

DEER-GROVE EMS COMMISSION MEETING
Deerfield Village Hall
4 N. Main Street, Deerfield, WI 53531
Thursday, November 21, 2019
6:30 P.M.

AGENDA

1. Call to Order.
2. Public Appearances: The public's opportunity to speak to the commission about any item not on the agenda.
3. Approval of minutes from previous meeting(s).
4. Discuss and consider approval of October Financial Reports.
5. Discuss and consider approval of Bills for Budgeted/Approved Expenses.
6. Discuss and consider approval of Write Offs and Aging of Accounts.
7. Staff Report.
8. Correspondence.
9. Update on 2020 DGEMS Budget.
10. Update on Inter-facility transports with Stoughton Hospital.
11. Discuss and consider Inter-facility Transport Operations Plan submission.
12. Discuss and consider approval of a letter of engagement with Johnson Block and Company for the 2019 audit of DGEMS financial statements.
13. Discuss and consider Involuntary Overtime MOU.
14. Discuss and consider Response Times policy.
15. Discuss and consider Signatures policy.
16. Agenda items for next commission meeting.
17. Adjournment.

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

By: Troy Allen, Commission Chairperson

Submitted November 15, 2019

It is possible that members of and a possible quorum of members of other governmental bodies of the municipalities may be in attendance at the above-stated meeting to gather information; no action will be taken by any other governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Please Note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Deer-Grove EMS Chief at 608-839-5658.

**DEER-GROVE EMS COMMISSION MEETING
COTTAGE GROVE EMERGENCY SERVICES BUILDING
THURSDAY, OCTOBER 17, 2019
Minutes**

Present: Kris Hampton, Troy Allen, Greg Frutiger, Sarah Valencia and Don Kositzke

Also present: Chief Eric Lang and Office Manager Mandy Cysiewski

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

Public Appearances: None.

Approval of minutes from previous meeting: Motion by Hampton/Frutiger to approve the minutes from the September 10, 2019 as presented. Motion carried 5-0.

Discuss and Consider approval of the September Financial Reports: Frutiger questioned if the vehicle maintenance category is high due to the accidents. Chief Lang stated that is the reason and pointed out the insurance reimbursement line for the offset of the expense. Motion by Hampton/Frutiger to approve the September financial reports as presented. Motion carried 5-0.

Discuss and Consider approval of Bills for Budgeted/Approved Expenses: Hampton questioned what the four tablets are. Chief Lang stated these are for intubation purposes, to increase effectiveness and have a recording for further education purposes. Motion by Hampton/Frutiger to approve payment of the bills as presented. Motion carried 5-0.

Discuss and Consider approval of Write Offs and Aging of Accounts: Motion by Hampton/Frutiger to approve the aging of accounts as presented. Motion carried 5-0. There were no write-off requests.

Staff Report: There were 103 calls in September, including 9 missed calls. This is up from 88 calls in the same month last year. Volunteers provided 565 hours in September, up from 508 hours in the previous month and down from 745 hours during September 2018. In addition to what is in the written report, Chief Lang reported the following:

- Chief Lang sent both emails and letters to inactive members to ask their intent with the service. He stated most have responded back wanting to stay on the service. The lack of training attendance is due to a variety of reasons so Chief Lang is looking at alternative methods for training.
- Three LTEs have begun their orientation process. The process is now more defined with each person having four shifts, one with each crew, up from the previous three orientation shifts. This ensures that if a newer LTE picks up a shift, it isn't their first time meeting their partner.
- M80 received new tires the week of October 7th. It was discovered to have a flat tire and due to it needing new tires soon, all four were replaced.
- Chief Lang reported that Deer Grove was awarded the AFG Grant Jerry McMullen applied for on the service's behalf in late 2018. The grant has been accepted through their website, but the window to accept the grant goes through October 20th so he expects we will hear something further after that date.

Correspondence: Chief Lang passed around a thank you note from area schools for our participation in Fire Prevention Week tours. He also passed around a thank you from a patient.

Update on 2020 DGEMS Budget: The budget was approved by the Town of Cottage Grove and the Village of Deerfield. The Village of Cottage Grove has their budget meeting later in October.

Discuss and consider supplemental employee paid Dental Benefits through ETF: Chief Lang explained this came about due to his investigation into additional coverage for his family. The benefit would be entirely paid for by the employee. It gives the employee additional coverage for procedures such as fillings and crowns. The benefit would be offered to all employees eligible for the health insurance plan. Motion by Valencia/Frutiger to approve the 'opt-in' of supplemental Delta Dental coverage through the Wisconsin ETF system with additional coverage offered

to the employee at their expense, and, with approval of Local 311, to the members of the bargaining unit. Motion carried 5-0.

Update on Inter-facility transports with Stoughton Hospital: Chief Lang stated the process is still being worked through, but private services have been stepping up recently which could limit the number of calls Deer Grove receives.

Discuss and consider the updated resolution to participate in the Wisconsin Public Employers group health insurance program: Motion by Valencia/Hampton to approve the updated resolution to participate in the Wisconsin Public Employees group health insurance program. Motion carried 5-0.

Discuss and consider Vehicle Operations procedure update: Chief Lang stated the policy is a slightly updated version from the one presented at the September meeting. The policy was sent to Attorney Barker and he made a couple of additional edits. Chief Lang explained some of the confusion in September was due the various versions getting mixed up. Motion by Frutiger/Valencia to approve the updated policy. Motion carried 6-0.

Discuss and consider change the form used for performance evaluations: Chief Lang presented a form created using information obtained from area services. Frutiger commented on how nice it looked, but questioned if some of the wording where it says “commission” would be changed to “chief” for paramedic reviews. Chief Lang stated this was a template for Chief reviews and would be modified to reflect paramedics as well. Kositzke stated there should be “Date Signed” lines under where the employee and reviewer sign. Motion by Valencia/Kositzke to approve performance evaluation form and adding the “Date Signed” lines. Motion carried 5-0.

Set next commission meeting date and location: The next meeting will be held on Thursday, November 21, 2019 at the Deerfield Village Hall beginning at 6:30 P.M.

Agenda items for next commission meeting: Update on inter-facility with Stoughton Hospital, update on DGEMS budget, policies.

Adjournment: Motion by Hampton/Williams to adjourn. Motion carried 5-0. The meeting ended at 7:15 P.M.

Submitted by Mandy Cysiewski

Deer Grove EMS District
Profit & Loss Budget vs. Actual
January through October 2019

	10/12th					Jan - Oct 18
	Jan - Oct 19	Annual Budget	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense						
Income						
230 · Training Center Income	3,693.00	2,083.33	2,500.00	1,193.00	147.72%	7,396.00
300 · Special Event Fee	6,300.00	1,666.67	2,000.00	4,300.00	315.0%	3,735.00
4999 · Uncategorized Income	2,341.25	0.00	0.00			1,100.61
610 · Town/Villages Assessments	519,772.55	433,143.79	519,772.55	0.00	100.0%	499,615.55
620 · Ambulance Run Fees	545,480.09	414,133.33	496,960.00	48,520.09	109.76%	525,326.33
630 · Contracted Revenue	65,423.70	54,389.54	65,267.45	156.25	100.24%	58,744.93
639 · FAP Funds Received	6,241.77	0.00	0.00	6,241.77	100.0%	5,552.45
640 · Interest Earned	716.00	416.67	500.00	216.00	143.2%	523.32
650 · Grant Revenue	1,000.00	0.00	0.00	1,000.00	100.0%	1,000.00
693 · Donations	25,038.84	20,833.33	25,000.00	38.84	100.16%	150.00
694 · Proceeds from sale of equip.	943.86	0.00	0.00	943.86	100.0%	0.00
999 · Insurance Reimbursement	5,458.86	0.00	0.00	5,458.86	100.0%	3,245.95
Total Income	1,182,409.92	926,666.67	1,112,000.00	70,409.92	106.33%	1,106,390.14
Gross Profit	1,182,409.92	926,666.67	1,112,000.00	70,409.92	106.33%	1,106,390.14
Expense						
6140 · Credit Card Fees	318.32					
720 · Wages	362,697.67	393,916.67	472,700.00	-110,002.33	76.73%	342,894.03
721 · Health Insurance	104,561.31	94,283.33	113,140.00	-8,578.69	92.42%	104,468.88
722 · Workmans Comp	7,758.00	26,783.33	32,140.00	-24,382.00	24.14%	35,613.35
723 · Retirement Plan	47,553.33	42,458.33	50,950.00	-3,396.67	93.33%	45,506.73
724 · Employers FICA Expense	36,490.02	38,008.33	45,610.00	-9,119.98	80.0%	34,921.53
725 · Staff Continuing Education	5,271.00	7,500.00	9,000.00	-3,729.00	58.57%	3,865.86
726 · Travel/Mileage Reimbursement	202.61	416.67	500.00	-297.39	40.52%	0.00
728 · Medical Director Fee	5,000.00	5,000.00	6,000.00	-1,000.00	83.33%	5,000.00
734 · Overtime	105,005.61	89,875.00	107,850.00	-2,844.39	97.36%	99,750.97
735 · EMT Stipend	16,164.00	20,833.33	25,000.00	-8,836.00	64.66%	19,974.00
736 · LifeQuest Billing	36,543.47	35,000.00	42,000.00	-5,456.53	87.01%	37,075.22
740 · Office Equipment (expense)	838.87	1,358.33	1,630.00	-791.13	51.46%	1,020.56
742 · Office Supplies	1,597.48	1,666.67	2,000.00	-402.52	79.87%	983.91
770 · Communications	4,898.46	5,000.00	6,000.00	-1,101.54	81.64%	5,756.88
775 · IT expenses	5,120.42	5,708.33	6,850.00	-1,729.58	74.75%	5,484.97
790 · Publicity and Advertising	1,478.12	1,666.67	2,000.00	-521.88	73.91%	1,836.18
791 · Training Center Expense	1,234.54	1,666.67	2,000.00	-765.46	61.73%	3,976.00
810 · EMT Recognition	399.26	2,083.33	2,500.00	-2,100.74	15.97%	1,522.86
820 · EMT Continuing Education	1,314.00	4,166.67	5,000.00	-3,686.00	26.28%	3,070.00
825 · Chief Continuing Education	1,232.76	1,250.00	1,500.00	-267.24	82.18%	1,303.03
829 · Vehicle Maintenance	12,125.31	8,645.83	10,375.00	1,750.31	116.87%	6,146.19
831 · Fuel	12,034.05	11,666.67	14,000.00	-1,965.95	85.96%	12,831.48
840 · Equipment/Non-Disposable	4,724.95	51,916.67	62,300.00	-57,575.05	7.58%	6,167.62
842 · Equipment Maintenance	3,350.39	3,000.00	3,600.00	-249.61	93.07%	2,470.00
845 · Capital Purchase	61,117.44	0.00				28,030.60
850 · Medical Supplies	26,959.49	34,162.50	40,995.00	-14,035.51	65.76%	29,397.07
852 · Training Medical Supplies	0.00	833.33	1,000.00	-1,000.00	0.0%	0.00
860 · Clothing	9,228.94	10,750.00	12,900.00	-3,671.06	71.54%	2,200.85
870 · Insurance	10,119.00	7,166.67	8,600.00	1,519.00	117.66%	9,037.00
871 · Group Life Insurance	559.79	583.33	700.00	-140.21	79.97%	524.37
872 · Unemployment Insurance	50.00	3,333.33	4,000.00	-3,950.00	1.25%	0.00
878 · Community Medic Program	50.00	258.33	310.00	-260.00	16.13%	0.00
879 · Health Maintenance & Safety	1,020.19	1,250.00	1,500.00	-479.81	68.01%	64.30
880 · Legal Fees	3,932.00	4,166.67	5,000.00	-1,068.00	78.64%	5,045.00
881 · Accounting Fees	8,000.00	6,375.00	7,650.00	350.00	104.58%	7,350.00
885 · Overdue Run Fees	92,116.62	0.00				93,179.16
898 · Building and Grounds	3,276.02	2,916.67	3,500.00	-223.98	93.6%	1,615.88
899 · Miscellaneous Expenses	365.86	1,000.00	1,200.00	-834.14	30.49%	537.21
Total Expense	994,709.30	926,666.67	1,112,000.00	-117,290.70	89.45%	958,621.69
Net Ordinary Income	187,700.62	0.00	0.00	187,700.62	100.0%	147,768.45

Deer Grove EMS District
Profit & Loss Budget vs. Actual
 January through October 2019

	10/12th					Jan - Oct 18
	Jan - Oct 19	Annual Budget	Budget	\$ Over Budget	% of Budget	
Other Income/Expense						
Other Income						
691 · Unassigned Funds Applied	0.00	0.00	0.00	0.00	0.0%	0.00
692 · FAP funds Allocated	0.00	0.00	0.00	0.00	0.0%	0.00
Total Other Income	0.00	0.00	0.00	0.00	0.0%	0.00
Other Expense						
1099 · Reportable Health Coverage	0.00	0.00	0.00	0.00	0.0%	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.0%	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.0%	0.00
Net Income	187,700.62	0.00	0.00	187,700.62	100.0%	0.00

Deer Grove EMS District

Balance Sheet

11/12/19

As of October 31, 2019

Accrual Basis

	Oct 31, 19
ASSETS	
Current Assets	
Checking/Savings	391,633.63
Accounts Receivable	
1200 - Accounts Receivable	1,025.00
1210 - Lifequest Receivables	181,298.02
Total Accounts Receivable	182,323.02
Other Current Assets	200.00
Total Current Assets	574,156.65
Fixed Assets	604,794.75
Other Assets	
112 - Allowance for Doubtful Accounts	-78,376.75
Total Other Assets	-78,376.75
TOTAL ASSETS	1,100,574.65
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	10,578.27
Other Current Liabilities	
Lifequest Deposit Adjustments	0.12
Payroll Liabilities	8,981.42
231 - Deferred Run Revenue	63,554.06
Total Other Current Liabilities	72,535.60
Total Current Liabilities	83,113.87
Total Liabilities	83,113.87
Equity	
1110 - Retained Earnings	6,838.31
380 - Fund Balance-Unrestricted	205,912.00
381 - Fund Balance-Restricted (FAP)	
Aids & Training	4,463.03
EMT Basic Training	7,751.93
Total 381 - Fund Balance-Restricted (FAP)	12,214.96
383 - Investment in Fixed Asset	604,794.89
Net Income	187,700.62
Total Equity	1,017,460.78
TOTAL LIABILITIES & EQUITY	1,100,574.65

Deer Grove EMS District
Bill Payment Detail
October 2019

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
EFT	Liability Check	10/01/2019	EFTTPS		39-1293690	101 · Operating Checking	-5,267.20
					39-1293690	224 · FICA/Fed Payable	1,998.00 -1,998.00
					39-1293690	2242 · FICA/Fed Payable-ER	1,324.79 -1,324.79
					39-1293690	2241 · FICA/Fed Payable-EE	1,324.79 -1,324.79
					39-1293690	2242 · FICA/Fed Payable-ER	309.81 -309.81
					39-1293690	2241 · FICA/Fed Payable-EE	309.81 -309.81
TOTAL							5,267.20 -5,267.20
20790	Liability Check	10/07/2019	Minnesota Life Insurance Company	2832-GL	101 · Operating Checking		-140.38
				2832-GL	Additional		56.10 -56.10
				2832-GL	Basic		57.78 -57.78
				2832-GL	Spouse/Dependent		10.50 -10.50
				2832-GL	Supplemental		16.00 -16.00
TOTAL							140.38 -140.38
20801	Liability Check	10/11/2019	Fire Fighters Local 311		101 · Operating Checking		-228.30
					Local 311 Dues		228.30 -228.30
TOTAL							228.30 -228.30
20791	Bill Pmt -Check	10/07/2019	Airspace Monitoring Systems Inc	Battery	101 · Operating Checking		-87.25
31899	Bill	09/25/2019		Battery	840 · Equipment/Non-Disposable		87.25 -87.25
TOTAL							87.25 -87.25
20792	Bill Pmt -Check	10/07/2019	Baer Insurance Servies	General Liab & Auto Ins	101 · Operating Checking		-2,107.00
2757	Bill	10/01/2019		General Liab & Auto Ins	6185 · Liability Insurance		2,107.00 -2,107.00
TOTAL							2,107.00 -2,107.00
20793	Bill Pmt -Check	10/07/2019	Galls		101 · Operating Checking		-582.80
013752784	Bill	09/19/2019		Ties-Lisa/Ross	860 · Clothing		15.90 -15.90
013765047	Bill	09/20/2019		Jacket-Lasko	860 · Clothing		306.45 -306.45
013802684	Bill	09/25/2019		Jacket-Lisa/Ross	860 · Clothing		260.45 -260.45
TOTAL							582.80 -582.80
20794	Bill Pmt -Check	10/07/2019	Horstman Computers	Dell Laptop	101 · Operating Checking		-589.00
2045828	Bill	09/27/2019		Dell Laptop	775 · IT expenses		589.00 -589.00
TOTAL							589.00 -589.00
20795	Bill Pmt -Check	10/07/2019	Landmark Services Cooperative	Sept Fuel	101 · Operating Checking		-877.44

Deer Grove EMS District
Bill Payment Detail
October 2019

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	Bill	09/30/2019		Sept Fuel	831 · Fuel	877.44	-877.44
TOTAL						877.44	-877.44
20796	Bill Pmt -Check	10/07/2019	Ninth Brain Suite LLC	Software	101 · Operating Checking	-1,798.20	
4651	Bill	10/01/2019		Software	775 · IT expenses	1,798.20	-1,798.20
TOTAL						1,798.20	-1,798.20
20797	Bill Pmt -Check	10/07/2019	US Bank		101 · Operating Checking	-6,475.28	
	Bill	09/30/2019			One Card - Office Use Only	2,891.94	-2,891.94
	Bill	10/07/2019			One Card - Mandy Cysiewski	2,640.87	-2,640.87
	Bill	10/07/2019			One Card - Lisa Antoniewicz	252.00	-252.00
	Bill	10/07/2019			One Card - Eric Lang	690.47	-690.47
TOTAL						6,475.28	-6,475.28
20798	Bill Pmt -Check	10/07/2019	WEX Bank	Sept Fuel	101 · Operating Checking	-503.18	
61542877	Bill	09/30/2019		Sept Fuel	831 · Fuel	503.18	-503.18
TOTAL						503.18	-503.18
20799	Bill Pmt -Check	10/07/2019	Wisconsin Dept. of Justice	Background checks	101 · Operating Checking	-30.00	
	Bill	09/30/2019		Background checks	899 · Miscellaneous Expenses	30.00	-30.00
TOTAL						30.00	-30.00
20800	Bill Pmt -Check	10/07/2019	Wisconsin EMS Association		101 · Operating Checking	-500.00	
	Bill	10/01/2019		Registration - Trevor/Mandy	820 · EMT Continuing Education	400.00	-400.00
	Bill	10/01/2019		Registration-Wendy	820 · EMT Continuing Education	100.00	-100.00
TOTAL						500.00	-500.00
EFT	Liability Check	10/11/2019	Bank of Deerfield		101 · Operating Checking	-16,748.86	
					Direct Deposit Liability	16,048.86	-16,048.86
					Direct Deposit Liability	700.00	-700.00
TOTAL						16,748.86	-16,748.86
EFT	Liability Check	10/11/2019	Wisconsin Deferred Compensation	98971-01	101 · Operating Checking	-380.00	
				98971-01	WI Deferred Comp Liability	230.00	-230.00
				98971-01	WI Deferred Comp Liability	150.00	-150.00
TOTAL						380.00	-380.00
EFT	Liability Check	10/11/2019	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,020.09	
				036-0000519180-02	225 · State Withholding	1,020.09	-1,020.09

Deer Grove EMS District
Bill Payment Detail
October 2019

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
TOTAL						1,020.09	-1,020.09
EFT	Liability Check	10/15/2019	EFTTPS		39-1293690	101 · Operating Checking	-6,122.94
					39-1293690	224 · FICA/Fed Payable	2,356.00
					39-1293690	2242 · FICA/Fed Payable-ER	1,526.48
					39-1293690	2241 · FICA/Fed Payable-EE	1,526.48
					39-1293690	2242 · FICA/Fed Payable-ER	356.99
					39-1293690	2241 · FICA/Fed Payable-EE	356.99
TOTAL						6,122.94	-6,122.94
EFT	Liability Check	10/23/2019	Employee Trust Funds		5300000	101 · Operating Checking	-11,244.32
					5300000	Health Insurance Liability - ER	9,916.95
					5300000	Health Insurance Liability - EE	1,327.37
TOTAL						11,244.32	-11,244.32
20802	Check	10/21/2019	Antoniewicz, Lisa M	Halloween Candy		101 · Operating Checking	-149.90
				Halloween Candy		810 · EMT Recognition	149.90
TOTAL						149.90	-149.90
20811	Liability Check	10/25/2019	Fire Fighters Local 311			101 · Operating Checking	-210.95
						Local 311 Dues	210.95
TOTAL						210.95	-210.95
20803	Bill Pmt -Check	10/21/2019	Ace Hardware			101 · Operating Checking	-49.13
	Bill	10/15/2019		Dish Soap/Shower Cleaner/Cleaning wipes		898 · Building and Grounds	19.16
				Batteries		850 · Medical Supplies	29.97
TOTAL						49.13	-49.13
20804	Bill Pmt -Check	10/21/2019	Bound Tree Medical, LLC	Job Shirts		101 · Operating Checking	-475.20
83353699	Bill	10/01/2019		Job Shirts		860 · Clothing	475.20
TOTAL						475.20	-475.20
20805	Bill Pmt -Check	10/21/2019	Galls	Hat - Lang		101 · Operating Checking	-51.95
013856955	Bill	10/01/2019		Hat - Lang		860 · Clothing	51.95
TOTAL						51.95	-51.95
20806	Bill Pmt -Check	10/21/2019	Life-Assist, Inc.			101 · Operating Checking	-637.10
950113	Bill	10/11/2019				840 · Equipment/Non-Disposable	637.10
TOTAL						637.10	-637.10

Deer Grove EMS District
Bill Payment Detail
October 2019

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
20807	Bill Pmt -Check	10/21/2019	Piggly Wiggly		101 · Operating Checking	-18.92	
	Bill	10/01/2019		Batteries	850 · Medical Supplies	8.43	-8.43
				Training snacks	810 · EMT Recognition	10.49	-10.49
TOTAL						<u>18.92</u>	<u>-18.92</u>
20808	Bill Pmt -Check	10/21/2019	Pomp's Tire Service, Inc.		101 · Operating Checking	-2,151.80	
80200035	Bill	10/15/2019		Tires for M80	829 · Vehicle Maintenance	2,024.80	-2,024.80
80200516	Bill	10/16/2019		M80 Alignment	829 · Vehicle Maintenance	127.00	-127.00
TOTAL						<u>2,151.80</u>	<u>-2,151.80</u>
20809	Bill Pmt -Check	10/21/2019	Society Insurance	Work Comp	101 · Operating Checking	-1,676.00	
	Bill	10/12/2019		Work Comp	722 · Workmans Comp	1,676.00	-1,676.00
TOTAL						<u>1,676.00</u>	<u>-1,676.00</u>
20810	Bill Pmt -Check	10/21/2019	ZOLL Medical Corporation	4th monitor payment	101 · Operating Checking	-16,523.09	
2730299	Bill	10/14/2019		4th monitor payment	845 · Capital Purchase	16,523.09	-16,523.09
TOTAL						<u>16,523.09</u>	<u>-16,523.09</u>
EFT	Liability Check	10/25/2019	Bank of Deerfield		101 · Operating Checking	-14,609.65	
					Direct Deposit Liability	13,909.65	-13,909.65
					Direct Deposit Liability	700.00	-700.00
TOTAL						<u>14,609.65</u>	<u>-14,609.65</u>
EFT	Liability Check	10/25/2019	Wisconsin Deferred Compensation	98971-01	101 · Operating Checking	-430.00	
				98971-01	WI Deferred Comp Liability	280.00	-280.00
				98971-01	WI Deferred Comp Liability	150.00	-150.00
TOTAL						<u>430.00</u>	<u>-430.00</u>
EFT	Liability Check	10/29/2019	Employee Trust Funds	5300000	101 · Operating Checking	-7,744.54	
				5300000	2272 · Employer Share WRS	4,807.25	-4,807.25
				5300000	2271 · Employee Share WRS	2,937.29	-2,937.29
TOTAL						<u>7,744.54</u>	<u>-7,744.54</u>
EFT	Liability Check	10/29/2019	EFTTPS	39-1293690	101 · Operating Checking	-5,183.12	
				39-1293690	224 · FICA/Fed Payable	1,969.00	-1,969.00
				39-1293690	2242 · FICA/Fed Payable-ER	1,302.44	-1,302.44
				39-1293690	2241 · FICA/Fed Payable-EE	1,302.44	-1,302.44
				39-1293690	2242 · FICA/Fed Payable-ER	304.62	-304.62
				39-1293690	2241 · FICA/Fed Payable-EE	304.62	-304.62

Deer Grove EMS District
Bill Payment Detail
October 2019

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
TOTAL							5,183.12	-5,183.12
	EFT	Liability Check	10/21/2019	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,107.59	
					036-0000519180-02	225 · State Withholding	1,107.59	-1,107.59
TOTAL							1,107.59	-1,107.59
	EFT	Liability Check	10/31/2019	Aflac	MCY18	101 · Operating Checking	-246.76	
					MCY18	Aflac	246.76	-246.76
TOTAL							246.76	-246.76
		Bill Pmt -CCard	10/07/2019	GFC Leasing WI	Copier Lease	One Card - Office Use Only	-48.30	
	100538627	Bill	09/20/2019		Copier Lease	740 · Office Equipment (expense)	48.30	-48.30
TOTAL							48.30	-48.30
		Bill Pmt -CCard	10/08/2019	Bound Tree Medical, LLC		One Card - Office Use Only	-372.41	
		Bill	10/01/2019		20 gauge IV needles	850 · Medical Supplies	140.00	-140.00
	83348376	Bill	10/01/2019		Lancets	850 · Medical Supplies	36.29	-36.29
		Bill	10/07/2019		Job Shirts	860 · Clothing	90.72	-90.72
	83374224	Bill	10/08/2019		Epi	850 · Medical Supplies	105.40	-105.40
TOTAL							372.41	-372.41
		Bill Pmt -CCard	10/14/2019	Charter Communications	Station 1 phone and internet	One Card - Office Use Only	-152.23	
	0000443100119	Bill	10/01/2019		Oct Shared Internet Services	770 · Communications	69.99	-69.99
					Oct phone/fax	770 · Communications	82.24	-82.24
TOTAL							152.23	-152.23
		Bill Pmt -CCard	10/20/2019	Airgas USA, LLC	O2	One Card - Office Use Only	-60.30	
	9964929187	Bill	10/01/2019		O2	850 · Medical Supplies	60.30	-60.30
TOTAL							60.30	-60.30
		Bill Pmt -CCard	10/20/2019	Bound Tree Medical, LLC	Misc Medical Supplies	One Card - Office Use Only	-590.04	
	83382259	Bill	10/15/2019		Misc Medical Supplies	850 · Medical Supplies	590.04	-590.04
TOTAL							590.04	-590.04
		Bill Pmt -CCard	10/20/2019	Charter Communications	St 2 phone/internet	One Card - Office Use Only	-113.83	
	0023811100519	Bill	10/05/2019		St 2 phone/internet	770 · Communications	113.83	-113.83
TOTAL							113.83	-113.83
		Bill Pmt -CCard	10/20/2019	Gordon Flesch	Sept Copies	One Card - Office Use Only	-26.18	

Deer Grove EMS District
Bill Payment Detail
October 2019

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
IN12738979	Bill	10/07/2019		Sept Copies	740 · Office Equipment (expense)	26.18	-26.18
TOTAL						<u>26.18</u>	<u>-26.18</u>
	Bill Pmt -CCard	10/20/2019	Jackson Lewis P.C.	Public Comment/Vehicle Policy review	One Card - Office Use Only	-517.00	
7415926	Bill	10/15/2019		Public Comment/Vehicle Policy review	880 · Legal Fees	517.00	-517.00
TOTAL						<u>517.00</u>	<u>-517.00</u>
	Bill Pmt -CCard	10/20/2019	Verizon Wireless		One Card - Office Use Only	-177.91	
9839819072	Bill	10/10/2019		Car 79 Jet pack	770 · Communications	30.03	-30.03
				M81 Jet pack	770 · Communications	30.03	-30.03
				M80 phone	770 · Communications	0.91	-0.91
				M81 phone	770 · Communications	0.91	-0.91
				M78 phone	770 · Communications	0.91	-0.91
				C79 phone	770 · Communications	1.14	-1.14
				M80 cradlepoint	770 · Communications	30.03	-30.03
				Chief	770 · Communications	53.90	-53.90
				M78 cradlepoint	770 · Communications	30.05	-30.05
TOTAL						<u>177.91</u>	<u>-177.91</u>

Deer Grove EMS District Credit Card Purchases

October 2019

Date	Source Name	Memo	Split	Amount
301 - One Card				
One Card - Eric Lang				
10/16/2019	On Duty Equipment	Vest	860 · Clothing	126.57
10/17/2019	Top Pack Defense, LLC	Pants - E Lang	860 · Clothing	118.78
10/27/2019	On Duty Equipment		860 · Clothing	0.00
Total One Card - Eric Lang				245.35
One Card - Lisa Antoniewicz				
10/01/2019	Amazon.com	Scanner for Station 2	740 · Office Equipment (expe...	94.94
10/21/2019	American Heart Association	PALS Instructor Course	725 · Staff Continuing Educat...	34.00
Total One Card - Lisa Antoniewicz				128.94
One Card - Mandy Cysiewski				
10/01/2019	Wisconsin EMS Association	WEMSA - Wendy/Ross	725 · Staff Continuing Educat...	385.00
10/02/2019	Kalahari Resort	WEMSA Hotel - Ross	725 · Staff Continuing Educat...	178.47
10/04/2019	Kalahari Resort	WEMSA Hotel - Wendy	725 · Staff Continuing Educat...	178.47
10/11/2019	Wisconsin EMS Association	WEMSA - Amy Meinholz	820 · EMT Continuing Educat...	220.00
10/14/2019	USPS	Commission Packets	742 · Office Supplies	8.00
10/14/2019	Amazon.com	3 Phillips AED Batteries	840 · Equipment/Non-Dispos...	372.00
10/14/2019	Amazon.com	Retractable Hose Wheel	898 · Building and Grounds	79.99
10/15/2019	Amazon.com	LED Lights	898 · Building and Grounds	39.99
10/15/2019	UWHC	Difficult Airway Course - Lex - Jan	1502 · Prepaid Expenses	200.00
10/16/2019	Amazon.com	Paper Towel	-SPLIT-	99.80
10/16/2019	Amazon.com	Vest	860 · Clothing	28.59
10/17/2019	Kalahari Resort	WEMSA Hotel - Mandy	820 · EMT Continuing Educat...	129.00
10/17/2019	Amazon.com	AA Batteries	840 · Equipment/Non-Dispos...	13.97
10/17/2019	Amazon.com	Toilet Paper	-SPLIT-	106.00
10/17/2019	Amazon.com	AAA Batteries/Radio Holder	840 · Equipment/Non-Dispos...	61.94
10/22/2019	Wisconsin EMS Association	WEMSA - Lex	725 · Staff Continuing Educat...	100.00
10/25/2019	Kalahari Resort	Tax Refund - E Lang	725 · Staff Continuing Educat...	-14.08
10/25/2019	Kalahari Resort	Tax Refund - Antoniewicz	725 · Staff Continuing Educat...	-14.08
10/25/2019	Kalahari Resort	Tax Refund - Cysiewski	725 · Staff Continuing Educat...	-14.08
10/25/2019	Kalahari Resort	Tax Refund - Lasko	725 · Staff Continuing Educat...	-49.47
Total One Card - Mandy Cysiewski				2,109.51
Total 301 - One Card				2,483.80
TOTAL				2,483.80

Deer Grove EMS District
Payroll Transaction Detail
October 2019

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
10/11/2019	DD	Paycheck	Anders, Devon C	Sick Hourly Rate	48	981.12
			Anders, Devon C	Regular Hourly Rate	3	61.32
			Anders, Devon C	Regular Hourly Rate	40	817.60
			Anders, Devon C	Overtime Hourly Rate	8	245.28
						2,105.32
10/25/2019	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	64	1,308.16
			Anders, Devon C	Overtime Hourly Rate	8	245.28
						1,553.44
10/11/2019	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	54.5	1,439.89
			Antoniewicz, Lisa M	Regular Hourly Rate	15.5	409.51
			Antoniewicz, Lisa M	Overtime Hourly Rate	15	594.45
			Antoniewicz, Lisa M	Regular Hourly Rate	4	105.68
						2,549.53
10/25/2019	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	63	1,664.46
			Antoniewicz, Lisa M	Overtime Hourly Rate	30	1,188.90
			Antoniewicz, Lisa M	Regular Hourly Rate	17	449.14
			Antoniewicz, Lisa M	Overtime Hourly Rate	2	79.26
						3,381.76
10/11/2019	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	76	1,607.40
			Belden, Elliott H	Overtime Hourly Rate	8	253.84
			Belden, Elliott H	Vacation OT Hourly Rate	8	253.84
			Belden, Elliott H	Vacation Hourly Rate	4	84.60
						2,199.68
10/25/2019	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	64	1,353.60
			Belden, Elliott H	Overtime Hourly Rate	8	253.84
						1,607.44
10/11/2019	DD	Paycheck	Campbell, Erin A	Regular Hourly Rate	12	180.00
						180.00
10/25/2019	DD	Paycheck	Campbell, Erin A	Regular Hourly Rate	12	180.00
						180.00

Deer Grove EMS District
Payroll Transaction Detail
October 2019

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
10/11/2019	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	4	81.76
			Cummings, Ross E	Regular Hourly Rate	0.75	15.33
			Cummings, Ross E	Overtime Hourly Rate	19.25	590.21
			Cummings, Ross E	Regular Hourly Rate	75.25	1,538.11
			Cummings, Ross E	Overtime Hourly Rate	24	735.84
			Cummings, Ross E	Overtime Hourly Rate	20	613.20
						3,574.45
10/25/2019	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	64	1,308.16
			Cummings, Ross E	Overtime Hourly Rate	15	459.90
			Cummings, Ross E	Vacation Hourly Rate	12	245.28
						2,013.34
10/11/2019	DD	Paycheck	Curry, Clairissa K	Regular Hourly Rate	12	180.00
			Curry, Clairissa K	Regular Hourly Rate	2	30.00
						210.00
10/11/2019	DD	Paycheck	Cushing, Daniel P	Weekday Stipend	12	216.00
			Cushing, Daniel P	Weekend Stipend	6	108.00
			Cushing, Daniel P	Holiday Stipend	1	18.00
			Cushing, Daniel P	Training Attendance Stipend	1	18.00
						360.00
10/11/2019	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	32.25	580.50
			Cysiewski, Mandy J	Training Attendance Stipend	1	18.00
						598.50
10/25/2019	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	32	576.00
						576.00
10/11/2019	DD	Paycheck	Einstein, Justin D	Weekend Stipend	4	72.00
						72.00
10/11/2019	DD	Paycheck	Fedorowicz, Samantha E	Weekday Stipend	2	36.00
			Fedorowicz, Samantha E	Weekend Stipend	2	36.00
			Fedorowicz, Samantha E	Training Attendance Stipend	1	18.00
						90.00
10/25/2019	DD	Paycheck	Frye, Brandon S	Regular Hourly Rate	11	165.00
						165.00

Deer Grove EMS District Payroll Transaction Detail October 2019

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
10/11/2019	DD	Paycheck	Hartman, Michael D	Weekday Stipend	3	54.00
						54.00
10/11/2019	DD	Paycheck	Lang, Eric A	Salary	80	3,153.85
						3,153.85
10/25/2019	DD	Paycheck	Lang, Eric A	Salary	72	2,838.46
			Lang, Eric A	Vacation Salary	8	315.39
						3,153.85
10/11/2019	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	64	1,286.40
			Lasko, Wendy J	Overtime Hourly Rate	10	301.50
			Lasko, Wendy J	Regular Hourly Rate	5	100.50
			Lasko, Wendy J	Regular Hourly Rate	1	20.10
						1,708.50
10/25/2019	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	80	1,608.00
			Lasko, Wendy J	Overtime Hourly Rate	16	482.40
			Lasko, Wendy J	Overtime Hourly Rate	8	241.20
						2,331.60
10/25/2019	DD	Paycheck	Martin, Alexa S	Regular Hourly Rate	3	45.00
						45.00
10/11/2019	DD	Paycheck	Marvin, Courtney A	Regular Hourly Rate	2	30.00
			Marvin, Courtney A	Regular Hourly Rate	25	375.00
						405.00
10/25/2019	DD	Paycheck	Marvin, Courtney A	Regular Hourly Rate	4	60.00
						60.00
10/11/2019	DD	Paycheck	McMullen, Jeremy B	Weekday Stipend	26	468.00
			McMullen, Jeremy B	Weekend Stipend	26	468.00
			McMullen, Jeremy B	Holiday Stipend	4	72.00
			McMullen, Jeremy B	Training Attendance Stipend	1	18.00
						1,026.00
10/11/2019	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	63	1,161.72
			Mickelson, Matthew A	Overtime Hourly Rate	33	912.78
			Mickelson, Matthew A	Regular Hourly Rate	1	18.44
						2,092.94

Deer Grove EMS District
Payroll Transaction Detail
October 2019

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
10/25/2019	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	56	1,032.64
			Mickelson, Matthew A	Overtime Hourly Rate	28	774.48
			Mickelson, Matthew A	Vacation Hourly Rate	24	442.56
						2,249.68
10/11/2019	DD	Paycheck	Miles, Thomas E	Weekday Stipend	5	90.00
						90.00
10/25/2019	DD	Paycheck	Regali, Trevor C	Regular Hourly Rate	3	45.00
			Regali, Trevor C	Regular Hourly Rate	12	180.00
						225.00
10/11/2019	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	66	1,349.04
			Sanders, Seth C	Overtime Hourly Rate	30	919.80
			Sanders, Seth C	Regular Hourly Rate	14	286.16
						2,555.00
10/25/2019	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	59	1,205.96
			Sanders, Seth C	Overtime Hourly Rate	8	245.28
			Sanders, Seth C	Regular Hourly Rate	13	265.72
						1,716.96
10/11/2019	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	64	1,244.16
			Schlicht, Trevor A	Overtime Hourly Rate	8	233.28
						1,477.44
10/25/2019	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	68	1,321.92
			Schlicht, Trevor A	Overtime Hourly Rate	16	466.56
			Schlicht, Trevor A	Vacation Hourly Rate	12	233.28
						2,021.76
10/11/2019	DD	Paycheck	Sefcik, Daniel D	Regular Hourly Rate	12	180.00
						180.00
10/25/2019	DD	Paycheck	Sefcik, Daniel D	Regular Hourly Rate	24	360.00
						360.00
10/11/2019	DD	Paycheck	Severson, Erik L	Training Attendance Stipend	1	18.00
						18.00

**Deer Grove EMS District
Payroll Transaction Detail
October 2019**

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
10/11/2019	DD	Paycheck	Stier, Peter	Medical Director Fee		500.00
						500.00
10/11/2019	DD	Paycheck	Wargo, Thomas V	Weekday Stipend	2	36.00
						36.00
10/11/2019	DD	Paycheck	Yelk Meinholz, Amy M	Training Attendance Stipend	1	18.00
						18.00
TOTAL						46,895.04

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11/12/19

Accrual Basis

Deer Grove EMS District
Member expenses and reimbursements through payroll
As of October 31, 2019

Type	Date	Num	Name	Memo	Amount
1512 - Member Personal Expenses Due					
Total 1512 - Member Personal Expenses Due					
Member Reimbursements Payable					
Paycheck	10/25/2019	DD	Lasko, Wendy J		202.50
Total Member Reimbursements Payable					202.50
TOTAL					202.50

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11/12/19

Deer Grove EMS District
Deposit Detail
October 2019

Type	Date	Name	Memo	Account	Amount
General Journal	10/31/2019	LifeQuest	Payment Received - Overpayment Returns - Oct	105 · Hometown Bank	50,987.91
		LifeQuest	Payment Received - Overpayment Returns - Oct	1210 · Lifequest Receivables	-50,987.91
TOTAL					-50,987.91
Deposit	10/21/2019		Deposit	103 · Savings bank of Deerfield	3,284.18
		Pomasl Fire Equipment	Reimbursement for M80 repairs	829 · Vehicle Maintenance	-420.74
		Society Insurance	Refund of Work Comp after audit	722 · Workmans Comp	-2,298.00
		Landmark Services Coop	Equity redemption	831 · Fuel	-115.46
Payment	10/14/2019	Town of Cottage Grove		1499 · Undeposited Funds	-119.98
Payment	10/17/2019	Madison United Rugby		1499 · Undeposited Funds	-330.00
TOTAL					-3,284.18
Deposit	10/31/2019		Interest	103 · Savings bank of Deerfield	65.58
			Interest	640 · Interest Earned	-65.58
TOTAL					-65.58
Deposit	10/31/2019		Interest	101 · Operating Checking	1.00
			Interest	640 · Interest Earned	-1.00
TOTAL					-1.00

Aging Summary Report

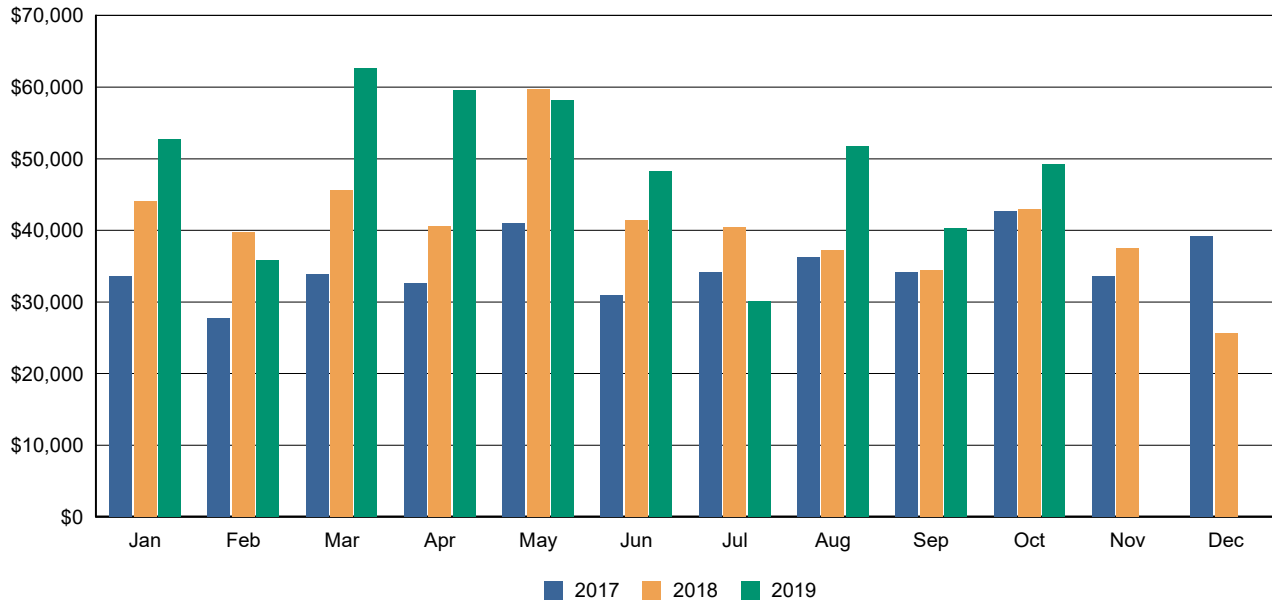
2017	Billable Units									Deposit from	
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Collections
January	149	61,458.81	37,112.81	11,562.06	7,080.20	11,094.60	11,702.10	5,807.00	145,817.58		31,027.93
February	161	74,148.27	40,328.34	19,361.01	8,985.96	4,873.00	9,434.90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

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

2019	Billable Units									Deposit from	
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Collections
January	199	31,346.95	56,391.67	28,271.78	27,854.88	18,701.80		36,609.10	199,176.18		48,757.06
February	208	53,194.16	52,674.93	34,378.74	17,762.88	28,889.40		32,683.30	219,583.41		32,875.12
March	193	53,471.33	61,381.30	23,473.34	24,674.14	15,776.74		17,319.70	196,096.55		58,118.70
April	181	52,431.24	52,890.01	26,646.08	14,602.10	20,722.49		20,270.70	187,562.62		55,108.87
May	153	52,765.43	40,573.68	17,361.72	17,928.18	12,430.57		11,381.90	152,441.48		53,992.37
June	165	49,043.76	45,335.65	34,582.58	11,066.42	14,170.90		13,686.57	167,885.88		43,938.15
July	177	69,191.46	35,989.67	26,431.68	27,742.68	12,885.00		10,086.20	182,326.69		27,963.23
August	176	79,771.93	47,802.44	17,256.04	17,110.49	18,078.98		11,910.10	191,929.98		47,957.50
September	179	74,047.49	36,321.27	23,141.77	14,002.68	28,620.28		10,595.10	186,728.59		37,491.65
October	177	51,185.16	63,638.53	23,040.94	17,040.37	11,088.00		18,296.78	184,289.78		45,611.85
November									0.00		
December									0.00		
	1808									0.00	451,814.50

All Phases Gross Revenue

Deer-Grove EMS District
January 2017 to October 2019

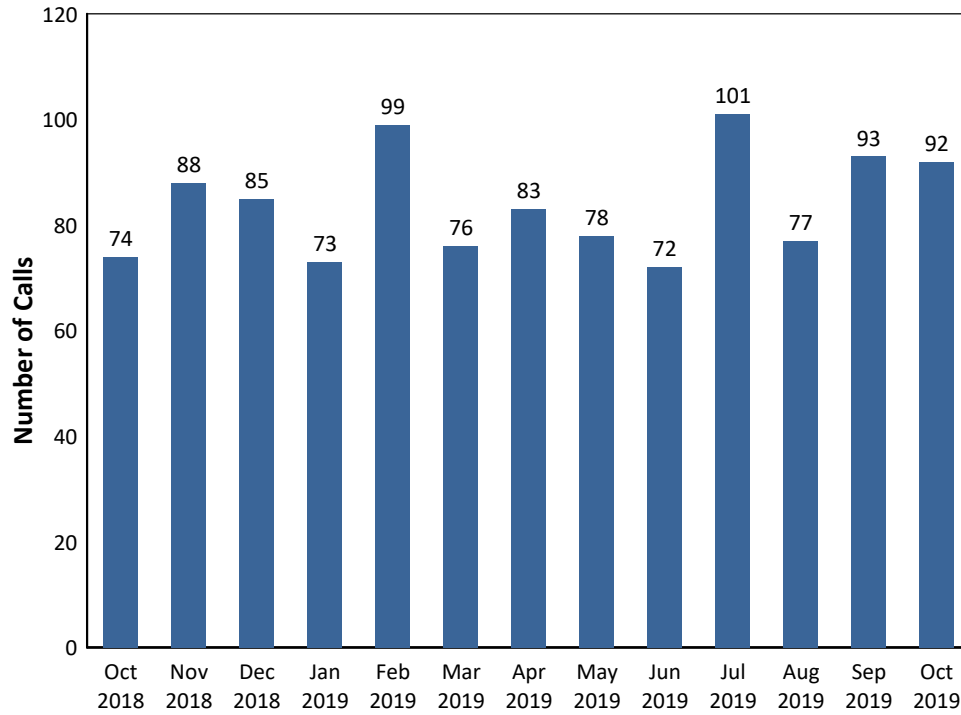


	2017	2018	2019
January	\$33,631	\$44,000	\$52,789
February	\$27,819	\$39,682	\$35,874
March	\$33,938	\$45,580	\$62,603
April	\$32,628	\$40,624	\$59,518
May	\$40,984	\$59,762	\$58,122
June	\$30,942	\$41,489	\$48,182
July	\$34,202	\$40,426	\$30,114
August	\$36,229	\$37,271	\$51,774
September	\$34,167	\$34,504	\$40,318
October	\$42,677	\$42,987	\$49,181
November	\$33,611	\$37,564	\$0
December	\$39,175	\$25,614	\$0
Total Gross Revenue	\$420,004	\$489,503	\$488,475

Total Runs Entered

Deer-Grove EMS District
October 2018 to October 2019

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



Deer-Grove EMS District

Monthly Service Report

October 2019

Calls by Municipality (includes missed calls):

37 – Village Cottage Grove
18 – Town Cottage Grove
10 – Village Deerfield
2 – Town Deerfield
7 – Town Pleasant Springs
9 – Mutual Aid/Intercepts
83 Total Calls Dispatched
(80 - Same time last year)

Calls by Unit:

44 – Medic/Rescue 78
36 – Medic/Rescue 80
8 – Missed
4 – Car 79
879 Calls YTD
(964 - Same time last year)

Membership:

Volunteers (12): Kathryn Berggren (EMT-B), Dan Cushing (EMT-B), Mandy Cysiewski (EMT-B), Justin Einstein (EMT-P), Jamie Ennis (EMT-P), Samantha Fedorowicz (EMT-A), Michael Hartman (EMT-I), Tom Miles (EMT-A/RN), Jerry McMullen (EMT-P), Amy Meinholz (EMT-P), Melissa Smithback (EMT-B), Thomas Wargo (EMT-B/RN).

Volunteers provided 483 hours of coverage to the District in October, compared to 565 hours last month and 606 hours in the same month last year.

LTE(12): Erin Campbell (EMT-P), Clairissa Curry (EMT-P), Jeff Dostalek (EMT-P), Brandyn Frye (EMT-P), Andrew Jensen (EMT-P), Zachary Kasdorf (EMT-P), Micah Lillegard (EMT-P), Alexa Martin (EMT-P/RN), Courtney Marvin (EMT-P), Christine Randall (Critical Care Paramedic), Trevor Regali (EMT-P), Danny Sefcik (EMT-P).

Part-Time(1): Mandy Cysiewski

Full-Time(9): Lisa Antoniewicz (Critical Care Paramedic/RN), Devon Anders (EMT-P), Elliott Belden (EMT-P), Ross Cummings (Critical Care Paramedic/TEMS), Eric Lang (EMT-P), Wendy Lasko (EMT-P/RN), Matthew Mickelson (EMT-P/RN), Seth Sanders (EMT-P), Trevor Schlicht (EMT-P).

Leave of Absence (3): Lisa Reetz (V), Erik Severson (V), Bryan Adler (LTE)

Chief's Report:

I fractured a bone in my foot on October 19th and will have a non-weight-bearing status until 2020. My next appointment with the orthopedist is November 25th, and I will know more after the appointment. While this affects my ability to respond to calls and walk, I can still complete all of the administrative functions of my position.

The Hot Topics conference was a great learning event for Mandy, Lisa and me. It provided great insight into the world of EMS billing.

Centers for Medicare and Medicaid Services (CMS) will be conducting a Cost-Data collections exercise over the next four years. They will select 25% of the ambulance providers who seek reimbursement from them to submit data reflective of the cost to provide service to their enrollees. We were not selected this time around, but over the next four years all ambulance providers will be asked to submit. We've been aware of this and have completed background work to become more prepared.

Along with CGFD, I was invited and attended a special meeting held by the Town of Cottage Grove pertaining to street connections with the Village. Our baseline opinion presented to the Town Board and residents was the emergency services departments encourage additional linking of streets and improvement of access whenever possible. We hope to prevent a singular access point to any area, when a secondary access can easily be built.

Training Report:

17 members attended the October training meeting. LTE Paramedic/RN Alexa Martin gave a presentation on Endocrine Emergencies. November training will focus on skills competency practice.

Chief, Mandy and D/C Antoniewicz attended the LifeQuest Hot Topics Conference. Paramedic Ross Cummings completed the Certified Ambulance Documentation Specialist course and obtained CADS certification.

Upcoming training sessions:

WEMSA Conference – Nov 13 – 17 – Wisc. Dells

SCRTAC Trauma Conference – Dec 5 – Verona

PALS Renewal – Dec 6 – Cottage Grove

Difficult Airway Course – Jan 27/28 – UW

Training Center:

No classes were taught in October; however, 3 CPR classes are scheduled in December.

Public Relations/Special Events:

Staff participated in special event coverage for Deerfield Football, "Touch-a-Truck", and provided ambulance tours at several local daycares. DGEMS also spent time in both the Cottage Grove and Deerfield Schools to promote safety and fire prevention week activities with each fire department. Staff was also on hand for Deerfield Homecoming activities and participated in the Great Pumpkin Hunt as well as Trick-or-Treat at Station 2.

Upcoming events:

Deerfield FD "Sound the Alarm" Event – Nov 2

Community Citizenship Day – Nov 10 – St. Paul's Lutheran/Deerfield

DVFD Joint Extrication Training – Nov 16

Cottage Grove Cub Scouts Station Tour – Nov 21
CGPD Narcan Training – Dec 18

Vehicles

DEMERS (78):

Start mileage: 40,575 End Mileage: 41,941

Start hours: 1,912 End Hours: 1,925

78 running well. Routine fluids/ filter change has been scheduled for November.

Horton (81):

Start Mileage: 147,96 End Mileage: 147,405

Start Hours: 8,020 End Hours: 8,022

81 is running well. Rear door latches have been replaced on both doors.

Interceptor (Car 79):

Start Mileage: 41,274 End Mileage: 41,685

79 has an intermittent low tire. Tires will need to be replaced prior to winter.

DEMERS (80)

Start Mileage: 58,098 End Mileage: 60,908

Start Hours: 2,788 End Hours: 2,851

Tires have been replaced as one was found to be flat at the beginning of a shift, and the others were at the end of their life. Pomp's identified a leak in the liquid spring suspension. The suspension repair was completed by Rennert's.

October Quick Stats					
Date	Amb 1	Amb 2 / FR	Reason Used	Ending Miles	Driver
1	24	0	Meeting - Out of District	41686	Ross Cummings
2	24	0	Meeting - In District	41574	Amy Meinholz
3	24	13	Station Visit	41565	Dan Cushing
4	24	24	Meeting - In District	42421	Eric Lang
5	24	0	Community Medic	41361	Eric Lang
6	24	0	EMERGENCY CALL	41333	Eric Lang
7	24	12	Meeting - Out of District	41324	Eric Lang
8	24	12	EMERGENCY CALL	41274	Eric Lang
9	24	0			
10	24	6			
11	24	17			
12	24	0			
13	24	0			
14	24	0			
15	24	12			
16	24	12			
17	24	12			
18	24	3			
19	24	24			
20	24	23			
21	24	0			
22	24	0			
23	24	15			
24	24	0			
25	24	0			
26	24	0			
27	24	0			
28	24	24			
29	24	24			
30	24	0			
31	24	0			
Total	744	233			
977 hours of coverage total					
Total of 131% coverage					

Paramedic Operational Plan Components

IF YOU ARE REQUESTING INTERFACILITY TRANSPORTS

Service provider wanting to provide interfacility transport coverage shall submit an operational plan to the department that includes all of the elements under DHS 110.34 & 110.35 in addition to the following:

- A. Describes how interfacility transport services will be provided. DHS 110.38
The need for an interfacility transport will be called directly to the EMS Chief or on-duty designee by the facility requesting the transport. The staff receiving the call will document the required information on the interfacility worksheet. DGEMS staff will gather information, but not commit to the transfer until arranging for an adequately staffed ambulance. The staff will then utilize the District's Aladtec/EMS Manager scheduling software to solicit members willing to conduct the transfer. Members able to complete the transfer will reply to the message. The DGEMS staff call-taker will contact the transferring facility to accept the IFT. Available members will respond to the appropriate DGEMS station to form a crew and be given the information collected on the interfacility worksheet. Crew will utilize one of the District's reserve ambulances to facilitate the transfer. Per policy crews will complete all appropriate materials including an ePCR and billing documentation. The transfer shall be staffed with the level of care required based on the interventions that are being provided at the time of the transfer being requested.
- B. Provide a statement indicating the understanding that providing interfacility transports will not interrupt 911 emergency responses. DHS 110.38(1)
All interfacility transports will be conducted with staffing that is not scheduled to provide 911 coverage to the District.
- C. Describe the crew configuration and personnel to be used on specific type of patient transfers based upon the patient's condition. DHS 110.38(2)
Interfacility transports requested of the District will be covered with appropriate EMS levels within the member's licensure level and appropriate scope of practices per Wisconsin State Guidelines. Transfer units will be staffed with a minimum of two person crews consisting of a driver and primary patient care provider. Additional staff can be requested by the crew as needed based on the care levels required for the transfer. The licensure of the primary patient care provider will correspond with the needs of the patient and interventions provided during the transfer.
- D. Provide a statement assuring that Mutual Aid agreements will not be used to cover the primary service area while providing Interfacility Transports. DHS 110.38(3)
Mutual Aid will not be utilized to cover the District's primary response for 911 during the time an interfacility transport is being conducted. DGEMS retains the right to utilize Mutual Aid for unforeseen mechanical or accidental incidents that could occur during a response or transport during a 911 incident.
- E. If the service also provides 9-1-1 coverage confirm a minimum of one ambulance for 9-1-1 emergency response and one ambulance for interfacility transports. Unless the service provider has a coverage agreement with a neighboring service provider that will provide one 9-1-1 ambulance for each primary service area. DHS 110.38(4)
Deer Grove EMS District currently operates three ambulances, with one being the primary unit to respond to 9-1-1 calls in the District. DGEMS will staff an additional ambulance to provide interfacility services and this will not affect the ability to provide 9-1-1 coverage. If at any time there are no reserve ambulances operational, the District will immediately decline to provide interfacility transfers. If for any reason District's primary and reserve ambulances should become inoperable, DGEMS has agreements with multiple neighboring communities to assist with responses during that time of outage for 911 coverage.



Interfacility Transport Worksheet

Date: _____ Time: _____ Insurance Type: Medicaid - Medicare - Private - None

Call Taker Name: _____

Reason for Transfer: _____

Special Considerations (circle): Oxygen Nebulizer Treatment CPAP Suctioning

Cardiac Monitoring IV Medication/Drips: _____

Additional Staff Needed: _____ Other: _____

Level of Care: BLS/EMT or ILS/AEMT or Paramedic

Aladtec Staffing Request Sent Adequate staffing secured for transfer: YES NO

IFT Accepted: YES NO Requesting Facility Notified: YES NO

Facility Requesting Transfer: _____ Phone #: _____

Time the transfer will be ready: _____

Address: _____

Room #: _____ Department Name: _____

Physician Requesting Transfer: _____

Receiving Facility/Location: _____ Phone#: _____

Address: _____

Room #: _____ Department Name: _____

Other Information:

Crew: _____

Post-IFT Check-List: HIPAA PCS Form Facesheet Signatures

Patient Care Report Mileage



October 31, 2019

Deer-Grove EMS
To the Commission and Chief Eric Lang
4030 Cty Hwy N
Cottage Grove, Wisconsin 53527

We are pleased to confirm our understanding of the services we are to provide for the Deer-Grove EMS for the year ended December 31, 2019. We will audit the financial statements of the governmental activities and each major fund including the related notes to the financial statements, which collectively comprise the basic financial statements of the Deer-Grove EMS as of and for the year ended December 31, 2019. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany the Deer-Grove EMS's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Deer-Grove EMS's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist principally of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedules
3. Wisconsin Retirement System Schedules
4. Local Retiree Life Insurance Fund Schedules

Audit Objective

The objective of our audit is the expression of an opinion as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Deer-Grove EMS's financial statements. Our report will be addressed to the Commissioners of the Deer-Grove EMS. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.



Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Deer-Grove EMS's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements and maintaining the depreciation schedule of the Deer-Grove EMS in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.



Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferable from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Johnson Block & Company, Inc. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulator or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Johnson Block & Company, Inc. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the regulator or its designee. The regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our 2019 audit in February 2020 and to issue our report no later than April 10, 2020. Kevin Krysinski is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.



Engagement Administration, Fees, and Other (Continued)

Our fees for these services will be at our standard hourly rate plus out-of-pocket costs. Our proposed fee for the annual audit is \$7,900. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. This amount is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee amount before we incur the additional costs.

Account reconciliations and audit schedules are an integral component of audit cost containment. Our fees assume that all account reconciliations have been performed and all audit schedules have been prepared prior to the start of audit fieldwork. We will provide you with a list of the audit schedules and other documents that can be prepared or provided by you.

Services related to GASB 68 will be billed at our standard hourly rates.

Nonattest and Other Services

Prior to or as part of our audit engagement, it may be necessary for us to perform certain nonattest services including, but not limited to, compiling regulatory reports, preparing drafts of your financial statements and proposing general, adjusting, or correcting journal entries to your financial statements. We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide. In connection with our performance of any nonattest services, you agree that you will:

- Continue to make all management decisions and perform all management functions including approving all journal entries and general ledger classifications when they are submitted to you.
- Designate employee(s) with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- Evaluate the adequacy and results of the nonattest services we perform.
- Accept responsibility for the results of our nonattest services.
- Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.



We appreciate the opportunity to be of service to the Deer-Grove EMS and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the letter and return it to us.

Very truly yours,

Johnson Block & Company, Inc.

Johnson Block & Company, Inc.

RESPONSE:

This letter correctly sets forth the understanding of Deer-Grove EMS.

Management Signature: _____

Title: _____

Date: _____

Governance Signature: _____

Title: _____

Date: _____



DEER-GROVE EMS DISTRICT

4030 County Highway N, Cottage Grove, WI 53527

608-839-5658

(fax) 608-839-4427

CHIEF's MEMORANDUM

INVOLUNTARY OVERTIME

November 7, 2019

This memorandum will guide the Deer-Grove EMS Chief or designee when needing to assign involuntary overtime to a member of the bargaining unit. Under Section 12.03 of the Labor Agreement, the Chief maintains discretion concerning how to schedule mandatory overtime. At the present time, I am exercising my discretion to assign such overtime pursuant to the following process. Nothing in this memorandum is intended to modify the Chief's ability to deviate from this process or to exercise discretion at any time. Further, nothing in this memorandum is intended to create a past practice that cannot be modified unilaterally by the Chief at any time.

CBA References

ARTICLE 2- MANAGEMENT RIGHTS

2.01 Operation of the Employer.

- I. Schedule and modify the hours of work and determine the assignment and allocation of duties.

ARTICLE 12- HOURS OF WORK

12.03 Overtime

The chief may prescribe overtime work or work outside normal shifts to meet operational needs, and the assignment of such work shall be within the Chief's sole discretion.

NORMAL PROCESS

- The Chief or designee retains the right to prescribe any employee to involuntary overtime to meet the operational needs of the department.
- In most cases, a reverse adjusted seniority listing will aid in the selection of the employee to assign involuntary overtime. The list will begin as date of hire seniority list, but once an employee is assigned involuntary, they will adjust to reflect the new date assigned.
 - An involuntary overtime shift must be a minimum of four (4.0) hours in length to move down the adjusted list
- Involuntary overtime shifts will be no longer than twenty-four (24) hours
- An employee should not be forced into a total shift length of more than forty-eight (48) hours.
- Each full-time employee will be allowed to pass off one involuntary overtime assignment.
- If possible, the Chief or designee shall assign involuntary overtime no fewer than four days in advance of the involuntary duty shift date.
- The Chief or designee may assign the shift in-person or on a telephone call.
- Failure to acknowledge an involuntary overtime assignment within a reasonable amount of time will result in the shift being considered a no-call-no-show.



DEER-GROVE EMS DISTRICT

4030 County Highway N, Cottage Grove, WI 53527

608-839-5658

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INVOLUNTARY OVERTIME ADJUSTED SENIORITY LISTING

NAME	DATE OF HIRE	ADJUSTED FORCE SENIORITY	Pass Taken
Matt Mickelson	07/13/16		
Trevor Schlicht	05/01/15		
Wendy Lasko	04/12/13		
Devon Anders	03/01/12		
Ross Cummings	01/21/12		
Seth Sanders	06/16/11		
Elliott Belden	04/10/11		
Lisa Antoniewicz	04/01/05		

*** This list is published pursuant to the Chief's Memorandum dated November 7, 2019. The use of this list is subject to the Chief's discretion, which is subject to change at any time. ***



DEER-GROVE EMS DISTRICT

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(fax) 608-839-4427

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding will be used in association with the Collective Bargaining Agreement between the Deer-Grove Emergency Services District and International Association of Firefighters Local 311 and will guide the Deer-Grove EMS Chief or designee when needing to assign involuntary overtime to a member of the bargaining unit. Under Section 12.03 of the Labor Agreement, the Chief maintains discretion concerning how to schedule mandatory overtime. Nothing in this memorandum is intended to modify the Chief's ability to deviate from this process or to exercise discretion at any time.

CBA References

ARTICLE 2- MANAGEMENT RIGHTS

2.01 Operation of the Employer.

- I. Schedule and modify the hours of work and determine the assignment and allocation of duties.

ARTICLE 12- HOURS OF WORK

12.03 Overtime

The chief may prescribe overtime work or work outside normal shifts to meet operational needs, and the assignment of such work shall be within the Chief's sole discretion.

AGREEMENT

- The Chief or designee retains the right to prescribe any employee to involuntary overtime to meet the operational needs of the department.
- A reverse adjusted seniority listing will aid in the selection of the employee to receive the involuntary overtime assignment. This will begin as a reverse date of hire seniority list, but once an employee is assigned an involuntary overtime shift, the list will adjust to reflect the new date assigned.
 - An involuntary overtime shift must be four (4.0) hours in length to move down the adjusted
- Involuntary overtime shifts will be no longer then twenty-four (24) hours
- An employee should not be forced into a total shift length of more than forty-eight (48) hours.
- Each full-time employee will be allowed to pass off one involuntary overtime assignment.
- If possible, the Chief or designee shall assign involuntary overtime no fewer than four days in advance of the involuntary duty shift date.
- The Chief or designee may assign the shift in-person or on a telephone call.
- Failure to acknowledge an involuntary overtime assignment within a reasonable amount of time will result in the shift being considered a no-call-no-show.
- Involuntary overtime hours worked shall be compensated at one and one-half (1 ½) times the employee's regular hourly rate.

SIGNATURES

For the District

For the Union

Dated:

Dated:



DEER-GROVE EMS STANDARD OPERATING PROCEDURES

TITLE: INCIDENT REPOSENSE TIMES		
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Original Issue: 09/20/2019	Revision Date:	Number:
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Prepared By: Chief Lang	Approved By: DGEMS District Commission
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Purpose

It is understood that each part of an emergency response must be dynamic and thereby show flexibility in relation to each individual situation. Certain response times within an incident are static and cannot be controlled by responding staff members, these include dispatch, responding, and returning time. The other response times, chute/enroute, scene and at destination, are managed by the staff members. This policy will establish guidelines for timing of each part of an emergency response managed by the staff.

Policy

Deer-Grove EMS staff members will provide prompt, efficient and competent service that achieves the mission of the department. As it relates to assigned incidents, each staff member must meet the following response time parameters 90% of the time:

1. Chute/Enroute: 2 minutes or less when both assigned crew members are in house
4 minutes or less when an assigned crew member is not in house
Time calculation begins when the unit is assigned and ends when the unit is responding (enroute).
2. On Scene: 20 minutes or less; Refer to protocol
Time calculation begins with unit arrived at scene and ends at the beginning of transport.
The time necessary to provide quality, on-scene emergency medical care is difficult to predict, but most on-scene care can be completed within 20 minutes.
Time critical diagnoses, as referenced in protocol, require a shortened scene time for less than 10 minutes and include, but are not limited to: STEMI, Stroke, Trauma, or airway compromise.
3. At Destination: 20 minutes or less
Time calculation begins with arrival at the destination and ends at physically clearing the ER.
4. Document significant variation from these time standards in the ePCR for the incident.



DEER-GROVE EMS

STANDARD OPERATING PROCEDURES

TITLE: PATIENT CARE AND BILLING SIGNATURES		
Original Issue: 09/20/2019	Revision Date:	Number:
Prepared By: Chief Lang		Approved By: DGEMS District Commission

Purpose

Establish guidelines for staff members to follow during the collection of the patient, authorized representative, receiving facility, and/or technician signatures using the department's electronic patient care reporting software (ePCR/EHR), or a paper claim form; to ensure compliance with applicable insurance industry signature requirements, which may include Medicare, Medicaid, or commercial insurance companies.

Policy

1. Staff members will acquire signatures in the billing authorization section during or upon completion of Deer-Grove EMS (DGEMS) patient care activities. Employees will use specifications in the procedure to determine the proper section to complete and the persons that may sign the forms.
2. The inability to acquire signatures in any section must be documented in the Billing Authorization section of the department's electronic patient care report (ePCR/EHR) or the paper DGEMS Ambulance Signature/Claim Submission Authorization Form and the specific reason documented in detail using the narrative section of the ePCR/EHR.

Procedure

1. Electronic patient care report (ePCR/EHR)
 - a. The ePCR/EHR platform is to be used for the primary source of billing authorization signature acquisition.
 - b. A signature must be obtained from or for the patient in one of the following signature sections.
 - c. Patient Signatures Section
 - Signed by the patient only
 - Reasons that are acceptable for not acquiring the patient's signature in this field may include: altered level of consciousness (ALOC), altered mental status (AMS), paralysis, immobilization of primary hand/arm, language barrier
 - Unacceptable reasons for not acquiring the patient's signature in this field may include: patient unable to sign, patient refused to sign, patient condition, unavailable, or being treated.
 - These reasons will need further explanation in the ePCR/HER narrative, i.e. patient is unable to sign due to unresponsiveness or paralysis.
 - d. Patient Representative Signature Section
 - Acquire a signature in this section **ONLY** if the patient is legally, physically, or mentally unable to sign for themselves.
 - Authorized representatives include only the following: the patient's parent or legal guardian, the patient's medical power of attorney, a relative or other person who receives benefits on behalf of the patient, a relative or other person who arranges treatment or handles the patient's affairs, or a representative of an agency or institution that provided care, services or assistance to patient.
 - If an authorized representative signature is obtained on behalf of the patient, the following must be selected:
 - a. 'Patient Unable to Sign'
 - b. 'Combined HIPAA Acknowledgment and Release for Billing'
 - c. The qualifying status or reason the patient cannot sign.
 - Signing in this section does not indicate financial responsibility.
 - DGEMS staff members must input full first and last name of person signing on behalf of

- the patient.
- e. Crew Signatures Section
 - Each staff member who provided care to the patient must sign in this field.
 - This section must be completed even when the paper DGEMS Ambulance Billing Authorization and Privacy Acknowledgement Form is used for patient signatures because of field data entry device failure
 - At least one crew member must select the box to attest to the ‘Witness patient signature or mark’
 - If the patient is unable to sign the “Patient Unable to Sign’ box must be selected.
 - f. Receiving Hospitals Signatures Section
 - DGEMS staff must obtain a signature from the nursing or physician staff at the receiving facility to whom patient care was transferred.
 - If using this section to document a signature because the patient is legally, mentally, or physically incapable of signing for themselves, and no authorized patient representative is available or willing to sign on behalf of the patient at the time of service, the following must be selected:
 - ‘Patient Unable to Sign’
 - ‘Combined HIPAA Acknowledgment and Release for Billing’
 - The qualifying status or reason the patient cannot sign.
 - Signing in this section does not indicate financial responsibility.
 - DGEMS staff members must input full first and last name of person signing on behalf of the patient.
 - g. Law Enforcement Signatures Section
 - Acquire a signature in this section **ONLY** if the patient is in Law Enforcement custody and physically or mentally unable to sign for themselves.
 - If a law enforcement signature is obtained on behalf of the patient, the following must be selected:
 - ‘Patient Unable to Sign’
 - ‘Combined HIPAA Acknowledgment and Release for Billing’
 - The qualifying status or reason the patient cannot sign.
 - Signing in this section does not indicate financial responsibility.
 - DGEMS staff members must input full first and last name of person signing on behalf of the patient.
2. DGEMS Ambulance Billing Authorization and Privacy Acknowledgement Form (paper)
- a. This form should only be used when there is a complete failure of the ePCR field data entry device. If this form is used, a digital copy must be affixed to the ePCR when entering information on the desk-top computer.
 - b. A signature must be obtained from or for the patient in one of the sections as described to follow:
 - c. Section 1- Patient Signature
 - Signed by the patient only
 - Reasons that are acceptable for not acquiring the patient’s signature in this field may include: altered level of consciousness (ALOC), altered mental status (AMS), paralysis, immobilization of primary hand/arm, language barrier

- Reasons that are unacceptable for not acquiring the patient's signature in this field may include: patient unable to sign, patient refused to sign, patient condition, unavailable, being treated
 - If the patient signs with "X" or other mark, a witness should sign in the appropriate sections, as listed.
- d. Section 2- Authorized Representative Signature
- Acquire a signature in this section only if the patient is physically or mentally incapable of signing.
 - Employees must complete portion to describe the circumstances that make it impractical for the patient to sign.
 - Authorized representatives include only the following: the Patient's Legal Guardian, the Patient's Medical Power of Attorney, a Relative or other person who receives social security or other governmental benefits on behalf of the patient, a Relative or other person who arranges treatment or handles the patient's affairs, or a Representative of an agency or institution that that did not furnish the services for which payment is claimed (i.e., ambulance services) but furnished other care, services or assistance to the patient
- e. Section 3- Ambulance Crew and Facility Representative Signature
- Acquire signatures in this section only if the patient is mentally or physically incapable of signing, and no Authorized Representative (section II) is available or willing to sign on behalf of the patient at the time of service.
 - Staff members must complete portion to describe the circumstances that make it impractical for the patient to sign and the Name/Location/Time of the receiving facility.
 - This section will require signatures from one of the DGEMS crew members providing care to the patient and the facility representative, typically a registered nurse, taking over the care of the patient.