

Minutes

Baraboo District Ambulance Commission

August 22, 2018

The August 22, 2018 meeting of the Baraboo District Ambulance Service Commission was called to order by Dahlke at 7:00 pm.

Commissioners present: Dave Dahlke, Dr. Kacey Kronenfeld, Erik Larson, Robin Meier, Darlene Otto, Joel Petty, Randy Puttkamer, Scott Sloan, Tim Stieve, Terry Turnquist, and Phil Wedekind
Also present were: Attorney Maffei, Chief Sechler, DC Rago, Captain. Koepp, Vande Hei, Snow, Feine, and Paul McEvelly (from Baker Tilly Virchow Krause)

Dahlke noted that the meeting had been posted in compliance with the Open Meeting Law.

Adoption of Agenda

- The agenda was adopted by a motion made by Stieve, seconded by Wedekind, to include moving the presentation by Baker Tilly Virchow Krause to after the consent agenda. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the minutes from June 25, 2018 was made by Sloan, seconded by Larson. Voice vote, all ayes. Motion carried.

Public Invited to Speak

1. None

Appearances/Announcements/Correspondence

1. None

Reports

1. Legal Counsel Report – No report.
2. President's Report – No report.
3. Treasurer's Report – Meier reported that revenues from billed claims are down slightly, as compared to this same time period from last year, however, Meier does not feel it is cause for concern at the moment.
4. Chief's Report – Sechler reviewed the written report that was submitted in the Commission packet.

Consent Agenda

1. Approve check details and online payments for July 15 – August 11, 2018 in the amount of:
\$144,872.65
2. Approve write-offs in the amount of:
\$106,154.26

A motion to approve as presented was made by Sloan, seconded by Petty. Voice vote, all ayes. Motion carried.

Old Business

1. Sechler presented additional information regarding the Stryker power load options. Initial purchase costs of new and used power loads—along with additional maintenance costs—were reviewed by the Commission. Sechler also reported on the updated items from Worker's comp,

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pertaining to any back and ankle injuries over the past years. After further Commission discussion on the topic, no action was taken.

2. Preliminary 2019 Budget discussions took place regarding Baraboo EMS staffing an additional rig to cover anticipated increases in inter-facility transport requests, as well as covering currently missed transfer requests from the area Hospitals. Both Sloan and Meier requested that additional hard numbers be presented to the Commission, before attempting to decide about expanding the transfer service. No action taken.

New Business

1. Paul McEvilly from Baker Tilly Virchow Krause, LLP presented the Financial Statements and Letter of Internal Control from the annual audit. Various items within the documents were reviewed, and questions from the Commissioners were answered. After discussion, a motion was made by Wedekind, seconded by Petty to accept the financial statements and internal letter of control from Baker Tilly / Virchow Krause, LLP as presented. Voice vote, all ayes. Motion carried.
2. Discussion occurred regarding the proposed revisions to the Employee Complaint policy. Petty asked if there should be a time constraint listed in the policy. Other Commissioner's felt it was ok to keep the time frame open. Based on the recommendation by Maffei, a motion was made by Sloan, seconded by Larson, to accept the policy--with a spell correction of "staff" to "employee", in the last line of paragraph #1. Voice vote, all ayes. Motion carried.
3. A motion was made for the Baraboo District Ambulance Commission to go into Closed Session pursuant to §19.85(1)(c) Wis. Stats. to discuss performance review for the Chief / EMS Director, by Petty, seconded by Wedekind. Roll call vote: All ayes. After Closed Session discussions, a motion was made by Wedekind, seconded by Petty for the Baraboo District Ambulance Commission to return to Open Session pursuant to §19.85(2) Wis. Stats., and may take action as a result of closed session discussions. Roll call vote: All ayes.

A motion was made by Petty, seconded by Larson, to authorize a 3% salary increase for the Chief / EMS Director, to be effective starting January 1, 2019. Voice vote, all ayes. Motion carried.

Commissioner Comments & Future Agenda Items

- Please mark your calendars for the next Commission meeting, which will be the following:
 - September 26, 2018

Adjournment

- Motion to adjourn by Larson, seconded by Sloan at 8:40 pm. Voice vote, all ayes. Motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service