

**Minutes**  
**Baraboo District Ambulance Service**  
**Commission Meeting**  
**Baraboo Fire & EMS Station**  
**135 4<sup>th</sup> Street, Baraboo, WI**  
**Wednesday, August 24, 2022 at 7:00pm**

**Commissioners Present:** Ed Geick, Heather Kierzek, Dave Kitkowski, Joel Petty, Randy Puttkamer, Scott Sloan, Terry Turnquist

**Commissioners Excused:** Robin Meier, Tim Stone

**Commissioners Absent:** Karl Berna, Mike Arndt

**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 Randy Puttkamer, seconded by Ed Geick to adopt agenda noting there was not a quorum present for the Finance/Personnel Meeting at 6:30pm, therefore the Consent Agenda portion will be struck from the agenda. Voice vote, motion carried unanimously.
3. **Approval of Previous Minutes:** Motion by Scott Sloan, seconded by Randy Puttkamer to approve previous minutes from July 27, 2022. Voice vote, motion carried unanimously.
4. **Public Comments:** None.

### **Reports**

- Legal Counsel Report – None.
- President’s Report – **President Joel Petty shared progress on the building of the new EMS/Fire facilities.**
- Treasurer/Financial Report – None.
- Chief’s Report – **Chief Johnson explained the Audit 2022 Fee sheet. Explained how the net equity determination was made. We currently have three full time openings. We are also hoping to hear if we will receive funds from the EMS Flex Grant by the end of August. Performance Evaluations were extended to September 30, 2022, for completion.**

### **Consent Agenda – \*NO ACTION TAKEN DUE TO NO QUORUM AT FINANCE\***

Discussion and possible action regarding the following items:

1. ~~Approve check details and online payments for July 16, 2022 – August 15, 2022 in the amount of \$288,506.67.~~
2. ~~No write off of patient accounts, per AMB recommendation.~~
3. ~~Projected 2022 Audit Fees.~~
4. ~~BDAS Bylaws section IX. Paragraph 4. Net Equity Determination.~~
5. ~~Chief / EMS Director Performance Evaluation Criteria~~

### **New Business**

Discussion and possible action regarding the following items:

1. County Wide Mutual Aid Agreement (Caleb) **Motion by Scott Sloan, seconded by Heather Kierzek to approve. Voice vote, motion carried unanimously.**
2. Proposed Joint Fire and EMS District Intergovernmental Agreement & Bylaws **Commission requested Chief Johnson to get fair market value comparisons and bring them to the September meeting.**
3. Preliminary 2023 Draft Operating Budget **Chief Johnson discussed the draft 2023 budget.**

Approved: September 28, 2022

**Minutes  
Baraboo District Ambulance Service  
Commission Meeting  
Baraboo Fire & EMS Station  
135 4<sup>th</sup> Street, Baraboo, WI  
Wednesday, August 24, 2022 at 7:00pm**

4. **Preliminary 2023 Draft Capital Budget Waiting on the EMS Flex Grant amount to be awarded by the end of August, that will give a better look at what our Capital budget for 2023 will be and Chief Johnson can try to bring that back in September.**
5. **Chief / EMS Director 2021-2022 Performance Evaluation Criteria & Completion Timeline Motion by Ed Geick, seconded by Terry Turnquist to adopt the format, have Command Staff and Fire Chief Stieve provide feedback as well and go into closed session at the September meeting to tally ratings / discuss performance evaluation for Chief / EMS Director. Voice vote, motion carried unanimously.**

**Commissioner Comments & Future Agenda Items**

- Next Meeting Date: September 28, 2022

**Adjournment** - Motion by Scott Sloan, seconded by Terry Turnquist to adjourn. Voice vote, motion carried unanimously to adjourn.

---

Respectfully submitted, Megan Marshall, Administrative Assistant