

Minutes
Baraboo District Ambulance Service
Commission Meeting
Baraboo Fire & EMS Station
135 4th Street, Baraboo, WI
Wednesday, January 26, 2022 at 7:00pm

Commissioners Present: Mike Arndt, Karl Berna, Ed Geick, Heather Kierzek, Dave Kitkowski, Robin Meier, Joel Petty, Randy Puttkamer, Scott Sloan, Tim Stone, Terry Turnquist

Others Present: Caleb Johnson, Betsy Larsen, Megan Marshall

1. **Call to Order:** Commission President Joel Petty called the meeting to order at 7:00pm, noting compliance with Open Meeting Laws, roll call was taken.
2. **Adoption of Agenda:** Motion by Randy Puttkamer, seconded by Ed Geick to adopt agenda. Voice vote, motion carried unanimously.
3. **Approval of Previous Minutes:** Motion by Scott Sloan, seconded by Karl Berna to approve previous minutes from December 1, 2021. Voice vote, motion carried unanimously.
4. **Public Comments:** None.

Reports

- **Legal Counsel Report – No Report.**
- **President’s Report – City remains in negotiations to purchase land for Fire/EMS station.**
- **Treasurer/Financial Report –Updated Financials / Cash Flow Report / AMB report of AR left to collect**
- **HR Report – Employee Handbook provided and would like any suggestions/feedback from commissioners before proceeding to legal for approval.**
- **Chief’s Report – Demographic Data Update / CPSM Study Update / SSM contracted with Superior Ambulance for secondary interfacility transports only, BDAS still has right to first refusal / COVID staffing update.**

Consent Agenda

Recommendations from Finance-Personnel Committee:

1. **Approve check details and online payments for November 16, 2021 – January 15, 2022 in the amount of \$489,989.51. (Supermajority Vote) Motion by Karl Berna, seconded by Ed Geick to approve. Roll call vote – all ayes, motion carried unanimously.**
2. **Approve November 2021 Write-off of patient accounts in the amount of \$22,084.84, per AMB recommendation. Motion by Karl Berna, seconded by Ed Geick to approve. Roll call vote – all ayes, motion carried unanimously.**
3. **Transfer of funds in the amount of \$50,000.00 from Wells Fargo Checking to Community First General Money Market account (Caleb) (Voice Vote) Motion by Scott Sloan, seconded by Mike Arndt to approve. Voice vote, motion carried unanimously.**
4. **Transfer of funds in the amount of \$1,917.32 from LGIP-FAP-ATI to Community First Bank General Money Market account, for the purchase of MCI (Mass Casualty Incident) Incident Command Vests (Caleb) (Voice Vote) Motion by Mike Arndt, seconded by Scott Sloan to approve. Voice vote, motion carried unanimously.**
5. **Transfer of funds in the amount of \$75,369.24 from Community First General Money Market account to LGIP-Employee Liabilities account to fund employee obligations. (Caleb) (Voice Vote) Motion by Robin Meier, seconded by Karl Berna to approve. Voice vote, motion carried unanimously.**

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6. Transfer of funds in the amount of \$13,885.02 from LGIP-Employee Liabilities to Community First General Money Market account, for the payout of C. Fiebig vested sick leave, per department policy. (Caleb) (Supermajority Vote) Motion by Karl Berna, seconded by Terry Turnquist to approve. Roll call vote – all ayes, motion carried unanimously.
7. Billing Dispute Reference Incident # 20-1925 (Caleb) (Voice Vote) Motion by Karl Berna, seconded by Mike Arndt to approve dismissal of billed fees/charges. Voice vote, motion carried unanimously.
8. 2021 Year-end Budget Amendment (Caleb) (Voice Vote) Motion by Terry Turnquist, seconded by Scott Sloan to approve. Voice vote, motion carried unanimously.

Old Business

1. Financing proposal for purchase of Stryker Power-loads, Power-Pro cots (Caleb) (Supermajority Vote) **Motion by Scott Sloan, seconded by Ed Geick to approve locking interest rate 60-month financing with option to cancel up until pickup estimated May 2022. Roll call vote – 8 ayes, 2 nays. Motion carried.**
2. Approve Vaccination Policy, pending legal review and advice. (Caleb) (Voice-vote) **Motion by Robin Meier, seconded by Tim Stone to approve. Voice vote, motion carried unanimously.**

New Business

1. Discussion and possible action regarding the following items:
 - a. Approve amending the Blood Draw Agreements with the Baraboo Police Department and Sauk County Sheriff's Department and authorize the Chief / EMS Director to execute the amended agreements (Caleb) (Supermajority Vote) **Motion by Robin Meier, seconded by Terry Turnquist to approve with change that Commission President execute agreements. Roll call vote – all ayes, motion carried unanimously.**
 - b. Approve amending the Software or Services Agreement with ImageTrend, Inc. to include the provision of receiving "Open Platform Healthcare Connection" services and authorize the Chief / EMS Director to execute the amended agreement (Caleb) (Supermajority Vote) **Motion by Terry Turnquist, seconded by Robin Meier to approve with change that Commission President execute agreements. Roll call vote – all ayes, motion carried unanimously.**

Commissioner Comments & Future Agenda Items

- Next Meeting Date: February 23, 2022
- March Agenda should include review purchase of Stryker Powerload Cots

Adjournment Motion by Scott Sloan, seconded by Terry Turnquist to adjourn at 7:58pm. Voice vote, motion carried unanimously.

Respectfully submitted, Megan Marshall, Administrative Assistant

Approved: February 23, 2022