

Baraboo District Ambulance Commission  
AD HOC Transition Committee  
March 17<sup>th</sup>, 2020 Meeting  
DRAFT Minutes

Members Present: Terry Turnquist, Tim Stieve, Robin Meier, Caleb Johnson, Steve Woodstock, Betsy Larson, Troy Snow, Joel Petty

Others Present:

- 1) AD HOC Transition Committee was called to order by Terry Turnquist on March 17<sup>th</sup>, 2020 at 9:00 am Troy Snow confirmed that the meeting had been posted in compliance with the Open Meeting Laws.
- 2) Adopt Agenda: Motion by Robin Meier, 2<sup>nd</sup> by Joel Petty to adopt amended agenda. Motion carried.
- 3) Approve Minutes of March 5<sup>th</sup>, 2020 meeting: Motion by Tim Stieve, 2<sup>nd</sup> by Joel Petty to approve the minutes of the March 5<sup>th</sup>, 2020 committee meeting. Motion carried.
- 4) Public Invited to speak: None
- 5) Old Business
  - a) Update on List of Items to be addressed. The list was reviewed and changes were made to the list with notes. See Attached updated list.
  - b) Update on Billing Services – Discussion of plan for billing Department. Discussion followed. It was discussed that the contract with the billing Service should state to start “no later than June 1<sup>st</sup>, 2020 but that anytime prior to that would be acceptable. It was decided that Troy, Betsy & Legal Services (Nicole) should develop a plan on staffing once the Contract to move forward with contracting Billing services is approved.
- 6) New Business
  - a) Review & Finalize Job Descriptions for the HR Director, Chief, Deputy Chief & Finance Director. Committee went through the updated Draft Job descriptions one by one and made changes. Once completed with the review a motion was made by Robin Meier to complete the updates and send these new Job Descriptions to the entire Commission for approval at the next meeting, 2<sup>nd</sup> by Joel Petty. Motion Carried.
  - b) Review and approve RFP for Legal Services – Discussed how best to completed this. It was noted that it would probably not require a formal RFP but to send letters to various Law Firms with that experience. Robin noted she had done research as to who other municipalities utilize. Robin agreed she would research this further and bring back information at a future meeting of the committee for review and possible recommendation.
  - c) Review of the By-laws – a copy of the By-Laws was handed out. From previous discussion it was noted there was not specific action to take at this time but that we need to continually make sure we are making notes on changes that will be necessary to the By-laws based on the overall structural changes being recommended/approved, such as the Organizational Chart. It was noted that it would make the most sense to incorporate all necessary changes and approve the By-laws at the annual meeting of the Members in October.
- 7) Next meeting and agenda. Next meeting was set for April 2<sup>nd</sup>, 2020 with the only agenda item being:
  - a) Review responses on Interim Director RFP – Possible action – set interviews with respondents
- 8) Adjourn. Move by Caleb Johnson, 2<sup>nd</sup> by Joel Petty to adjourn. Motion Carried.

Respectfully submitted, Tim Stieve Secretary

Compiled prioritized list of areas for the Ad Hoc Committee to address (Updated 3-17-2020):

- (1) BDAS Organizational Chart/Structure – **Chart done – Work continues on below**
  - a) Update/Development of Employee handbook
  - b) Review of Clinical Staffing
  - c) Training Center
  - d) Performance Appraisals for all staff
  
- (2) Billing – Contracted Service versus In-house–**Moving to Contracted Service–work on below**
  - a) Develop RFP for Billing Services - **Completed**
  - b) Billing Software updates – **Depends on Billing Service input**
  - c) Plan for Billing Department moving forward – **To be developed**
  
- (3) Contracted IT Services versus In-house – **Official Direction to the Commission to outsource**
  - a) Contract with Sauk County or use other?
  - b) Internet Service Provider, who to use?
  
- ~~(4) Review of Management Study previously completed on BDAS – Remove~~
  
- (5) BDAS Legal Services – **Under review**
  
- (6) Review of all Policies, Procedures, Commission By-Laws – **Ongoing issue**
  
- (7) Look at Utilizing Old City Hall Space – **Added to List – to be researched**
  
- (8) Medical Direction Services – **RFP – To be determined**