

**Approved-Minutes**  
**Baraboo District Ambulance Commission**  
**Finance/Personnel Ad Hoc Committee**  
**Baraboo Fire & EMS Station**  
**135 4<sup>th</sup> Street, Baraboo, WI**  
**No in person public access available**  
**Tuesday, January 19<sup>th</sup>, 2021 at 6:00 PM**

**Members Present:** Robin Meier (Chair), Heather Kierzek, Joel Petty

**Others Present:** Chief Caleb Johnson, HR Director Betsy Larsen, Finance Director Troy Snow, Commission President Tim Stieve

- 1) **Call to Order:** Finance/Personnel AD HOC Committee meeting was called to order by Robin Meier on January 19<sup>th</sup>, 2021 at 6:00 p.m., noting compliance with Open Meeting Laws, roll call was taken.
- 2) **Adoption of Agenda:** Motion by Joel Petty, 2<sup>nd</sup> by Heather Kierzek to adopt agenda. Voice vote, motion carried.
- 3) **Approval of previous minutes:** Motion by Joel Petty, 2<sup>nd</sup> by Heather Kierzek to approve previous minutes from January 13<sup>th</sup>, 2021. Voice vote, motion carried.
- 4) **Public Comment:** Robin Meier reported no public comments were received.
- 5) **New Business:**
  - a. Approve check details and online payments for November 22, 2020 – January 9, 2021 in the amount of \$151,890.33. Motion by Joel Petty, 2<sup>nd</sup> by Heather Kierzek to approve check details and online payments for November 22, 2020 – January 9, 2020 in the amount of \$151,890.33. Voice vote, motion carried.
  - b. There will be no write-offs for this January meeting, per AMB recommendations. No action taken.
  - c. Discussion and possible action regarding FFCRA (Families First Coronavirus Relief Act) paid leave. No action taken.
  - d. Discussion and possible action regarding acceptance of Firehouse Subs Public Safety Foundation Grant. Motion by Joel Petty, 2<sup>nd</sup> by Heather Kierzek to forward a positive recommendation for approval to the Regular Commission Meeting. Voice vote, motion passed.
  - e. Discussion and possible action regarding EMS Manager Subscription Agreement. No action taken.
  - f. Discussion and possible action regarding HHS Funds. Motion by Joel Petty, 2<sup>nd</sup> by Heather Kierzek to forward a recommendation to the Regular Commission meeting to file the HHS report, claiming lost revenue. Voice vote, motion carried.
  - g. Discussion and possible action regarding 2020 Budget Amendment. Motion by Joel Petty, 2<sup>nd</sup> by Heather Kierzek to forward a recommendation to approve the 2020 Budget Amendment, as presented. Voice vote, motion carried.
  - h. Discussion and possible action regarding 2020 Fund Balance Resolution. Motion by Joel Petty, 2<sup>nd</sup> by Heather Kierzek to forward a positive recommendation for approval to the Regular Commission meeting, with minor changes of correcting the account names to reflect those listed on the account statement. Voice vote, motion passed.

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- i. Discussion and possible action regarding Vaccination Policy. **Motion by Joel Petty, 2<sup>nd</sup> by Heather Kierzek to forward a positive recommendation for approval to the Regular Commission Meeting. Voice vote, motion passed.**
- j. Discussion and possible action regarding Employee Complaint Policy & Form. **Motion by Joel Petty, 2<sup>nd</sup> by Heather Kierzek to forward a positive recommendation for approval to the Regular Commission Meeting. Voice vote, motion passed.**
- k. Discussion and possible action regarding Agreement between City of Baraboo and BDAS, to provide the authority and policy framework for the City to conduct a review of the internal controls of the fiscal operations of the Baraboo District Ambulance Service. **Motion by Joel Petty, 2<sup>nd</sup> by Heather Kierzek to forward a positive recommendation for approval to the Regular Commission Meeting. Voice vote, motion passed.**

6) **Additional Comments & Future Agenda Items:** None voiced.

7) **Adjournment:** Motion by Heather Kierzek, 2<sup>nd</sup> by Joel Petty to adjourn. Voice vote, motion carried.

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Respectfully submitted, Caleb Johnson, Chief / EMS Director