

Minutes

Baraboo District Ambulance Commission

The April 17, 2019 meeting of the Baraboo District Ambulance Service Commission was called to order by Puttkamer at 7:00 pm.

Commissioners present: Dr. Kacey Kronenfeld, Erik Larson, Darlene Otto, Joel Petty, Randy Puttkamer, Scott Sloan, Terry Turnquist, and Phil Wedekind

Also present were: Attorney Maffei, Chief Sechler, Deputy Chief Rago, Captain Johnson, Snow, Vande Hei, Larsen, and Ed Geick

Puttkamer noted that the meeting had been posted in compliance with the Open Meeting Law.

Adoption of Agenda

- The agenda was adopted by a motion made by Kronenfeld, seconded by Petty. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the February 27, 2019 minutes was made by Sloan, seconded by Larson. Voice vote, all ayes. Motion carried.

Public Invited to Speak

1. None

Appearances/Announcements/Correspondence

2. None

Reports

1. Legal Counsel Report – No report.
2. Treasurer's Report – No report.
3. President's Report – No report.
4. Chief's Report – Sechler reviewed the written report that was submitted in the Commission packet.

Consent Agenda

1. Approve check details and online payments for February 17, 2019 – April 6, 2019 in the amount of \$202,514.86.
2. Approve write-offs in the amount of \$20,499.03.
A motion to approve as presented was made by Petty seconded by Sloan. Voice vote, all ayes. Motion carried.

Old Business

1. City Administrator Ed Geick gave an update to the Commission on the proposal for a new facility / station to be shared by Baraboo Fire and Baraboo EMS. A meeting previously occurred with Geick, Sechler, Stieve, and Pinion to discuss and narrow down some potential sites for the new building. In the past time periods and studies performed, about 22 different sites were considered. The group pared down the potentials to seven sites. The intent is then to create an RFP for an entity to review the potential sites and further narrow down the options for consideration. Maffei stated that it had been suggested to create an ad hoc committee to work on the concept of a shared station, and asked if there was a need to have one created / established. Geick responded that he thought that it would be a good idea to create an ad hoc committee at some point.

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New Business

1. Resolution for Health Insurance. Snow discussed the reason for the new Resolution, which was that all the related items for the Health Insurance were now all located in one section. This Resolution ties everything together. A motion to approve the Resolution to be signed was made by Sloan seconded by Wedekind. Voice vote, all ayes. Motion carried.
2. HR Director Larsen presented the Referral Bonus policy, which would be used to reward those employees that referred a person as a new employee to Baraboo EMS. A motion to approve the Policy with changes to paragraph #1 and also striking item #9 was made by Meier seconded by Larson. Voice vote, all ayes. Motion carried.
3. HR Director Larsen presented the Workplace Relationships policy. Maffei stated that he and Nicole had reviewed the policy, and recommended it to be adopted. After discussion and questions asked by the Commission, a motion to approve the Policy was made by Petty seconded by Sloan. Voice vote, all ayes. Motion carried.
4. Sechler presented the two contracts for Billing services for Camp Douglas. A motion to approve the contract, with additional wording to include the ability to have adequate capabilities, as well as a 60-day termination in the event of insufficient staffing in the Billing department. A motion was made by Wedekind seconded by Turnquist. Voice vote, all ayes. Motion carried.
5. Sechler presented the renewal contract for MATC, for student field experience. After discussion, a motion to approve the contract was made by Meier seconded by Petty. Voice vote, all ayes. Motion carried.

Commissioner Comments & Future Agenda Items

- Dr. Kronenfeld announced that this would be her last meeting on the Commission, and that St. Clare hospital would be notifying the Commission regarding who would be appointed to that position.
- Commissioner's appointments to the Commission, and the voting of officer's will be on the agenda for the May meeting, in addition to the appointments for the finance ad hoc committee, and possibly a building ad hoc committee.
- Please mark your calendars for the next Commission meetings, which will be the following:
 - May 22, 2019
 - June 26, 2019

Adjournment

- Motion to adjourn by Larson, seconded by Turnquist at 8:03 pm. Voice vote, all ayes. Motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service