

**Minutes**  
**Baraboo District Ambulance Service**  
**Finance/Personnel Ad Hoc Committee**  
**Baraboo Fire & EMS Station**  
**135 4<sup>th</sup> Street, Baraboo, WI**  
**Wednesday, September 22, 2021 at 6:00 p.m.**

**Members Present:** Robin Meier, Scott Sloan (virtually attending)

**Members Absent:** 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 September 22, 2021, at 6:05pm, noting compliance with Open Meeting Laws, roll call was taken.
2. **Adoption of Agenda:** Motion by Scott Sloan, seconded by Robin Meier to adopt agenda. Motion carried unanimously.
3. **Approve Previous Minutes:** Motion by Scott Sloan, seconded by Robin Meier to approve previous minutes from August 25, 2021. Motion carried unanimously.
4. **Public Comments:** Robin Meier reported no public comments were received.

**Old Business**

1. **Discussion and possible action regarding Resolution No. 2021-06 – Authorizing a Revolving Line of Credit.** Motion to move to full commission without recommendation by Scott Sloan, seconded by Robin Meier. Motion carried unanimously.

**New Business**

1. **Approve check details and online payments for August 16, 2021 – September 15, 2021 in the amount of \$155,628.99.** Motion by Scott Sloan, seconded by Robin Meier to approve. Motion carried unanimously.
2. **Write-off patient accounts in the amount of \$98,182.74, per AMB recommendation.** Motion by Scott Sloan, seconded by Robin Meier to approve. Motion carried unanimously.
3. **Discussion and possible action regarding the following items:**
  - a) **Sale of District owned property, a Cub Cadet Z-Turn Riding Lawnmower for \$3,450.00** Motion by Scott Sloan, seconded by Robin Meier to forward to full Commission with a positive recommendation for approval. Motion carried unanimously.
  - b) **Review/Update Billing Fees/Charges** Motion by Scott Sloan, seconded by Robin Meier to forward to full Commission with a positive recommendation for approval. Motion carried unanimously.
  - c) **Proposed 2022 Budget** Motion by Scott Sloan, seconded by Robin Meier to forward to full Commission without recommendation. Motion carried unanimously.
  - d) **Draft Policy: Employee Performance Review & Pay Implementation Plan** Motion by Scott Sloan, seconded by Robin Meier to forward to full commission without recommendation. Motion carried unanimously.
  - e) **Proposed Wage Ranges, Wage Rates** Motion by Scott Sloan, seconded by Robin Meier to forward to full commission without recommendation, however, would recommend discussing AEMT was to be set at 5% above EMT Basic wage on pay scale. Motion carried unanimously.

**Adjournment** Motion by Scott Sloan, seconded by Robin Meier to adjourn at 6:54pm. Motion carried unanimously.

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Respectfully submitted, Megan Marshall, Administrative Assistant

Approved: October 27, 2021