

DEER-GROVE EMS COMMISSION MEETING
Cottage Grove Emergency Services Building
4030 County Road N, Cottage Grove, WI 53527
Thursday, March 19, 2020
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 February Financial Reports.
5. Discuss and consider approval of Bills for Budgeted/Approved Expenses.
6. Discuss and consider approval of Write Offs and Aging of Accounts.
7. Staff Report.
8. Correspondence.
9. Discuss and consider COVID-19 (Coronavirus) preparedness.
10. Discuss and consider Madison Area Technical College EMS Clinical and Field Internship Affiliation Agreement.
11. Discuss and consider VividTrac Video Laryngoscopy SOP.
12. Discuss and consider Oxylator HD SOP.
13. Discuss and consider re-alignment of the DGEMS Standard Operating procedure manual.
14. Agenda items for next commission meeting.
15. Adjournment.

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

By: Troy Allen, Commission Chairperson

Submitted March 13, 2020

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, FEBRUARY 20, 2020
Minutes**

Present: Kris Hampton, Troy Allen, Greg Frutiger, Kristi Williams, Sarah Valencia and Gary Wieczorek.

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 open and closed sessions on December 19, 2019 only changing the word “video” to “image” in the second bullet point of the Staff Report section and keeping the closed session minutes closed. Motion carried 6-0.

Discuss and Consider approval of the January Financial Reports: Hampton questioned when we bill the Town of Pleasant Springs and the Town of Deerfield. Office Manager Cysiewski stated those entities are billed in March. Williams questioned why IT expenses were so high in January. Chief Lang stated it was due to paying our yearly EMS Manager invoice in January. Motion by Valencia/K. Williams to approve the January financial reports as presented. Motion carried 6-0.

Discuss and Consider approval of Bills for Budgeted/Approved Expenses: Motion by Valencia/Frutiger to approve payment of the bills as presented. Motion carried 6-0.

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

Staff Report: There were 91 calls in January, including 6 missed calls. This is up from 72 calls in the same month last year. Volunteers provided 678 hours in January, down from 767 hours in the previous month and down from 740 hours during January 2019. In addition to what is in the written report, the following was discussed:

- Hampton verified M81 was used while M80 was being repaired.
- Williams questioned the forced overtime. Chief Lang clarified stating an LTE was scheduled for the shift to cover a full-time person’s vacation, and they had to call-in due to a family illness. A message was sent to all LTE and full-time staff to cover the shift. When no one voluntarily took the shift, a full-time person was forced to cover the shift.
- Allen asked if the upgraded bumper was installed on M80. Chief Lang stated it was installed. Allen also asked if there is a plan to install a similar bumper on M78. Chief Lang stated the plan is to get one installed before the end of 2020.
- Hampton asked for a status update on the Plymovent grant. Chief Lang stated they are working with Hastings to get the project completed by September 20, 2020. Chief Lang anticipates making the deadline.

Correspondence: Chief Lang passed around several thank you letters he has collected.

Discuss and consider agreement with MTM for Medicaid payment of interfacility transfer: Chief Lang handed out one copy of two emails; one from the attorney and another from Baer Insurance and also read them aloud. The attorney had two comments. One stated, “There is a specific agreement related to HIPAA that you should pay special attention to. In addition, it includes requirements that Deer Grove notify MTM if Deer Grove were to receive any request from patients/their representatives for records, and to allow inspection of MTM patient records upon their request. Again, this doesn’t seem to be anything objectionable – just something to be aware of.” The other stated, “As for the indemnification provision, many insurers exclude liabilities that are accepted through indemnification clauses in contracts. Some do not exclude them. I would review this clause with your insurance agent to see if you are covered for this indemnification.” Chief Lang then read the response from the insurance company which said Baer sent the document to their underwriter and they do not see any issue from an insurance perspective. Motion by

Valencia/Williams to approve the agreement with MTM for Medicaid payment of interfacility transfers. Motion carried 6-0.

Discuss and consider the orientation program in the employee handbook: Chief Lang stated the main change to this document is to clarify the responsibility levels DGEMS is already using. Motion by Valencia/Williams to approve the changes to the orientation program in the employee handbook. Motion carried 6-0

Discuss and consider Vehicle Accident SOP: Valencia asked about the major changes to the document. Chief Lang stated the prior version asked DGEMS staff to interview witnesses. He stated investigative work should be left to the detectives, not DGEMS. Wiczorek asked about notifying the chief when these incidents happen. It was suggested to add notification of the chief to item 1. e. Motion by Valencia/Williams to approve the Vehicle Accident SOP with the only change to be adding wording to item 1. e. to notify the chief. Motion carried 6-0.

Set next commission meeting date and location: The next meeting will be held on Thursday, March 19, 2020 at the Deerfield Village Hall beginning at 6:30 P.M.

Agenda items for next commission meeting: Policies

Adjournment: Motion by Valencia/Hampton to adjourn. Motion carried 6-0. The meeting ended at 7:05 P.M.

Submitted by Mandy Cysiewski

Deer Grove EMS District
Profit & Loss Budget vs. Actual
January through February 2020

	Jan - Feb 20	2/12th Annual Budget	Budget	\$ Over Budget	% of Budget	Jan - Feb 19
Ordinary Income/Expense						
Income						
230 · Training Center Income	285.00	416.67	2,500.00	-2,215.00	11.4%	625.00
300 · Special Event Fee	0.00	333.33	2,000.00	-2,000.00	0.0%	0.00
4999 · Uncategorized Income	429.25	0.00				102.66
610 · Town/Villages Assessments	123,986.02	86,769.53	520,617.20	-396,631.18	23.82%	129,943.14
620 · Ambulance Run Fees	106,570.53	91,666.67	550,000.00	-443,429.47	19.38%	111,235.41
630 · Contracted Revenue	0.00	11,068.80	66,412.80	-66,412.80	0.0%	0.00
640 · Interest Earned	92.73	83.33	500.00	-407.27	18.55%	66.61
693 · Donations	0.00	0.00	0.00	0.00	0.0%	25,038.84
999 · Insurance Reimbursement	0.00	0.00	0.00	0.00	0.0%	4,409.86
Total Income	231,363.53	190,338.33	1,142,030.00	-910,666.47	20.26%	271,421.52
Gross Profit	231,363.53	190,338.33	1,142,030.00	-910,666.47	20.26%	271,421.52
Expense						
6140 · Credit Card Fees	177.99	0.00	0.00	0.00	100.0%	0.00
720 · Wages	72,298.55	84,425.00	506,550.00	-434,251.45	14.27%	48,789.35
721 · Health Insurance	33,647.60	22,853.33	137,120.00	-103,472.40	24.54%	23,010.39
722 · Workmans Comp	3,352.00	4,631.67	27,790.00	-24,438.00	12.06%	0.00
723 · Retirement Plan	9,537.71	9,783.33	58,700.00	-49,162.29	16.25%	5,854.24
724 · Employers FICA Expense	7,031.40	7,456.67	44,740.00	-37,708.60	15.72%	4,897.19
725 · Staff Continuing Education	922.00	1,500.00	9,000.00	-8,078.00	10.24%	1,642.85
726 · Travel/Mileage Reimbursement	0.00	83.33	500.00	-500.00	0.0%	30.00
728 · Medical Director Fee	1,000.00	1,000.00	6,000.00	-5,000.00	16.67%	1,000.00
734 · Overtime	19,188.36	18,876.67	113,260.00	-94,071.64	16.94%	13,537.50
735 · EMT Stipend	2,196.00	4,166.67	25,000.00	-22,804.00	8.78%	2,196.00
736 · LifeQuest Billing	8,447.51	7,583.33	45,500.00	-37,052.49	18.57%	7,031.04
740 · Office Equipment (expense)	200.92	271.67	1,630.00	-1,429.08	12.33%	153.86
742 · Office Supplies	217.17	333.33	2,000.00	-1,782.83	10.86%	359.17
770 · Communications	915.45	1,000.00	6,000.00	-5,084.55	15.26%	1,574.04
775 · IT expenses	2,210.00	1,141.67	6,850.00	-4,640.00	32.26%	1,450.00
790 · Publicity and Advertising	0.00	333.33	2,000.00	-2,000.00	0.0%	0.00
791 · Training Center Expense	222.50	333.33	2,000.00	-1,777.50	11.13%	227.50
810 · EMT Recognition	367.44	416.67	2,500.00	-2,132.56	14.7%	-131.25
820 · EMT Continuing Education	0.00	833.33	5,000.00	-5,000.00	0.0%	240.00
825 · Chief Continuing Education	259.00	250.00	1,500.00	-1,241.00	17.27%	0.00
829 · Vehicle Maintenance	1,743.13	1,730.00	10,380.00	-8,636.87	16.79%	2,181.57
831 · Fuel	2,076.06	2,333.33	14,000.00	-11,923.94	14.83%	2,257.82
840 · Equipment/Non-Disposable	1,334.97	2,800.00	16,800.00	-15,465.03	7.95%	0.00
842 · Equipment Maintenance	2,598.69	600.00	3,600.00	-1,001.31	72.19%	2,598.69
845 · Capital Purchase	0.00	0.00	0.00	0.00	0.0%	25,038.84
850 · Medical Supplies	8,891.93	7,516.67	45,100.00	-36,208.07	19.72%	6,104.58
852 · Training Medical Supplies	0.00	166.67	1,000.00	-1,000.00	0.0%	0.00
860 · Clothing	1,085.37	2,150.00	12,900.00	-11,814.63	8.41%	346.31
870 · Insurance	2,107.00	1,433.33	8,600.00	-6,493.00	24.5%	2,097.00
871 · Group Life Insurance	184.41	116.67	700.00	-515.59	26.34%	120.39
872 · Unemployment Insurance	0.00	666.67	4,000.00	-4,000.00	0.0%	0.00
878 · Community Medic Program	50.00	51.67	310.00	-260.00	16.13%	0.00
879 · Health Maintenance & Safety	836.00	416.67	2,500.00	-1,664.00	33.44%	862.00
880 · Legal Fees	1,434.00	833.33	5,000.00	-3,566.00	28.68%	0.00
881 · Accounting Fees	0.00	1,333.33	8,000.00	-8,000.00	0.0%	3,350.00
885 · Overdue Run Fees	12,682.22	0.00	0.00	12,682.22	100.0%	22,092.26
898 · Building and Grounds	692.94	583.33	3,500.00	-2,807.06	19.8%	1,424.36
899 · Miscellaneous Expenses	174.95	333.33	2,000.00	-1,825.05	8.75%	99.26
Total Expense	198,083.27	190,338.33	1,142,030.00	-943,946.73	17.35%	180,434.96
Net Ordinary Income	33,280.26	0.00	0.00	33,280.26	100.0%	90,986.56

Deer Grove EMS District

Balance Sheet

As of February 29, 2020

03/08/20

Accrual Basis

	Feb 29, 20
ASSETS	
Current Assets	
Checking/Savings	321,317.57
Accounts Receivable	
1200 · Accounts Receivable	129.76
1210 · Lifequest Receivables	153,971.76
Total Accounts Receivable	154,101.52
Other Current Assets	995.00
Total Current Assets	476,414.09
Fixed Assets	519,234.78
Other Assets	
112 · Allowance for Doubtful Accounts	-78,376.75
Total Other Assets	-78,376.75
TOTAL ASSETS	917,272.12
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	5,929.53
Credit Cards	1,227.37
Other Current Liabilities	
Lifequest Deposit Adjustments	238.88
Payroll Liabilities	17,655.48
231 · Deferred Run Revenue	63,554.06
232 · Town/Village Pre-payments	6,168.29
Total Other Current Liabilities	87,616.71
Total Current Liabilities	94,773.61
Total Liabilities	94,773.61
Equity	
1110 · Retained Earnings	51,856.37
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	519,234.92
Net Income	33,280.26
Total Equity	822,498.51
TOTAL LIABILITIES & EQUITY	917,272.12

Deer Grove EMS District
Bill Payment Detail
February 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
EFT	Liability Check	02/04/2020	EFTTPS	39-1293690	101 · Operating Checking	-5,611.88	
				39-1293690	224 · FICA/Fed Payable	2,100.00	-2,100.00
				39-1293690	2242 · FICA/Fed Payable-ER	1,423.12	-1,423.12
				39-1293690	2241 · FICA/Fed Payable-EE	1,423.12	-1,423.12
				39-1293690	2242 · FICA/Fed Payable-ER	332.82	-332.82
				39-1293690	2241 · FICA/Fed Payable-EE	332.82	-332.82
TOTAL						5,611.88	-5,611.88
20901	Liability Check	02/10/2020	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
20911	Liability Check	02/14/2020	Fire Fighters Local 311		101 · Operating Checking	-230.75	
					Local 311 Dues	230.75	-230.75
TOTAL						230.75	-230.75
20902	Bill Pmt -Check	02/10/2020	Countryside Ford	M81 oil change	101 · Operating Checking	-148.84	
65776	Bill	02/01/2020		M81 Oil Change	829 · Vehicle Maintenance	148.84	-148.84
TOTAL						148.84	-148.84
20903	Bill Pmt -Check	02/10/2020	Forward Pharmacy	Ibuprofen/Tylenol/Fentanyl/Glucage n	101 · Operating Checking	-874.71	
	Bill	01/31/2020		Ibuprofen/Tylenol/Fentanyl/Glucage n	850 · Medical Supplies	874.71	-874.71
TOTAL						874.71	-874.71
20904	Bill Pmt -Check	02/10/2020	Landmark Services Cooperative	January Fuel	101 · Operating Checking	-871.09	
	Bill	01/31/2020		January Fuel	831 · Fuel	871.09	-871.09
TOTAL						871.09	-871.09
20905	Bill Pmt -Check	02/10/2020	Life-Assist, Inc.		101 · Operating Checking	-317.30	
969787	Bill	01/27/2020		Nasal Airway	850 · Medical Supplies	33.00	-33.00
970326	Bill	01/28/2020		Epi	850 · Medical Supplies	101.30	-101.30
971079	Bill	01/31/2020		Laryngoscope Handle	850 · Medical Supplies	105.00	-105.00
971126	Bill	01/31/2020		Epi	850 · Medical Supplies	78.00	-78.00
TOTAL						317.30	-317.30

Deer Grove EMS District
Bill Payment Detail
February 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
20906	Bill Pmt -Check	02/10/2020	New Glarus Motors	M80 Batteries	101 · Operating Checking	-400.45	
01658	Bill	01/31/2020		M80 Batteries	829 · Vehicle Maintenance	400.45	-400.45
TOTAL						400.45	-400.45
20907	Bill Pmt -Check	02/10/2020	Stryker Medical	Maintenance Agreement - Cot	101 · Operating Checking	-2,598.69	
2922171M	Bill	02/03/2020		Maintenance Agreement - Cot	842 · Equipment Maintenance	2,598.69	-2,598.69
TOTAL						2,598.69	-2,598.69
20908	Bill Pmt -Check	02/10/2020	US Bank		101 · Operating Checking	-5,785.91	
	Bill	01/29/2020		One Card - Office Use Only		3,087.19	-3,087.19
	Bill	01/29/2020		One Card - Mandy Cysiewski		2,490.84	-2,490.84
	Bill	01/29/2020		One Card - Eric Lang		207.88	-207.88
TOTAL						5,785.91	-5,785.91
20909	Bill Pmt -Check	02/10/2020	WEX Bank	January Fuel	101 · Operating Checking	-321.84	
63626369	Bill	01/31/2020		January Fuel	831 · Fuel	321.84	-321.84
TOTAL						321.84	-321.84
20910	Bill Pmt -Check	02/10/2020	ZOLL Medical Corporation		101 · Operating Checking	-742.55	
3000905	Bill	01/20/2020		CPR Pads	850 · Medical Supplies	240.69	-240.69
3002295	Bill	01/21/2020		SPO2 Sensor/Cable	850 · Medical Supplies	501.86	-501.86
TOTAL						742.55	-742.55
EFT	Liability Check	02/14/2020	Bank of Deerfield		101 · Operating Checking	-18,514.49	
					Direct Deposit Liability	17,814.49	-17,814.49
					Direct Deposit Liability	700.00	-700.00
TOTAL						18,514.49	-18,514.49
EFT	Liability Check	02/14/2020	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						430.00	-430.00
EFT	Liability Check	02/14/2020	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-2,272.68	
				036-0000519180-02	225 · State Withholding	2,272.68	-2,272.68
TOTAL						2,272.68	-2,272.68
EFT	Liability Check	02/18/2020	EFTTPS	39-1293690	101 · Operating Checking	-6,435.68	

Deer Grove EMS District
Bill Payment Detail
February 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
				39-1293690	224 · FICA/Fed Payable	2,377.00	-2,377.00
				39-1293690	2242 · FICA/Fed Payable-ER	1,644.68	-1,644.68
				39-1293690	2241 · FICA/Fed Payable-EE	1,644.68	-1,644.68
				39-1293690	2242 · FICA/Fed Payable-ER	384.66	-384.66
				39-1293690	2241 · FICA/Fed Payable-EE	384.66	-384.66
TOTAL						6,435.68	-6,435.68
EFT	Liability Check	02/21/2020	Employee Trust Funds	5300000	101 · Operating Checking	-11,778.38	
				5300000	Health Insurance Liability - ER	10,414.76	-10,414.76
				5300000	Health Insurance Liability - EE	1,363.62	-1,363.62
TOTAL						11,778.38	-11,778.38
20912	Liability Check	02/25/2020	Delta Dental		101 · Operating Checking	-136.24	
					224 · FICA/Fed Payable	136.24	-136.24
TOTAL						136.24	-136.24
EFT	Bill Pmt -Check	02/25/2020	Deerfield Fire Department	VOID: St 2 Spectrum Internet	101 · Operating Checking	0.00	
TOTAL						0.00	0.00
EFT	Liability Check	02/28/2020	Bank of Deerfield		101 · Operating Checking	-15,757.89	
					Direct Deposit Liability	15,057.89	-15,057.89
					Direct Deposit Liability	700.00	-700.00
TOTAL						15,757.89	-15,757.89
EFT	Liability Check	02/28/2020	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						430.00	-430.00
EFT	Liability Check	02/28/2020	Employee Trust Funds	5300000	101 · Operating Checking	-11,883.86	
				5300000	2272 · Employer Share WRS	7,545.51	-7,545.51
				5300000	2271 · Employee Share WRS	4,338.35	-4,338.35
TOTAL						11,883.86	-11,883.86
20922	Liability Check	02/28/2020	Fire Fighters Local 311		101 · Operating Checking	-224.10	
					Local 311 Dues	224.10	-224.10
TOTAL						224.10	-224.10
EFT	Liability Check	02/28/2020	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,162.20	

Deer Grove EMS District
Bill Payment Detail
February 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
				036-0000519180-02	225 · State Withholding	1,162.20	-1,162.20
TOTAL						1,162.20	-1,162.20
20913	Bill Pmt -Check	02/25/2020	Ace Hardware	Hardware/3 ring binder/wall plate	101 · Operating Checking	-11.84	
	Bill	02/15/2020		Hardware/3 ring binder/wall plate	898 · Building and Grounds	11.84	-11.84
TOTAL						11.84	-11.84
20914	Bill Pmt -Check	02/25/2020	Aster Senior Communities	2020 Senior Health Expo	101 · Operating Checking	-50.00	
	Bill	02/23/2020		2020 Senior Health Expo	878 · Community Medic Program	50.00	-50.00
TOTAL						50.00	-50.00
20915	Bill Pmt -Check	02/25/2020	Emergency Services Marketing Group, Inc.	I am Responding subscription	101 · Operating Checking	-660.00	
	Bill	02/11/2020		I am Responding subscription	775 · IT expenses	660.00	-660.00
TOTAL						660.00	-660.00
20916	Bill Pmt -Check	02/25/2020	Family Service Madison	EAP Services	101 · Operating Checking	-836.00	
1-2-6-20	Bill	02/06/2020		EAP Services	879 · Health Maintenance & Safety	836.00	-836.00
TOTAL						836.00	-836.00
20917	Bill Pmt -Check	02/25/2020	Life-Assist, Inc.		101 · Operating Checking	-428.74	
973175	Bill	02/10/2020		Sodium Bicarb	850 · Medical Supplies	66.20	-60.20
972966	Bill	02/10/2020		Ketorolac	850 · Medical Supplies	89.55	-89.55
972898	Bill	02/10/2020		Misc Medical Supplies	850 · Medical Supplies	271.92	-271.92
973867	Bill	02/12/2020		Amiodarone	850 · Medical Supplies	7.07	-7.07
TOTAL						434.74	-428.74
20918	Bill Pmt -Check	02/25/2020	MATC - EMS Programs	BLS Cards	101 · Operating Checking	-200.00	
PS-139	Bill	02/12/2020		BLS Cards	791 · Training Center Expense	200.00	-200.00
TOTAL						200.00	-200.00
20919	Bill Pmt -Check	02/25/2020	O'Reilly Auto Parts		101 · Operating Checking	-6.49	
4331-325974	Bill	02/08/2020			829 · Vehicle Maintenance	6.49	-6.49
TOTAL						6.49	-6.49
20920	Bill Pmt -Check	02/25/2020	Society Insurance	Work Comp	101 · Operating Checking	-1,676.00	
	Bill	02/12/2020		Work Comp	722 · Workmans Comp	1,676.00	-1,676.00
TOTAL						1,676.00	-1,676.00

Deer Grove EMS District
Bill Payment Detail
February 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
20921	Bill Pmt -Check	02/25/2020	Stryker Medical	Restraints	101 · Operating Checking	-1,000.02	
2934890M	Bill	02/13/2020		Restraints	840 · Equipment/Non-Disposable	1,000.02	-1,000.02
TOTAL						1,000.02	-1,000.02
EFT	Liability Check	02/28/2020	Aflac	MCY18	101 · Operating Checking	-246.76	
				MCY18	Aflac	246.76	-246.76
TOTAL						246.76	-246.76
	Bill Pmt -CCard	02/10/2020	Charter Communications	Station 1 phone and internet	One Card - Office Use Only	-151.64	
0000443020120	Bill	02/01/2020		Feb Shared Internet Services	770 · Communications	69.99	-69.99
				Feb phone/fax	770 · Communications	81.65	-81.65
TOTAL						151.64	-151.64
	Bill Pmt -CCard	02/10/2020	Dinges Fire Company	Coat Name Tag - Salov	One Card - Office Use Only	-69.35	
06808	Bill	01/30/2020		Coat Name Tag - Salov	860 · Clothing	69.35	-69.35
TOTAL						69.35	-69.35
	Bill Pmt -CCard	02/14/2020	Bound Tree Medical, LLC	Vacuum splint	One Card - Office Use Only	-124.99	
83507643	Bill	02/14/2020		Vacuum splint	850 · Medical Supplies	124.99	-124.99
TOTAL						124.99	-124.99
	Bill Pmt -CCard	02/17/2020	Bound Tree Medical, LLC	Misc medical supplies	One Card - Office Use Only	-612.90	
83508954	Bill	02/17/2020		Misc medical supplies	850 · Medical Supplies	612.90	-612.90
TOTAL						612.90	-612.90
	Bill Pmt -CCard	02/18/2020	Bound Tree Medical, LLC	Hydrogen Peroxide wipes	One Card - Office Use Only	-64.99	
83510731	Bill	02/18/2020		Hydrogen Peroxide wipes	850 · Medical Supplies	64.99	-64.99
TOTAL						64.99	-64.99
	Bill Pmt -CCard	02/25/2020	Airgas USA, LLC		One Card - Office Use Only	-226.14	
9967977464	Bill	02/01/2020		O2 Cylinder Rental	850 · Medical Supplies	55.49	-55.49
9097882316	Bill	02/04/2020		Oxygen	850 · Medical Supplies	170.65	-170.65
TOTAL						226.14	-226.14
	Bill Pmt -CCard	02/25/2020	GFC Leasing WI	Copier Lease	One Card - Office Use Only	-48.30	
100567097	Bill	02/19/2020		Copier Lease	740 · Office Equipment (expense)	48.30	-48.30
TOTAL						48.30	-48.30

Deer Grove EMS District
Bill Payment Detail
February 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	Bill Pmt -CCard	02/25/2020	Gordon Flesch	January copy costs	One Card - Office Use Only	-74.37	
IN12854003	Bill	02/17/2020		January copy costs	740 · Office Equipment (expense)	74.37	-74.37
TOTAL						<u>74.37</u>	<u>-74.37</u>
	Bill Pmt -CCard	02/25/2020	Verizon Wireless		One Card - Office Use Only	-177.78	
9848081121	Bill	02/10/2020		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	1.25	-1.25
				M78 phone	770 · Communications	0.91	-0.91
				C79 phone	770 · Communications	0.91	-0.91
				M80 cradlepoint	770 · Communications	30.03	-30.03
				Chief	770 · Communications	53.68	-53.68
				M78 cradlepoint	770 · Communications	30.03	-30.03
TOTAL						<u>177.78</u>	<u>-177.78</u>
	Bill Pmt -CCard	02/24/2020	Bound Tree Medical, LLC	Epi	One Card - Office Use Only	-210.80	
83513793	Bill	02/20/2020		Epi	850 · Medical Supplies	210.80	-210.80
TOTAL						<u>210.80</u>	<u>-210.80</u>
	Bill Pmt -CCard	02/01/2020	Bound Tree Medical, LLC	Misc Medical Supplies	One Card - Office Use Only	-215.49	
83485982	Bill	02/01/2020		Misc Medical Supplies	850 · Medical Supplies	243.93	-215.49
TOTAL						<u>243.93</u>	<u>-215.49</u>
	Bill Pmt -CCard	02/01/2020	Bound Tree Medical, LLC	Hot Packs	One Card - Office Use Only	-52.00	
83487686	Bill	02/01/2020		Hot Packs	850 · Medical Supplies	52.00	-52.00
TOTAL						<u>52.00</u>	<u>-52.00</u>
	Bill Pmt -CCard	02/02/2020	Bound Tree Medical, LLC	ET Tubes	One Card - Office Use Only	-12.20	
83467907	Bill	02/01/2020		ET Tubes	850 · Medical Supplies	12.20	-12.20
TOTAL						<u>12.20</u>	<u>-12.20</u>
	Bill Pmt -CCard	02/26/2020	Bound Tree Medical, LLC		One Card - Office Use Only	-700.78	
83518238	Bill	02/25/2020		Misc Medical Supplies	850 · Medical Supplies	102.46	-102.46
83521477	Bill	02/27/2020		Job Shirt	860 · Clothing	56.16	-56.16
83523191	Bill	02/28/2020		Job Shirts	860 · Clothing	542.16	-542.16
TOTAL						<u>700.78</u>	<u>-700.78</u>

Deer Grove EMS District Credit Card Purchases

February 2020

Date	Source Name	Memo	Split	Amount
301 · One Card				
One Card - Eric Lang				
02/07/2020	EBay	EZ-IO	840 · Equipment/Non-Dispos...	334.95
02/10/2020	Menards		898 · Building and Grounds	5.16
02/19/2020	Cobblestone of Oshkosh	Lang Hotel Room	825 · Chief Continuing Educa...	164.00
02/20/2020	Cobblestone of Oshkosh	Anders Hotel room	725 · Staff Continuing Educat...	82.00
02/24/2020	USPS	IV Pump shipping	770 · Communications	21.85
Total One Card - Eric Lang				607.96
One Card - Mandy Cysiewski				
02/01/2020	Amazon.com	Water Filter	898 · Building and Grounds	44.95
02/01/2020	Amazon.com	Paper Towel	-SPLIT-	85.44
02/01/2020	Amazon.com	Seat covers	829 · Vehicle Maintenance	47.49
02/03/2020	Amazon.com	Toilet Paper	-SPLIT-	82.04
02/07/2020	Amazon.com	Air Hose	898 · Building and Grounds	144.99
02/10/2020	Amazon.com	Labels	742 · Office Supplies	8.89
02/10/2020	Amazon.com	Laminating Pouches	742 · Office Supplies	14.56
02/12/2020	USPS	Commission Packets/Stamps	742 · Office Supplies	62.20
Total One Card - Mandy Cysiewski				490.56
Total 301 · One Card				1,098.52
TOTAL				1,098.52

Deer Grove EMS District
Payroll Transaction Detail
February 2020

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
02/14/2020	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	62	1,331.14
			Anders, Devon C	Overtime Hourly Rate	12	386.52
			Anders, Devon C	Regular Hourly Rate	3	64.41
						1,782.07
02/28/2020	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	56	1,202.32
			Anders, Devon C	Overtime Hourly Rate	16	515.36
			Anders, Devon C	Vacation Hourly Rate	24	515.28
						2,232.96
02/14/2020	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	56	1,545.04
			Antoniewicz, Lisa M	Overtime Hourly Rate	26	1,076.14
			Antoniewicz, Lisa M	Regular Hourly Rate	24	662.16
			Antoniewicz, Lisa M	Overtime Hourly Rate	2	82.78
						3,366.12
02/28/2020	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	48	1,324.32
			Antoniewicz, Lisa M	Regular Hourly Rate	18	496.62
			Antoniewicz, Lisa M	Vacation Hourly Rate	5	137.95
			Antoniewicz, Lisa M	Vacation OT Hourly Rate	19	786.41
			Antoniewicz, Lisa M	Regular Hourly Rate	3	82.77
						2,828.07
02/14/2020	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	64	1,419.52
			Belden, Elliott H	Overtime Hourly Rate	8	266.16
			Belden, Elliott H	Regular Hourly Rate	8	177.44
						1,863.12
02/28/2020	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	74	1,641.32
			Belden, Elliott H	Overtime Hourly Rate	22	731.94
			Belden, Elliott H	Regular Hourly Rate	6	133.08
						2,506.34
02/14/2020	DD	Paycheck	Bell, Cristalyne J	Training Attendance Stipend	1	18.00
			Bell, Cristalyne J	Weekend Stipend	6	108.00
						126.00
02/14/2020	DD	Paycheck	Bischel, Bryce T	Weekday Stipend	4	72.00
			Bischel, Bryce T	Weekend Stipend	2	36.00
						108.00
02/14/2020	DD	Paycheck	Campbell, Erin A	Regular Hourly Rate	28.5	484.50
						484.50

Deer Grove EMS District
Payroll Transaction Detail
February 2020

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
02/28/2020	DD	Paycheck	Campbell, Erin A	Regular Hourly Rate	24	408.00
						408.00
02/14/2020	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	24	515.28
			Cummings, Ross E	Vacation Hourly Rate	40	858.80
			Cummings, Ross E	Vacation OT Hourly Rate	8	257.68
						1,631.76
02/28/2020	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	80	1,717.60
			Cummings, Ross E	Overtime Hourly Rate	16	515.36
						2,232.96
02/14/2020	DD	Paycheck	Curry, Clairissa K	Regular Hourly Rate	2	34.00
			Curry, Clairissa K	Regular Hourly Rate	24	408.00
						442.00
02/28/2020	DD	Paycheck	Curry, Clairissa K	Regular Hourly Rate	24	408.00
						408.00
02/14/2020	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	32.5	585.00
			Cysiewski, Mandy J	Training Attendance Stipend	1	18.00
						603.00
02/28/2020	DD	Paycheck	Cysiewski, Mandy J	Sick Hourly Rate	12.75	229.50
			Cysiewski, Mandy J	Regular Hourly Rate	19.25	346.50
						576.00
02/14/2020	DD	Paycheck	Dostalek, Jeffrey J	Regular Hourly Rate	24	408.00
						408.00
02/28/2020	DD	Paycheck	Dostalek, Jeffrey J	Regular Hourly Rate	24	408.00
						408.00
02/14/2020	DD	Paycheck	Einstein, Justin D	Weekend Stipend	4	72.00
						72.00
02/14/2020	DD	Paycheck	Fedorowicz, Samantha E	Weekday Stipend	2	36.00
			Fedorowicz, Samantha E	Training Attendance Stipend	1	18.00
						54.00

Deer Grove EMS District
Payroll Transaction Detail
February 2020

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
02/14/2020	DD	Paycheck	Frye, Brandyn S	Regular Hourly Rate	12	204.00
						204.00
02/14/2020	DD	Paycheck	Furger, Jenna J	Weekday Stipend	1	18.00
			Furger, Jenna J	Weekend Stipend	2	36.00
						54.00
02/14/2020	DD	Paycheck	Griffin, Elisabeth A	Weekday Stipend	6	108.00
			Griffin, Elisabeth A	Training Attendance Stipend	1	18.00
						126.00
02/14/2020	DD	Paycheck	Hartman, Michael D	Weekday Stipend	8	144.00
			Hartman, Michael D	Weekend Stipend	2	36.00
			Hartman, Michael D	Training Attendance Stipend	1	18.00
						198.00
02/14/2020	DD	Paycheck	Lang, Eric A	Salary	80	3,269.23
						3,269.23
02/28/2020	DD	Paycheck	Lang, Eric A	Salary	80	3,269.23
						3,269.23
02/14/2020	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	64	1,352.32
			Lasko, Wendy J	Overtime Hourly Rate	56	1,775.20
			Lasko, Wendy J	Regular Hourly Rate	4	84.52
						3,212.04
02/28/2020	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	40	845.20
			Lasko, Wendy J	Overtime Hourly Rate	8	253.60
			Lasko, Wendy J	Vacation Hourly Rate	24	507.12
						1,605.92
02/14/2020	DD	Paycheck	Lillegard, Micah D	Regular Hourly Rate	24	408.00
						408.00
02/14/2020	DD	Paycheck	Luebke, Joshua R	Weekday Stipend	4	72.00
			Luebke, Joshua R	Holiday Stipend	2	36.00
						108.00
02/14/2020	DD	Paycheck	Martin, Alexa S	Regular Hourly Rate	2.5	42.50
						42.50

Deer Grove EMS District
Payroll Transaction Detail
February 2020

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
02/14/2020	DD	Paycheck	McMullen, Jeremy B	Weekday Stipend	34	612.00
			McMullen, Jeremy B	Weekend Stipend	24	432.00
			McMullen, Jeremy B	Training Attendance Stipend	1	18.00
						1,062.00
02/14/2020	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	76	1,479.72
			Mickelson, Matthew A	Overtime Hourly Rate	32	934.72
			Mickelson, Matthew A	Regular Hourly Rate	4	77.88
			Mickelson, Matthew A	Overtime Hourly Rate	12	350.52
						2,842.84
02/28/2020	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	52	1,012.44
			Mickelson, Matthew A	Overtime Hourly Rate	3	87.63
			Mickelson, Matthew A	Overtime Hourly Rate	31	905.51
			Mickelson, Matthew A	Overtime Hourly Rate	3	87.63
			Mickelson, Matthew A	Regular Hourly Rate	3.25	63.28
			Mickelson, Matthew A	Vacation Hourly Rate	12.75	248.24
			Mickelson, Matthew A	Vacation OT Hourly Rate	11.25	328.61
						2,733.34
02/14/2020	DD	Paycheck	Miles, Thomas E	Weekday Stipend	4	72.00
			Miles, Thomas E	Weekend Stipend	2	36.00
			Miles, Thomas E	Training Attendance Stipend	1	18.00
						126.00
02/28/2020	DD	Paycheck	Regali, Trevor C	Regular Hourly Rate	24	408.00
						408.00
02/14/2020	DD	Paycheck	Salov, Courtney A	Regular Hourly Rate	13	221.00
						221.00
02/14/2020	DD	Paycheck	Sanders, Seth C	Vacation Hourly Rate	48	1,030.56
			Sanders, Seth C	Regular Hourly Rate	16	343.52
			Sanders, Seth C	Overtime Hourly Rate	8	257.68
						1,631.76
02/28/2020	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	56	1,202.32
			Sanders, Seth C	Overtime Hourly Rate	16	515.36
			Sanders, Seth C	Vacation Hourly Rate	24	515.28
						2,232.96

**Deer Grove EMS District
Payroll Transaction Detail
February 2020**

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
02/14/2020	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	80	1,637.60
			Schlicht, Trevor A	Overtime Hourly Rate	16	491.36
						2,128.96
02/28/2020	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	54	1,105.38
			Schlicht, Trevor A	Overtime Hourly Rate	8	245.68
			Schlicht, Trevor A	Vacation Hourly Rate	10	204.70
						1,555.76
02/14/2020	DD	Paycheck	Schultz, Lisa M	Training Attendance Stipend	1	18.00
						18.00
02/28/2020	DD	Paycheck	Sefcik, Daniel D	Regular Hourly Rate	12	204.00
						204.00
02/14/2020	DD	Paycheck	Severson, Erik L	Training Attendance Stipend	1	18.00
						18.00
02/14/2020	DD	Paycheck	Stier, Peter	Medical Director Fee		500.00
						500.00
02/14/2020	DD	Paycheck	Wargo, Thomas V	Weekday Stipend	3	54.00
						54.00
02/14/2020	DD	Paycheck	Yelk Meinholz, Amy M	Weekend Stipend	2	36.00
			Yelk Meinholz, Amy M	Training Attendance Stipend	1	18.00
						54.00
TOTAL						50,828.44

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Deer Grove EMS District
Deposit Detail
February 2020

Type	Date	Name	Memo	Account	Amount
General Journal	02/29/2020	LifeQuest	Payment Received - Overpayment Returns - Feb	105 · Hometown Bank	35,348.53
		LifeQuest	Payment Received - Overpayment Returns - Feb	1210 · Lifequest Receivables	-35,348.53
TOTAL					-35,348.53
General Journal	02/29/2020		Payment received with no paperwork	105 · Hometown Bank	238.76
			Payment received with no paperwork	Lifequest Deposit Adjustments	-238.76
TOTAL					-238.76
Deposit	02/26/2020		Deposit	103 · Savings bank of Deerfield	304.04
Sales Receipt	02/02/2020	Adjust Your Life Chiropractic LLC		1499 · Undeposited Funds	-100.00
Sales Receipt	02/02/2020	Derrick Family Chiropractic LLC		1499 · Undeposited Funds	-50.00
Payment	02/06/2020	Cottage Grove Police Dept.		1499 · Undeposited Funds	-154.04
TOTAL					-304.04
Deposit	02/25/2020		Deposit	103 · Savings bank of Deerfield	429.25
		US Bank	Deposit	4999 · Uncategorized Income	-429.25
TOTAL					-429.25
Deposit	02/29/2020		Interest	103 · Savings bank of Deerfield	49.75
			Interest	640 · Interest Earned	-49.75
TOTAL					-49.75
Deposit	02/29/2020		Interest	101 · Operating Checking	0.90
			Interest	640 · Interest Earned	-0.90
TOTAL					-0.90

Aging Summary Report

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

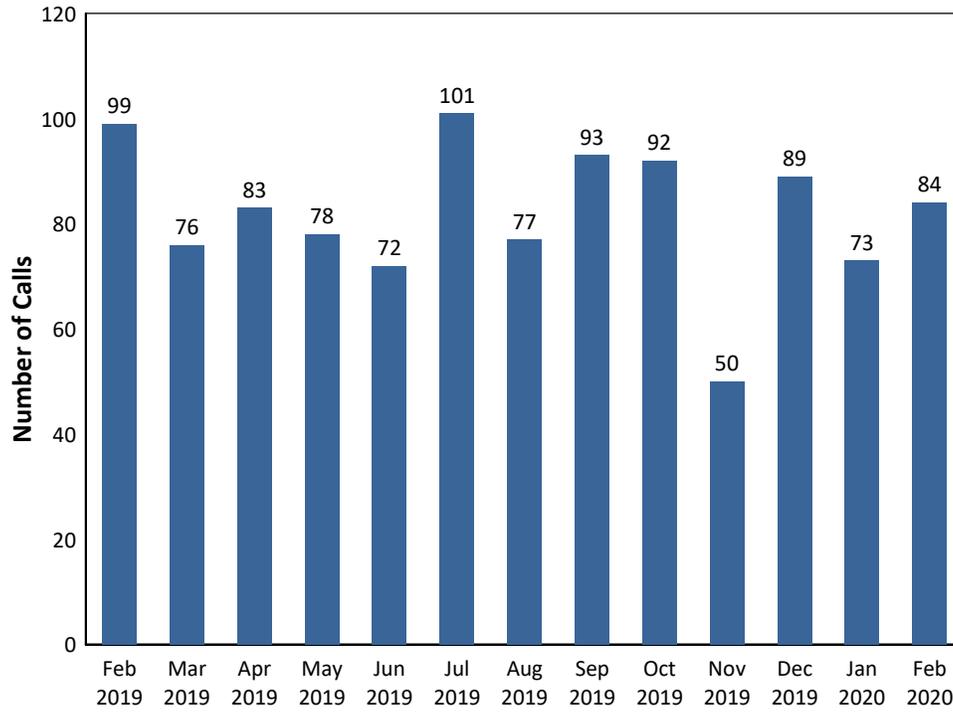
2019	Billable Units									Deposit from	
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Collections
January	199	31,346.95	56,391.67	28,271.78	27,854.88	18,701.80		36,609.10	199,176.18		48,757.06
February	208	53,194.16	52,674.93	34,378.74	17,762.88	28,889.40		32,683.30	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	169	70,102.66	20,678.15	29,309.43	14,593.71	12,993.40		17,940.88	165,618.23		44,753.43
December	153	61,419.76	39,267.29	13,857.38	17,053.15	8,995.83		19,419.98	160,013.39		31,391.23
	2130									0.00	527,959.16

2020	Billable Units									Deposit from	
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Collections
January	136	69,553.65	25,928.60	17,294.08	4,664.02	9,032.50		11,891.90	138,364.75		59,576.49
February	142	73,178.63	34,980.89	20,277.10	8,794.14	4,121.05		12,619.95	153,971.76		32,226.95
March											
April											
May											
June											
July											
August											
September											
October											
November											
December											
	278									0.00	91,803.44

Total Runs Entered

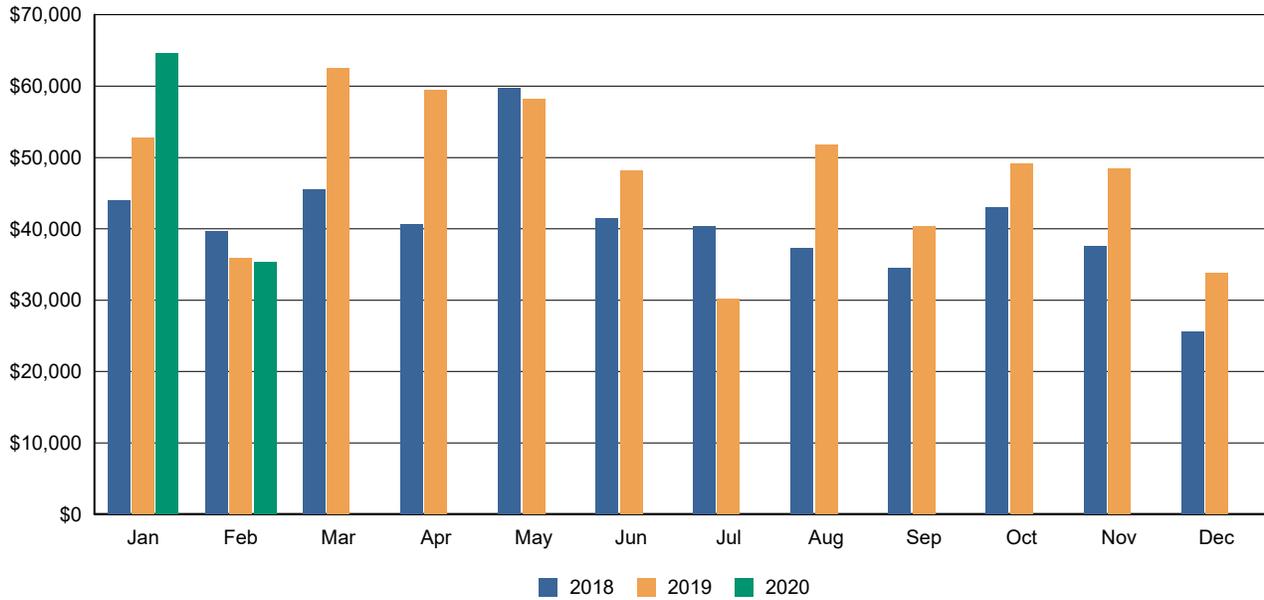
Deer-Grove EMS District
February 2019 to February 2020

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



All Phases Gross Revenue

Deer-Grove EMS District
January 2018 to February 2020



	2018	2019	2020
January	\$44,000	\$52,789	\$64,581
February	\$39,682	\$35,874	\$35,349
March	\$45,580	\$62,603	\$0
April	\$40,624	\$59,518	\$0
May	\$59,762	\$58,122	\$0
June	\$41,489	\$48,182	\$0
July	\$40,426	\$30,114	\$0
August	\$37,271	\$51,774	\$0
September	\$34,504	\$40,318	\$0
October	\$42,987	\$49,181	\$0
November	\$37,564	\$48,473	\$0
December	\$25,614	\$33,842	\$0
Total Gross Revenue	\$489,503	\$570,790	\$99,930

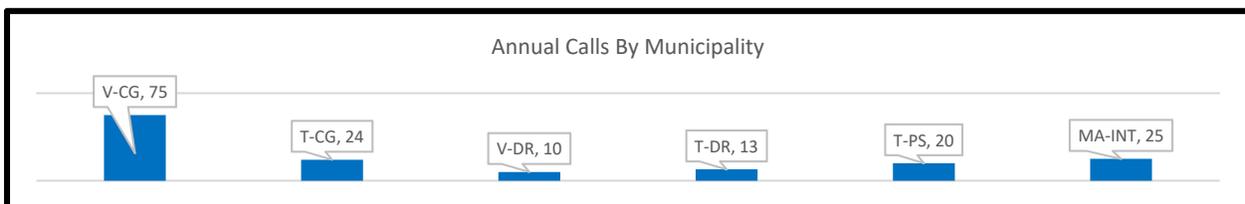
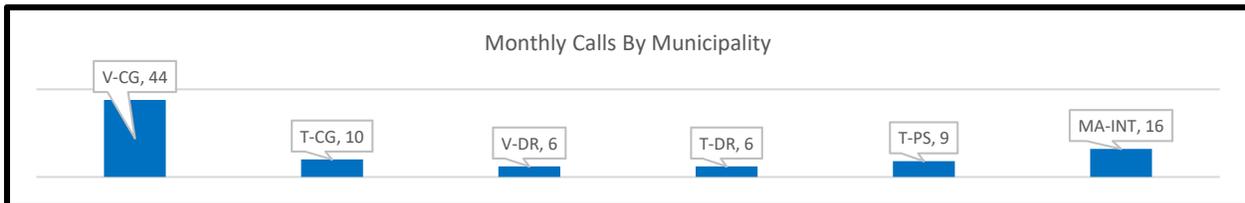
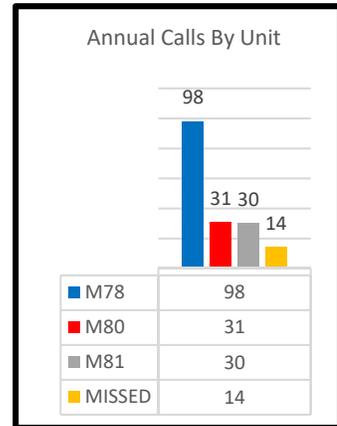
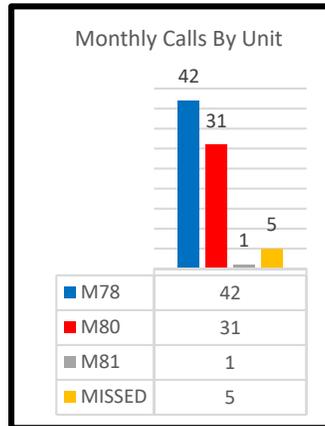
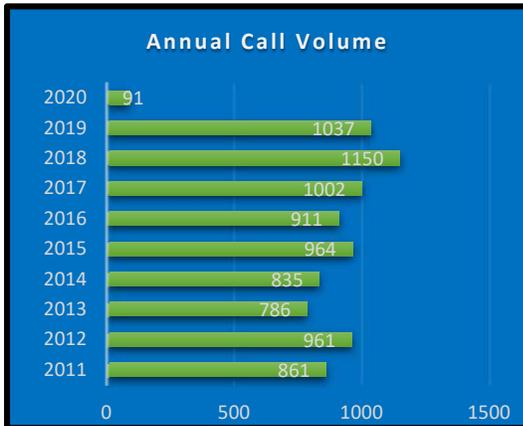
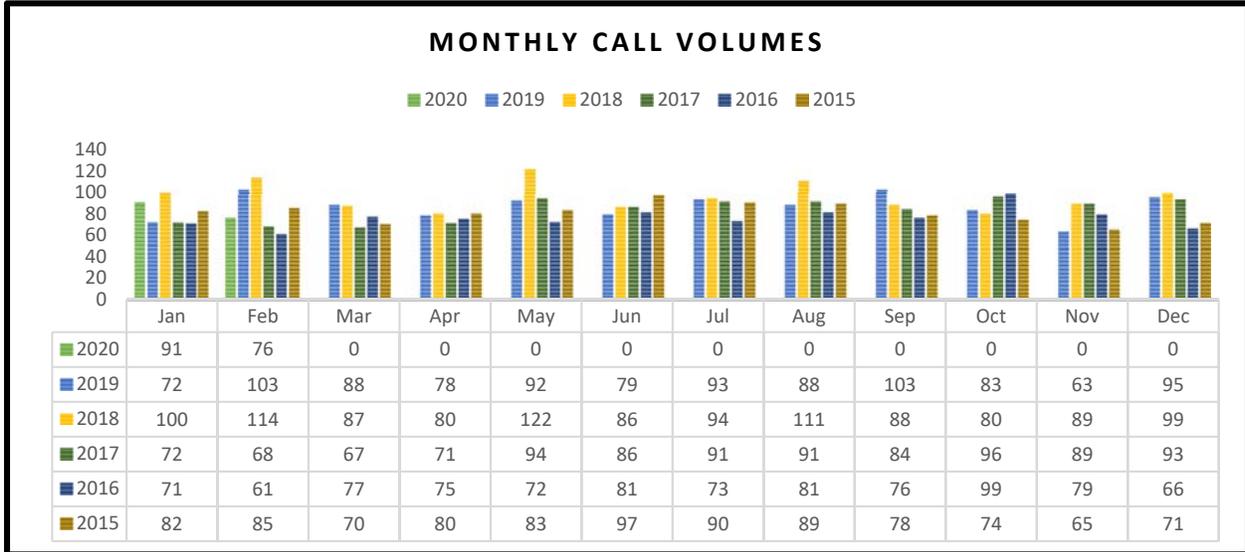


Deer-Grove EMS

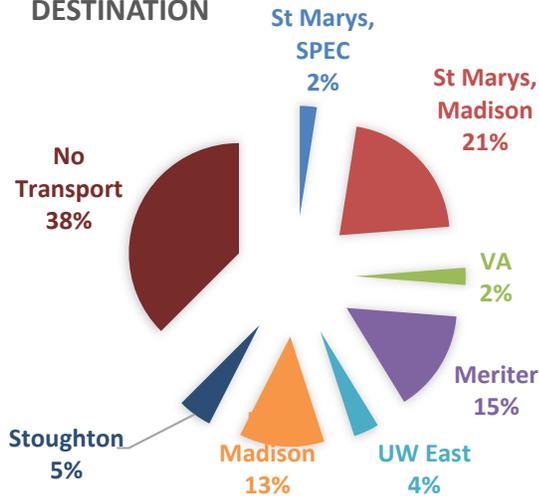
STAFF REPORT FEBRUARY 2020

MISSION:

Deer Grove EMS provides for the health and well-being of our communities with a team of professionals that are dedicated, knowledgeable and have a vested interest in our neighbors.



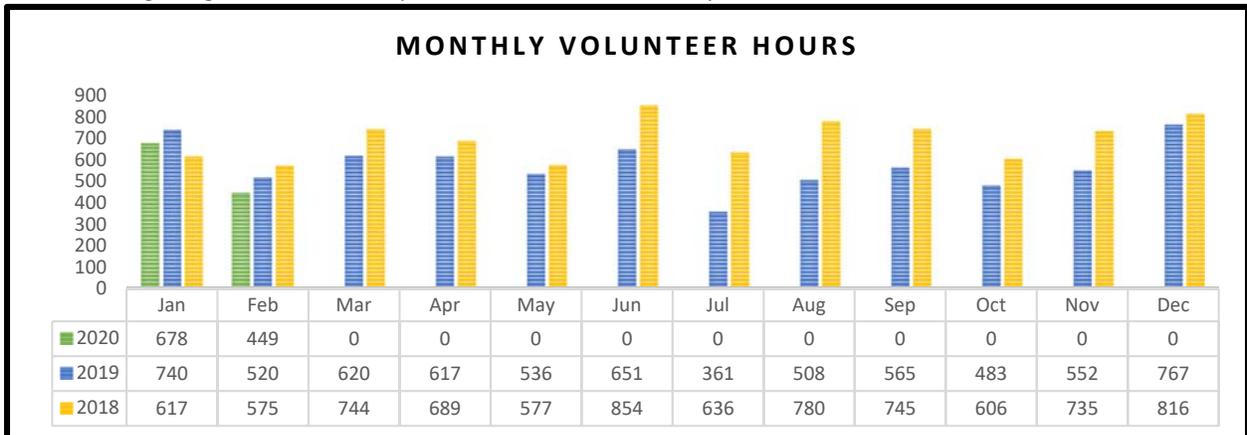
MONTHLY HOSPITAL DESTINATION



Top 10 Provider Impressions
Neuro - Headache
Pain - Back NOS
CV - Cardiac Arrhythmia/Dysrhythmia
Encounter for examination of blood pressure without abnormal findings
GI/GU - Abdominal Pain Acute Onset
GI/GU - GI Problem Not Otherwise Listed
GI/GU - Nausea (With Vomiting)
Infectious - Disease Unspecified
Injury - Head with L.O.C.
Muscle weakness (generalized)

Membership Notes:

Full-Time, Volunteer, LTE and Part-time membership unchanged.
 New recruits are progressing through initial orientation. One has completed and moved to EMT3 status.
 Leave of absence:
 L. Schultz is beginning the re-orientation process. E. Severson has officially returned to the active roster at EMT3 status.



Vehicle Maintenance Notes:

M80 had an airhorn system malfunction. The entire system was replaced by Rennert's, at their expense.
 M78 had preventive maintenance completed

2017 RAM DEMERS (78):							
Starting Mileage:	46,500	Ending Mileage:	47,679	Starting Hours:	2163	Ending Hours:	2212
2017 RAM DEMERS (80)							
Starting Mileage:	63,049	Ending Mileage:	64,450	Starting Hours:	2986	Ending Hours:	3061
2009 Ford Horton (81):							
Starting Mileage:	150,008	Ending Mileage:	150,132	Starting Hours:	8200	Ending Hours:	8207
2013 Ford Interceptor (Car 79):							
	Starting Mileage:	43,179	Ending Mileage:	43,625			

Deputy Chief's Report

Training Report:

- All but 2 active members completed annual skills competency evaluations. A plan is being devised to assure the remaining 2 individuals can complete the training as soon as possible. 4 members have yet to complete the Protocol Examination.
- February training covered Documentation and was presented by LifeQuest staff. This training session was shared electronically through Go-To-Meeting, which helped to increase attendance. Dr. Stier will cover shock states in March.
- Staff participated in a Facebook Live Protocol Review sponsored by SMM Health EMS Education.
- DGEMS hosted a Substance Abuse and Dementia course which was well attended by our membership and affiliate providers from throughout the county.
- Lt. Belden, D.C. Antoniewicz & Chief Lang participated in the Dane County Resuscitation Academy. The training division is gearing up to teach high-performance CPR to our membership, police and fire departments.
- D.C. Antoniewicz and Matt Mickelson will be attending a Dane County Training Director round table meeting on 3/18.

Upcoming training sessions:

Wisconsin Stroke Coalition Meeting – March 10 – Wisc. Dells
UW STEMI Education – March 12 – UW Hospital - canceled
Intoxicated Leadership – March 14 – Watertown - postponed
Strokes & Seizures Training – March 19 – St. Mary's Hospital
Paramedic Preceptor Training – March 25 – Sun Prairie
Wisconsin Paramedic Seminar – April 1/2/3 – Oshkosh
Madison International Speedway Training – April 18 - Oregon
Autism Training – June 22 – Deerfield

Training Center:

Staff provided CPR recertification training to the members of Deerfield Fire Department. We will be training the Cottage Grove Police Department on 3/16 & 3/17.

Public Relations/Special Events:

DGEMS participated in the Deerfield Cares meeting, discussing Narcan and opioid abuse.
DGEMS provided blood pressure and health checks to community members at both the Glenwood and Taylor Ridge Senior Living Centers.
An on-duty crew attended the monthly Memory Café at Hope Lutheran Church.

Upcoming Events:

Boy Scouts Station & Ambulance Tour – Mar 19
Dane County Cardiac Arrest Survivor Banquet – Mar 21 – postponed
Parkinson's Half Marathon – Apr 18
Deerfield High School Career Day – Apr 22
Ragnar Relay – May 16
Triad Senior Session on Safety – May 19
Cottage Grove Memory Café Presentation – May 27
Deerfield Festival – May 29/30/31
Ironman 70.3 – June 14
Cottage Grove Festival – June 18/19/20/21
Rugby HS Tournament – June 6
Hot2Trot Run – June 20
Rugby Midwest RCT – June 27/28
ARCA Race – Aug 7

Chief's Report

- Lt. McMullen has put forth a great deal of effort to create and roll out automated checklists for the staff to complete. The checklists were created in our scheduling platform called Aladtec/EMS Manager. The checks focused on our various bags and equipment stocked in the ambulances. This will hopefully reduce his overall workload, as all staff members will now contribute to supply/equipment maintenance during their normal duty days.
- Attended the Active Threat Integrated Conference in Oshkosh. Paramedics Anders and Cummings also attended. This conference puts law enforcement, EMS, Fire department and school administrations together to discuss responses to active threat incidents. Actual responders from past events present their 'Lessons Learned' and other speakers present information about the evolution of current practices. This is a great conference and helps to prepare us for the incidents we hope we never experience ourselves.

- Due to a short-notice staff sickness, another Full Time Paramedic was forced to work under the involuntary overtime process. We were able to staff 12 hours of the shift with an LTE Paramedic, but there were not others able to voluntarily work the shift. This resulted in a 12-hour forced shift assigned to Matt Mickelson.
- Participated in several webinars covering the following topics: A New Best Practice for Controlled Substance in EMS, HIPAA Compliance- Are you gambling your organization's financial well-being?, and Cost Data Collection. All of these webinars give valuable insight into current and future industry trends, which will help us to set the direction our department should take.
- M78 responded to a call, transported the patient, and discovered a possible bed bug upon transfer at the ER. The crew did a wonderful job of notification and activated our pest policy. The crews clothing and the entire ambulance were decontaminated according to policy. A bed bug sniffing K9 was brought in to examine M78, Cottage Grove Station, and Deerfield Station. Stevie the beagle found no evidence beg bugs were present.

February Quick Stats

<u>Date</u>	<u>Amb 1</u>	<u>Amb 2 / FR</u>	<u>Reason Used</u>	<u>Ending Miles</u>	<u>Driver</u>
1	24	24	EMERGENCY CALL	43200	Eric Lang
2	24	0	EMERGENCY CALL	43256	Eric Lang
3	24	0	EMERGENCY CALL	43293	Eric Lang
4	24	12	Meeting - Out of District	43335	Eric Lang
5	24	12	Maintenance	43501	Ross Cummings
6	24	0	Maintenance	43621	Ross Cummings
7	24	24			
8	24	24			
9	24	23			
10	24	0			
11	24	0			
12	24	12			
13	24	13			
14	24	0			
15	24	0			
16	24	24			
17	24	12			
18	24	0			
19	24	0			
20	24	4			
21	24	24			
22	24	0			
23	24	0			
24	24	0			
25	24	0			
26	24	0			
27	24	0			
28	24	8			
29	24	0			
Total	672	216			
888 hours of coverage total					
Total of 132% coverage					

Car 79 Responded to 9 incidents in February 2020

DGEMS-MAEMS Collaborative Response
2020 Responses

DGEMS Response Area		MAEMS Response Area	
2020	0	2020	1
February	0	February	0
FEB Missed	1	FEB Missed	2
YTD Missed	4	YTD Missed	3



DEER-GROVE EMS DISTRICT

4030 County Highway N, Cottage Grove, WI 53527

608-839-5658

(fax) 608-839-4427

COVID-19 RESPONSE INFORMATION

DGEMS Isolation Precautions:

These are the recommendations of the CDC, Dane County Public Health, and Dane County Emergency Management.

1. If possible, keep 6 feet between yourself and a patient with influenza like symptoms
2. If possible, have the patient place a surgical mask on their face
3. Limit provider care to the number needed to appropriately care for the patient. Also, limit equipment used as able.
4. Apply responder PPE
 - a. EMS clinicians who will directly care for a patient with possible COVID-19 infection or who will be in the compartment with the patient should follow Standard, Precautions and use the PPE as described below. Recommended PPE includes:
 - i. N95 or higher-level respirator or facemask (if a respirator is not available),
 - ii. N95 respirators or respirators that offer a higher level of protection should be used instead of a facemask when performing or present for an aerosol-generating procedure
 - b. Updated PPE recommendations for the care of patients with known or suspected COVID-19:
 - i. Surgical facemasks are an acceptable alternative until the supply chain is restored. N95 respirators should be prioritized for procedures that are likely to generate respiratory aerosols, which would pose the highest exposure risk to HCP.
 - ii. Eye protection, gown, and gloves continue to be recommended.
 - iii. If there are shortages of gowns, they should be prioritized for aerosol-generating procedures, care activities where splashes and sprays are anticipated, and high-contact patient care activities that provide opportunities for transfer of pathogens to the hands and clothing of HCP.
 - iv. When the supply chain is restored, fit-tested EMS clinicians should return to use of respirators for patients with known or suspected COVID-19.
5. Give early notification to the hospital of patient symptoms
6. Clean all equipment and surfaces that may have been contaminated
7. If providers are ill, they should be encouraged to stay home. Departments should develop plans for potential coverage in setting of multiple providers being out ill.

DGEMS Preparedness:

- We've verified our supply stock and have ample of the following supplies available to staff:
 - Disposable gowns
 - Hairnets
 - Disposable shoe covers
 - Disposable cot sheets (can completely cover the stretcher and drape over)
 - N95 masks (flat packs, box of 20)
 - Surgical masks (bundle of many)
 - Disposable washcloths
 - Spray bottle of Chlorox peroxide cleaner
 - Container of Chlorox wipes
 - Tyvek suits (sizes S – 3XL)
 - Hand sanitizer in two locations in back (both doors)
 - Hand sanitizer bottle up front

- Although the duration of this current protective equipment response level is unclear, we believe we have ample supplies to manage the current situation.
 - Supply chains industry-wide are stressed and on back order, because of this, we are placing pre-emptive orders to keep a place in line once supplies become available.
- Each ambulance has an on-board exhaust fan, which we've reminded staff to use while transporting patients experiencing any respiratory problems, but especially patients with a possible influenza or coronavirus (any infectious respiratory disease that would require droplet or airborne precautions).
- Staff will cleanse exposed surfaces in the patient care area of each ambulance at the beginning of each duty shift using standard disinfecting techniques.
- The DGEMS Turbo-UV, anti-viral disinfecting light will be used at a minimum of weekly, with the ambulances being disinfected on Fridays. If any suspected or confirmed case of COVID-19 is transported, immediately upon return to the station, the affected ambulance will be UV disinfected.
 - Staff will be instructed on its use and be able to disinfect their station living quarters any time they choose.
- Staff will be encouraged to keep their duty wear at their respective station. Each station is outfitted with a washer and dryer for them to clean their uniforms and not expose their families.
- When transporting a patient to the emergency department, the Plexiglass window between the cab and patient care compartment should always be slide closed. The staff can use the intercom system to effectively communicate between one another.
- We will need to limit the ability of family members to travel with the patient to the emergency department. The parent of a minor child may travel in the ambulance with their child but are encouraged to ride in the patient care area. Other family will be encouraged to seek their own, separate transport to the ER. As the last resort, family members will be allowed to travel with the patient while secured in the patient care area. Under NO circumstances will a family member showing any type illness be allowed to travel to the ER in the cab of the ambulance.
- Law Enforcement and Fire Department resources have been contacted and are expected to limit their patient contact prior to the arrival of EMS. DGEMS will do their best to only use what resources are necessary to care for the patient.
- We have been in contact with the regional EMS community and Dane County EMS. Staffing contingencies are being worked out to assure the continuity of coverage throughout the county.



DEER-GROVE EMS DISTRICT

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COVID-19 RESPONSE PLAN

COVID-19 has been classified as a pandemic by the World Health Organization, and a public health emergency has been declared by Gov. Tony Evers. Using guidance from the Centers for Disease Control (CDC), Madison and Dane County Public Health Department, and Dane County Emergency Management-Medical Director, the Deer-Grove EMS Commission Authorizes the following:

- Time sensitive decisions related to staffing and continuance of operations, normally made with the consent of the full Deer-Grove EMS District Commission, may be made jointly by the DGEMS Chief of EMS and Chairperson of the DGEMS Commission only.
- As recommended by the above organizations, quarantines may be issued to any staff member in order to protect the public and continuity of operations.
- A bargaining unit employee placed into quarantine or suffering illness related to a workplace exposure will have their designated time off paid by the DGEMS District.
- A bargaining unit employee placed into quarantine or suffering illness related to an off-duty exposure or travel will use paid time off hours from either their sick or vacation banks.
- Shift requests placed by volunteer members will be closely monitored to prevent spread of illness.

Madison Area Technical College

School of Human & Protective Services

EMS Clinical & Field Internship Affiliation Agreement

This agreement dated the ____ day of _____, 20____ by and between MADISON AREA TECHNICAL COLLEGE, a technical college established under Chapter 38, Wisconsin State Statutes, with an address of 1701 Wright Street, Madison, WI 53704 (hereinafter called "the College") and

_____, located at _____ (hereinafter called "the Cooperating Agency")

WHEREAS, the College maintains programs of education in Emergency Medical Services (EMS) and is desirous of providing its students enrolled therein with practical experience relating to the course of study as part of such students' curriculum ; and

WHEREAS, the Cooperating Agency is desirous to collaborate with the College in providing such experience to the College's EMS students, pursuant to the terms and conditions hereof;

THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

- I. Both parties agree that:
 - A. They shall establish a channel of communication for the purpose of continuing feedback. Both parties shall designate an individual to act as a conduit for the facilitation of said communication.
 - B. They shall provide evidence of non-discriminating with respect to race, religion, sex, creed, disability, or natural origin by ongoing practice.
 - C. Either party shall have the right, for good cause show, to dismiss a participant from the clinical or field rotation portion of the EMS training program.
 - D. Students shall not be used in lieu of professional or nonprofessional staff.
 - E. They will require students and faculty to exercise confidentiality with regard to all patient and staff information gained during clinical experience.
 - F. The Cooperating Agency retains responsibility for the care and welfare of their patients under the organization's normal management structure.
 - G. The College EMS Program Director or designee reserves the right to participate and/or monitor students in clinical/field experiences.

The College and Cooperating Agency agree that:

- II. The College Shall:
 - A. Assume full responsibility for planning and execution of the educational phase of the EMS training program.
 - B. Be responsible for the planning, implementation and administration of the curriculum.
 - C. Maintain, at no cost to the Cooperating Agency, general and professional liability

insurance covering the College as an entity and each of its employees, students and agents against general and professional liability claims, in the minimum amount of one million dollars (\$1,000,000) per occurrence. Evidence of such insurance will be provided to the Cooperating Agency upon request.

- D. Identify students by name to the Cooperating Agency prior to the scheduled clinical or field rotations.
- E. Ensure that each student will have had appropriate training in blood borne pathogens and infection control according to OSHA standards, prior to beginning contact with patients. Students will be advised as to the value of maintaining current elective immunization status and will be required to demonstrate evidence of current mandatory immunization status, including a history of communicable diseases, proof of all updated immunizations, and current TB test as required by the College for participation in the EMS Programs. The College agrees to have on file, a completed physical exam for each student prior to the student beginning the clinical or field experience.
- F. Provide preceptor orientation materials to the Cooperating Agency, as well as provide guidelines for preceptor selection. The College shall have the right to select and approve all individual preceptors.

III. The Cooperating Agency Shall:

- A. Designate a lead person for the responsibility of coordinating and directing the students' clinical or field experience. This individual shall be involved in the planning with the College's EMS Program Director or their approved designee(s).
- B. Ensure that all preceptors related to the training and directing of students strictly adhere to section 110.51 of the Wisconsin Statutes.
- C. Provide the EMS Training Program administrative department with a current list of designated preceptors.
- D. Make available, as feasible, clinical or field resources and related experiences of the educational program of students of the EMS training program. This will be done in coordination with other programs requiring coming clinical resources.
- E. Provide a thorough orientation to the clinical and/or field environment.
- F. Review and become familiar with the clinical/field evaluation forms and guidelines for the clinical or field experience.
- G. Agree that neither the presence of students, preceptors, clinical instructors, nor any provision of this Agreement shall be interpreted to limit or shift the Cooperating Agency's responsibility, if any, for the care and welfare of its clients/employees.
- H. Carry the usual general liability insurance.
- I. Providing preceptors who agree to fairly evaluate each student during the clinical or field experience.
- J. Not be responsible for the lost or damaged property of the student.

IV. Each Party agrees that students enrolled in the EMS Program are not employees of either party hereto and shall be personally responsible for any medical/hospital expenses which may

arise out of their participation in the EMS Program.

- V. During the term of this agreement and thereafter, Cooperating Agency and College, and their employees and students shall hold information in the strictest confidence except as otherwise required by this Agreement by Federal law. Such information includes but is not limited to patient records and peer review and utilization review documents; the terms of this Agreement; and the finances, earnings, volume of business, systems, practices, plans, contracts, and similar information of each party.
- VI. Each Party, including but not limited to situations involving joint liability, shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, boards, commissions, agencies, offices and representatives and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors, or omissions including its own defense. It is not the intent of the Parties to impose liability beyond that imposed by State Statutes. The obligations of a Party under this paragraph shall survive the expiration or termination of this Agreement.
- VII. This agreement shall be in effect from the date of full execution and shall continue for a term of three (3) years. This agreement may be terminated in writing by either party, however if terminated by the Cooperating Agency, the effective date of termination shall match with the end of the current school term as to not interfere with the students' clinical/practicum experience and programming.

Madison Area Technical College
School of Human & Protective Services
EMS Clinical & Field Internship Affiliation Agreement

Signature Page

MADISON AREA TECHNICAL COLLEGE

Cooperating Agency (Name of Agency)

Signature

Signature

Name

Name

Title

Title

Date

Date

Signature

Signature

Name

Name

EMS Program Director

Title

Title

Date

Date



DEER-GROVE EMS

STANDARD OPERATING PROCEDURES

TITLE: VIVIDTRAC VIDEO LARYNGOSCOPY		
Original Issue: 00/00/2020	Revision Date:	Number:
Prepared By: Chief Lang		Approved By: DGEMS District Commission

Purpose:

To give Deer-Grove EMS staff a standard procedure to complete when needing to manage a patient in need of endotracheal intubation.

Policy:

The VividTrac Video Laryngoscope system and bougie are to be used as the primary method for endotracheal tube placement in all patient age groupings. Exceptions may be made for anatomical anomalies or equipment failure.

Any video or audio recording obtained during patient care shall be created, stored, distributed, shared, and deleted as part of the Deer-Grove EMS Audio and Visual Patient Media Management Policy.

Procedure:

Intubation Using Video Laryngoscope

1. Power on the intubation tablet
2. Select proper VividTrac, based on expected endotracheal tube (ETT) size, and plug into tablet with a USB-to-Go adaptor. Ensure the VividMed application launches and is actively recording through the VividTrac camera.
3. Prepare VividTrac as instructed by the manufacturer.
 - a. Lube distal end and load ETT into VividTrac, ETT should be positioned 90° to left prior to advancing into channel
 - b. Lube and load Bougie into ETT, straight end toward the patient.
4. Position the patient for optimal airway success and procedure completion- head of bed elevated approximately 30°, with an Ear-To-Sternal Notch head positioning.
5. Employ aggressive suctioning of the airway, using the suction assisted laryngoscopy airway decontamination (SALAD) technique.
6. Insert VividTrac into the midline of the mouth.
 - a. If copious secretions are present, continue SALAD suctioning in order to maintain video function.
 - b. The 'SALAD Park' technique may be employed the DuCanto suction catheter.
7. Advance VividTrac blade while incrementally visualizing airway structures.
8. Place tip of VividTrac blade into the vallecula, as recommended by the manufacturer.
9. Advance bougie through the glottic opening. ETT or bougie can be rotated counterclockwise to 'steer' the bougie through the glottic opening.
10. Holding the bougie in place, remove the ETT from track and advance only the ETT through the glottic opening and into the airway.
11. Holding the ETT in place, remove the bougie, take a picture of proper airway placement, and remove VividTrac.
12. Verify ETT placement using digital capnography and physical assessment.
13. Secure ETT in place with tube holder.
14. Document procedure in the electronic patient care report (ePCR).

Post-Intubation

1. Remove USB-to-Go adaptor, but do not discard.
2. VividTrac is single-use and disposable.
3. Tablet and USB-to-GO can be cleansed using any anti-microbial, anti-bacterial solution or wipe.
4. If a picture of the successful intubation was acquired, staff may upload an image to the ePCR platform directly from the tablet.

- a. Login to the ePCR platform using an internet browser on the tablet and select the appropriate JPEG image showing proper ETT placement after the procedure.
5. If a picture of the successful intubation was not acquired, the assigned member of the Officer team must be notified to create a JPEG image when the video is retrieved from the tablet.
6. Any files captured during patient care must remain on the tablet and will be managed by an assigned member of the Officer team. The Officer will:
 - a. Retrieve and ensure deletion of all care-related from the tablet.
 - b. If not already done, attach a picture of the successful intubation to the appropriate ePCR.
 - c. Using the VividMed MP4 file from the recorded procedure, create a teeth-in-teeth-out video to remove any patient or scene identifiers.
 - i. No specific identifiers will be used as the name for the newly produced file.
 - ii. Upload the new video file into the department learning management software to review for training purposes.



DEER-GROVE EMS

STANDARD OPERATING PROCEDURES

TITLE: OXYLATOR HD USE		
Original Issue: 02/20/2020	Revision Date:	Number: 5.13
Prepared By: Chief Lang		Approved By: DGEMS District Commission

Purpose:

To perform as a "hands free" positive pressure resuscitation and inhalation system based on patient response.

Policy:

The Oxylator is approved for use by all Deer-Grove EMS personnel and may be used at the provider's discretion.

Procedure:

Notes:

- The Oxylator may not function to full capacity in the presence of excessive and continuous secretions/blood/vomit in the airway. In this situation attempt to utilize active suctioning techniques, positioning, placement of advanced airway, deep bronchial suctioning while maintaining oxygenation. If all measures to control secretions/blood/vomit have failed discontinue use of Oxylator and attempt bag valve ventilations.
 - The Oxylator is designed for use on patients weighing between 20 lbs. and 300 lbs. (if used on patients over 300 lbs., it may be used in manual mode to compensate for expanded lung capacities).
1. Patients without an advanced airway-
 - a. Connect the Oxylator directly to facemask
 - b. Initiate the pressure setting at 15cmH₂O
 - c. Connect the oxygen connector hose to the Oxylator and the oxygen tank regulator
 - d. With the oxygen tank fully turned on, depress the Oxygen Release Button (ORB) (Gold Button) and turn clockwise ¼ turn to lock into automatic ventilation mode. This will allow a constant flow of 600mL / second of 100% oxygen
 - e. Place the mask on the patient's face, ensure proper positioning of patient and proper seal of mask to patient's face while maintaining an open airway.
 - f. The Oxylator will ventilate the patient and chest rise and fall will occur. The Oxylator will cycle on and off automatically based on pressure setting selected. Cycling should occur with inhalation times of 1½ seconds per inhalation
 - g. Adjust the pressure setting upwards from 15 cmH₂O by 5 cm H₂O increments until the Oxylator cycles with an inhalation time of 1½ seconds for adults, or 1 second for children above 20 lbs. Observe for chest rise and fall, skin color improvement and auscultation of lung sounds. Monitor ETCO₂ and SPO₂ readings continuously
 - h. NOTE: If ETCO₂ fall below 35 mmHg, return to manual ventilations by rotating ORB counterclockwise and depressing the button until the pressure release switch triggers the exhalation phase
 - i. During operation, if a stuttering sound or rapid cycling of device occurs, turn off Oxygen Release Button (ORB) by rotating ¼ turn counterclockwise and check for airway blockage.
 - j. Restart the Oxylator by depressing the ORB ¼ turn clockwise. If the problem still exists, adjust the pressure settings upward from 15 cmH₂O by 5 cmH₂O increments until the Oxylator cycles with the desired inhalation time.
 2. Patients with an advanced airway in place-
 - a. Initiate the pressure setting at 15-20 cmH₂O
 - b. Connect the Oxygen connector hose to the Oxylator and the Oxygen tank
 - c. Connect the extension tube to the Oxylator and to the inserted airway device.

- d. With the Oxygen tank fully turned on, depress the ORB and turn clockwise $\frac{1}{4}$ turn to lock. This will allow a constant flow of 600 mL of 100% Oxygen per second
 - e. The Oxylator will ventilate the patient, and chest rise, and fall will occur
 - f. If a stuttering sound or rapid Oxylator cycling occur, turn the ORB $\frac{1}{4}$ turn counterclockwise and check for airway blockage, a kinked extension tube, or possible right main stem intubation
 - g. Adjust the pressure settings on the Oxylator upwards from the initial setting of 15-20 cmH₂O by 5 cmH₂O increments until the Oxylator cycles with an inhalation time of 1½ seconds for adults or 1 second for children above 20 lbs
3. Operations During high performance cardio-pulmonary resuscitation-
 - a. During compressions, the Oxylator will not cycle in its normal fashion. The device will adjust automatically for lung compliance and exhalation as the chest is being compressed. If a normal ventilation cycle is desired, it is necessary to pause compressions to allow a full ventilation cycle to occur
 - b. If ventilation between each compression is desired, set the Oxylator to a range of 25-30 cmH₂O and then engage the ORB to “automatic mode” of operation. This will allow for oxygen delivery into the lungs between each chest compression, filling the lungs until the 25-30 cmH₂O “pop off” pressure is reached. When that pressure is reached the device goes into passive exhalation phase. The beginning of a new phase is started only when the exhalation phase is completed, preventing the “stacking” of breaths
 4. Change in Respiratory Status-
 - a. If the patient regains spontaneous respirations, discontinue the automatic mode by turning the ORB $\frac{1}{4}$ turn counterclockwise. Immediately turn the black INH button all the way counterclockwise (left). This will now allow the delivery of 15 liters per minute flow of oxygen from the device.
 - b. Ventilations may be assisted by depressing the ORB when the patient spontaneously inhales. When the patient exhales, the Oxylator will cycle and allow passive exhalation.
 5. Use of Oxylator for pre-oxygenation during Medication Assisted Airway Procedure-
 - a. Prior to induction of patient apply nasal cannula at 15 liters per minute and attach Oxylator to face mask.
 - b. Turn INH valve clockwise to initiate oxygen flow at 15 liters per minute and secure to patient maintaining manual control of airway to maintain patency. Pre-oxygenate patient for several minutes, if possible, prior to induction.
 - c. During induction maintain oxygen with a high flow nasal cannula as well as Oxylator/facemask with INH mode active until the patient has noted slowing or discontinues spontaneous breathing. As patient’s spontaneous breathing slows or stops, depress ORB manually to provide ventilatory assistance.
 - d. Once patient’s breathing stops, rotate ORB clockwise to “automatic mode” and provide several ventilations. Leaving nasal cannula on patient with O₂ flowing at 15 liters per minute remove the Oxylator and face mask from the patient. Pass an advanced airway for the patient following standard intubation procedures.
 - e. Once endotracheal tube placement is confirmed initiate ventilations with the Oxylator per above noted procedure. Discontinue nasal cannula oxygen administration after securing endotracheal tube.
 6. Maintenance performed after each patient use-
 - a. Disassemble the Oxylator by unscrewing both ends.
 - b. Discard the filter
 - c. Wash all four parts in soap and water, disinfect thoroughly
 - d. Rinse, dry, replace the filter and reassemble.