

Minutes  
**Baraboo District Ambulance Service  
Commission Meeting**  
Baraboo Fire & EMS Station  
135 4<sup>th</sup> Street, Baraboo, WI  
**No in person public access available**  
April 28<sup>th</sup>, 2021 7:00pm

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

**Commissioners Absent:** None.

**Others Present:** Caleb Johnson, Betsy Larsen

- 1) **Call to Order:** Commission Vice President Terry Turnquist 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, seconded by Scott Sloan to adopt agenda. Voice vote, motion carried unanimously.
- 3) **Approval of previous minutes:** Motion by Joel Petty, seconded by Heather Kierzek to approve previous minutes from March 24<sup>th</sup>, 2021. Motion carried unanimously.
- 4) **Public Comments:**

**Reports**

- **Legal Counsel Report** – None
- **President’s Report** – None
- **Treasurer/Financial Report** – Robin Meier reported that a new Quick Books Company file was created, citing that a number of items/processes are being cleaned up. Robin reported that the department is seeking to separate AMB deposits into a separate account, outsource all Blood Draw billing to AMB, and has implemented a new month-end close procedure. Robin reported that the Budget vs. Actual ambulance fees are only at 17%, where we would typically want to see them at 25%, citing that we do not have contractual write-downs and staff wages are down due to lower than normal staffing levels.
- **HR Report** – Betsy Larsen reported on current recruitment efforts, Wage & Benefit Survey response overview, citing that we will be tabulating the data and providing the report at a future Commission meeting.
- **Chief’s Report** – Caleb Johnson provided an overview of the reports included in the Commission packet. Caleb reported that BDAS is no longer hosting vaccination clinics, and staff will continue to assist Sauk County Public Health during their weekly clinics. Caleb Reported on the COVID-19 Pilot Grant Reimbursements & testing efforts. Caleb reported that the City of Baraboo Common Council approved the Lease Addendum, which includes the Fire/EMS study, during their April 13<sup>th</sup>, 2021 meeting.

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**Consent Agenda**

Recommendations from Finance-Personnel Committee:

1. Approve check details and online payments for March 14<sup>th</sup>, 2021 – April 15<sup>th</sup>, 2021 in the amount of \$234,099.77.
2. No patient account write-offs, per AMB recommendations.

**Motion by Joel Petty, seconded by Randy Puttkamer to approve consent agenda. Motion carried unanimously.**

**New Business:**

1. Discussion and possible action regarding the following items:
  - a. Transfer of funds in the amount of \$43,550.10 from LGIP-Employee Obligations to Wells Fargo-Checking account, for the payout of accrued benefits to J. Rago. Motion by Robin Meier, seconded by Joel Petty to approve. Motion carried unanimously.
  - b. Transfer of funds in the amount of \$460.00 from LGIP-FAP-Basic to Wells Fargo-Checking account, for payment to D. Worden for reimbursement of continuing education expenses. Motion by Scott Sloan, seconded by Joel Petty to approve. Motion carried unanimously.
  - c. DRAFT-Administrative Assistant Job Description. Motion by Joel Petty, seconded by Heather Kierzek to approve. Motion carried unanimously.
  - d. Resolution for Authorizing Alternative Claims Procedure. Motion by Scott Sloan, seconded by Joel Petty to approve. Motion carried unanimously.
  - e. Resolution Authorizing Depository Accounts. Motion by Scott Sloan, seconded by Karl Berna to approve. Motion carried unanimously.
  - f. Company credit card issued to J. Rago. No action taken.
  - g. Resolution Authorizing Issuance of Credit Card(s), Credit Limit(s). Motion by Joel Petty, seconded by Karl Berna to approve, with a change to item #11 on Exhibit A to read “You may receive notice of such cancellation”. Motion carried unanimously.
  - h. Resolution Authorizing Monthly Recurring Payments via Credit Card. Motion by Scott Sloan, seconded by Heather Kierzek to approve. Motion carried unanimously.
  - i. Billing Invoice Disputes. Motion by Karl Berna, seconded by Scott Sloan to present policy at the May meeting, authorizing the Chief/EMS Director to determine waiver of current disputed invoices. Motion carried unanimously.
  - j. Memorandum of Understanding RE: Sauk County Rapid Response Teams.
  - k. Business Associate Agreement RE: Sauk County Rapid Response Teams. Motion by Scott Sloan, seconded by Robin Meier to approve item j & k as a slate. Motion carried unanimously.
  - l. DRAFT-2021 Budget Amendment. No action taken.

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**Commissioner Comments & Future Agenda Items**

None voiced.

**Adjournment**

Motion by Joel Petty, seconded by Tim Stone to adjourn. Motion carried unanimously.

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Respectfully submitted, Caleb Johnson Chief / EMS Director