

Minutes
Baraboo District Ambulance Service
Commission Meeting
Baraboo Fire & EMS Station
135 4th Street, Baraboo, WI
Wednesday, July 28th, 2021 at 7:00pm

Commissioners Present: Karl Berna, Ed Geick, Dave Kitkowski, Robin Meier, Joel Petty, Randy Puttkamer, Tim Stone, Terry Turnquist

Commissioners Excused: Heather Kierzek, Scott Sloan

Commissioners Absent: Mike Arndt

Others Present: Caleb Johnson, Betsy Larsen, Megan Marshall

1. **Call to Order:** Commission President Joel Petty called the meeting to order at 7:00pm, noted compliance with the Open Meeting Laws, roll call was taken.
2. **Adoption of Agenda:** Motion by Karl Berna, seconded by Ed Geick to adopt agenda. Voice vote, motion carried unanimously.
3. **Approval of Previous Minutes:** Motion by Ed Geick, seconded by Karl Berna to approve previous minutes from June 30th, 2021. Voice vote, motion carried unanimously.
4. **Public Comments** – None.

Reports

- **Legal Counsel Report** – No Report
- **President’s Report** – President Joel Petty would like to bring information from a City of Baraboo meeting noting that during the last inclement weather event where an incident command was setup and Fire Chief Stieve asked the public to please stay home and avoid areas where emergency personnel will be working on cleaning up debris and assisting the public.
- **Treasurer/Financial Report** – Robin Meier noted that Community First Bank was added to the financial statements. There will be some one-time revenues that we may not see in other years, related to receipt of grant funds.
- **HR Report** – We have hired a full-time paramedic and are in the process of hiring a full-time EMT Basic.
- **Chief’s Report** – According to the bylaws we will need to have a proposed 2022 Budget by October 1 that Commissioners will take to their governing bodies for approval. We would be looking at a preliminary in August and a final in September.

Consent Agenda

Recommendations from Finance-Personnel Committee:

1. **Approve check details and online payments for June 16, 2021 – July 15, 2021 in the amount of \$395,776.41. Motion by Robin Meier, seconded by Ed Geick. Voice vote, motion carried unanimously.**
2. **No write-off of patient accounts, per AMB recommendation.**

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3. Discussion and possible action regarding the following items:
 - a. **Resolution #2021-05 – Statement of Financial Authority – Motion by Karl Berna, seconded by Ed Geick to approve. Voice vote, motion carried unanimously.**
 - b. **Employee vision plan through DeltaVision. – Motion by Karl Berna, seconded by Tim Stone to approve opt-in with benefits starting 1/1/2022. Voice vote, motion carried unanimously.**
 - c. **Employee accident plan through Securian. - Motion by Robin Meier, seconded by Karl Berna to approve opt-in with benefits starting 1/1/2022. Voice vote, motion carried unanimously.**
 - d. **Wage and Benefits Survey Report. – No action needed. For information only.**
 - e. **Updated Job Descriptions:**
 - a. Chief / EMS Director
 - b. Human Resources Director
 - c. Captain
 - d. Lieutenant (includes Acting Lt.)
 - e. Paramedic (includes Critical Care)
 - f. EMT (includes Advanced EMT)**Motion by Tim Stone, seconded by Ed Geick to approve updated job descriptions. Voice vote, motion carried unanimously.**

Old Business:

1. **Discuss Intergovernmental Agreement for Ambulance Service. – Reviewed by Boardman and Clark with updated language to reflect state statues. Copies will be sent to member municipalities with request for review, and further follow-up discussion to occur during the August meeting.**

New Business:

1. Discussion and possible action regarding the following items:
 - a. Schedule closed-session meeting, for the purpose of conducting the annual performance evaluation on the following positions:
 - i. Chief / EMS Director
 - ii. Human Resources Director**Discussion on having Captains and HR Director give feedback on Chief evaluation; Chief and members of Committee feedback on HR Director. Betsy and Megan will put together a performance evaluation policy to adopt at next meeting with a goal to complete performance evaluations in September.**

Commissioner Comments & Future Agenda Items

- Next meeting scheduled for August 25th, 2021

Adjournment

Motion by Karl Berna, seconded by Tim Stone to adjourn at 8:00pm. Motion carried unanimously.

Respectfully submitted, Megan Marshall, Administrative Assistant

Approved: August 25, 2021

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