

Minutes
Baraboo District Ambulance Service
Commission Meeting
Baraboo Fire & EMS Station
135 4th Street, Baraboo, WI
Wednesday, March 23, 2022 at 7:00pm

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

Others Present: Caleb Johnson, Betsy Larsen, 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 Tim Stone, seconded by Randy Puttkamer to adopt agenda. Voice vote, motion carried unanimously.
3. **Approval of Previous Minutes:** Motion by Ed Geick, seconded by Karl Berna to approve previous minutes from February 23, 2022. Voice vote, motion carried unanimously.
4. **Public Comments:** None.

Reports

- **Legal Counsel Report** – None.
- **President’s Report** – **Fire/EMS building is moving forward with architectural design bids due next week.**
- **Treasurer/Financial Report** – **Financial reports and cash flow were discussed.**
- **HR Report** – **Betsy Larsen discussed updates to the employee handbook and gave a recruiting update.**
- **Chief’s Report** – **Chief Johnson discussed demographic data, the progress on the 2021 audit status and informed the board of MEPs work with QI/QA program. The standard of cover and strategic plan update is ongoing. BDAS is now receiving a \$0.12 per gallon discount through Kwik Trip. Chief Johnson provided an update on the proposed partnership with area colleges to consider the possibility of the new Fire/EMS station becoming a regional training facility.**

Consent Agenda

Recommendations from Finance-Personnel Committee:

1. **Approve check details and online payments for February 16, 2022 – March 15, 2022 in the amount of \$383,630.65. Motion by Scott Sloan, seconded by Karl Berna to approve. Voice vote, motion carried unanimously.**
2. **Write-off of patient accounts in the amount of \$35,214.12, per AMB recommendation. Motion by Karl Berna, seconded by Terry Turnquist to approve. Voice vote, motion carried unanimously.**
3. **Approve transfer of funds in the amount of \$421.50 from LGIP-FAP-Basic to Community First Money Market General account, for eligible training expenses. (Johnson) Motion by Scott Sloan, seconded by Robin Meier to approve. Voice vote, motion carried unanimously.**
4. **Approve transfer of funds in the amount of \$5,820.69 from LGIP-FAP-ATI to Community First Money Market General account, for eligible equipment expenses. (Johnson) Motion by Scott Sloan, seconded by Robin Meier to approve. Voice vote, motion carried unanimously.**
5. **Expense Stimulus Funds received in December 2021 in the amount of \$98,523 & February 2022 in the amount of \$11,339. (Johnson) Motion by Mike Arndt, seconded by Heather Kierzek to**

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forward to Commission with a positive recommendation for approval to expense under lost revenue. Voice vote, motion carried unanimously.

6. **DRAFT Revised COVID-19 Policy (Larsen) Motion by Scott Sloan, seconded by Karl Berna to approve. Voice vote, motion carried unanimously.**
7. **DRAFT Employee Handbook (Larsen) Motion by Robin Meier, seconded by Terry Turnquist to have the handbook reviewed by legal. Voice vote, motion carried unanimously.**

Old Business

1. **BPD Blood Draw Agreement (Johnson) Motion by Terry Turnquist, seconded by Scott Sloan to approve. Voice vote, motion carried unanimously.**
2. **SCSO Blood Draw Agreement (Johnson) Motion by Terry Turnquist, seconded by Scott Sloan to approve. Voice vote, motion carried unanimously.**
3. **Review proposed purchase of Stryker Power Loads, Power Pro Cots. (Johnson) No Action Taken.**

New Business

Discussion and possible action regarding the following:

1. **Appointment of Commissioners to the Consolidation Ad-Hoc Committee. (Petty) Based on commission member interest, President Joel Petty appointed Karl Berna, Heather Kierzek, Robin Meier, Tim Stone, Dave Kitkowski, Ed Geick and Joel Petty to the Consolidation Ad-Hoc Committee.**
2. **Clinical Affiliation Agreement EMS Program – Madison Area Technical College, Inc (Johnson) Motion by Ed Geick, seconded by Mike Arndt to approve. Voice vote, motion carried unanimously.**

Commissioner Comments & Future Agenda Items

- Add Review proposed purchase of Stryker Power Loads, Power Pro Cots to the April 27th, 2022 agenda.
- Next Meeting Date: April 27th, 2022

Adjournment – Motion by Tim Stone, seconded by Terry Turnquist to adjourn. Voice vote, motion carried unanimously. Adjourn at 8:09pm.

Respectfully submitted, Megan Marshall, Administrative Assistant