

Minutes
**Baraboo District Ambulance Service
Finance/Personnel Ad Hoc Committee**
Baraboo Fire & EMS Station
135 4th Street, Baraboo, WI
No in person public access available
Wednesday, March 24th, 2021 at 5:45 PM

Members Present: Robin Meier (Chair), Heather Kierzek, Joel Petty

Others Present: Chief Caleb Johnson, HR Director Betsy Larsen (virtual), Commission President Tim Stieve, City of Baraboo Administrator Casey Bradley.

- 1) **Call to Order:** Finance/Personnel AD HOC Committee meeting was called to order by Robin Meier on March 24th, 2021 at 5:45 p.m., noting compliance with Open Meeting Laws, roll call was taken.
- 2) **Adoption of Agenda:** Motion by Joel Petty, seconded by Heather Kierzek to adopt agenda. Motion carried unanimously.
- 3) **Approval of previous minutes:** Motion by Joel Petty, seconded by Heather Kierzek to approve previous minutes from February 24th, 2021. Motion carried unanimously.
- 4) **Public Comment:** Robin Meier reported no public comments were received.

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.).

Motion by Joel Petty, seconded by Robin Meier to convene into closed session. Roll Call: 3-Ayes. Motion carried unanimously.

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 Joel Petty, seconded by Heather Kierzek to return to open session. Roll Call: 3-Ayes. Motion carried unanimously.

No action taken by the Committee.

New Business

1. **Approve check details and online payments for February 14th, 2021 – March 13th, 2021 in the amount of \$122,760.70. Motion by Joel Petty, seconded by Heather Kierzek to approve. Motion carried unanimously.**
2. **No patient account write-offs, per AMB recommendations. No action taken.**

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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. **Motion by Joel Petty, seconded by Heather Kierzek to recommend to Commission approval. Motion carried unanimously.**
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. **Motion by Joel Petty, seconded by Heather Kierzek to recommend to Commission approval. Motion carried unanimously.**
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. **Motion by Joel Petty, seconded by Heather Kierzek to recommend to Commission approval. Motion carried unanimously.**
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. **Motion by Joel Petty, seconded by Heather Kierzek to recommend to Commission approval. Motion carried unanimously.**
7. Discussion and possible action regarding proposed \$0.50 cent per hour wage differential only while fulfilling TEMS (Tactical EMS) duties. **Motion by Joel Petty, seconded by Heather Kierzek to recommend to Commission approval and to apply to all position types. Motion carried unanimously.**
8. Discussion and possible action regarding credit card issued to T. Snow. **Motion by Joel Petty, seconded by Heather Kierzek to recommend to Commission, the transfer issuance of credit card to B. Larsen with the existing credit limit. Motion carried unanimously.**
9. Wegner Engagement Agreement. **Motion by Joel Petty, seconded by Heather Kierzek to recommend to Commission approval to engage with Wegner for immediate future, until other considerations are able to be explored and presented. Motion carried unanimously.**
10. Updated Chief / EMS Director, Human Resources Director and Finance Director job descriptions. **No action taken.**
11. Discussion and possible action regarding preliminary discussion in formulating an administrative assistant job description. **Motion by Joel Petty, seconded by Heather Kierzek to proceed with developing a draft job description and prepare to present to Committee during next meeting. Motion carried unanimously.**

Additional Comments & Future Agenda Items: None voiced.

Adjournment: Motion by Joel Petty, seconded by Heather Kierzek to adjourn. Motion passed unanimously.

Respectfully submitted, Caleb Johnson, Chief / EMS Director

Approved on: 4-28-2021