public events. It will also stand to clarify various roles of organizing specific elements of resources to be available for such events.

### **DEFINITIONS:**

**Public Relations Liaison:** A person who serves as the connection to assist communication or cooperation that facilitates a close working relationship between our interdepartmental support network, the citizens we serve, local municipal leaders, and other area emergency service departments, as well as local media outlets. This is accomplished through answering needs by making DGEMS available for community events, as well as proactively reaching out with initiatives related to EMS.

**Public Education Coordinator:** A person who represents the interests of our education outreach who has a direct connection to the Training Department activities which can provide supportive resources in teaching and increasing understanding of EMS related topics.

**Scheduling Coordinator:** A person who has the role of arranging staffing matters to assure coverage of events beyond the normal staffing needs.

**Request:** Contact with the department to invite or request our participation in events. Inquiries will always be directed towards our formal request form available on the DGEMS website.

**Available Crew:** The on-duty crew can only be minimally available pending 911 calls. This level of availability is subject to being able to leave at any given time if an emergency event were to happen during the event.

**Assigned Crew:** Some events may indicate the need for a standby ambulance, in that case it is fully necessary to assign a legal (2 EMT) crew to the event with an ambulance. Furthermore, it is possible that the event could be paused if the crew has to transport a patient. Therefore it is good to have back-up available too. Assigning a crew will often incur personnel costs; thusly, a fee will be related to this service.

**Assigned First Responder:** An EMT assigned to an event using Car 79. This will allow initial assessment, beginning care provision, and direct radio contact with the Communication Center and ability to update the incoming EMS crew which will transport the patient as necessary.

**First-Aid provision:** Usually this service will be provided from a free standing tent designated as the event First-Aid Tent. The location of the tent will be determined by the event coordinator or by the assigned crew if not indicated by the coordinator. The location will always be determined on accessibility and layout of the event grounds. This service will include bandaging materials, hot/cold packs, convenience bags, bottled water, and other basic care needs. Members assigned to this role remain dedicated to the table at the event and may not respond to other emergencies in the district if doing so

would leave the first aid tent understaffed. This is a non-ambulance service providing a minor needs care station that will not generate patient care reports. An established fee will be related to this service.

**PROCEDURE:**

- 1) A Request Form is available on the Deer-Grove EMS website to which people are directed for making a formal request for our presence at a public event.
  - a) If a request comes from a Municipal entity it will be forwarded to the PR Liaison and schedule coordinator to determine whether additional staffing will be necessary.
  - b) If a request comes in directly to an individual member they are to fill out the PR Request Form that is available.
- 2) Schedule coordinator needs to determine whether additional staffing will be necessary and begin the process to find appropriate coverage.
  - a) Vehicle resources needed: Ambulance(s) or Car 79 or Bike Team Or additional County resources
  - b) The Bike Team is another resource to be considered for certain events, in which case the Bike Team Coordinator needs to also be informed for activating the team.
  - c) For festivals a daily operation plan will be developed and understood by all members before the event. It will include: event timing, vehicle assignments, first-out arrangements, and other specific arrangements.
  - d) All active members in good standing will be considered for necessary coverage and assigned tasks as appropriate to individual training, licensure and experience.
- 3) Event will be added to the scheduling software and crews affected will be informed of the event on their shift.
- 4) PR Liaison will be sure to share as much information as possible with the crew that will be covering the event. Event coordinator contact information, time schedule, maps, specific highlights, and any particular requests while attending the event. Also the PR Liaison will prepare all necessary promotional supplies before the date of the event. Promotional supplies may include parade candy, stickers, pens, pencils, tattoos, etc....
- 5) On the day of the event the members assigned will arrive before the start of the event to receive detailed instructions and to be sure the vehicles are clean for public presentation and to arrange any equipment needs that might be necessary.
- 6) Fees will be established by motion of the Deer-Grove EMS Commission and reviewed annually with the budget. A fee schedule will be on file in the Deer-Grove EMS office.

**Public Relations Item Supply:**

- 1) Example Items: Pencils, Pens, Coloring Books, Frisbees, Etc.
- 2) Items will be chosen in coordination with the Chief and/or Public Education Coordinator with-in budgetary limitations

**List of Previous / Regular Events:**

Example Events: Red Cross blood drives, Parkinson's Half Marathon Event, National Drug Drop Off event, Call-and-Pump demonstration, The Ragnar Relay Race, Deerfield Festival, Hot2trot Race, Cottage Grove Festival, CG Rugby tournament, Popsicles at the festival grounds, Sundaes on Sunday-Cottage Grove & Deerfield, Deerfield Farmer's Market Run / Fundraiser, Scared Straight Demo, Kids Safari Tour, Learning Ladder Tours, Cottage Grove Kindergarten Tours, Burn Standby's, Community Parades, and others as needed.



## **Special Event Fees**

*Adopted by the Deer-Grove EMS Commission on November 17, 2016.*

*Municipal and school related events are exempt from fees.*

<b>Assigned Crew: (2 EMTs and Ambulance)</b>	<b>\$150/hour, 4 hour minimum, plus any normal fees for transport.</b>
<b>Assigned First Responders: (2 EMTs and first response car)</b>	<b>\$150/ hour, 2 hour minimum.</b>
<b>First Aid Provision: (free standing tent designated as the event First-Aid Tent):</b>	<b>\$75/hour per EMT, 2 hour minimum.</b>

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*"Providing protection to the communities of Cottage Grove and Deerfield since 1978"*

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