

**Amended-Agenda**  
**Baraboo District Ambulance Commission**  
**Finance/Personnel Ad Hoc Committee**  
**Baraboo Fire & EMS Station**  
**135 4<sup>th</sup> Street, Baraboo, WI**  
**No in person public access available**  
**Wednesday, March 24<sup>th</sup>, 2021 at 5:45 PM**

-- Notice to --

Committee Members: Robin Meier, Heather Kierzek, Joel Petty

Others: Karl Berna, Dave Dahlke, Dave Kitkowski, Tim Stieve, Tim Stone, Terry Turnquist, Phil Wedekind, Randy Puttkamer, William Cole, Dr. Aurora Lybeck, Mayor Palm, Casey Bradley, Local Media

*The Baraboo District Ambulance Service is holding the Commission Meeting virtually via conference call to help protect our community from the Corona virus (COVID-19) pandemic. Commission Members who will be participating remotely, will have the ability to hear all Commission Members during the meeting, and will have all documents relevant to the agenda accessible by email.*

The public may access the open session portion of the meeting in the following ways:

1. Due to space limitations and social distancing requirements, attendance in person is not available.
2. Attend remotely: Members of the public may listen to the meeting live via phone/computer by calling **(262) 220-7112** Conference ID: **404 052 565#** (all numbers and symbol should be entered).
3. Written comments: members of the public must send written public comments on agenda items to Finance/Personnel Committee Chair Robin Meier via email to [kenrobinmeier@gmail.com](mailto:kenrobinmeier@gmail.com) These comments will be distributed to other Committee Members and may be read during the “public invited to speak” section of the agenda.

**Public Comments** - In lieu of voiced public comments, correspondence received from the public may be read by Ad Hoc Chair Robin Meier.

1. Call Meeting to Order
2. Note compliance with the Open Meeting Law
3. Roll Call
4. Adoption of agenda
5. Approve previous minutes:
  - February 24<sup>th</sup>, 2021

**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 (To address a formal employee complaint, the body may deliberate.).

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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.

**New Business**

1. Approve check details and online payments for February 14<sup>th</sup>, 2021 – March 13<sup>th</sup>, 2021 in the amount of \$122,760.70.
2. No patient account write-offs, per AMB recommendations.
3. Discussion and possible action regarding the transfer of funds in the amount of \$50,646.10 from LGIP-Employee Obligations to Wells Fargo-Checking account, for the payout of accrued benefits to T. Snow.
4. Discussion and possible action regarding the transfer of funds in the amount of \$1,757.40 from LGIP-FAP-ATI to Wells Fargo-Checking, for purchase of Lucas Device accessories.
5. Discussion and possible action regarding the transfer of funds in the amount of \$1,496.41 from LGIP-FAP-Basic to Wells Fargo-Checking, for the purchase of CPR training manikins, ACLS & PALS instructor material.
6. Discussion and possible action regarding the transfer of funds in the amount of \$9,000 from LGIP-FAP-Basic to Wells Fargo-Checking, for payment to MEP (Madison Emergency Physicians, S.C.) for the development, oversight, and implementation of required continuing medical education of the department.
7. Discussion and possible action regarding proposed \$0.50 cent per hour wage differential only while fulfilling TEMS (Tactical EMS) duties.
8. Discussion and possible action regarding credit card issued to T. Snow.
9. Wegner Engagement Agreement.
10. Updated Chief / EMS Director, Human Resources Director and Finance Director job descriptions.
11. Discussion and possible action regarding preliminary discussion in formulating an administrative assistant job description.

**Additional Comments & Future Agenda Items**

**Adjournment**

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the business office of the Baraboo District Ambulance Service at 135 4<sup>th</sup> Street or phone 356-3455 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request. It is possible that members of, and possibly a quorum of members of, other governmental bodies of municipal members of the District, who are not members of the commission, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the commission identified in the caption of this notice.