

Minutes
Baraboo District Ambulance Service
Commission Meeting
Baraboo Fire & EMS Station
135 4th Street, Baraboo, WI
Wednesday, June 22, 2022 at 7:00pm

Commissioners Present: Ed Geick, Heather Kierzek, Dave Kitkowski, Robin Meier, Joel Petty, Randy Puttkamer, Scott Sloan, Tim Stone, Terry Turnquist

Commissioners Excused: Heather Kierzek

Commissioners Absent: Mike Arndt, Karl Berna

Others Present: Caleb Johnson

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 Scott Sloan, seconded by Terry Turnquist to adopt agenda. Voice vote, motion carried unanimously.
3. **Approval of Previous Minutes:** Motion by Ed Geick, seconded by Tim Stone to approve previous minutes from May 25, 2022. Voice vote, motion carried unanimously.
4. **Public Comments:** None.

Reports

- **Legal Counsel Report** – None.
- **President's Report** – **Common Council approved the main Fire/EMS building and approved a satellite building.**
- **Treasurer/Financial Report** – **Financial reports and cash flow were discussed.**
- **Chief's Report** – **Chief Johnson went over demographic data. We are fully staffed with what was budgeted prior to amendment and working on post-amendment staffing. Stryker PowerLoads and PowerPro cots have been received and are installed and staff is being trained. TrakStar, the employee performance evaluation software, sent out a notification for reviewing Chief's performance and the goal is to have all line staff complete by July 31, 2022. State of Wisconsin released criteria for EMS Flex Grant, and we are working on our submission. The 2021 audit presentation will be conducted virtually at the July meeting. Assistant Chief interviews were held today and the recommendation for hire will be brought at a special meeting next Tuesday, June 28, 2022 at City of Baraboo council chambers.**

Consent Agenda

Discussion and possible action regarding the following items:

1. **Approve check details and online payments for May 16, 2022 – June 15, 2022 in the amount of \$296,446.45. Motion by Scott Sloan, seconded by Tim Stone to approve. Voice vote, motion carried unanimously.**
2. **No write off of patient accounts, per AMB recommendation. No Action Taken.**
3. **Approve transfer of funds in the amount of \$50,000 from LGIP-Operational Account #05 to Community First Money Market General Account, for operating expenses. Motion by Terry Turnquist, seconded by Tim Stone to approve. Voice vote, motion carried unanimously.**

Approved: July 27, 2022

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4. Close Wells Fargo Checking Account and Transfer remaining balance to Community First Money Market Account **Motion by Robin Meier, seconded by Scott Sloan to approve. Voice vote, motion carried unanimously.**

New Business

Discussion and possible action regarding the following items:

1. Review Conflict of Interest Policy and complete disclosures **Motion by Robin Meier, seconded by Scott Sloan to approve. Voice vote, motion carried unanimously. Motion withdrawn as not needed per Chief Johnson.**
2. Updated Organizational Chart **Motion by Scott Sloan, seconded by Ed Geick to approve. Voice vote, motion carried unanimously.**
3. Draft IGA and authorize forwarding to municipalities for review and feedback **Motion by Ed Geick, seconded by Terry Turnquist to approve forwarding to municipalities for approval. Amended motion by Ed Geick, seconded by Terry Turnquist to also approve a tentative date of August 16, 2022, for the Municipality Meeting at Baraboo City Hall. Amended-Amended motion by Ed Geick, seconded by Terry Turnquist to also approve a tentative time of 7:00pm. Voice vote, motion carried unanimously to approve forwarding to municipalities for approval, approve a tentative date and time for the Municipality Meeting at Baraboo City Hall on August 16, 2022, at 7:00pm.**

Commissioner Comments & Future Agenda Items

- Next Meeting Date: July 27, 2022

Adjournment - Motion by Scott Sloan, seconded by Tim Stone to adjourn. Voice vote, motion carried unanimously to adjourn.

Respectfully submitted, Megan Marshall, Administrative Assistant