

Minutes

Baraboo District Ambulance Commission

Call to Order & Roll Call

- The December 4, 2019 meeting of the Baraboo District Ambulance Service Commission was called to order by Dahlke at 7:00 pm.
- Commissioners present: Dave Dahlke, Heather Kierzek, Dave Kitkowski, Robin Meier, Darlene Otto, Joel Petty, Randy Puttkamer, Tim Stieve, Terry Turnquist, and Phil Wedekind
- Also present were: Attorney Maffei, Chief Sechler, Deputy Chief Rago, Captain Johnson, Captain Koepp, Snow, Vande Hei, and City Administrator Kennie Downing
- Dahlke confirmed that the meeting had been posted in compliance with the Open Meeting Law.
- The agenda was adopted with a motion made by Wedekind, seconded by Stieve. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the October 23, 2019 minutes was made by Kitkowski (with correction of his name spelling) seconded by Petty. Voice vote, all ayes. Motion carried.

Public Invited to Speak

- None

Reports

1. Legal Council Report – No report.
2. Treasurer's Report – Meier reported on the Financials, and stated that all the bills were paid through the month of November (which included three payrolls) without using the Line of Credit or any Reserve funds. Though no additional reserve funds have been used, there have not been any additional funds paid back to the LGIP accounts. Meier stated that the A/R is still high, though when the 2019 write-off amounts are applied, that will bring the A/R number down. The revenue year-to-date is at \$4.9 million, which is under the estimated YTD budget. Meier stated that she reviewed a number of the policies that had been given to the Commission, and that several of the policies related to finances and the budget needed to be updated, as a couple of them are a number of years old, and need to be updated. Meier shared that she had attended the last Baraboo City council meeting, and it was stated at that meeting that the special audit report will be made public on December 17, at a special council meeting. The intent is for the report to be given to everyone at the same time. Maffei and Dahlke both stated that was not the agreement that had been agreed to, between the City of Baraboo and Baraboo EMS. Rather, an initial / preliminary report was to be sent to the Commission President, Attorney, and Chief, for them to review, with the final report to be shared at a future meeting. Dahlke stated that he had sent an email to Ed Geick regarding the release of the report, and that he has not yet heard back from him.

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3. President's Report – Dahlke stated that he publicly wanted to thank Commissioners Petty and Sloan for their support at the various City finance and council meetings, in advocating for the agreed upon \$30 per capita rate that the Commission had agreed to, and approved at the Annual Member's meeting. Dahlke questioned the rationale of the City attempting to hold back part of the tax levy, to initially only paying the equivalent of a \$27 per capita rate. Dahlke asked what the benchmark would be to release the additional \$3.00 per capita rate for their portion of the tax levy? Dahlke explained that one of the reasons that the reserve funds are low is that the City forced the hand of Baraboo EMS by dropping the per capita rate down to \$6.28 several years ago. Dahlke also stated that the memo that had been sent out by Ed Geick to the City Council the previous month was out of bounds, and was a personal attack on several of the Officers / Management team at Baraboo EMS. Dahlke reiterated that the Baraboo EMS Budget for 2020 was based on a \$30.00 per capita rate that had been agreed to and unanimously approved at the October Member's meeting. Reference to the Bylaws was made, that describes the payment of the tax levy by the municipalities to the ambulance service. Meier brought up an inter-governmental agreement on how the payment should be made. It was asked when the tax levies are paid to Baraboo EMS. Sechler stated that the Townships and the Village typically pay the full amount billed to them in January. The City has traditionally paid half of the payment in January / February, and the remaining half is then paid in July / August. Maffei reiterated that a copy of the special audit report should be sent to the Commissioners prior to the public meeting. A meeting notice should be posted by the City of Baraboo. Dahlke also noted that depending on when/if the City responds to the Commission's concerns and questions about the proposed Special Audit presentation by Baker Tilly, scheduled for December 17 at the City Council chambers, BDAS may need to hold a special Commission meeting prior to that meeting, to discuss the report.
4. Chief's Report – As presented in the written report.

Consent Agenda

1. Approve check details and online payments for October 13, 2019 – November 23, 2019 in the amount of \$156,738.99. A motion to approve as presented was made by Petty, seconded by Turnquist. Voice vote, all ayes. Motion carried.

New Business

1. Vote for new Commission Secretary. Petty nominated Stieve, seconded by Meier. Petty motioned to close nominations, seconded by Meier. Voice vote, all ayes. Motion carried. A motion was made by Petty, seconded by Otto to approve Stieve as the new Commission Secretary, for the term held by Sloan until April, 2020. Voice vote, all ayes. Motion carried.
2. Discussion on the purchase of the new AFG Bariatric ambulance. Sechler stated that that new Bariatric ambulance, being built by Demers as part of the Assistance to Firefighter's Grant (AFG) was due to be delivered in December. The total amount for the ambulance is

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\$230,951.00. The Federal portion of the Grant is \$219,048.00, and Baraboo EMS will be responsible for \$11,903.00. Sechler asked the Commission if they preferred to use funds from the Operations / checking account, or if they wished to move funds from the Vehicle reserve fund. Meier stated that it had been budgeted in 2019 to transfer funds from the Vehicle reserve to cover that expense. It was moved by Meier, seconded by Petty, to move the needed funds from the Vehicle reserve to the Operations / checking account, to cover the portion of the Bariatric ambulance that Baraboo EMS is responsible for. Voice vote, all ayes. Motion carried.

3. Discussion on the sale of Bariatric rig 574. Sechler explained that with the new Bariatric rig arriving, the plan was to sell the current ambulance, which is a 2003 Freightliner FL 60. He stated that the options for selling the rig included: (1) advertising sale of the unit to employees and other interested parties that might be interested, and then having a blind bidding process; (2) placing the vehicle on the Wisconsin Surplus online site; (3) offering to sell it to Beloit Fire Department, as they were potentially in need of a Bariatric rig. After discussion, it was moved by Meier, seconded by Kitkowski, to offer it to Beloit Fire Department for \$7,500, with the ability to accept a counter offer of no lower than \$5,000. If that sale does not work out, then it should be posted on Wisconsin Surplus, with a reserve of no less than \$5,000. Voice vote, all ayes. Motion carried.
4. Sechler presented the proposed policy for the Assistance to Firefighter's Grant (AFG) related to property, vehicle, and equipment management and record keeping. Stieve stated that in the first paragraph, the phrase "a reasonable assurance such" should be removed. Stieve also stated that in the second sentence of the second to last paragraph that the words "records and" should be added. It was moved by Wedekind, seconded by Stieve, to approve the AFG policy related to property, vehicle, and equipment management and record keeping, with the suggested changes. Voice vote, all ayes. Motion carried.
5. Sechler presented the proposed policy for Continuing Education and the Training Request form. The Commission directed that the following items should be changed: (1) Delete items related to Human Resources. (2) Reference the criteria needed to determine the ability to approve requested training. (3) Define management. (4) Reword the section about "eligible for reimbursement". Stieve asked if the Commission should be part of the approval process, regarding out-of-state training. Dahlke gave some examples as to how training is approved at his workplace, for in-state, and out-of-state training. Petty asked if there is capitation for an employee that might take classes all the time, versus another employee that doesn't take any classes. It was indicated that the Training Center staff would keep track of those items, in order to ensure as much training could be approved for the greatest amount of employees. It was directed to bring the policy back with the revisions, for additional review by the Commission.

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Commissioner Comments & Future Agenda Items

- Meier asked if there should be a meeting scheduled prior to 12/17. Dahlke stated that if one was needed, that a Special meeting could be called. There will be a meeting noticed for that evening, if needed.
- Dahlke wished everyone a Merry Christmas, and a Happy New Year. He also thanked the crews for their service, especially over the upcoming Holidays.
- Please mark your calendars for the next Commission meeting, which will be the following:
 - January 22, 2020
 - February 26, 2020

Adjournment

- Motion to adjourn by Turnquist, seconded by Wedekind at 8:00 pm. Voice vote, all ayes. Motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service