

Minutes
Baraboo District Ambulance Service
Commission Meeting
Baraboo Fire & EMS Station
135 4th Street, Baraboo, WI
Wednesday, April 27, 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

Others Present: Caleb Johnson, 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 Terry Turnquist, seconded by Scott Sloan to adopt agenda. Voice vote, motion carried unanimously.
3. **Approval of Previous Minutes:** Motion by Ed Geick, seconded by Heather Kierzek to approve previous minutes from March 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 bid awarded to Five Bugles Design.**
- **Treasurer/Financial Report** – **Financial reports and cash flow were discussed.**
- **Chief’s Report** – **Chief Johnson reported that today is Administrative Professional’s Day and thanked Megan Marshall for all of her hard work. Staffing – We have two full time paramedics starting in May. Two more part time positions are in the process of hire. We currently have two full time positions open. The demographic data report was presented. The audit is coming to an end with the field work scheduled for Friday, April 29. In looking into the new Fire/EMS Station being a regional training facility appropriation requests have been submitted for funding Senator Baldwin’s and Congressman Pocan’s office.**

Consent Agenda

Recommendations from Finance-Personnel Committee:

1. **Approve check details and online payments for March 16, 2022 – April 15, 2022 in the amount of \$200,680.34. Motion by Robin Meier, seconded by Scott Sloan to approve. Voice vote, motion carried unanimously.**
2. **Write-off of patient accounts in the amount of \$86,073.82, per AMB recommendation. Motion by Scott Sloan, seconded by Karl Berna to approve. Voice vote, motion carried unanimously.**
3. **Approve transfer of funds in the amount of \$2,344.55 from LGIP-FAP-ATI to Community First Money Market General account, for eligible expenses. Motion by Robin Meier, seconded by Terry Turnquist to approve. Voice vote, motion carried unanimously.**
4. **Discussion and possible action regarding Resolution No. 2022-03 – Assignment of 2021 Fund Balances. Motion by Scott Sloan, seconded by Terry Turnquist to approve. Voice vote, motion carried unanimously.**

Old Business

Approved: May 25, 2022

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Discussion and possible action regarding the following items:

1. Proposed purchase of Stryker Power Loads, Power Pro Cots. **Chief Johnson reported that BDAS would take receipt of the cots/power loads in June. Motion by Terry Turnquist, seconded by Scott Sloan to approve. Voice vote, motion carried unanimously.**
2. Revised Draft Employee Handbook (Reviewed by legal) **No Action Taken. The board would like Chief Johnson to bring back the handbook at the May meeting and go through the policies specifically involving benefits for discussion.**

New Business

1. Discussion and possible action regarding Human Resources Director vacant position. **Chief Johnson requested an approval to formulate a job description and go forward with the recruitment process in hiring an Assistant Chief of EMS. Motion by Ed Geick, seconded by Randy Puttkamer to approve. Voice vote, motion carried unanimously.**

Commissioner Comments & Future Agenda Items

- Next Meeting Date: May 25th, 2022
- The May 25th, 2022, will involve the Election of Commission Officers

Adjournment – Motion by Robin Meier, seconded by Randy Puttkamer to adjourn. Voice vote, motion carried unanimously. Adjourn at 8:21pm.

Respectfully submitted, Megan Marshall, Administrative Assistant