

Baraboo District Ambulance Commission
January 22nd, 2020 Meeting
Minutes

Members Present: Randy Puttkamer, Joel Petty, Heather Kierzek, Phil Wedekind, Tim Stieve, Robin Meier, Darlene Otto, Terry Turnquist, Pat Weber, Carl Berna

Others Present: John Rago, Wayne Maffei, Betsy Larson, Kennie Downing, Troy Snow, Matt Koepp, Bridget Cooke, Ben Wolter, Dustin Riggs LeQuire, Ida Feine, Mike Weinke, Joshua Mezyk, Christopher Fiebig, Bryan Dekeyser, Andy Klock, (plus two others signatures).

January 22nd, 2020 meeting of the Baraboo District Ambulance Service Commission was called to order by Randy Puttkamer at 7:00 pm and roll call was taken.

Rago confirmed that the meeting had been posted in compliance with the Open Meeting Laws.

Adopt Agenda: Motion by Joel Petty, 2nd by Phil Wedekind to adopt the agenda. Motion carried.
Approve Minutes of the January 8th, 2020 meeting. Motion by Phil Wedekind, 2nd by Joel Petty.
Motion Carried.

Public Invited to Speak

Ben Wolter spoke to the commission regarding training and medical direction and encouraged commission to consider changing what existed previously. Ben also encourage recording of the commission meetings and use of a billing service.

Reports

- Legal Council Report – No report
- Presidents Report – No report
- Treasurer’s Report – Robin Meier reported on the Financials and noted that the items emails were replaced with updated ones that were handed out due to how the AFG monies were documented. Robin noted most likely will end the year end the red and came close to needing to use the line of credit.
- Chiefs Report – John Rago, Deputy Director introduced himself and briefly explained his philosophy on making sure there is communications top to bottom and bottom to top and the need for accountability.

Consent Agenda

1. Approve check details and online payments for November 24th, 2019 – January 11th, 2020 in the amount of \$369,030.94. Motion by Joel Petty, 2nd by Phil Wedekind to approve. Motion carried.

New Business

1. Transition Update: John Rago reported that so far they have attempted to get all passwords and logins changed with the assistance of an IT Firm, Locks and passcodes have been changed, discussed uniformity of uniforms for staff, discussed the need to have a formal letter for access to certain items, lot of work to do. Discussion followed regarding a Transition Ad Hoc Committee. Randy Puttkamer appointed Joel Petty, Robin Meier, Tim Stieve, Terry Turnquist along with 4 staff members to serve on the Ad Hoc Committee with one of those staff members to be the HR Director.

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2. Approve 3rd Check Signer for Wells Fargo checking Account: Motion by Darlene Otto to appoint HR Director Betsy Larson, 2nd by Phil Wedekind. Motion Carried.
3. Transfer Wells Fargo Credit Card Limits to John Rago and Troy Snow from cancelled Wells Fargo Credit Cards. Motion by Joel Petty, 2nd by Terry Turnquist to approve this transfer. Motion carried.
4. Video recording of meetings. Discussed the need for some sort of recording of meetings. Robin suggested that we start with audio recordings versus video. Motion by Tim Stieve that we start audio recordings of all meetings, 2nd by Joel Petty. Motion Carried.
5. Sale of Ambulance. John Rago reported that possible buyer previously discussed fell through. Per previous meeting discussions Surplus Property site should be utilized for the sale.
6. Sale of Zoll Monitors. John Rago reported that possible buyer previously discussed fell through. Per previous meeting discussions Surplus Property site should be utilized for the sale. After all comments were made, it was moved by Meier, seconded by Sloan, to have Sechler forward a copy of the proposed 2020 Budget—along with an official letter to each of the Member municipality clerks that indicates the per capita rates (as had been done in previous years). As well, the proposed 2020 Budget should be forwarded to the next Commission and Annual members meetings, for review / approval. Voice vote, all ayes. Motion carried.
7. Ambulance Purchase and update. John Rago reported ambulance is in Antigo and is being lettered by the Sales Company. Ambulance should arrive here by next week. Pictures of the new ambulance were passed around.
8. Approve transfer of funds from LGIP – Vehicle Replacement for truck purchase when it arrives. Motion by Robin Meier to transfer the full amount from the fund, 2nd by Tim Stieve. Motion Carried.
9. Telephone System. John Rago reported that he could find nothing for pricing on phone systems. It was noted that no proposals were reviewed by the commission only an amount that was recommended for the budget. John will work on getting proposals.
10. Providing Billing Services for Pardeeville & Camp Douglas. John Rago noted this is not going smoothly and does not appear to be profitable. Discussion followed about ending this service and Wayne Maffei was asked to look into the notification process to end those services.
11. Consider RFP's for Billing/Financial Services. Services and how to handle were discussed. It was determined that this should be a task of the Ad Hoc Transition Committee and would need to tie in with any organizational structure changes.
12. Discussion of the letter from the City of Baraboo on possible withdrawal from district in 2021. It was decided that such discussion should take place in closed session.
13. Closed Session. Motion by Robin Meier, 2nd by Joel Petty to convene in closed session Pursuant to 19.85(1)(c) Wisconsin Statute for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction of exercises responsibility. Evaluation of employees involved in transition, and pursuant to 19.85(1)(e) for the purpose of deliberating or negotiation the purchasing of public properties, the investing of public funds or conducting other specified business whenever competitive or bargaining reasons require a closed session. The City of Baraboo Ambulance

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services. Robin also requested that Kennie Downing be allowed in the closed session for the discussion of the City of Baraboo Ambulance services. Roll call vote: Randy Puttkamer -yes, Joel Petty-yes , Heather Kierzek-yes, Phil Wedekind-yes, Tim Stieve-yes, Robin Meier-yes, Darlene Otto-yes, Terry Turnquist-yes, Pat Weber-yes, Carl Berna-yes.

14. Open Session. Motion by Robin Meier, 2nd by Joel Petty to return to open session. Roll call vote: Randy Puttkamer -yes, Joel Petty-yes , Heather Kierzek-yes, Phil Wedekind-yes, Tim Stieve-yes, Robin Meier-yes, Darlene Otto-yes, Terry Turnquist-yes, Pat Weber-yes, Carl Berna-yes

15. Motion by Joel Petty, 2nd by Phil Wedekind to appoint John Rago as Interim/acting Chief/Director. Motion Carried.

Commissioner Comments & Future Agenda Items

- Commission agree that we would maintain the 4th Wednesday Commission meeting date.
- Tim Stieve noted that the Ad Hoc Transition Committee should meet prior to the next regular meeting of the Commission.
- Tim noted that an agenda item should be on the next commission meeting to act on a member meeting and schedule a member meeting immediately following the Commission meeting.
- Darlene Otto requested to be notified when the next blood drive is held.

Adjournment

- Motion to adjourn by Darlene Otto, seconded by Joel Petty to adjourn. Motion carried.

Respectfully Submitted,

Tim Stieve, Secretary
Baraboo District Ambulance Commission