

Minutes

Baraboo District Ambulance Commission

Call to Order & Roll Call

- The October 23, 2019 meeting of the Baraboo District Ambulance Service Commission was called to order by Dahlke at 7:00 pm.
- Commissioners present: Dave Dahlke, Dave Kitkowski, Robin Meier, Darlene Otto, Joel Petty, Scott Sloan, Tim Stieve, Terry Turnquist, and Phil Wedekind
- Also present were: Attorney Maffei, Chief Sechler, Deputy Chief Rago, Captain Johnson, N. Rago, Seefeld, Snow, Vande Hei, R. Willer
- Dahlke confirmed that the meeting had been posted in compliance with the Open Meeting Law.
- The agenda was adopted with a motion made by Meier, seconded by Petty. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the September 25, 2019 minutes was made by Sloan, seconded by Wedekind. Voice vote, all ayes. Motion carried.

Public Invited to Speak

- None

Reports

1. Legal Council Report – The Line of Credit paperwork with Community First Bank has been completed. The Bank asked for a waiver of a Conflict of Interest for the CJMM law firm to represent both Baraboo EMS and Community First. That document has been signed.
2. Treasurer's Report – Meier reported on the Financials, and stated that the checking account currently has about \$100,000 in it. No funds have been paid back to the LGIP accounts, and no additional reserve funds have been used. Meier stated that the A/R is still high. She did get a spreadsheet indicating the runs that are related to the Richland Center area. The A/R specific to Richland Center is not yet determined, however the Billing Department is working on those numbers. Dahlke asked if those reports are accomplished by the billing software, or if the staff has to do it by hand. Meier indicated that it is now able to be recorded by the billing software.
3. Secretary's Report – Sloan stated that he is moving, and will no longer be on the City Council, and therefore, he is resigning from the Commission, and will not be the Secretary. Sloan did ask about the process for the Line of Credit, as he had just gone over to complete the paperwork to be an official signer. It was directed to include an agenda item at the next Commission meeting, to vote for a new Secretary. Once that position is filled, that person can go over to the bank to complete the signature paperwork.
4. President's Report – Dahlke stated that audit is on-going, and may be completed by November.
5. Chief's Report – As presented in the written report.

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Consent Agenda

1. Approve check details and online payments for September 15, 2019 – October 12, 2019 in the amount of \$103,977.29. A motion to approve as presented was made by Petty, seconded by Meier. Voice vote, all ayes. Motion carried.

New Business

1. Cash Reserve policy. Meier explained the policy to the group. Maffei had two comments / question: 1) It was not clear if the intent is for the Financial Coordinator to be able to pull 50% from Operations only, or to include Employee obligation. The solution is to change the wording to “50% of existing balance of the joint reserve fund”. 2) Is a Members’ meeting needed to approve a draw-down, or could it be authorized at a Commission meeting? The thought process was that if it was a Special meeting, that it would be 2/3 of the majority of those in attendance, not of the entire Commission. The solution is to reword to read “2/3 of the Board Members present, if such a vote was at a Special meeting”.

At the top of page three of the document, there are currently two options. Meier asked if the Commission wanted both options, or to decide on just one option? It was stated that there appears to be more flexibility with option #1. The general consensus was to remove option #2. There was also discussion on the amount of \$750,000 that is currently indicated, as that seemed fairly high. Meier stated that she had used the number related to 20% of the annual operating expenses. The City has about three months or 25% of funds in a rainy day fund. This policy does not include the other Reserve accounts, such as the Vehicle or Equipment funds, etc. A motion to approve the Policy with the suggested changes was made by Petty, seconded by Otto. Voice vote, all ayes. Motion carried.

2. Snow presented the information on the copier lease options. After a couple of comments were made, it was moved by Turnquist, seconded by Meier, to forward an approval recommendation of the copier lease agreement to the Annual members meeting, for review / approval. Voice vote, all ayes. Motion carried.
3. 2020 Budget discussions. Sechler reviewed the various line items within the proposed 2020 budget, and the changes to the line items. Meier asked what the feedback was from the other Municipalities. Petty and Sloan stated that the City did have some issues with the increase in the per capita rate, but that they discussed the issues with them at their last meeting. Dahlke stated the same with the Village of West Baraboo, and that they were committed to the \$30.00 per capita rate. The following items were adjusted in the proposed 2020 Budget:
 1. Add \$75,000 into the Income section for debt service.
 2. Add \$75,000 into the Expenses section for debt service.
 3. Add \$2,000 into the Expenses section for interest payments.
 4. Adjust the change in Insurance to \$2,035.
 5. Increase the Alma Waite utilities \$2,500 to a total of \$10,500.

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6. Net/net the remainder of funds for the Reserve account should balance to \$130,415.
7. The \$130,415 balance was moved to the Operations reserve fund, instead of the Vehicle replacement fund.

After all comments were made, it was moved by Meier, seconded by Turnquist, to forward the recommendations of the 2020 Budget to the Annual Members meeting, for review / approval. Voice vote, all ayes. Motion carried.

Commissioner Comments & Future Agenda Items

- Petty wanted to thank Sloan for his work with Baraboo EMS over the years, in his support of the Service, and his moving to a new house.
- Please mark your calendars for the next Commission meeting, which will be the following:
 - December 4, 2019
 - January 22, 2020

Adjournment

- Motion to adjourn by Petty, seconded by Turnquist at 7:37 pm. Voice vote, all ayes. Motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service