

Minutes
Baraboo District Ambulance Service
Commission Meeting
Baraboo Fire & EMS Station
135 4th Street, Baraboo, WI
Wednesday, September 22, 2021 at 7:00pm

Commissioners Present: Ed Geick, Heather Kierzek, Dave Kitkowski, Robin Meier, Joel Petty, Randy Puttkamer, Scott Sloan (attending virtually), Tim Stone, Terry Turnquist

Commissioners Excused: Karl Berna

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 Ed Geick, seconded by Randy Puttkamer. Voice vote, motion carried unanimously.
3. **Approval of Previous Minutes:** Motion by Ed Geick, seconded by Heather Kierzek. Voice vote, motion carried unanimously.
4. **Public Comments:** None.

Reports

- **Legal Counsel Report** – No report.
- **President’s Report** – Just a reminder to get Caleb’s evaluations to Ed by Friday 9/24.
- **Treasurer/Financial Report** – The audit should be finalized this week.
- **HR Report** – Staff evaluations are almost complete. In early October Caleb and Betsy will review those. Informational memo re: COVID worker’s comp is in packet. In process of interviewing a few positions and a part time EMT Basic will be moving to full time October 1. We will be in the process of open enrollment for benefits soon which will include our new accident/vision offerings.
- **Chief’s Report** – Went over demographic data. Caleb attended Town of Excelsior meeting recently for any questions they had for him. The Fire/EMS study representative would like to meet with commission members for questions/information. Commission would like to know discussion points when he contacts them to setup meetings. Caleb will follow up with the representative to request that. Phase 4 of HHS Relief Funding has opened and we will be applying. If we are awarded they anticipate release of funding in December 2021.

Consent Agenda

Recommendations from Finance-Personnel Committee:

1. **Approve check details and online payments for August 16, 2021 – September 15, 2021 in the amount of \$155,628.99. Motion by Robin Meier, seconded by Terry Turnquist. Voice vote, motion carried unanimously.**
2. **Write-off patient accounts in the amount of \$98,182.74, per AMB recommendation. Motion by Robin Meier, seconded by Terry Turnquist. Voice vote, motion carried unanimously.**

Minutes
Baraboo District Ambulance Service
Commission Meeting
Baraboo Fire & EMS Station
135 4th Street, Baraboo, WI
Wednesday, September 22, 2021 at 7:00pm

Old Business:

1. Draft Intergovernmental Agreement for Ambulance Service – Caleb reported a meeting to discuss the information brought forth has been scheduled and seeks to bring a revised draft agreement to the October meeting.

New Business:

1. Discussion and possible action regarding the following items:
 - a) Resolution No. 2021-06 –Authorizing a Revolving Line of Credit **Motion by Terry Turnquist to approve, seconded by Ed Geick. Roll call vote, all ayes. Motion carried unanimously.**
 - b) Resolution No. 2021-07 – Approving the Termination of a Commercial Building Lease with R&J Simpson Investments No.1, LLC. **Motion by Ed Geick to approve, seconded by Heather Kierzek. Voice vote, motion carried unanimously.**
 - c) Sale of District owned property, a Cub Cadet Z-Turn Riding Lawnmower for \$3,450.00 **Motion by Terry Turnquist to approve, seconded by Ed Geick. Voice vote, motion carried unanimously.**
 - d) Review/Update Billing Fees/Charges **Motion by Heather Kierzek to approve, seconded by Terry Turnquist. Voice vote, motion carried unanimously.**
 - e) Proposed 2022 Budget **Motion by Randy Puttkamer, seconded by Terry Turnquist to approve with the understanding population numbers may change for each municipality but the rate will stay the same. Amended motion by Randy Puttkamer, seconded by Terry Turnquist to approve with the understanding population numbers may change for each municipality but the rate will stay the same and any extra revenues due to the changes in population will be designated to reserves. Roll call vote, all ayes. Motion carried unanimously.**
 - f) Draft Policy: Employee Performance Review & Pay Implementation Plan **No action taken, directed revisions to be incorporated and represent during October meeting.**
 - g) Proposed Wage Ranges, Wage Rates **No action taken, directed revisions to be incorporated and represent during October meeting.**

Commissioner Comments & Future Agenda Items

- Next meeting scheduled for October 27th, 2021

Adjournment

Motion by Randy Puttkamer, seconded by Tim Stone to adjourn at 7:52pm. Motion carried unanimously.

Respectfully submitted, Megan Marshall, Administrative Assistant, BDAS