

Minutes
Baraboo District Ambulance Service
Commission Meeting
Baraboo Fire & EMS Station
135 4th Street, Baraboo, WI
Wednesday, October 27, 2021 at 7:00pm

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

Commissioners Excused: Heather Kierzek, Randy Puttkamer

Others Present: Caleb Johnson, Betsy Larsen, Mayor Nelson, Casey Bradley, 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 Robin Meier, seconded by Karl Berna to adopt agenda with the following amendment, to move the Intergovernmental Agreement for Ambulance Service item before the CLOSED SESSION. Voice vote, motion carried unanimously.
3. **Approval of Previous Minutes:** Motion by Ed Geick, seconded by Karl Berna to approve previous minutes from September 22nd, 2021. Voice vote, motion carried unanimously.
4. **Public Comments:** None.

Reports

- **Legal Counsel Report** – **No Report.**
- **President’s Report** – **Just a note to get in touch if Joe Pozzo calls re: Fire/EMS study.**
- **Treasurer/Financial Report** – **Robin Meier gave a brief overview of financials included in the packet.**
- **HR Report** – **Betsy Larsen reported that benefits open enrollment is almost complete and also the status of hiring.**
- **Chief’s Report** – **Caleb Johnson went over the calls to the ambulance service. Change from MTM to Veyo notification by state. BDAS is assisting Sauk County Public Health with equipment for COVID testing. The 2020 audit was included in the packet.**

Consent Agenda

Recommendations from Finance-Personnel Committee:

1. **Approve check details and online payments for September 16, 2021 – October 15, 2021 in the amount of \$181,936.07. Motion by Robin Meier, seconded by Ed Geick to approve. Voice vote, motion carried unanimously.**
2. **No write-off of patient accounts, per AMB recommendation.**

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 Chief / EMS Director performance evaluation and goals, the body may deliberate).

Motion by Robin Meier, seconded by Karl Berna to go into closed session. Roll call vote – all ayes, motion carried unanimously.

**Minutes
Baraboo District Ambulance Service
Commission Meeting
Baraboo Fire & EMS Station
135 4th Street, Baraboo, WI
Wednesday, October 27, 2021 at 7:00pm**

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 Karl Berna, seconded by Ed Geick to return to open session at 8:26pm, Roll call vote – all ayes, motion carried unanimously.

Motion by Mike Arndt, seconded by Ed Geick to approve salary increase to total \$94,000 for Chief Caleb Johnson effective at anniversary date. Voice vote, motion carried unanimously.

Old Business:

1. Intergovernmental Agreement for Ambulance Service **Motion by Terry Turnquist, seconded by Karl Berna to approve with the understanding that a corrected version removing duplicated language on voting to Commission Members ASAP. Voice vote, motion carried unanimously.**
2. Proposed 2022 Budget-Population Updated **Informational only.**
3. Draft Policy: Employee Performance Review & Pay Implementation Plan **Motion by Ed Geick, seconded by Scott Sloan to approve. Voice vote, motion carried unanimously.**
4. Proposed Wage Ranges, Wage Rates **Motion by Scott Sloan, seconded by Ed Geick to approve. Voice vote, motion carried unanimously.**

New Business:

1. Discussion and possible action regarding the following items:
 - a) Fox Valley Technical College Healthcare Student Placement Agreement **Caleb Johnson asked for this to be tabled until the next meeting due to pending legal counsel review.**
 - b) Letter of Agreement – Ambulance Provider & Business Associate Agreement with Veyo, Inc **Motion by Karl Berna, seconded by Mike Arndt to approve. Voice vote, motion carried unanimously.**

Commissioner Comments & Future Agenda Items

- Discuss/schedule next meeting date **Date set for December 1st, 2021 7:00pm**

Adjournment Motion by Mike Arndt, seconded by Karl Berna to adjourn. Voice vote, motion carried unanimously.

Respectfully submitted, Megan Marshall, Administrative Assistant