

Baraboo District Ambulance Commission  
AD HOC Transition Committee  
March 5<sup>th</sup>, 2020 Meeting  
Approved 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 9:30 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 Caleb Johnson to adopt agenda. Motion carried.
- 3) Approve Minutes of March 3<sup>rd</sup>, 2020 meeting: Motion by Robin Meier, 2<sup>nd</sup> by Joel Petty to approve with a couple minor changes, change item 4 line 3 to add “remain” after concerns and to underline the first sentence in item 5.c). Motion carried.
- 4) Public Invited to speak:
- 5) New Business
  - a) Discuss and finalize RFP for Interim EMS Director per direction of the Commission. Committee went through the Draft RFP page by page. Caleb Johnson will be making final changes to the RFP. Motion by Robin Meier, 2<sup>nd</sup> by Joel Petty to approve sending the revised RFP to the BDAS commission for approval. Motion Carried.
  - b) Discussion of Ad Hoc Personnel committee and possible need for listening sessions. Motion by Tim Stieve that we recommend to the BDAS Commission that an Ad Hoc Personnel Committee be established immediately if the Organization Chart is not adopted, 2<sup>nd</sup> by Robin Meier. Motion Carried.
  - c) Discuss and finalize Employee Complaint Policy to be recommended to BDAS Commission for Approval. Committee discussed the proposed changes to the Employee Complaint Policy. Motion by Caleb Johnson, 2<sup>nd</sup> by Joel Petty to forward the updated policy to the BDAS Commission for approval by the Commission. Motion Carried.
- 6) Set next meeting and agenda. Next meeting was set for March 17<sup>th</sup>, 2020 with agenda items:
  - a) Review and Finalize Job Descriptions for the HR Director, Chief, Deputy Chief & Finance Director for approval and recommendation for approval to BDAS Commission.
  - b) Review and approve RFP for Legal Services
  - c) Review of the By-laws
  - d) Update on List of Items to be addressed
- 7) Adjourn. Move by Joel Petty, 2<sup>nd</sup> by Troy Snow to adjourn. Motion Carried.

Respectfully submitted, Tim Stieve Secretary