



# Cross Plains Area Emergency Medical Services

Cross Plains Area EMS Building 2027 Park Street, Cross Plains WI 53528 608-798-2720

## Regular Meeting Notice and Agenda

Tuesday, May 8, 2018, 7:30 pm

Revised Agenda  
05-07-2018

Added Item V. d.

- I. Call to order. Roll Call. Approval of Minutes
  - a. Approve minutes from February 27, 2018
  
- II. Public Comment- This is an opportunity for anyone to address the EMS Board on any issue NOT on the current agenda. Please observe the time limit of 3 minutes. While the EMS Board encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.
  
- III. Financial Report:
  - a. Discussion/Action on checks issued from February 21<sup>st</sup> to May 7<sup>th</sup> 2018.
  - b. Discussion/Action on 2018 annual budget.
  
- IV. Unfinished Business:
  - a. Defibrillator Purchase
  - b. 2017 Final Budget Review
  - c. Transfer of Funds from Checking to saving account for the purchase of an ambulance in 2019.
  
- V. New Business:
  - a. Election of Officers
  - b. Building Space Needs (Hyer Request)
  - c. Follow-up on Wisconsin Department of Health Services
  - d. Non-Collectible Accounts (Write-Offs)
  - e. Closed Session

The EMS Board will meet in Closed Session pursuant to 19.85(1)(c) of Wisconsin Statutes to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically regarding the 2018 compensation of the EMS Chief.

Reconvene into Open Session.
  
- VI. Chiefs Report:
  
- VII. Adjournment:

Please contact EMS secretary at 608-798-2720 if you are unable to attend.

***Persons requiring an interpreter, materials or alternate formats or other accommodation to access this meeting are encouraged to contact the secretary of the Cross Plains Area EMS 608-798-2720 at least 72 hours prior to the meeting.***

Approved by EMS Board President: \_\_\_\_\_

Dave Laufenberg

**MINUTES OF THE MEETING OF THE  
CROSS PLAINS AREA  
EMERGENCY MEDICAL SERVICES  
Tuesday, February 27, 2018**

Regular Meeting

February 27, 2018

Members Present: Correll for Hyer, Francois, Laufenberg, and Statz  
Members Excused: None  
Absent: None  
Staff: Hillebrand  
Guests: Dale Lochner, Joe Pertzborn, and Diane Meinholz

Meeting was called to order at 7:30 p.m. by President Laufenberg.

**I. MINUTES**

**Motion Statz, second Francois, to approve the minutes from November 30, 2017. Motion approved. 4 – 0.**

**II. PUBLIC COMMENT**

None

**III. FINANCIAL REPORT**

A. Discussion/Action on Checks issued from November 21, 2017 to December 31, 2017:  
**Motion Statz, Second Francois to approve checks written November 21, 2017 to December 31, 2017. Motion Passed 4 – 0.**

B. Discussion/Action on 2017 Annual Budget:  
**Motion Laufenberg to table until the May Meeting. Second Statz. Motion Approved 4 – 0.**

C. Discussion/Action on checks issued from January 1, 2018 to February 20, 2018:  
**Motion Correll, Second Statz to approve. Motion Approved 4 – 0.**

D. Discussion/Action on 2018 Annual Budget:  
**Motion Laufenberg, Second Francois to approve 2018 Annual Budget. Motion Passed 4 – 0.**

**IV. UNFINISHED BUSINESS**

A. Discussion/Action on Defibrillator Purchase:  
Hillebrand reported the Defibrillator funds have been received and the unit has been ordered as approved in the 2018 budget process.

B. Discussion/Action on Meeting Dates in 2018:  
Hillebrand reported that he was not certain what dates the Fire and EMS had chosen for meeting dates. Chief Lochner was present and stated the fire board had not decided yet as well. The board decided to meet on the second Tuesday in May, 2018 which is Tuesday, May 8, 2018 at 7:30 p.m. at the Cross Plains EMS Station.

2:00 PM  
05/06/18

**Cross Plains Area Emergency Medical Services**  
**Disbursements Register CP EMS**  
February 23 through May 7, 2018

Type	Date	Num	Name	Memo	Split	Amount
Check	02/24/2018	8840	VISA State Bank of Cros...	January 2018	-SPLIT-	-575.72
Check	02/24/2018	8841	Chuck Tupa	Framed Poster	301 · Office Supplies	-40.00
Check	02/24/2018	8842	BoundTree Medical	Invoice # 82775361	306 · Disposable Medical S...	-54.46
Check	02/24/2018	8843	Diane Meinholz	FEB	102 · Deputy Chief	-250.00
Check	02/24/2018	8844	SkyFearLLC	Domain Fee	301 · Office Supplies	-100.00
Check	02/24/2018	8845	Water & Sewer	12-28-2017 to 02-07...	203.4 · Water & Sewer	-106.95
Check	02/25/2018	8846	VOID Check		308 · Training	0.00
Check	02/28/2018	8847	Spectrum Business	March	203.3 · Telephone, Internet...	-343.20
Check	02/28/2018	8848	Verizon	01-20 to 02-19-2018	-SPLIT-	-59.94
Check	02/28/2018	8849	Wisconsin Dept. of Rev...	600-0000529937-03	301 · Office Supplies	-10.00
Check	02/28/2018	8850	Securian Financial	April	177 · Life Insurance	-14.03
Check	02/28/2018	8851	AT&T	02-19 to 03-18-2018	203.2 · Mobile Phone	-2.01
Check	02/28/2018	8852	3-Rivers Billing	FEB	205 · Ambulance Billing	-903.93
Check	03/11/2018	8853	Kwik Trip	FEB	305.1 · Vehicle Fuel	-165.24
Check	03/11/2018	8854	VISA State Bank of Cros...	FEB	-SPLIT-	-193.93
Check	03/12/2018	8855	VOID Check		301 · Office Supplies	0.00
Check	03/22/2018	8856	DEW Signs	Locker Signs	307 · Uniforms	-102.00
Check	03/27/2018	8857	Madison Gas & Electric	02-09 to 03-09	203.1 · Gas & Electric	-513.50
Check	03/27/2018	8858	Night Galaxy, Inc	A. King Pants	307 · Uniforms	-44.99
Check	03/27/2018	8859	Shoe Box	S. Hacker	307 · Uniforms	-96.90
Check	03/27/2018	8860	John Gorman	Overpayment	1500.01 · Ambulance Servi...	-108.73
Check	03/27/2018	8861	DISARC Computer	Invoice #1417	201 · Computer Consulting ...	-531.25
Check	03/27/2018	8862	Cross Plains Water & S...	Feb	203.4 · Water & Sewer	-87.08
Check	03/27/2018	8863	Slater Diedrich Tree Care	Front Tree Trim	302.2 · Building Maintenance	-300.00
Check	03/27/2018	8864	Verizon	02-20 to 03-19	203.2 · Mobile Phone	-59.62
Check	03/27/2018	8865	Diane Meinholz	Mar	102 · Deputy Chief	-250.00
Check	03/27/2018	8866	BoundTree Medical	Invoice # 82798822 ...	306 · Disposable Medical S...	-396.54
Check	03/27/2018	8867	Broyles & Company CP...	Feb	301 · Office Supplies	-56.25
Check	03/27/2018	8868	Cross Plains Chamber	2018 Dues	301 · Office Supplies	-130.00
Check	03/27/2018	8869	City of Middleton EMS	L. Zander	-SPLIT-	-359.81
Check	03/29/2018	8870	Choice 1 Health Care	Test Solutions	306 · Disposable Medical S...	-35.90
Check	03/29/2018	8871	AT&T	02-19 to 03-18	203.2 · Mobile Phone	-2.01
Check	03/29/2018	8872	Spectrum Business	April	203.3 · Telephone, Internet...	-347.69
Check	04/07/2018	8873	Madison Recycling	Disposal of old com...	301 · Office Supplies	-40.00
Check	04/11/2018	8874	3-Rivers Billing	March	205 · Ambulance Billing	-726.82
Check	04/11/2018	8875	Top Promotion		307 · Uniforms	-4.00
Check	04/11/2018	8876	Dane County Treasurer	Protocol Book	209 · Defib Maintenance	-184.00
Check	04/11/2018	8877	Med Alliance	CPAP - Disposable ...	306 · Disposable Medical S...	-359.67
Check	04/11/2018	8878	Kwik Trip	Fuel	305.1 · Vehicle Fuel	-270.54
Check	04/11/2018	8879	Securian Financial	May	177 · Life Insurance	-14.03
Check	04/11/2018	8880	BoundTree Medical	Disposable Supplies	306 · Disposable Medical S...	-397.85
Check	04/11/2018	8881	Per-Mar	05-01 to 07-31-2018	208 · Fire Alarm System M...	-144.00
Check	04/11/2018	8882	Anabelle Melton	Refund	1500.01 · Ambulance Servi...	-974.00
Check	04/15/2018	8883	VISA State Bank of Cros...	March Visa	-SPLIT-	-676.59
Check	04/15/2018	8884	Madison Gas & Electric	03-09 to 04-10-2018	203.1 · Gas & Electric	-481.38
Check	04/17/2018	8885	Cross Plains Water & S...	FEB	203.4 · Water & Sewer	-102.69
Check	04/17/2018	8886	Karen Jordan	Refresher Class	308 · Training	-10.50
Check	04/17/2018	8887	Diane Meinholz	April	102 · Deputy Chief	-250.00
Check	04/24/2018	8888	DeSerio Designs	Newletter	310 · Newsletter & Public ...	-47.50
Check	04/30/2018	8889	Zoll Medical Corporation	INVOICE 2679385	309 · Equipment/Capital Fu...	-27,941.09
Check	05/01/2018	8890	AT&T	04-19 to 05-18	203.2 · Mobile Phone	-2.51
Check	05/01/2018	8891	Verizon	03-20 to 04-19-2018	203.2 · Mobile Phone	-52.57
Check	05/01/2018	8892	BoundTree Medical	Invoice 82843843	306 · Disposable Medical S...	-325.62
Check	05/01/2018	8893	Spectrum Business	May	203.3 · Telephone, Internet...	-347.89
Check	05/01/2018	8894	Middleton Ford	Vehicle Maintenanc...	305.2 · Vehicle Repair	-100.67
Check	05/01/2018	8895	Tim McKee	National Registry Te...	308 · Training	-75.00
Check	05/01/2018	8896	Drew Melby	Refresher Class	308 · Training	-109.65
Check	05/01/2018	8897	Pellitteri Waste	Shread Files	301 · Office Supplies	-56.00
Check	05/01/2018	8898	Emergency Medical Pro...	Invoice 1982406	306 · Disposable Medical S...	-248.36
Check	05/01/2018	8899	3-Rivers Billing	April Billing	205 · Ambulance Billing	-1,065.32
Check	05/02/2018	8900	Broyles & Company CP...	March & April	301 · Office Supplies	-112.50

**Cross Plains Area Emergency Medical Services**  
**Statement of Activities Budget vs. Actual**  
 Current Period Compared To Annual Budget

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
1500 · Ambulance Fees				
1500.01 · Ambulance Service Revenue	41,598	128,000	-86,402	32%
1500.02 · Ambulance Mileage Revenue	10,027	20,000	-9,973	50%
1500 · Ambulance Fees - Other	0	0	0	0%
<b>Total 1500 · Ambulance Fees</b>	<b>51,625</b>	<b>148,000</b>	<b>-96,375</b>	<b>35%</b>
1501 · Municipal Fees	53,331	108,662	-53,331	50%
1502 · Carry Forward	0	10,300	-10,300	0%
1503 · Medicaid Revenue	0	2,000	-2,000	0%
1504 · Now Interest - Misc Income	5			
1506 · Miscellaneous Income	0	0	0	0%
<b>Total Income</b>	<b>104,961</b>	<b>266,962</b>	<b>-162,001</b>	<b>39%</b>
<b>Gross Profit</b>	<b>104,961</b>	<b>266,962</b>	<b>-162,001</b>	<b>39%</b>
<b>Expense</b>				
Instructor Fees	0	0	0	0%
100 · Personnel Cost				
101 · Chief	4,000	12,816	-8,816	31%
102 · Deputy Chief	1,000	3,000	-2,000	33%
103 · Advanced EMT (2-FTE)	30,370	85,775	-55,405	35%
103.5 · Advanced EMT Overtime	0	3,120	-3,120	0%
104 · Advanced EMT (.25-FTE)	749	5,000	-4,251	15%
105 · Run Expense Stipends	0	20,000	-20,000	0%
106 · BBP/ABP Director	0	300	-300	0%
171 · Health Insurance	0	16,000	-16,000	0%
172 · Dental	37	1,000	-963	4%
173 · Workman's Comp Insurance	0	9,000	-9,000	0%
174 · Retirement	3,518	9,720	-6,202	36%
175 · Social Security	2,177	7,140	-4,963	30%
176 · Medicare	509	1,800	-1,291	28%
177 · Life Insurance	70	180	-110	39%
178 · Income Continuation Disability	0	180	-180	0%
179 · Longevity (2%)	0	857	-857	0%
180 · Uniform	0	1,000	-1,000	0%
181 · Service Awards Program	0	21,615	-21,615	0%
182 · Shift Coverage Stipend	0	6,000	-6,000	0%
183 · Volunteer Recognition	0	2,000	-2,000	0%
66000 · Payroll Expenses	112			
<b>Total 100 · Personnel Cost</b>	<b>42,542</b>	<b>206,503</b>	<b>-163,961</b>	<b>21%</b>
200 · Contractual Services				
201 · Computer Consulting & Supplies	931	1,500	-569	62%
202 · Communication-Pager & Radio	70	2,500	-2,430	3%
203 · Utilities				
203.1 · Gas & Electric	2,277	6,000	-3,723	38%
203.2 · Mobile Phone	240	1,200	-960	20%
203.3 · Telephone, Internet & TV	1,725	4,500	-2,775	38%
203.4 · Water & Sewer	574	1,200	-626	48%
<b>Total 203 · Utilities</b>	<b>4,816</b>	<b>12,900</b>	<b>-8,084</b>	<b>37%</b>
204 · Oxygen	33	700	-667	5%
205 · Ambulance Billing	5,072	12,000	-6,928	42%
206 · Run Rep Software - Mainte	0	500	-500	0%
207 · Insurance Auto Liability Bldg				
207.1 · Insurance - BLD & PROP	0	5,500	-5,500	0%
207.2 · Vehicle Insurance	0	762	-762	0%
<b>Total 207 · Insurance Auto Liability Bldg</b>	<b>0</b>	<b>6,262</b>	<b>-6,262</b>	<b>0%</b>
208 · Fire Alarm System Monitoring	288	576	-288	50%
209 · Defib Maintenance	-31,395	1,000	-32,395	-3,140%
<b>Total 200 · Contractual Services</b>	<b>-20,185</b>	<b>37,938</b>	<b>-58,123</b>	<b>-53%</b>
300 · Supplies and Expenses				
301 · Office Supplies	1,344	5,000	-3,656	27%
302 · Building Operating Cost				
302.1 · Building Cleaning	0	0	0	0%
302.2 · Building Maintenance	1,246	6,000	-4,754	21%
<b>Total 302 · Building Operating Cost</b>	<b>1,246</b>	<b>6,000</b>	<b>-4,754</b>	<b>21%</b>
303 · Building Supplies	264	1,200	-936	22%
304 · Postage	0	364	-364	0%

## Cross Plains Area Emergency Medical Services Statement of Activities Budget vs. Actual

05/07/18

Accrual Basis

Current Period Compared To Annual Budget

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
<b>305 · Vehicle Cost</b>				
305.1 · Vehicle Fuel	1,228	2,000	-772	61%
305.2 · Vehicle Repair	194	2,500	-2,306	8%
305 · Vehicle Cost - Other	0	0	0	0%
<b>Total 305 · Vehicle Cost</b>	1,422	4,500	-3,078	32%
<b>306 · Disposable Medical Supplies</b>	2,106	6,000	-3,894	35%
307 · Uniforms	545	6,000	-5,455	9%
<b>308 · Training</b>				
308.2 · Training Supplies	0	1,000	-1,000	0%
308 · Training - Other	662	2,500	-1,838	26%
<b>Total 308 · Training</b>	662	3,500	-2,838	19%
309 · Equipment/Capital Fund	27,941			
310 · Newsletter & Public Relations	138	1,000	-863	14%
<b>Total 300 · Supplies and Expenses</b>	35,667	33,564	2,103	106%
<b>Total Expense</b>	58,024	278,005	-219,981	21%
<b>Net Income</b>	46,937	-11,043	57,980	-425%

**Cross Plains Area Emergency Medical Services  
Statement of Activities Budget vs. Actual  
Current Period Compared To Annual Budget**

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
1500 · Ambulance Fees				
1500.01 · Ambulance Service Revenue	148,990	128,000	20,990	118%
1500.02 · Ambulance Mileage Revenue	27,692	20,000	7,692	138%
1500 · Ambulance Fees - Other	0			
<b>Total 1500 · Ambulance Fees</b>	<b>176,682</b>	<b>148,000</b>	<b>28,682</b>	<b>119%</b>
1501 · Municipal Fees	106,662	106,662	0	100%
1502 · Carry Forward	10,300	10,300	0	100%
1503 · Medicaid Revenue	2,208	2,000	208	110%
1504 · Now Interest - Misc Income	7	0	7	100%
<b>Total Income</b>	<b>295,858</b>	<b>266,962</b>	<b>28,896</b>	<b>111%</b>
<b>Gross Profit</b>	<b>295,858</b>	<b>266,962</b>	<b>28,896</b>	<b>111%</b>
<b>Expense</b>				
Capital Fund-Mileage 2016	0	0	0	0%
100 · Personnel Cost				
101 · Chief	12,816	12,816	0	100%
102 · Deputy Chief	2,450	2,400	50	102%
103 · Advanced EMT (2-FTE)	76,384	83,289	-6,885	92%
103.5 · Advanced EMT Overtime	0	3,120	-3,120	0%
104 · Advanced EMT (.25-FTE)	960	5,000	-4,040	19%
105 · Run Expense Stipends	15,980	20,000	-4,020	80%
106 · BBP/ABP Director	300	300	0	100%
171 · Health Insurance	3,740	16,000	-12,260	23%
172 · Dental	444	1,000	-556	44%
173 · Workman's Comp Insurance	5,049	9,000	-3,951	56%
174 · Retirement	8,717	9,330	-613	93%
175 · Social Security	5,642	7,031	-1,389	80%
176 · Medicare	1,319	1,644	-325	80%
177 · Life Insurance	146	151	-5	97%
178 · Income Continuation Disability	0	194	-194	0%
179 · Longevity (2%)	832	813	19	102%
180 · Uniform	311	1,000	-689	31%
181 · Service Awards Program	18,010	21,000	-2,990	86%
182 · Shift Coverage Stipend	6,000	6,000	0	100%
183 · Volunteer Recognition	1,592	2,000	-408	80%
66000 · Payroll Expenses	205			
100 · Personnel Cost - Other	2			
<b>Total 100 · Personnel Cost</b>	<b>160,898</b>	<b>202,068</b>	<b>-41,170</b>	<b>80%</b>
200 · Contractual Services				
201 · Computer Consulting & Supplies	1,675	1,500	175	112%
202 · Communication-Pager & Radio	3,710	2,500	1,210	148%
203 · Utilities				
203.1 · Gas & Electric	3,912	0	3,912	100%
203.2 · Mobile Phone	649	0	649	100%
203.3 · Telephone, Internet & TV	4,088	0	4,088	100%
203.4 · Water & Sewer	1,271	0	1,271	100%
203 · Utilities - Other	0	12,000	-12,000	0%
<b>Total 203 · Utilities</b>	<b>9,920</b>	<b>12,000</b>	<b>-2,080</b>	<b>83%</b>
204 · Oxygen	297	700	-404	42%
205 · Ambulance Billing	11,294	10,000	1,294	113%
207 · Insurance Auto Liability Bldg				
207.1 · Insurance - BLD & PROP	1,835	0	1,835	100%
207.2 · Vehicle Insurance	2,733	0	2,733	100%
207 · Insurance Auto Liability Bldg - Other	0	4,324	-4,324	0%
<b>Total 207 · Insurance Auto Liability Bldg</b>	<b>4,568</b>	<b>4,324</b>	<b>244</b>	<b>106%</b>
208 · Fire Alarm System Monitoring	578	600	-24	96%
209 · Defib Maintenance	869	1,000	-131	87%
200 · Contractual Services - Other	10			
<b>Total 200 · Contractual Services</b>	<b>32,918</b>	<b>32,624</b>	<b>294</b>	<b>101%</b>
300 · Supplies and Expenses				
301 · Office Supplies	2,821	5,000	-2,179	56%
302 · Building Operating Cost				
302.1 · Building Cleaning	332	0	332	100%
302.2 · Building Maintenance	7,938	5,500	2,438	144%
<b>Total 302 · Building Operating Cost</b>	<b>8,270</b>	<b>5,500</b>	<b>2,770</b>	<b>150%</b>

**Cross Plains Area Emergency Medical Services  
Statement of Activities Budget vs. Actual  
Current Period Compared To Annual Budget**

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
303 · Building Supplies	314	1,200	-886	26%
304 · Postage	294	300	-6	98%
305 · Vehicle Cost				
305.1 · Vehicle Fuel	2,015	0	2,015	100%
305.2 · Vehicle Repair	1,582	0	1,582	100%
305 · Vehicle Cost - Other	0	4,500	-4,500	0%
<b>Total 305 · Vehicle Cost</b>	<b>3,598</b>	<b>4,500</b>	<b>-902</b>	<b>80%</b>
306 · Disposable Medical Supplies	4,953	5,500	-547	90%
307 · Uniforms	4,439	5,000	-561	89%
308 · Training				
308.2 · Training Supplies	141	0	141	100%
308 · Training - Other	939	2,000	-1,061	47%
<b>Total 308 · Training</b>	<b>1,080</b>	<b>2,000</b>	<b>-920</b>	<b>54%</b>
309 · Equipment/Capital Fund	0	0	0	0%
310 · Newsletter & Public Relations	88	1,000	-913	9%
300 · Supplies and Expenses - Other	53			
<b>Total 300 · Supplies and Expenses</b>	<b>25,909</b>	<b>30,000</b>	<b>-4,091</b>	<b>86%</b>
<b>Total Expense</b>	<b>219,725</b>	<b>284,692</b>	<b>-44,967</b>	<b>83%</b>
<b>Net Income</b>	<b>76,133</b>	<b>2,270</b>	<b>73,863</b>	<b>3,353%</b>