

**Minutes**  
**Baraboo District Ambulance Service**  
**Commission Meeting**  
**Baraboo Fire & EMS Station**  
**135 4<sup>th</sup> Street, Baraboo, WI**  
**Wednesday, February 23, 2022 at 7:00pm**

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

**Members Absent:** Mike Arndt

**Others Present:** Caleb Johnson, Betsy Larsen, 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 Karl Berna, seconded by Randy Puttkamer to adopt agenda. Voice vote, motion carried unanimously.
3. **Approval of Previous Minutes:** Motion by Ed Geick, seconded by Scott Sloan to approve previous minutes from January 26, 2022. Voice vote, motion carried unanimously.
4. **Public Comments:** None.

### **Reports**

- **Legal Counsel Report** – Chief Johnson asked legal counsel if the Covid-19 policy could still be placed on agenda due to decision from City of Baraboo re: building policy but legal replied it is not an emergency item so it needs to be on March agenda.
- **President's Report** – Joel Petty reported that Baraboo Common Council did authorize RFP for architectural design and CDA to apply for a USDA loan regarding the new Fire & EMS Station.
- **Treasurer/Financial Report** – Financial reports and cash flow were discussed. Chief Johnson will contact AMB to check into why some AR is remaining past 60 days.
- **HR Report** – Betsy Larsen discussed Covid-19 policy, handbook (if comments/suggestions please get to Betsy by 3/7/22), and provided an update on recruitment.
- **Chief's Report** – Chief Johnson discussed demographic data, he and Fire Chief meeting with Village of West Baraboo re: CPSM study, new building update, and remaining IGA/Bylaws needing to be signed.

### **Consent Agenda**

Recommendations from Finance-Personnel Committee:

1. **Approve check details and online payments for January 16, 2022 – February 15, 2022 in the amount of \$242,205.28. Motion by Scott Sloan, seconded by Karl Berna to approve. Voice vote, motion carried unanimously.**
2. **No write-off of patient accounts, per AMB recommendation.**
3. **Transfer of funds in the amount of \$780.12 from LGIP-Employee Liabilities to Community First General Money Market account, for the payout of J. Grenawalt vested sick leave, per department policy (Caleb) (Voice vote) – Motion by Scott Sloan, seconded by Robin Meier to approve. Voice vote, motion carried unanimously.**
4. **2022 Draft Budget Amendment (Caleb) (Supermajority Vote) – Motion by Karl Berna, seconded by Ed Geick. Roll Call Vote – all ayes. Motion carried unanimously.**
5. **2022 Employee Handbook (Caleb/Betsy) (Discussion only) - Discussion but no action taken.**

Approved: March 23, 2022

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**Old Business**

1. Blood Draw Agreement with Baraboo Police Department (Caleb) (Supermajority Vote) - **No action taken, motion from January 2022 meeting stands.**

**New Business**

1. Discussion and possible action regarding the following items:
  - a. Resolution No. 2022-01 Fire-EMS Governance (Voice vote) (Caleb) – **Motion by Randy Puttkamer, seconded by Ed Geick to approve. Motion was then rescinded by Randy Puttkamer. New motion by Robin Meier, seconded by Terry Turnquist to table until next meeting. Voice vote, 4 ayes, 5 nays, motion fails. New motion by Scott Sloan, seconded by Ed Geick to approve. Voice vote, 5 ayes, 4 nays, motion passes.**
  - b. Resolution No. 2022-02 Standard of Cover & Strategic Plan (Voice vote) (Caleb) – **Motion by Ed Geick, seconded by Heather Kierzek to approve. Voice vote, 5 ayes, 4 nays, motion passes.**

**Commissioner Comments & Future Agenda Items**

- Next Meeting Date: March 23<sup>rd</sup>, 2022
- **Comments/Future Agenda Items:**
  - Chief Johnson will email all municipal clerks to see if they would like to meet with board re: CPSM study.
  - Joel Petty will need to know who would like to participate on sub-committee re: Fire/EMS governance.

**Adjournment** – Motion by Karl Berna, seconded by Robin Meier to adjourn. Voice vote, motion carried unanimously.

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Respectfully submitted, Megan Marshall, Administrative Assistant