

Baraboo District Ambulance Commission
AD HOC Transition Committee
March 3rd, 2020 Meeting
Approved Minutes

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

Others Present: Kennie Downing

- 1) AD HOC Transition Committee was called to order by Terry Turnquist on March 3rd, 2020 at 9:00 am. Troy Snow confirmed that the meeting had been posted in compliance with the Open Meeting Laws.
- 2) Adopt Agenda: Tim Stieve made a motion to approved the agenda with once change under 5.c) should be Interim Director, not Interim Chief, 2nd by Joel Petty to adopt agenda with the change. Motion carried.
- 3) Approve Minutes of February 13th, 2020 meeting: Motion by Tim Stieve, 2nd by Joel Petty to approve. Motion carried.
- 4) Public Invited to speak: Kennie Downing was present she stated that she is still being contacted by BDAS staff with concerns that include their opinions are not being heard, concerned about retaliation, hostile workplace, concerns remain that staff are going to the City Administrator, Kennie also noted that a long term goal should be to look at the efficiency of BDAS seems as if staffing is heavy for this size of service. Discussion followed with the committee.
- 5) New Business
 - a) Review and discussion of Billing Services RFP responses. Each response was opened and reviewed by the committee as a whole. Upon opening all six responses a score sheet was created by Kennie using the criteria outlined in the RFP. Each committee member completed a score sheet on each response and all were tallied. (See score tally sheet attached). Upon completing the scoring, a motion was made by Tim Stieve, 2nd by Robin Meier that we recommend to the BDAS Commission that we move forward with the top scoring company, AMB and to move towards switching to this billing service. Motion Carried.
 - b) Review of Organizational Chart – approval for March 11th Commission Meeting. Discussion was followed. Motion by Robin Meier, 2nd by Caleb Johnson that we recommend that BDAS Commission approve the Org Chart (see attached) with the change that we remove Officer under the Deputy Chief Training Box. Motion carried. A motion was made by Robin Meier that if for some reason the chart is not adopted that we recommend to BDAS that Billing Services be moved under the finance Director immediately, 2nd by Betsy Larsen. Motion Carried.
 - c) Discussion of RFP for Interim Director per direction of the Commission. Tim noted that Kennie had sent the draft version. Tim noted he made only a few changes based on the fact the entire committee would be reviewing/modify as needed. Discussion followed and it was agreed that each committee member should take some time and review the draft RFP and we would meet again on March 5th, 2020 9:30 am to go through the RFP and make any needed changes.

- 6) Set next meeting and agenda. Next meeting was set for March 5th, 2020 with agenda items:
- a) Discuss and finalize RFP for Interim EMS Director per direction of the Commission
 - b) Discussion of Ad Hoc Personnel committee and possible need for listening sessions
 - c) Discuss & finalize Employee Complaint Policy to be recommended to BDAS Commission for Approval.

It was also decided that the Committee should also meet on March 17th, 2020 @ 9:00 am with the preliminary agenda items to be: review of Job Descriptions for the HR Director, Chief and Finance Director as shown on the Org Chart and to discuss/create/review an RFP for Legal Services.

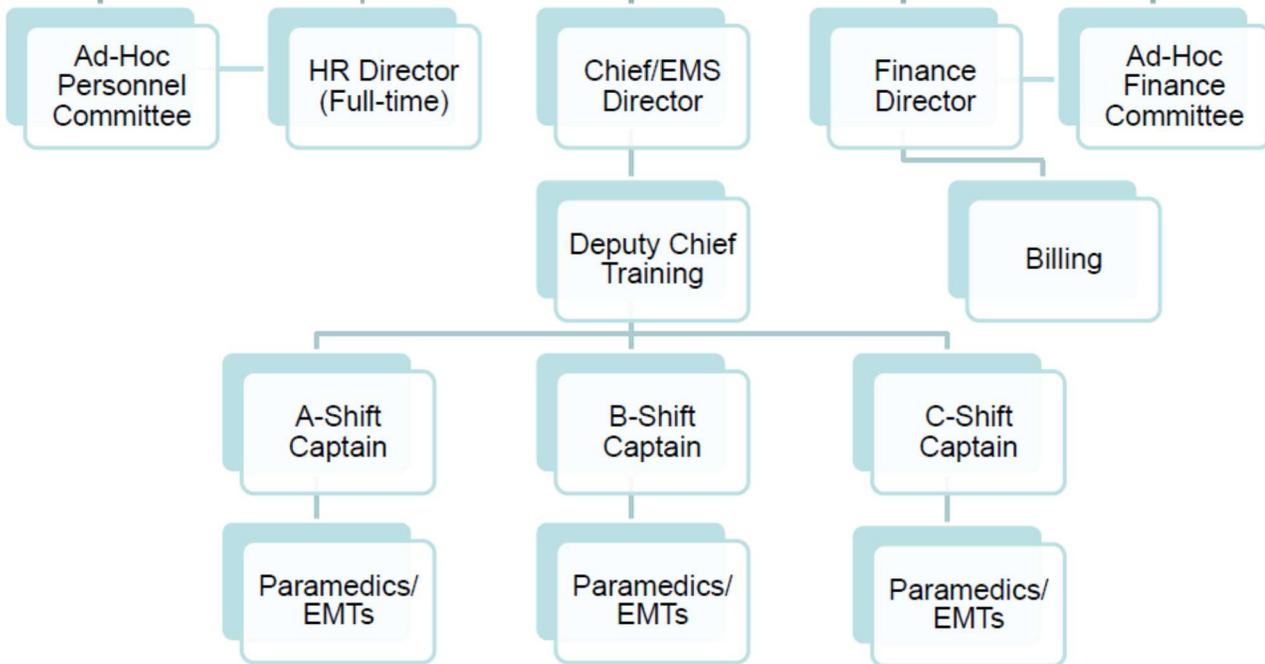
- 7) Adjourn. Move by Tim Stieve, 2nd by Joel Petty to adjourn. Motion Carried.

Respectfully submitted, Tim Stieve Secretary

Rating Sheet Results
Baraboo District Ambulance Service RFP - EMS Billing and Collection Services

Evaluator Name	AMB	ECP	LifeQuest	Quick Med Claims	Cornerstone	Billing Pros
Robin Meier	95	40	75	80	60	55
Troy Snow	95	35	65	90	55	60
Caleb Johnson	95	35	75	55	50	45
Terry Turnquist	95	50	95	85	80	90
Steve Woodstock	100	30	65	75	50	75
Betsy Larsen	100	50	55	95	50	50
Joel Petty	100	45	60	70	55	65
Tim Stieve	100	50	85	85	70	60
TOTAL	780	335	575	635	470	500

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Revised Proposal
3-5-2020