

Approved-Minutes
Baraboo District Ambulance Commission
Regular Commission Meeting
Baraboo Fire & EMS Station
135 4th Street, Baraboo, WI
No in person public access available
January 19th, 2021 7:00pm

Commissioners Present: Karl Berna, Heather Kierzek, Robin Meier, Joel Petty, Randy Puttkamer, Tim Stieve, Tim Stone, Terry Turnquist, Phil Wedekind

Commissioners Absent: David Dahlke, Dave Kitkowski

Others Present: William Cole (virtual), Caleb Johnson, Betsy Larsen (virtual), Troy Snow, John Rago

- 1) **Call to Order:** Commission President Tim Stieve called the meeting to order at 7:00 p.m., noted compliance with the Open Meeting Laws, roll call was taken.
- 2) **Adoption of agenda:** Motion by Joel Petty, 2nd by Phil Wedekind to adopt agenda. Voice vote, motion carried.
- 3) **Approval of previous minutes:** Motion by Phil Wedekind, 2nd by Randy Puttkamer to approve previous minutes from December 2nd, 2020. Voice vote, motion carried.
- 4) **Public Comments:** Commission President Tim Stieve reported no public comments were received.

Reports

- **Legal Counsel Report** – No Report.
- **President’s Report** – No Report.
- **Treasurer/Financial Report** – Robin Meier reported that November Financials had been emailed prior to the meeting, noting there was an update to the December Financials, to include the first budget amendment for 2020, which were included in the Commission packet.
- **HR Report** – Betsy Larsen gave an update on the number of full and part-time employees, along with an update on recent applications that were received. Betsy provided an update on the employee survey, noting that the review and organization of the survey has been completed, and a list of action items has been formed and prioritized. The list of prioritized items has been included as a cover page to the action items, which were included in the Commission packet. Betsy noted that the same document has been shared with the Command staff, further noting the Command staff is in the process of addressing the action items, collectively.
- **Chief’s Report** – Caleb Johnson provided an update on the first All Staff meeting since promotion, held December 8th, 2020, reporting quarterly meetings are to be held moving forward. Caleb reported a copy of the Management Team personal and shared 2021 goals, along with a copy of the most recent COVID-19 Testing Invoice, were included in the Commission packet. Caleb reported a decline in the total number of individuals signing up for weekly COVID-19 testing, noting that the staffing/feasibility to continue testing is being continually reviewed. Caleb reported that the Administrative building has been listed for auction, further reporting that the date of auction is set for February 4th, 2021, with the closing to be on or before March 24th, 2021. Caleb reported that BDAS has become an approved

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COVID-19 vaccination site by the State of Wisconsin. Caleb reported staff is working closely with Sauk County Public Health, to assist in the vaccination efforts. Caleb provided an update on the shared Fire & EMS Building construction progress. Caleb reported that BDAS has successfully withdrawn from the ET3 Pilot Program, citing the turnover in leadership and the lack of time to adequately prepare for the program as the basis for withdrawal.

Consent Agenda

Recommendations from Finance-Personnel Committee:

1. Approve check details and online payments for November 22, 2020 – January 9, 2021 in the amount of \$151,890.33.
2. There will be no write-offs for this January meeting, per AMB recommendations.

Motion by Joel Petty, 2nd by Karl Berna to approve consent agenda. Voice vote, motion carried.

Closed Session:

Upon proper motion and vote, The Baraboo District Ambulance Commission may convene into Closed Session pursuant to §19.85(1)(c) Wis. Stats. for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Discussion of Management Team performance evaluation and goals, the body may deliberate.)

Motion by Phil Wedekind, 2nd by Karl Berna to convene into closed session, and invite Chief Caleb Johnson, HR Director Betsy Larsen, and City of Baraboo Administrator Casey Bradley to attend closed session. Roll Call: Berna-Aye, Kierzek-Aye, Meier-Aye, Petty-Aye, Puttkamer-Aye, Stieve-Aye, Stone-Aye, Turnquist-Aye, Wedekind-Aye. Absent: Dahlke, Kitkowski. Motion carried.

Motion by Robin Meier, 2nd by Joel Petty to return to open session. Roll Call: Berna-Aye, Kierzek-Aye, Meier-Aye, Petty-Aye, Puttkamer-Aye, Stieve-Aye, Stone-Aye, Turnquist-Aye, Wedekind-Aye. Absent: Dahlke, Kitkowski. Motion carried.

Open Session:

The Baraboo District Ambulance Commission will return to Open Session pursuant to 19.85(2) Wis. Stats. and may take actions as a result of closed session discussions.

Motion by Robin Meier, 2nd by Joel Petty to accept Management Team personal & shared goals, as presented. Voice vote, motion carried.

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New Business:

1. Discussion and possible action regarding the following items:
 - a. 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 Tim Stone, 2nd by Karl Berna to approve. Voice vote, motion carried.**
 - b. Discussion and possible action regarding FFCRA (Families First Coronavirus Relief Act) paid leave. **No action taken.**
 - c. Amendment of BYLAWS IX. **Motion by Robin Meier, 2nd by Karl Berna to forward item to Members meeting. Voice vote, motion carried.**
 - d. Assigning Finance/Personnel as a standing Committee **No action taken.**
 - e. Formation of Intergovernmental Agreement(s) **Motion by Robin Meier, 2nd by Joel Petty to request Legal Counsel to form a draft for the February Commission meeting. Voice vote, motion carried.**
 - f. Acceptance of Firehouse Subs Public Safety Foundation Grant **Motion by Joel Petty, 2nd by Randy Puttkamer to accept the grant proceed, and approve purchase. Voice vote, motion carried.**
 - g. EMS Manager Subscription Agreement **No action taken.**
 - h. HHS Funds **Motion by Robin Meier, 2nd by Randy Puttkamer to file report as lost revenue. Voice vote, motion carried.**
 - i. 2020 Fund Balance Resolution **Motion by Karl Berna, 2nd by Randy Puttkamer to approve. Voice vote, motion carried.**
 - j. 2020 Budget Amendment **Motion by Joel Petty, 2nd by Heather Kierzek to approve. Voice vote, motion carried.**
 - k. Posting Location Policy **Motion by Randy Puttkamer, 2nd by Karl Berna to approve. Voice vote, motion carried.**
 - l. Discussion and possible action regarding Vaccination Policy. **Motion by Phil Wedekind, 2nd by Tim Stone to approve. Voice vote, motion carried.**
 - m. Discussion and possible action regarding Employee Complaint Policy & Form. **Motion by Joel Petty, 2nd by Randy Puttkamer to approve. Voice vote, motion carried.**

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Commissioner Comments & Future Agenda Items

- Include review of organizational chart on February 2021 Finance/Personnel Committee & Commission meeting agendas.

Adjournment

Motion by Karl Berna, 2nd by Phil Wedekind to adjourn. Voice vote, motion carried.

Respectfully submitted, Caleb Johnson Chief / EMS Director