



**Cross Plains Area Emergency Medical Services District Board**

**Meeting Agenda**

*Feb 2026*

**To Join by Zoom:**

**To Join by Phone: 16469313860**

Meeting ID: 817 0763 2718

Passcode: 295157

- I. **Call the Order at 7:00 pm.**
- II. **Roll Call. Greg Hyer, Jay Lengfeld, Mike Statz, Dave Laufenberg and Chief Ellickson are all present.**
- III. **Pledge of Allegiance**
- IV. **Public Comment** – This is an opportunity for anyone to address the Cross Plains EMS Board on any issue. Please observe the time limit of 3 minutes. While the Cross Plains EMS Board encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda. THOSE WISHING TO SPEAK DURING THE MEETING ARE ENCOURAGED TO REGISTER PRIOR THE START OF THE MEETING. YOU MAY ALSO REGISTER YOUR COMMENT BY SENDING AN EMAIL TO [Chief@crossplainsems.com](mailto:Chief@crossplainsems.com) by 4:00PM ON THE DAY OF THE MEETING.
- IV. **Discussion/Action on allocation of 2025 surplus of \$55,166.99.**  
**discussion on estimate from Baycom. Board would like to see if we could get estimates from other vendors. Will check with State Contract, Baycom and Gencom. Cross Plains Fire received their quote for the radios from Baycom. Baycom quotes using state pricing.**  
**Jay Lengfeld made motion to use \$3,700.00 to pay a part of the Training Director's stipend. This will be budgeted for in the 2027 budget. Dave Laufenberg seconds this motion. Motion passes.**

**VI. Discussion/Action Amendments to Cross Plains Area Emergency Medical Services District Agreement.**

**Dave suggested that we stay with population only as this is a simple math and it is fair. Jay agreed but may add calls per service. Consensus is to remain with population.**

**CP Village has an issue with spending restraint and operating budget. The village wants more Board involvement in large spending increases that occurred from (2017-2025). CP Village proposed increases over 3% would require all four Municipal Boards to unanimously approve. Increases under 3% would require only majority of District Board approval.**

**Town of Cross Plains suggests using levy limit exemption model instead of 3% -- DOR CPI + 2% that was 4.9% for 2025. In addition, District Board on only a majority vote, could once every five years approve between the DOR CPI + 2% and 10% without unanimous approval of Municipal Boards. All other increases above this threshold would require unanimous board approval.**

**Questions on agreement/document stating who paid what for building agreement. Does this have the same language as district agreement? Does anyone have a pre-2017 agreement? Does anyone have a 1977 agreement? All of the agreements should be consolidated.**

**Dispute policy should have 3 step similar to fire agreement.**

**Secretary/Treasurer – Jay and Holly will meet and clean this area up.**

**All agreed that there should be a rolling 2 year notice to withdraw**

**Jay will draft suggested changes to agreement for March meeting to discuss.**

**Next meeting is March 11, 2026, at 7:00 pm, Mike makes a motion to adjourn the meeting. Dave seconded this motion. Motion carried.**

| FISCAL YEAR | VCP EMS PYMT % CHANGE | TCP EMS PYMT % CHANGE | VCP EMS PYMT % OF VCP TAX LEVY | TCP EMS PYMT % OF TCP TAX LEVY (1) |
|-------------|-----------------------|-----------------------|--------------------------------|------------------------------------|
| 2016        |                       |                       | 2 %                            | 3 %                                |
| 2017        | 31 %                  | 26 %                  | 3 %                            | 3 %                                |
| 2018        | -4 %                  | 29 %                  | 2 %                            | 4 %                                |
| 2019        | 10 %                  | -19 %                 | 2 %                            | 3 %                                |
| 2020        | 98 %                  | 98 %                  | 4 %                            | 3 %                                |
| 2021        | 3 %                   | 8 %                   | 4 %                            | 6 %                                |
| 2022        | 8 %                   | 2 %                   | 5 %                            | 6 %                                |
| 2023        | 0 %                   | 0 %                   | 4 %                            | 6 %                                |
| 2024        | 86 %                  | 63 %                  | 8 %                            | 10 %                               |
| 2025        | 4 %                   | 17 %                  | 8 %                            | 11 %                               |
| 2026        | 3 %                   | 2 %                   |                                | 11%                                |

(1) TCP also has MHFD EMS costs (\$18,000 in 2025) – 4% of MHFD EMS and 2% of CP 2025 Levy)

(2) 2025 TCP CPEMS - \$86,700 – VCP EMS \$286,100

| MUNI        | 2024<br>POP<br>2024 | 2024<br>EQV *<br>% | 2024<br>CALLS<br>% | AVG<br>EQV, POP<br>& CALLS | AVG<br>CALLS<br>& POP | AVG<br>POP & EQV |
|-------------|---------------------|--------------------|--------------------|----------------------------|-----------------------|------------------|
| Berry       | 9.42%               | 13.00%             | 6.14%              | 9.52%                      | 7.78%                 | 11.21%           |
| TCP         | 16.28%              | 21.95%             | 21.05%             | 19.76%                     | 18.67%                | 19.11%           |
| VCP         | 60.70%              | 45.07%             | 70.61%             | 58.80%                     | 65.66%                | 52.89%           |
| Springfield | 13.60%              | 19.98%             | 2.19%              | 11.92%                     | 7.90%                 | 16.79%           |
| Total       | 100%                | 100%               | 100%               | 100%                       | 100%                  | 100%             |

**2025 FEES = \$489,843 \* 1% = \$4,898**

**\*VCP EQV MAY NOT INCLUDE TIF DISTRICT VALUES**

**AGREEMENT FOR EMS  
CHANGES**

2.01 – Commencement and Termination

The initial term of this Agreement shall commence on \_\_\_\_\_ (the effective date) if Agreement has been executed by all Municipalities and shall continue for a period of five (5) years thereafter. The initial term shall be extended thereafter for successive five (5) years unless written notice of withdrawal or termination of the Agreement is provided by one Municipality with two (2) year notice to the other Municipalities.

5.01 – Meetings of the District Board, Line 194

Action may be taken at such meeting by a majority of the District Board membership unless otherwise provided by law or agreement.

5.04 – Secretary, Lines 238-241

The EMS Chief or designee shall hold the position of Secretary.

5.05 – Treasurer

The Treasurer shall be responsible for signing checks in the amount of \$2,000 or more.

\* 5.12 – Operating Budget

The District Board is authorized to increase the operating budget by \_\_\_\_\_ annually and every five (5) year period to \_\_\_\_\_. Budgets over these percentages shall be approved by all Municipal Boards.

Current 5.12 will be 5.13 and current 5.13 will be 5.14

7.02 – Required Payments, Line 343 and Lines 350 - 354

~~Replace Treasurer with EMS Chief.~~

Remove sentence that starts on line 350 and ends on line 354.

9.02 – Minor Changes

The District Board may agree to alter the boundaries of any Town already partially within the District, to include additional territory or to reduce the territory from any such Town, with approval of the Town Board of such Town and shall give at least two (2) year notice to all Municipal Boards.

*1  
CPI-U ↑ 2  
urban ↑  
we are rural -  
What happens  
if Levy limit  
changes 1d/s appears  
CAP @ 4%*



## Cross Plains Area Emergency Medical Services District Board

### Meeting Agenda

March 11, 2026 @ 7:00 p.m.

Town of Cross Plains Town Hall, 3734 County Hwy P

#### ToJoinByZoom:

<https://us02web.zoom.us/j/81707632718?pwd=0bluGycQOPRq0cZ1LgaMG8SM0VcN68.1>

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- I. **Call to Order.** Called to order at 7 pm.
- II. **Roll Call.** Greg Hyer, Jay Lengfeld, Dave Laufenberg, Mike Statz, Holly Ellickson
- III. **Pledge of Allegiance**
- IV. **Public Comment** – This is an opportunity for anyone to address the Cross Plains EMS Board on any issue. Please observe the time limit of 3 minutes. While the Cross Plains EMS Board encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda. **THOSE WISHING TO SPEAK DURING THE MEETING ARE ENCOURAGED TO REGISTER PRIOR THE START OF THE MEETING. YOU MAY ALSO REGISTER YOUR COMMENT BY SENDING AN EMAIL TO [Chief@crossplainsems.com](mailto:Chief@crossplainsems.com) by 4:00PM ON THE DAY OF THE MEETING.**  
**No public comment.**
- V. **Discussion/Action on Cross Plains EMS District Agreement.** Jay went over his sheet of changes. Board was given sample of CP Fire's contract that discussed mediation. Sample of what the CP Village uses. Reviewed the use of "municipalities." Greg will have attorney clan up language and have draft made. Discussion on having Jay remove himself from

this board on 4/8/26 so he was free to discuss this with board members without the issue of quorum. % issue and population/index, use population of prior year and add building permits. Will also look at CP Fire agreement.

- VI. **Discussion/Action on New WISCOM Radios and the use of 2025 Surplus funds.** R33 already has Wiscom Radio in it. Will await other WISCOM radio until we see if grants available, if we could use FAP money next year, and if Dane County will be up and running in fall of 2027.
- VII. **Discussion/Action on using R32 for Interfacility Transports from Hospitals.** Discussion on starting IFT. Our insurance states we are covered on our current plan and no new or extra insurance is needed. Will need approval from State. Billing company is ready for billing. Will keep track of all cost, payments, etc. to review in 6 months to see if we are making money and having calls. Will have volunteers start at their hourly wage and increase to \$25.00/hour if billing works out. This way we will not have to use budget to cover any cost. Motion made by Greg to start IFT. Seconded by Dave. Motion passed.
- VIII. **Discussion/Action on Standby Agreement.** Discussion that this would not be used for non-for-profit events. We would charge \$100.00/hour, giving \$25.00/hour per EMT, limit of two EMT's. Greg state number 2 is not written correctly. Jay states to check with Sheriff's and HR laws to get special duty pay. This way part time and full time could participate. Motion made with above changes by Dave, Seconded by Mike. Motion passes.
- IX. **2026 License renewal and addition of R33 to Operational Plan.** Information will be coming from the EMS that Village and Towns will be getting paperwork to fill out. EMS needs to renew its license every 3 years.
- X. **R33 accident and Insurance update.** Driver hit concrete pillar when entering St. Mary's, damaged driver side light on the side along with paint and dents. Insurance informed. R33 goes to have estimate on Friday. More to come.
- XI. **Adjournment.** Motion made by Mike, seconded by Dave.

# Cross Plains Area EMS

## Budget vs. Actuals: Budget\_FY26\_P&L\_1 - FY26 P&L

January - December 2026

|                                       | TOTAL               |                     |                       |                |
|---------------------------------------|---------------------|---------------------|-----------------------|----------------|
|                                       | ACTUAL              | BUDGET              | OVER BUDGET           | % OF BUDGET    |
| <b>Revenue</b>                        |                     |                     |                       |                |
| 1500 Ambulance Fees                   |                     |                     |                       |                |
| 1500.1 Ambulance Service Revenue      | 60,708.77           | 260,000.00          | -199,291.23           | 23.35 %        |
| 1500.3 WIGEMT                         | 3,258.06            |                     | 3,258.06              |                |
| 1500.4 Community EMS                  |                     | 1,000.00            | -1,000.00             |                |
| <b>Total 1500 Ambulance Fees</b>      | <b>63,966.83</b>    | <b>261,000.00</b>   | <b>-197,033.17</b>    | <b>24.51 %</b> |
| 1504.1 Interest                       | 175.49              |                     | 175.49                |                |
| 1505 CPR Community Training Revenue   | 100.00              | 1,500.00            | -1,400.00             | 6.67 %         |
| 1506 Other Income                     | 1,258.51            |                     | 1,258.51              |                |
| <b>Contributed income</b>             |                     |                     |                       |                |
| Government grants & contracts         |                     | 20,000.00           | -20,000.00            |                |
| Grants from other nonprofits          | 85.00               |                     | 85.00                 |                |
| <b>Total Contributed income</b>       | <b>85.00</b>        | <b>20,000.00</b>    | <b>-19,915.00</b>     | <b>0.43 %</b>  |
| <b>Municipal Fees</b>                 |                     |                     |                       |                |
| 1601 Village of Cross Plains (58.58%) | 147,779.38          | 295,558.76          | -147,779.38           | 50.00 %        |
| 1602 Town of Cross Plains (17.55%)    | 44,273.27           | 88,546.54           | -44,273.27            | 50.00 %        |
| 1603 Town of Springfield (14.15%)     | 35,696.11           | 71,392.22           | -35,696.11            | 50.00 %        |
| 1604 Town of Berry (9.72%)            | 24,520.58           | 49,041.16           | -24,520.58            | 50.00 %        |
| <b>Total Municipal Fees</b>           | <b>252,269.34</b>   | <b>504,538.68</b>   | <b>-252,269.34</b>    | <b>50.00 %</b> |
| <b>Total Revenue</b>                  | <b>\$317,855.17</b> | <b>\$787,038.68</b> | <b>\$ -469,183.51</b> | <b>40.39 %</b> |
| <b>GROSS PROFIT</b>                   | <b>\$317,855.17</b> | <b>\$787,038.68</b> | <b>\$ -469,183.51</b> | <b>40.39 %</b> |
| <b>Expenditures</b>                   |                     |                     |                       |                |
| <b>100 Gross Wages</b>                |                     |                     |                       |                |
| 101 Chief Wages                       | 20,798.05           | 77,250.00           | -56,451.95            | 26.92 %        |
| 102 Deputy Chief                      | 21,681.33           | 62,418.00           | -40,736.67            | 34.74 %        |
| 103 Full Time Wages                   | 30,282.81           | 103,103.00          | -72,820.19            | 29.37 %        |
| 103.1 FT Overtime                     | 3,330.06            | 10,000.00           | -6,669.94             | 33.30 %        |
| 104 Part Time Wages                   | 61,041.50           | 190,000.00          | -128,958.50           | 32.13 %        |
| 104.1 Part Time OT                    | 681.00              | 3,000.00            | -2,319.00             | 22.70 %        |
| 105 Volunteer Stipends                | 8,744.86            | 30,000.00           | -21,255.14            | 29.15 %        |
| 106.2 Event Pay                       | 100.00              | 2,000.00            | -1,900.00             | 5.00 %         |
| 107 FICA tax                          | 8,995.48            |                     | 8,995.48              |                |
| 171 Health Insurance                  | 8,457.16            | 38,000.00           | -29,542.84            | 22.26 %        |
| 172 Dental                            | -514.12             | 2,000.00            | -2,514.12             | -25.71 %       |
| 173 Workman's Comp Insurance          | 239.00              | 10,000.00           | -9,761.00             | 2.39 %         |
| 174 Retirement                        | 7,532.33            | 52,000.00           | -44,467.67            | 14.49 %        |
| 177 Life Insurance                    | -11.04              | 500.00              | -511.04               | -2.21 %        |
| 181 Length of Service Award (LOSA)    |                     | 10,000.00           | -10,000.00            |                |
| 190 CPR Wages                         |                     | 400.00              | -400.00               |                |
| <b>Total 100 Gross Wages</b>          | <b>171,358.42</b>   | <b>590,671.00</b>   | <b>-419,312.58</b>    | <b>29.01 %</b> |
| 175 WRS Accrual                       | -6.05               |                     | -6.05                 |                |
| 186 CPR Cards                         | 54.00               | 1,000.00            | -946.00               | 5.40 %         |

# Cross Plains Area EMS

## Budget vs. Actuals: Budget\_FY26\_P&L\_1 - FY26 P&L

January - December 2026

|  | TOTAL            |                  |                   |                |
|--|------------------|------------------|-------------------|----------------|
|  | ACTUAL           | BUDGET           | OVER BUDGET       | % OF BUDGET    |
| 187 CPR Disposable Supplies              |                  | 500.00           | -500.00           |                |
| 188 CPR Equipment                        |                  | 500.00           | -500.00           |                |
| 200 Contractual Services                 |                  |                  |                   |                |
| 200.1 Medical Direction                  |                  | 1,300.00         | -1,300.00         |                |
| 201 Computer Consulting & Supplies       | 330.00           | 8,000.00         | -7,670.00         | 4.13 %         |
| 202 Bookkeeping                          | 2,000.00         | 6,500.00         | -4,500.00         | 30.77 %        |
| 204 Payroll Processing Fee               | 1,991.32         | 6,300.00         | -4,308.68         | 31.61 %        |
| 205 Ambulance Billing                    | 5,667.73         | 13,500.00        | -7,832.27         | 41.98 %        |
| 206 CAD software                         |                  | 2,000.00         | -2,000.00         |                |
| 208 Fire Alarm System Monitoring         | 232.92           | 1,000.00         | -767.08           | 23.29 %        |
| 210 ALS Intercepts                       | 455.39           | 5,000.00         | -4,544.61         | 9.11 %         |
| 211 Patient Reimbursements               | 79.84            |                  | 79.84             |                |
| 212 Scheduling Software                  | 4,167.65         | 4,000.00         | 167.65            | 104.19 %       |
| 213 Vector Solutions                     | 5,525.40         | 5,300.00         | 225.40            | 104.25 %       |
| 214 Legal/Accounting Fees                | 436.50           |                  | 436.50            |                |
| <b>Total 200 Contractual Services</b>    | <b>20,886.75</b> | <b>52,900.00</b> | <b>-32,013.25</b> | <b>39.48 %</b> |
| 200.2 Employee Health Stipend            | 3,500.00         | 3,500.00         | 0.00              | 100.00 %       |
| 203 Utilities                            |                  |                  |                   |                |
| 203.1 Gas & Electric                     | 2,539.96         | 7,400.00         | -4,860.04         | 34.32 %        |
| 203.2 Mobile Phone                       |                  | 4,000.00         | -4,000.00         |                |
| 203.3 Telephone, Internet & TV           | 1,535.69         | 4,000.00         | -2,464.31         | 38.39 %        |
| 203.4 Water & Sewer                      | 589.02           | 2,800.00         | -2,210.98         | 21.04 %        |
| <b>Total 203 Utilities</b>               | <b>4,664.67</b>  | <b>18,200.00</b> | <b>-13,535.33</b> | <b>25.63 %</b> |
| 250 FAP Expense                          | 24,097.00        | 20,000.00        | 4,097.00          | 120.49 %       |
| 300 Supplies and Expenses                | 267.45           |                  | 267.45            |                |
| 301 Office Supplies                      | 138.51           | 3,000.00         | -2,861.49         | 4.62 %         |
| 301.1 Postage & PO Box                   | 28.89            | 250.00           | -221.11           | 11.56 %        |
| <b>Total 301 Office Supplies</b>         | <b>167.40</b>    | <b>3,250.00</b>  | <b>-3,082.60</b>  | <b>5.15 %</b>  |
| 302 Building Operating Cost              |                  |                  |                   |                |
| 302.1 Building Cleaning Supplies         |                  | 1,000.00         | -1,000.00         |                |
| 302.2 Building Maintenance               | 1,668.89         | 5,000.00         | -3,331.11         | 33.38 %        |
| <b>Total 302 Building Operating Cost</b> | <b>1,668.89</b>  | <b>6,000.00</b>  | <b>-4,331.11</b>  | <b>27.81 %</b> |
| 303 Building Supplies                    | 14.46            |                  | 14.46             |                |
| 305 Vehicle Cost                         | 219.50           |                  | 219.50            |                |
| 305.1 Vehicle Fuel                       | 1,409.37         | 10,000.00        | -8,590.63         | 14.09 %        |
| 305.2 Vehicle Repair                     | 1,718.89         | 8,000.00         | -6,281.11         | 21.49 %        |
| <b>Total 305 Vehicle Cost</b>            | <b>3,347.76</b>  | <b>18,000.00</b> | <b>-14,652.24</b> | <b>18.60 %</b> |
| 306 Medical Supplies                     |                  |                  |                   |                |
| 306.1 Disposable Medical Supplies        | 14,194.94        | 20,000.00        | -5,805.06         | 70.97 %        |
| 306.2 Oxygen                             | 851.76           | 1,500.00         | -648.24           | 56.78 %        |
| 306.3 Medical Equipment                  | 3,063.00         | 5,000.00         | -1,937.00         | 61.26 %        |
| <b>Total 306 Medical Supplies</b>        | <b>18,109.70</b> | <b>26,500.00</b> | <b>-8,390.30</b>  | <b>68.34 %</b> |

# Cross Plains Area EMS

## Budget vs. Actuals: Budget\_FY26\_P&L\_1 - FY26 P&L

January - December 2026

|  | TOTAL               |                     |                       |                 |
|--|---------------------|---------------------|-----------------------|-----------------|
|  | ACTUAL              | BUDGET              | OVER BUDGET           | % OF BUDGET     |
| 307 Uniforms                                       | -250.00             | 4,000.00            | -4,250.00             | -6.25 %         |
| 307.01 Uniform Stipends - FT                       |                     | 1,200.00            | -1,200.00             |                 |
| <b>Total 307 Uniforms</b>                          | <b>-250.00</b>      | <b>5,200.00</b>     | <b>-5,450.00</b>      | <b>-4.81 %</b>  |
| 308 Training                                       | 4,444.38            |                     | 4,444.38              |                 |
| 308.1 Public Relations                             | 90.61               | 4,000.00            | -3,909.39             | 2.27 %          |
| 308.2 Training Supplies                            | 67.07               | 2,000.00            | -1,932.93             | 3.35 %          |
| 308.3 School Expenses                              | 2,394.46            | 5,000.00            | -2,605.54             | 47.89 %         |
| 308.4 Employee Recognition                         | 638.70              | 4,000.00            | -3,361.30             | 15.97 %         |
| <b>Total 308 Training</b>                          | <b>7,635.22</b>     | <b>15,000.00</b>    | <b>-7,364.78</b>      | <b>50.90 %</b>  |
| 309 Equipment/Capital Fund                         |                     | 7,000.00            | -7,000.00             |                 |
| 309.1 Communication-Pager, Radio, & Central Square | 8,332.70            | 3,000.00            | 5,332.70              | 277.76 %        |
| <b>Total 309 Equipment/Capital Fund</b>            | <b>8,332.70</b>     | <b>10,000.00</b>    | <b>-1,667.30</b>      | <b>83.33 %</b>  |
| <b>Total 300 Supplies and Expenses</b>             | <b>39,293.58</b>    | <b>83,950.00</b>    | <b>-44,656.42</b>     | <b>46.81 %</b>  |
| 315 Dues & subscriptions                           | 1,224.00            | 1,600.00            | -376.00               | 76.50 %         |
| Insurance  |                     |                     |                       |                 |
| 302.3 Insurance - BLD & PROP                       |                     | 2,300.00            | -2,300.00             |                 |
| 305.3 Vehicle Insurance                            |                     | 3,886.00            | -3,886.00             |                 |
| <b>Total Insurance</b>                             |                     | <b>6,186.00</b>     | <b>-6,186.00</b>      |                 |
| Unapplied Cash Bill Payment Expense                | 0.00                |                     | 0.00                  |                 |
| <b>Total Expenditures</b>                          | <b>\$265,072.37</b> | <b>\$779,007.00</b> | <b>\$ -513,934.63</b> | <b>34.03 %</b>  |
| NET OPERATING REVENUE                              | <b>\$52,782.80</b>  | <b>\$8,031.68</b>   | <b>\$44,751.12</b>    | <b>657.18 %</b> |
| Other Expenditures                                 |                     |                     |                       |                 |
| Ask Chief  | 18.99               |                     | 18.99                 |                 |
| <b>Total Other Expenditures</b>                    | <b>\$18.99</b>      | <b>\$0.00</b>       | <b>\$18.99</b>        | <b>0.00%</b>    |
| NET OTHER REVENUE                                  | <b>\$ -18.99</b>    | <b>\$0.00</b>       | <b>\$ -18.99</b>      | <b>0.00%</b>    |
| NET REVENUE  | <b>\$52,763.81</b>  | <b>\$8,031.68</b>   | <b>\$44,732.13</b>    | <b>656.95 %</b> |

## 2026 Budget Amendments

| Date      | Item                             | Account                      | Rev Inc/Dec | Exp Inc/Decrease        | Account              |
|-----------|----------------------------------|------------------------------|-------------|-------------------------|----------------------|
| 1/21/2026 | 2025 Surplus                     | Moved from Checking          | \$55,166.99 | Deposited \$55,166.99   | Emergency Account    |
| 1/21/2026 | Adding lines to 26 budget        | na                           | Approved.   | Add Crime and Liability | Insurance line items |
| 3/5/2026  | Paying Part of training director | moved from emergency Account | \$3,700.00  | Deposited \$3,700.00    | Checking             |

**Notes**

Approved at 1/21/2026 Board Meeting. x

Approved at 1/21/2026 Board Meeting.

Approved at 3/2026 Board Meeting

x

# Statement of Financial Position

## Cross Plains Area EMS

As of Apr 3, 2026

|  | TOTAL               |
|--|---------------------|
| <hr/>                                      |                     |
| <b>Assets</b>                              |                     |
| Current Assets                             |                     |
| Bank Accounts                              |                     |
| 1000 Gen Check (9031)                      | 289,982.73          |
| Capital Purchase Park (5860)               | 30,210.78           |
| Emergency Fund (7330)                      | 97,281.72           |
| FAP  | 8,209.84            |
| <b>Total for Bank Accounts</b>             | <b>\$425,685.07</b> |
| Accounts Receivable                        |                     |
| Accounts Receivable (A/R)                  | 19,254.39           |
| <b>Total for Accounts Receivable</b>       | <b>\$19,254.39</b>  |
| Other Current Assets                       |                     |
| 1200 Undeposited Funds                     | 0.00                |
| <b>Total for Other Current Assets</b>      | <b>\$0.00</b>       |
| <b>Total for Current Assets</b>            | <b>\$444,939.46</b> |
| Fixed Assets                               |                     |
| Ambulance #33                              | 334,586.00          |
| Stryker Cot                                | 59,877.41           |
| <b>Total for Fixed Assets</b>              | <b>\$394,463.41</b> |
| <b>Total for Assets</b>                    | <b>\$839,402.87</b> |
| <hr/>                                      |                     |
| <b>Liabilities and Equity</b>              |                     |
| Liabilities                                |                     |
| Current Liabilities                        |                     |
| Credit Cards                               |                     |
| 6058 Lakeridge Visa CC                     | -2,546.16           |
| <b>Total for Credit Cards</b>              | <b>-\$2,546.16</b>  |
| Other Current Liabilities                  |                     |
| 108 Employer Tax Liabilities               | 2,762.43            |
| Customer prepayments                       | 1,283.50            |
| EE Garnishment                             | 514.37              |
| <b>Total for Other Current Liabilities</b> | <b>\$4,560.30</b>   |
| <b>Total for Current Liabilities</b>       | <b>\$2,014.14</b>   |
| <b>Total for Liabilities</b>               | <b>\$2,014.14</b>   |
| Equity                                     |                     |
| 30000 Opening Balance Equity               | 24,562.25           |
| 32000 General Fund                         | 760,062.67          |
| Net Income                                 | 52,763.81           |
| <b>Total for Equity</b>                    | <b>\$837,388.73</b> |
| <b>Total for Liabilities and Equity</b>    | <b>\$839,402.87</b> |
| <hr/>                                      |                     |

# Accounts

## Assets

|   |                                       |   |
|---|---------------------------------------|---|
| <u>CAPITAL PURCHASE ACCT</u><br>XXXXXX860 | Current balance<br><b>\$30,210.78</b> | Available balance<br><b>\$30,210.78</b> |
| <u>FAP ACCOUNT</u><br>XXXXXX993           | Current balance<br><b>\$8,209.84</b>  | Available balance<br><b>\$8,209.84</b>  |
| <b>Total</b>                              | <b>\$38,420.62</b>                    | <b>\$38,420.62</b>                      |

## Alerts

### Stay Alert

Know about changes to your finances and online security. Choose when and what alerts you get by email or text message.

## Accounts

### EMERGENCY FUND

XX7330

Available balance

**\$97,281.72**

RECENT 

### CHECKING XXXX9031

XXXX9031

Available balance

**\$282,959.45**

RECENT 

## Payments & Transfers

### Internal

From

To

Amount Date

There are no issued transfers.

## Pay Or Transfer

### From account \*

EMERGENCY FUND XX7330

Available balance: \$97,281.72

### To account

CHECKING XXXX9031 XXXX9031

Available balance: \$282,959.45

### Date \*

4/3/2026

 SELECT

Last available date is Apr 03, 2027

Repeat...

### Amount \*

### Description

| Transaction date | Transaction type | Num   | Name                             | Memo/Description            | Amount    |
|------------------|------------------|-------|----------------------------------|-----------------------------|-----------|
| 01/05/2026       | Expense          |       | Jefferson Fire                   | CHECK 10770                 | -194.00   |
| 01/05/2026       | Expense          |       | Cross Plains Water & Sewer       | CHECK 10778                 | -183.38   |
| 01/05/2026       | Expense          |       | Bound Tree Medical, LLC          | CHECK 10780                 | -4,584.19 |
| 01/06/2026       | Expense          |       | Dane County Treasurer            | CHECK 10771                 | -698.61   |
| 01/12/2026       | Expense          |       | City of Middleton EMS            | CHECK 10779 Kathryn Giles   | -455.39   |
| 01/12/2026       | Expense          |       | Katrina M McKee                  | CHECK 10781                 | -3,500.00 |
| 01/12/2026       | Expense          |       | Jefferson Fire                   | CHECK 10774                 | -660.69   |
| 01/14/2026       | Expense          |       | WI DOT                           | CHECK 10773                 | -219.50   |
| 01/14/2026       | Expense          |       | Aladtec Inc.                     | CHECK 10772                 | -4,167.65 |
| 01/21/2026       | Expense          |       | Jessica Bouchard                 | CHECK 10783 WEMSA           | -395.00   |
| 01/21/2026       | Expense          |       | MEP                              | CHECK 10609 protocol books  | -267.45   |
| 01/21/2026       | Expense          |       | Anatomyware                      | CHECK 10800 child mannequin | -8,015.89 |
| 01/22/2026       | Expense          |       | Jeff Farrell                     | CHECK 10793                 | -134.51   |
| 01/22/2026       | Expense          |       | Jack Schulte                     | CHECK 10788                 | -193.93   |
| 01/23/2026       | Expense          |       | Bound Tree Medical, LLC          | CHECK 10787                 | -2,000.00 |
| 01/26/2026       | Expense          |       | Badger Welding Supply            | CHECK 10775                 | -187.34   |
| 01/26/2026       | Expense          |       | Securian Financial               | CHECK 10790                 | -49.42    |
| 01/27/2026       | Expense          |       | BayCom                           | CHECK 10786                 | -25.00    |
| 01/27/2026       | Expense          |       | Jerrys Transmission Service      | CHECK 10792                 | -572.46   |
| 01/27/2026       | Expense          |       | Ace Hardware                     | CHECK 10785                 | -143.98   |
| 01/27/2026       | Expense          |       | Kwik Trip                        | CHECK 10789 R32 gas         | -441.32   |
| 01/28/2026       | Expense          |       | Dane County Treasurer            | CHECK 10791                 | -211.28   |
| 01/28/2026       | Expense          |       | Madison College                  | CHECK 10782 student ID      | -1,031.15 |
| 02/02/2026       | Check            | 10543 | Motorola Solutions               |                             | -368.80   |
| 02/02/2026       | Check            | 10544 | Bound Tree Medical, LLC          |                             | -1,064.06 |
| 02/02/2026       | Check            | 10545 | Bell Ford                        |                             | -338.57   |
| 02/10/2026       | Expense          |       | Aladtec Inc.                     | CHECK 10797                 | -3,713.00 |
| 02/11/2026       | Check            | 10803 | Securian Financial               |                             | -56.42    |
| 02/11/2026       | Check            | 10804 | Badger Welding Supply            |                             | -129.31   |
| 02/11/2026       | Check            | 10805 | Zoll Medical Corporation         |                             | -340.00   |
| 02/11/2026       | Check            | 10806 | Motorola Solutions               |                             | -7,792.40 |
| 02/11/2026       | Check            | 10807 | Kwik Kill Pest Control           |                             | -52.00    |
| 02/11/2026       | Check            | 10808 | Dane County Treasurer            |                             | -436.56   |
| 02/11/2026       | Check            | 10809 | Kwik Trip                        |                             | -423.07   |
| 02/11/2026       | Check            | 10810 | EMS Management & Consultant Inc. |                             | -809.51   |
| 02/11/2026       | Check            | 10811 | Bound Tree Medical, LLC          |                             | -1,938.02 |

|            |          |       |                                  |              |            |
|------------|----------|-------|----------------------------------|--------------|------------|
| 02/11/2026 | Check    | 10812 | Bell Ford                        |              | -575.59    |
| 02/11/2026 | Check    | 10813 | University of Wisconsin Madison  |              | -807.90    |
| 02/18/2026 | Check    | 10815 | Jack Schulte                     |              | -268.28    |
| 02/18/2026 | Transfer |       |                                  | 2025 surplus | -55,166.99 |
| 02/20/2026 | Check    | 10814 | Jordan Zimmermann                |              | -3,700.00  |
| 02/24/2026 | Check    | 10816 | Cross Plains Water & Sewer       |              | -139.70    |
| 02/24/2026 | Check    | 10817 | Bound Tree Medical, LLC          |              | -93.36     |
| 02/24/2026 | Check    | 10818 | Dane County Treasurer            |              | -529.43    |
| 02/24/2026 | Check    | 10819 | Ace Hardware                     |              | -162.48    |
| 02/24/2026 | Check    | 10820 | Badger Welding Supply            |              | -66.78     |
| 02/24/2026 | Check    | 10821 | Wisconsin Dept. of Revenue       |              | -10.00     |
| 02/24/2026 | Check    | 10822 | BayCom                           |              | -146.50    |
| 03/09/2026 | Check    | 10824 | Bound Tree Medical, LLC          |              | -875.76    |
| 03/09/2026 | Check    | 10826 | EMS Management & Consultant Inc. |              | -2,911.67  |
| 03/09/2026 | Check    | 10828 | Meriter Hospital Inc.            |              | -239.00    |
| 03/09/2026 | Check    | 10827 | Jack Schutte                     |              | -235.96    |
| 03/09/2026 | Check    | 10823 | Target Solutions Learning LLC    |              | -5,525.40  |
| 03/13/2026 | Expense  |       | Galen Kennedy                    | CHECK 10796  | -79.84     |
| 03/18/2026 | Check    | 10829 | Dane County Treasurer            |              | -455.75    |
| 03/18/2026 | Check    | 10830 | Stryker Sales Corporation        |              | -750.00    |
| 03/18/2026 | Check    | 10831 | Jerrys Transmission Service      |              | -114.65    |
| 03/18/2026 | Check    | 10832 | Kwik Trip                        |              | -516.35    |
| 03/18/2026 | Check    | 10833 | BayCom                           |              | -1,633.00  |
| 03/18/2026 | Check    | 10834 | Bell Ford                        |              | -36.00     |
| 03/18/2026 | Check    | 10835 | Kwik Kill Pest Control           |              | -52.00     |
| 03/18/2026 | Check    | 10836 | Badger Welding Supply            |              | -468.33    |
| 03/18/2026 | Check    | 10837 | Bound Tree Medical, LLC          |              | -757.84    |
| 03/18/2026 | Check    | 10838 | Securian Financial               |              | -52.92     |
| 03/30/2026 | Check    | 10845 | Village of Cross Plains          |              | -124.56    |
| 03/30/2026 | Check    | 10846 | Per-Mar                          |              | -232.92    |
| 03/30/2026 | Check    | 10847 | Zoll Medical Corporation         |              | -340.00    |
| 03/30/2026 | Check    | 10848 | IAR LLC                          |              | -819.00    |
| 03/30/2026 | Check    | 10849 | Kate Gallagher                   |              | -18.99     |

# Generative Artificial Intelligence (AI) Usage Policy

## Purpose

With the increasing popularity of generative AI tools such as OpenAI's ChatGPT and Google's Gemini, it has become necessary to outline the proper use of such tools while working at Cross Plains Area EMS. While Cross Plains Area EMS remains committed to adopting new technologies to aid its mission when possible, it also recognizes the risks and limitations of generative AI and wants to ensure responsible use. The goal of this policy is to protect employees, clients, suppliers, customers, and the organization from harm.

There are risks in using this technology, including uncertainty about who owns AI-created content and security/privacy concerns with inputting proprietary company information or sensitive information about an employee, client, customer, or other individual into an AI tool. Additionally, the accuracy of content created by these technologies must be verified, as the information may be outdated, misleading, or in some cases fabricated.

## Eligibility

This policy applies to all employees of Cross Plains Area EMS and to all work associated with Cross Plains Area EMS that those employees perform, whether on or off company premises.

Any violation of this policy will result in disciplinary action, up to and including termination.

Limited use of generative AI tools is allowed while performing work for Cross Plains Area EMS. AI tools may not be used to write patient care reports, patient care narratives, or other patient documentation. If employees are using AI tools, they may not enter any patient information into that program because it is not HIPAA compliant.

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify factual information generated by the tool, that information cannot be used for work purposes.

## Acceptable Uses

Acceptable uses include:

- For general knowledge questions meant to enhance understanding on a work-related topic.

- To brainstorm ideas related to projects being worked on.
- To create formulas for Excel spreadsheets or similar programs.
- To draft an email or letter.
- For notetaking and transcription of meetings and interviews.
- To summarize online research or to create outlines for content projects to assist in full coverage of a topic.

## **Unacceptable Uses**

Unacceptable uses include:

- Using AI to generate patient care reports or narratives.
- Copying and pasting, typing, or in any way submitting company content or data of any kind into the AI tool.
- Failing to properly cite an AI tool when used as a resource.

## **Ethical Use**

Employees must use generative AI tools in accordance with all Cross Plains Area EMS conduct and anti-discrimination policies. These technologies must not be used to create content that is inappropriate, discriminatory, or otherwise harmful to others or the company. Such use will result in disciplinary action, up to and including termination.

## **Monitoring**

Cross Plains Area EMS Computer Use Policy and relevant monitoring policies still apply when using generative AI tools with company equipment.

If there are any questions regarding this policy, employees should contact the Chief or Deputy Chief.

## VACATION

Chief, Deputy Chief, and full-time employees shall receive the following vacation benefits:

Immediately upon hire – ninety-six (96) hours (prorated to date of hire – see below)

After two (2) years of service – one hundred twenty (120) hours

After five (5) years of service – one hundred ninety-two (192) hours

After ten (10) years of service – two hundred forty (240) hours

Newly hired employees are given their full hours of vacation per year, prorated to their date of hire. New hires cannot use their vacation in the first 6 months of employment. For example, if a Chief, Deputy Chief, or full-time employee was hired on July 1, that employee would have 20 hours of vacation to use by the end of the year, then would earn 40 hours of vacation on January 1. If a Chief, Deputy Chief, or full-time employee was hired on July 1, that employee would have 24 hours of vacation to use by the end of the year, then would earn 48 hours of vacation on January 1. However, employees who are separated from employment with the Department for any reason prior to working 12 months must repay CPEMS the pro-rated value of any vacation taken.

The Chief, Deputy Chief, and all full-time employees shall earn and accrue vacation time based on their anniversary date.

The Chief, Deputy Chief and all full-time employees may carry-over up to 48 hours of vacation time. Any carried-over unused vacation must be used by June 30<sup>th</sup> of the following year. Vacations will, as possible, be granted at the time that the employee has requested it. Vacations will be approved by the Chief dependent on potential scheduling conflicts, and will be granted on a first come, first served basis.

The Chief, Deputy Chief, and full-time employees, except for those who have worked less than twelve months, will be paid his/her accrued but unused vacation upon separation from employment for any reason. In the event of an employee's death, compensation for all unused vacation shall be made to the employee's beneficiary.

## Village of Cross Plains

be required to reimburse that amount to the Village. The Village may offset the last paycheck in this amount.

- B. Vacation Time shall be credited to each permanent full-time employee on January 1<sup>st</sup> of each year, as follows:

|   |                      |
|---|----------------------|
| During First Year (< 1)                         | 3.33 hours per month |
| Two through Five Years (2 – 5)                  | 96 hours per year    |
| Six through Eleven Years (6 – 11)               | 120 hours per year   |
| Twelve through Seventeen Years (12 – 17)        | 160 hours per year   |
| Eighteen through Twenty-Three Years (18 – 23)   | 200 hours per year   |
| Twenty-Four through Twenty-Nine Years (24 – 29) | 240 hours per year   |
| Thirty years and over (> 30)                    | 256 hours per year   |

- C. Employees will not earn vacation time during unpaid leaves of absence.
- D. Requests for vacation time in excess of twenty-four (24) hours or more must be submitted to the Immediate Supervisor at least seven (7) calendar days in advance. A written request for vacation time in excess of one (1) week or more shall be submitted to the Immediate Supervisor at least fourteen (14) calendar days in advance.
- E. If a Village non-work or recognized holiday falls within the vacation period, that day shall not be assessed against the vacationing employee.
- F. Employees shall be required to use vacation in the year in which it is earned. However, employees may carry over five (5) days of vacation each year.
- G. In the case of death of a full-time employee, accrued annual leave shall be paid to the employee's designated beneficiary.
- H. Separating employees shall be paid for vacation accrued but not used provided they have made it past their probationary period and give two (2) weeks written notice.
- I. Upon retirement, employees shall receive full vacation credits for the year, regardless of the date of retirement.

### 3. Family and Medical Leave

See Appendix 3.

### 4. Personal Leave