

Minutes
Baraboo District Ambulance Service
Commission Meeting
Baraboo Fire & EMS Station
135 4th Street, Baraboo, WI
Wednesday, December 1, 2021 at 7:00pm

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

Commissioners Absent: Mike Arndt

Others Present: Caleb Johnson, Betsy Larsen, Megan Marshall

1. **Call to Order:** Commission President Joel Petty called the meeting to order at 7:05pm, noting compliance with Open Meeting Laws, roll call was taken.
2. **Adoption of Agenda:** Motion by Ed Geick, seconded by Randy Puttkamer to adopt agenda. Voice vote, motion carried unanimously.
3. **Approval of Previous Minutes:** Motion by Ed Geick, seconded by Robin Meier to approve previous minutes from October 27, 2021. Voice vote, motion carried unanimously.
4. **Public Comments:** None.

Reports

- **Legal Counsel Report** – **No Report.**
- **President’s Report** – **No Report.**
- **Treasurer/Financial Report** – **Audit Update / Updated Financials.**
- **HR Report** – **Workers Comp Claim Updates / Hiring Updates – Only two budgeted vacancies and if pending hire goes through only one remaining / Current Staffing – 22 full time and 16 part time employees / New Recruiting Flyer Created.**
- **Chief’s Report** – **Demographic Data Update / Ambulance Inspection Update / CPSM Study Update – Draft expected by end of December / HHS Funding Received / Holiday with a Hero – If commissioners would like to shop please contact Megan.**

Consent Agenda

Recommendations from Finance-Personnel Committee:

1. Approve check details and online payments for October 16, 2021 – November 15, 2021 in the amount of \$197,886.17. **Motion by Karl Berna, seconded by Terry Turnquist 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 HR Director performance evaluation and goals, the body may deliberate).

Motion by Robin Meier, seconded by Terry Turnquist to go into closed session. Roll call vote – all eyes, motion carried unanimously.

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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 Heather Kierzek to return to open session. Roll call vote – all ayes, motion carried unanimously.

Motion by Heather Kierzek, seconded by Karl Berna to approve salary increase for HR Director Betsy Larsen, per closed session discussion. Voice vote, motion carried unanimously.

Old Business

Fox Valley Technical College Healthcare Student Placement Agreement (Caleb) (Voice-vote) Motion by Ed Geick, seconded by Karl Berna to approve. Voice vote, motion carried unanimously.

New Business

1. Discussion and possible action regarding the following items:
 - a. Med 2 Insurance Claim, Repair/Replacement (Caleb) – Motion by Terry Turnquist, seconded by Karl Berna to deposit the funds to LGIP Operating Reserve account and sell vehicle as-is. Voice vote, motion carried unanimously.
 - b. Resolution #2021-08 Adopting Straight Line Depreciation – Motion by Ed Geick, seconded by Scott Sloan to approve. Voice vote, motion carried unanimously.
 - c. Designate Proceeds from Sale of Property to Reserve Account. (Caleb) – Motion by Robin Meier, seconded by Scott Sloan to move \$75,602 from Wells Fargo to LGIP Operational Reserve account. Voice vote, motion carried unanimously.
 - d. Quote & Financing Proposals – Stryker Power-load Systems, Power-Pro Cots (Caleb) Motion by Terry Turnquist, seconded by Ed Geick to authorize the order of two cots/power loads from Pomasl, with financing to be on the January 2022 agenda. Voice vote, motion carried unanimously.
 - e. Trackstar – Employee Performance Evaluation Software Agreement (Caleb, Betsy) Motion by Scott Sloan, seconded by Tim Stone to authorize purchase of the 3-year agreement software, effective 1/1/2022. Voice vote, nine ayes, 2 nays. Amended to Roll Call Vote, ten ayes, one nay. Motion carried.
 - f. Vaccination Policy (Betsy) Information Only – tabled until legal advises.
 - g. Adopt 2022 Budget (roll-call, supermajority vote required) Motion by Terry Turnquist, seconded by Ed Geick to approve. Roll call vote, all ayes. Motion carried unanimously.

Commissioner Comments & Future Agenda Items

- Joel Petty requested to contact himself or Caleb Johnson if you can't make a meeting.
- Next Meeting Date: January 26, 2022 at 7:00pm

Adjournment Motion by Terry Turnquist, seconded by Tim Stone to adjourn. Voice vote, motion carried unanimously.

Respectfully submitted, Megan Marshall, Administrative Assistant

Approved: January 26, 2022