

Approved-Minutes
Baraboo District Ambulance Service
Commission Meeting
Baraboo Fire & EMS Station
135 4th Street, Baraboo, WI
No in person public access available
February 24th, 2021 7:00pm

Commissioners Present: Karl Berna, David Dahlke, Dave Kitkowski, Heather Kierzek, Robin Meier, Joel Petty, Randy Puttkamer, Tim Stieve, Tim Stone, Terry Turnquist, Phil Wedekind

Others Present: William Cole (virtual), Caleb Johnson, Betsy Larsen (virtual), Troy Snow, John Rago

- 1) **Call to Order:** Commission President Tim Stieve called the meeting to order at 7:00 p.m., noted compliance with the Open Meeting Laws, roll call was taken.
- 2) **Adoption of agenda:** Motion by Joel Petty, 2nd by Randy Puttkamer to adopt agenda. Voice vote, motion carried.
- 3) **Approval of previous minutes:** Motion by Joel Petty, 2nd by Phil Wedekind to approve previous minutes from January 19th, 2021 Regular Commission & Special Members meeting. Voice vote, motion carried.
- 4) **Public Comments:** Commission President Tim Stieve reported no public comments were received.

Reports

- **Legal Counsel Report** – Attorney Cole provided a report on Wisconsin Act 133 concerning joint EMS districts, noting that under previous law, municipalities were able to exceed their levy limit for charges that were incurred for Joint Fire Departments, this act, which passed in March 2020 allows for the same thing for EMS District. Attorney Cole noted that this is not so much an issue with the Commission, rather for the member municipalities, noting that with the passage of this new law, the amount this body charges to the municipalities, would allow the municipalities to exceed their levy limit to the same degree of these charges, if they were to pass a resolution exceeding the levy limits in this amount, and the amounts can only increase each year by CPI plus 2%. Attorney Cole noted that the amounts charged to the municipalities are not exempted from the levy limit, providing the example that if a municipality is not at their limit, this law really would not help them, it only helps municipalities that are at their limit and would exceed the limit for charged from EMS. Attorney Cole noted this was valid for the 2020 levy, further noting this relates to a conversation that is ongoing with this body, noting that this law defines a joint EMS district by those created under an Intergovernmental agreement, recalling with the recent Bylaw amendments, the recommendation to formalize those under an Intergovernmental agreement, would make sure there is no question that this is a joint EMS district under the new statute.

Robin Meier asked for clarification as to whether all municipalities involved would need to pass a resolution in order for all of the municipalities to utilize this benefit. Attorney Cole reported his understanding is that each municipality can make that decision on their own, providing the example that a municipality may not be at their levy limit, and would have no need to pass a resolution. Robin Meier asked whether a resolution would need to be passed each year, in which Attorney Cole responded yes, with the levy.

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- President's Report – Tim Stieve reported that his appointment to this Commission expires in the 1st week of April, noting he has requested not to be reappointed. Tim reported that the Mayor is aware, and he will appoint someone at the end of March. Tim Stieve reported that Terry Turnquist will need to run the April meeting as Vice President, as he will no longer be here.
- Treasurer/Financial Report – Robin Meier reported that everyone received the January financial reports, noting that it is early in the year and we are doing pretty good on cash, due to assessments being received, further noting that with ambulance revenues and the allowance for uncollectable accounts, we are running \$100,000 below budget for operating revenues for the month. Robin noted the Commission talked a while back about doing some amendments to the budget for expenses we know are not going to be there, noting her recommendation that the Commission waits a little longer to see just how the COVID situation will play out over the next couple of months, before making the amendments.
- HR Report – Betsy Larsen reported on the number of employees being 36, 22 full-time and 14 part-time, with two budgeted full-time openings. Betsy reported we are actively recruiting to fill those openings. Betsy reported we have developed an Unpaid Leave of Absence Policy to be reviewed by the Commission tonight, noting it may tie in to part-time employees who have not been able to maintain their minimum hourly requirements monthly, due to COVID-19 related issues, but wanted to remain on our roster. Betsy reported that part-time employees have been sent letters encouraging them sign up for shifts again now that vaccines have been received and COVID-19 protective measures have been implemented, further noting some of these part time employees may be returning to work, while others may be able to utilize the Unpaid Personal Leave of Absence Policy. Betsy reported we have also developed a Social Media Policy, which is on the agenda for action tonight.
- Chief's Report – Caleb Johnson reported there were a total of 297 ambulance runs during January, noting a significant decrease to recent years. Caleb noted copies of the COVID invoices sent to the City of Baraboo by Sauk County Public Health were included in the Commission packet, outlining the revenues generated from the testing site. Caleb reported a signed copy of the Commercial Offer to Purchase regarding the Administration Building was included in the packet, noting the closing for the property is to be on or before March 23rd. Caleb reported BDAS continues to request vaccine allocation each week, however, is consistently receiving zero per allocation request. Caleb reported an update on the COVID-19 Pilot Grant, noting that funding is currently ends at the end of March, with the County seeking an extension. Caleb reported that the testing numbers have been fluctuating and we will continue monitoring for adequate volunteer staffing. Caleb provided an update on the shared Fire & EMS station renovations, noting the staff will begin moving from the Alma Waite over the next month. Caleb reported that the Tempus ALS cardiac monitors have arrived and in-service training is scheduled for the middle of March. Caleb reported that the Lucas Chest Compression device awarded through the Fire House Subs Grant has arrived and training for that device is being implemented.

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Consent Agenda

Recommendations from Finance-Personnel Committee:

1. Approve check details and online payments for January 10, 2021 – February 13, 2021 in the amount of \$214,377.84.
2. Approve patient account write-offs in the amount of \$32,450.66, per AMB recommendations.

Motion by Joel Petty, 2nd by Karl Berna to approve consent agenda. Voice vote, motion carried.

Closed Session:

Upon proper motion, convene in closed session pursuant to Wisconsin Statute section 19.85(1)© Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Review performance/effectiveness of current service medical direction).

Motion by Phil Wedekind, 2nd by Karl Berna to go into closed session. Role Call vote, all ayes. Motion carried.

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 Tim Stone, 2nd by Phil Wedekind to return to open session. Role Call vote, all ayes. Motion carried.

New Business:

1. Discussion and possible action regarding the following items:
 - a. Approval of Captain Position Job Offer Motion by Robin Meier, 2nd by Karl Berna to approve Captain Position Job Offer. Voice vote, motion carried.
 - b. MEP Proposal Motion by Robin Meier, 2nd by Joel Petty to approve the MEP Proposal, with instruction to present an agreement/contract at the next meeting. Voice vote, motion carried.
 - c. Organizational Chart/Structure Motion by Randy Puttkamer, 2nd by Joel Petty to approve recommendation from Finance/Personnel Committee (Rearrange the organizational chart, with the Finance Director & HR Director reporting to the Chief / EMS Director, while still allowing for direct access to the Finance/Personnel Committee). Voice vote, motion carried.

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- d. Social Media Policy Motion by Robin Meier, 2nd by David Dahlke to approve the **Social Media Policy. Voice vote, motion carried.**
- e. Unpaid Personal Leave of Absence Policy Motion by Robin Meier, 2nd by Tim Stone to approve the **Unpaid Personal Leave of Absence Policy. Voice vote, motion carried.**
- f. eFax Business Associate Agreement Motion by Dave Dahlke, 2nd by Randy Puttkamer to approve **eFax Business Associate Agreement. Voice vote, motion carried.**
- g. IntelliSpace Corsium Data Management Solution Agreement **Tabled for next meeting.**
- h. Intergovernmental Cooperation Agreement for Ambulance Service **Tabled for next meeting.**

Commissioner Comments & Future Agenda Items

None voiced.

Adjournment

Motion by Tim Stone, 2nd by Phil Wedekind to adjourn. Voice vote, motion carried.

Respectfully submitted, Caleb Johnson Chief / EMS Director