

Minutes
Baraboo District Ambulance Service
Commission Meeting
Baraboo Fire & EMS Station
135 4th Street, Baraboo, WI
Wednesday, September 28, 2022 at 7:00pm

Commissioners Present: Robin Meier, Time Stone, Ed Geick, Heather Kierzek, Dave Kitkowski, Joel Petty, Randy Puttkamer, Scott Sloan, Terry Turnquist

Commissioners Absent: Mike Arndt

Others Present: Caleb Johnson, Josh Hecht, 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 Karl Berna, seconded by Robin Meier to adopt agenda noting placing New Business item 4 behind item 6 and Approval of Previous Minutes should be changed from August 22, 2022, to August 24, 2022. Voice vote, motion carried unanimously.
3. **Approval of Previous Minutes:** Motion by Randy Puttkamer, seconded by Ed Geick to approve previous minutes from August 24, 2022, and September 6, 2022. Voice vote, motion carried unanimously.
4. **Public Comments:** None.

Reports

- Legal Counsel Report – None.
- President’s Report – None.
- Treasurer/Financial Report – None.
- Chief’s Report – **Chief Johnson presented the demographic data. Explained the EMS Flex Grant was awarded to us in the amount of \$134, 515.00 and a revised budget has to be submitted to the State by October 10, with the proposed use of funds. Wrapping up staff performance evaluations. Included the CPSM Standard of Cover and Strategic Plan final report in packet.**

Consent Agenda

Discussion and possible action regarding the following items:

1. Approve check details and online payments for August 16, 2022 – September 15, 2022 in the amount of \$250,372.30. Motion by Heather Kierzek, seconded by Scott Sloan to approve. Voice vote, motion carried unanimously.
2. No write off of patient accounts, per AMB recommendation.

Closed Session:

Upon proper motion and vote, The Baraboo District Ambulance Commission may convene into Closed Session pursuant to §19.85(1)(c) Wis. Stats. for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Discussion of Chief / EMS Director performance evaluation and goals, the body may deliberate).

Motion by Robin Meier, seconded by Terry Turnquist to go into closed session. Roll call vote –all ayes, motion carried unanimously.

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Open Session:

The Baraboo District Ambulance Commission will return to Open Session pursuant to 19.85(2) Wis. Stats. and may take actions as a result of closed session discussions.

Motion by Randy Puttkamer, seconded by Karl Berna to return to open session, Roll call vote – all ayes, motion carried unanimously.

Motion by Robin Meier, seconded by Randy Puttkamer that Joel Petty and Ed Geick meet with Chief Johnson following the commission meeting to discuss and approve the compensation agreed upon in closed session and approve amount to be included in this year's budget. Voice vote, motion carried unanimously.

New Business

Discussion and possible action regarding the following items:

1. 2022 Audit and Related Fees. **Motion by Scott Sloan, seconded by Randy Puttkamer to remain with Baker Tilly for 2022 Audit. Voice vote, motion carried unanimously.**
2. Approve transfer of funds in the amount of \$2,179.65 from LGIP Accounts to Community First Money Market General account, for eligible FAP expenses. (Johnson) **Motion by Scott Sloan, seconded by Karl Berna to approve. Voice vote, motion carried unanimously.**
3. Simulation Manikin Purchase Proposal **Motion by Tim Stone, seconded by Heather Kierzek to approve. Voice vote, motion carried unanimously.**
4. Proposed revision to BDAS Employee Handbook, regarding Paid Time Off Benefits and Recognized Holidays. **Motion by Scott Sloan, seconded by Robin Meier to approve changing all language in handbook except the Recognized Holidays. Voice vote, motion carried unanimously.**
5. Proposed 2023 Operating Budget **Motion by Robin Meier, seconded by Tim Stone to approve the proposed 2023 Operating Budget with changes as discussed, an increase not to exceed 4%, \$300 rate increase and \$4/mile. Voice vote, motion carried unanimously.**
6. 2022 Rate Analysis prepared by AMB, Proposed Rate Increases. **Motion by Scott Sloan, seconded by Karl Berna to approve proposed rate increases effective October 1, 2022. Voice vote, motion carried unanimously.**
7. Proposed 2023 Capital Budget **Motion by Ed Geick, seconded by Tim Stone to approve forwarding the proposed 2023 Capital Budget to municipalities for approval. Voice vote, motion carried unanimously.**
8. Proposed Joint Fire and EMS District Intergovernmental Agreement & Bylaws **Motion by Ed Geick, seconded by Heather Kierzek to approve forwarding the proposed Joint Fire and EMS District Intergovernmental Agreement & Bylaws to municipalities for approval. Voice vote, motion carried unanimously.**
9. Proposed Deadline for Responding to IGA. **Motion by Scott Sloan, seconded by Karl Berna to approve proposing a deadline for Responding to IGA of October 26, 2022. Voice vote, motion carried unanimously.**

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Commissioner Comments & Future Agenda Items

- Next Meeting Date: October 26th, 2022

Adjournment - Motion by Randy Puttkamer, seconded by Heather Kierzek to adjourn. Voice vote, motion carried unanimously.

Respectfully submitted, Megan Marshall, Administrative Assistant

Approved: October 26, 2022