

Minutes

Baraboo District Ambulance Commission

February 25, 2015

The February 25, 2015 meeting of the Baraboo District Ambulance Service Commission was called to order by Puttkamer at 7:00 pm.

Commissioners present: Heather Godemann, Geoff Grant, Dr. Joseph Hansen, Jeffrey Little, Joel Petty, Randy Puttkamer, Scott Sloan, and Dennis Thurow. Also present were: Wayne Maffei, Dana Sechler, Troy Snow, and John Rago.

Puttkamer noted that the meeting had been posted in compliance with the Open Meeting Law.

Adoption of Agenda

- The agenda was adopted by a motion made by Petty, seconded by Little. Voice vote, motion carried.

Approval of Previous Minutes

- Motion to approve the minutes from January 28, 2015, with recommendation to change “Scot” to “Scott” made by Petty, seconded by Little. Voice vote, motion carried.

Public Invited to Speak

- No public comments

Appearances/Announcements/Correspondence

- None

Reports

Legal Counsel Report – None

Treasurer’s Report – Thurow reported on the Financials through January, 2015. Puttkamer had questions on the allowance for uncollectable accounts on the Richland Center spreadsheet. Snow explained that the allowance number is adjusted each month, and it is based on what is expected to NOT be collected on the total balance of the accounts receivable.

President’s Report – None

Chief’s report – None

Consent Agenda

- Approve the check detail and online payments in the amount of \$126,683.69
 - Approve the write-offs of patient accounts in the amount of \$35,105.44
- Motion to approve the items as recommended by the Ad Hoc committee by Sloan, seconded by Petty. Voice vote, motion carried.

New Business

1. Fund account transfers. After reading through the requests, and group discussion, a motion was made to transfer funds per request #1 (\$684.40 from FAP into the checking account) and request #2 (transferring minimal amount line items into larger accounts) by Petty, seconded by Grant. Voice vote, motion carried.
2. Discussion on inventory system with BoundTree. Rago explained the purpose of the proposed contract, which would allow Baraboo EMS to receive free inventory software, by purchasing specific amounts of products each year from BoundTree. The general consensus of the group was in favor of the proposal. However, since it is a three year contract, Maffei indicated that the Commission should either schedule a special meeting at any given time with at least a 24-hour notice, or the Commission could choose to have a written proxy. Petty made a motion to call a special meeting at 7:00 pm prior to the next Commission meeting to vote on this issue, seconded by Grant. Voice vote, motion carried. Petty made another motion for the Commission to officially show support for the BoundTree contract, seconded by Sloan. Voice vote, motion carried.

Minutes

Baraboo District Ambulance Commission

February 25, 2015

3. Discussion occurred regarding the proposed “Back-up” agreement between Baraboo EMS and Richland County EMS for 9-1-1 assistance. Several recommendations were made by Maffei, regarding the contract, which are summarized as follows:
 - a. Paragraph A.1. Reworded to better describe if one staff is available.
 - b. Page 4. In the event that Baraboo EMS cannot respond, RCAS would be responsible to call for Mutual aid.
 - c. Clarification of minimum of 12-hours per request, as well as RCAS would be required to give Baraboo EMS a 14 day notice of need to cover a shift.

Petty made a motion to approve the recommendations by legal counsel, who would reword the contract, and forward it Chief Sechler, to be forwarded to the Richland County officials for their review, seconded by Grant. Voice vote, motion carried.

4. John Rago presented several options to the Commission, regarding the Alma Waite remodel project, specifically for the building sprinkler system. After much discussion, verification was given to follow option #2 that had been presented and approved at the Commission meeting last month.

Commissioner Comments & Future Agenda Items

- Please mark your calendars for future Commission meetings, which will be the following:
 - April 22nd
 - May 27th
 - June 24th
 - July 22nd

Adjournment

- Motion to adjourn made by Sloan, seconded by Petty at 7:56 pm. Voice vote, motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service