

## **Minutes**

### **Baraboo District Ambulance Commission**

April 25, 2018

The April 25, 2018 meeting of the Baraboo District Ambulance Service Commission was called to order by Dahlke at 7:00 pm.

Commissioners present: Dave Dahlke, Erik Larson, Darlene Otto, Robin Meier, Joel Petty, Randy Puttkamer, Tim Stieve, Terry Turnquist, and Phil Wedekind

Also present were: Wayne Maffei, Chief Sechler, DC Rago, Capt. Klock, Capt. Koepp, Snow, Vande Hei, and Wolter

Dahlke noted that the meeting had been posted in compliance with the Open Meeting Law.

#### **Adoption of Agenda**

- The agenda was adopted by a motion made by Meier, seconded by Petty. Voice vote, all ayes. Motion carried.

#### **Approval of Previous Minutes**

1. A motion to approve the minutes from February 28, 2018 was made by Puttkamer, seconded by Larson. Voice vote, all ayes. Motion carried.

#### **Public Invited to Speak**

1. None

#### **Appearances/Announcements/Correspondence**

1. None

#### **Reports**

1. Legal Counsel Report – Maffei gave an update to the Commission regarding Legal Blood Draws. The first item is that a defense attorney again tried to subpoena the Medical Director to testify in Court, related to the training, technique, and medical authority of the staff in performing Blood draws. Maffei was able to quash the request to have the Medical Director appear in court, but the compromise was that we would agree to answer a number of questions in a written format. Maffei received a questionnaire from the defense attorney with 21 questions—with each question having up to five sub-parts to it. The responses were worked on by Dr. Mendoza, Chief Sechler, and Maffei, and sent back to the attorney. The second item is that the DA / ADA has subpoenaed up to 4 Baraboo EMS staff to testify in the same court case. Sometimes the employee will testify in the court case, other times they are not called to the stand to testify. Both items mentioned result in additional costs / expenses to the service—both in employee wages and attorney fees.
2. President's Report – Dahlke reported that the Baraboo Police Department has moved out of their side of the Alma Waite building (garage and evidence room). He contacted the City Administrator, asking about the possibility of Baraboo EMS renting the entire Alma Waite building. Dahlke read the email response from Ed Geick to the group. The intent is to continue discussions regarding use of building space for Baraboo EMS to store their vehicles inside, which are currently outside.

## **Minutes**

### **Baraboo District Ambulance Commission**

April 25, 2018

3. Treasurer's Report – No report
4. Chief's Report – Sechler reviewed the written report that was submitted in the Commission packet. Vande Hei also reported on the performance of the NSure software, which was approved at the last Commission meeting. In the first month of use, the amount of revenue recouped from patient accounts was enough to pay for the software fees for an entire year.

#### **Consent Agenda**

1. Approve check details and online payments for February 18, 2018 – April 14, 2018 in the amount of \$591,925.20.
2. Approve write-offs of patient accounts in the amount of \$170,207.36.  
A motion to approve the consent agenda as recommended by the Ad Hoc committee was made by Petty, seconded by Meier. Voice vote, all ayes. Motion carried.

#### **New Business**

1. Snow presented the Resolutions to approve the depositories of Community First Bank, Wells Fargo Bank, Local Government Investment Pool (LGIP) and the Signature / Initial page. After discussion, a motion was made by Petty, seconded by Larson, to approve all the Resolutions and Signatures as presented. Voice vote, all ayes. Motion carried.
2. Secher and Vande Hei presented the contract agreement for EMS Planning & Consulting to provide Compliance advice for Baraboo EMS. Maffei reviewed the contract, and indicated the wording was appropriate. After discussion, a motion was made by Larson, seconded by Turnquist, to approve the contract agreement with EMS Planning & Consulting. Voice vote, all ayes. Motion carried.
3. Discussion occurred regarding the vehicle capital acquisition plan, and the 10-year vehicle capitol purchases. Meier had concerns about the purchase of an ambulance affecting the cash flow for the upcoming year. Sechler stated that there are enough funds to cover the purchase, although they are spread out in various accounts. Meier requested that the funds to purchase the ambulance be moved into the Vehicle replacement account—and then bring the request to the Commission for review at next month's meeting. Discussion also occurred on the 10-year replacement plan. Stieve suggested revising the plan to identify the specific rig to potentially be replaced in each of the given years. Sechler will revise the document, and bring it back to the next Commission meeting for review.
4. Sechler presented the following preliminary items for discussion related to the 2019 budget.
  - a. Wage rates for employees are now within the wage ranges, as recommended by the Voorhees Wage & Benefits study. Phase 2 includes reviewing the ranges, based on the original comparables, and advancing employees through the pay ranges. Several of the factors and options were discussed. Direction was given to research the comparables, and bring the results and recommendations to a future Commission meeting.
  - b. Sechler stated that the inter-facility transfer call volume is increasing. Staff have documented that the Service could have taken more inter-facility transfers, if additional staff were scheduled during the busier times of the day. Sechler indicated that staffing an additional rig that would float between Baraboo and Richland Center would result in increased inter-facility transfers—which would in turn increase revenues to the Service.

## **Minutes**

### **Baraboo District Ambulance Commission**

April 25, 2018

Staff will continue to document the inter-facility transfer requests—and will work on including additional staff into the 2019 budget process.

- c. Staff discussed the pros and cons associated with continuing / discontinuing the Legal Blood Draw program. Maffei reiterated his comments, as recorded in the Legal Counsel report. After a number of questions and answers, Sechler was directed to contact the local Law Enforcement agencies in the next time period, to obtain any comments from them related to Baraboo EMS continuing / discontinuing the Legal Blood draws program. The Commission will continue to evaluate the program, and will discuss it again at a future meeting.
- d. Sechler discussed an article that he recently read, regarding trends in employee's careers. He compared items in that article with trends that he noticed in the number of staff that tends to leave for other jobs around the 4 -5 year employment mark. Sechler presented some ideas to consider implementing regarding new promotable levels within the department—in order to encourage employee longevity beyond the 4-5 year employment mark. Sechler will continue to research some different options, and will bring back several suggestions to a future Commission meeting, for additional consideration.

#### **Commissioner Comments & Future Agenda Items**

- Please mark your calendars for the next Commission meeting, which will be the following:
  - May 23, 2018

#### **Adjournment**

- Motion to adjourn by Larson, seconded by Meier at 9:00 pm.  
Voice vote, all ayes. Motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director  
Baraboo District Ambulance Service