

Minutes
Baraboo District Ambulance Service
Finance/Personnel Ad Hoc Committee
Baraboo Fire & EMS Station
135 4th Street, Baraboo, WI
Wednesday, August 25th, 2021 at 6:30pm

Members Present: Robin Meier, Scott Sloan, Karl Berna

Others Present: Joel Petty, Caleb Johnson, Betsy Larsen, Megan Marshall

1. **Call to Order:** Finance/Personnel AD HOC Committee meeting was called to order by Robin Meier on August 25th, 2021, at 6:30 p.m., noting compliance with Open Meeting Laws, roll call was taken.
2. **Adoption of Agenda:** Motion by Karl Berna, seconded by Scott Sloan to adopt agenda. Motion carried unanimously.
3. **Approval of Previous Minutes:** Motion by Scott Sloan, seconded by Karl Berna to approve previous minutes from July 28th, 2021. Motion carried unanimously.
4. **Public Comments:** Robin Meier reported no public comments were received.

New Business

1. Approve check details and online payments for July 16, 2021 – August 15, 2021 in the amount of \$154,196.31. Motion by Scott Sloan, seconded by Karl Berna to approve. Voice vote, motion carried unanimously.
2. No write-off of patient accounts, per AMB recommendation.
3. Discussion and possible action regarding the following items:
 - a. Transfer of funds in the amount of \$215.00 from LGIP-FAP-Basic to Community First Bank Money Market account, for reimbursement of Peer Support and Group Crises Intervention Training. Motion by Karl Berna, seconded by Scott Sloan to forward to Commission, with a positive recommendation for approval. Voice vote, motion carried unanimously.
 - b. Resolution No. 2021-06 – Authorizing a Revolving Line of Credit. Committee is recommending changes, without a recommendation to forward to Commission. Recommended changes are to define how funds could be accessed in emergency and by whom, need for 2 of 3 signatures – President, secretary or treasurer, and insert “written” authorization.
 - c. Draft Policy: Performance Review Process – Chief / EMS Director and HR Director. Motion by Scott Sloan, seconded by Karl Berna to forward to Commission, with a positive recommendation for approval with a draft tabulation reference to be provided at a later time. Voice vote, motion carried unanimously.
 - d. Draft Policy: Employee COVID-19 No action taken, to be addressed during Regular Commission Meeting.
 - e. Wage & Benefit Analysis Report. No action taken, to be addressed during Regular Commission Meeting.
 - f. 2022 Preliminary Budget Draft No action taken, to be addressed during Regular Commission Meeting.

Additional Comments & Future Agenda Items

Adjournment Motion by Karl Berna, second by Scott Sloan to adjourn. Motion passed unanimously.

Respectfully submitted, Megan Marshall, Administrative Assistant

Approved: September 22, 2021