

Minutes
Baraboo District Ambulance Service
Commission Meeting
Baraboo Fire & EMS Station
135 4th Street, Baraboo, WI
Wednesday, December 14, 2022 at 7:00pm

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

Commissioners Absent: Terry Turnquist, Mike Arndt

Others Present: Caleb Johnson, Josh Hecht, Megan Marshall

- **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.
- **Adoption of Agenda:** Motion by Scott Sloan, seconded by Karl Berna to adopt agenda. Voice vote, motion carried unanimously.
- **Approval of Previous Minutes:** Motion by Scott Sloan, seconded by Karl Berna to approve previous minutes:
 - September 19, 2022 (Consolidation – committee disbanded by Commission) – Motion by Joel Petty, seconded by Tim Stone to approve. Voice vote, Robin Meier abstains, motion carried.
 - October 26, 2022 – Motion by Scott Sloan, seconded by Karl Berna to approve. Voice vote, motion carried unanimously.
 - November 30, 2022, special meeting. – Motion by Scott Sloan, seconded by Karl Berna. Voice vote, motion carried unanimously.
- **Public Comments:** None.

Reports

- **Legal Counsel Report** - None
- **President's Report** – **Conceptual designs are starting again since land was acquired, the hope is to have the architectural designs by summer of 2023 and bids for construction in Fall 2023. Hope it may start in Fall of 2023 or Spring of 2024.**
- **Treasurer/Financial Report** – **Cash is down and debt is up.**
- **Chief's Report** – **Preliminary field work is completed for 2022 Audit, EMS Flex Grant 1st half received and expenditures need to be filed, full time filled and actively recruiting part time, two on leave of absences. Chiefs of EMS/Fire continue to address items needing to be addressed for consolidation and joint command staff has been meeting. DOT inspections have been done through Bushnell Ford. ESO (records management system) is in final stages of configuration and will be in place 1/1/2023. Covid Testing partnership with Sauk County Public Health on Thursdays for an hour until 1/12/23. December 21, 2022 is Baraboo Community Heroes Holiday with a Hero and if interested speak to Megan Marshall.**

Consent Agenda

Discussion and possible action regarding the following items:

1. **Approve check details and online payments for October 16, 2022 – November 15, 2022 in the amount of \$271,301.52. Motion by Scott Sloan, seconded by Tim Stone to approve. Voice vote, motion carried unanimously.**
2. **Write off of patient accounts in the amount of \$156.84, per AMB recommendation. Motion by Tim Stone, seconded by Randy Puttkamer to approve. Voice vote, motion carried unanimously.**

Approved: February 21, 2023

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3. Approve transfer of funds in the amount of \$32,339.45 from LGIP ACCT #5 to Community First Money Market General for operating cash-flow. **Motion by Scott Sloan, seconded by Karl Berna to approve. Voice vote, motion carried unanimously.**
4. ~~Resolution 2022-08 Employee Benefits – Will be covered under New Business~~
5. ~~EMS Flex Grant Expenditures - Will be covered under New Business~~

New Business

Discussion and possible action regarding the following items:

1. Resolution 2022-08 Employee Benefits **Motion by Scott Sloan, seconded by Tim Stone. Voice vote, Robin Meier abstains, motion carried.**
2. Adopt 2023 Operating and Capital Budgets - **Motion by Tim Stone, seconded by Scott Sloan. Roll Call vote, all ayes, motion carried unanimously.**
3. Adopt 2023 Wage Scale **Motion by Scott Sloan, seconded by Karl Berna. Voice vote, motion carried unanimously.**
4. Lifeline Ambulance Quote – **Motion by Scott Sloan, seconded by Tim Stone to order. Voice vote, motion carried unanimously.**
5. EMS Flex Grant Expenditures - **Motion by Scott Sloan, seconded by Karl Berna to forward to Commission with a positive recommendation for approval of the full amount of \$134,515 for the EMS Flex Grant as the funds become available, and the chief to approve expenditures. Voice vote, motion carried unanimously.**
6. Town of Excelsior Termination Agreement - **Motion by Tim Stone, seconded by Randy Puttkamer. Roll Call vote, all ayes except Robin Meier abstains, motion carried.**
7. Town of Excelsior Contracted Subscriber Agreement - **Motion by Randy Puttkamer, seconded by Scott Sloan. Roll Call vote, all ayes except Robin Meier abstains, motion carried.**
8. Town of Sumpter Termination Agreement **Motion by Scott Sloan, seconded by Karl Berna. Roll Call vote, all ayes except Robin Meier abstains, motion carried.**
9. Bylaws IX_1-19-21 – **No action taken.**

Commissioner Comments & Future Agenda Items

Joel Petty would like to thank all commissioners for their time on this board in 2022. Also, a thanks to Robin Meier for all of her hard work on the finances. Randy Puttkamer would also like to thank Robin Meier.

Next Meeting Dates:

- Wednesday, January 4th at 7:00pm – FORMATION MEETING
- Tuesday, January 17th at 7:00pm – Regular Meeting

Adjournment – Motion by Scott Sloan, seconded by Karl Berna to adjourn at 8:02pm. Voice vote, motion carried unanimously.

Respectfully submitted, Megan Marshall, Administrative Assistant

Approved: February 21, 2023