

Baraboo District Ambulance Commission
AD HOC Transition Committee
May 19th, 2020 Virtual Meeting
APPROVED Minutes

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

Others Present: None

- 1) AD HOC Transition Committee was called to order by Terry Turnquist on May 19th, 2020 at 9:02 am, Troy Snow confirmed that the meeting had been posted in compliance with the Open Meeting Laws.
- 2) Adopt Agenda: Motion by Joel Petty, 2nd by Troy Snow to adopt agenda. Motion carried.
- 3) Approve Minutes of May 5th, 2020 meeting: Motion by Tim Stieve, 2nd by Caleb Johnson to approve the minutes of the May 5th, 2020 committee meeting. Motion carried.
- 4) Public Invited to speak: There was no one present on the call from the public and no comments were submitted.
- 5) Old Business
 - a) Review and possible action on Staff Performance Appraisals – Still working on this, no update.
 - b) Update and possible action on Training Center – Training officer Chris is being transitioning to a 24 hour Employee, EMT classes are only held in the spring and the School really wants this to be maintained.
 - c) Update and possible action on Changes to Deputy Chief Job Description - Motion by Tim Stieve, 2nd by Robin Meier to approve the updated Job Description for Deputy Director as sent. Motion Carried.
 - d) Update on conversion to AMB Billing Service – Troy noted it is going well, only Jess remains in the Billing department to assist with the transition to AMB, Troy noted that Camp Douglas is switching to AMB as well as of June 1st but that Camp Douglas is expecting that BDAS continue on all those prior to the switch, this could be an issue as the software expires in October. Troy is going to meet with Nicole to discuss contract and how to handle.
 - e) Review of cost comparison on utilizing the vacant Space in the Old City Hall – Joel Petty noted he had a conversation with the Mayor and the would be willing to do a lease at no costs for right now with the issues of COVID 19 and revenues being reduced. Tim noted he had done some preliminary checking on phone costs and thinks that there could be a savings on a monthly basis but also new phones would be less than what is budgeted. Caleb discussed IT items and use of Sauk County MIS for computer needs. Discussed the need to find out what the existing Admin Building could be sold for. Discussion followed and it was noted that there are a number of things that need to be addressed before such a move were to take place. There was discussion on some remodeling that will be done that could also allow for the crews to also be in the facility. Troy noted it may have to be a phased approach something where Administrative staff move first, then later the crews, etc. Terry suggested that items be added to the Commission meeting regarding moving ahead on researching cost of a move as well as getting an appraisal on the existing Admin Building.
 - f) Update on BDAS Legal Services – Nothing new to report since the last meeting.
 - g) Review Medical Direction Services duties – Steve Woodstock had sent out draft of an RFP for Medical Director Services. Discussion followed on the RFP but also what all is involved with the Medical Director. It was noted that we should not have this as an RFP but we should be developing a list of the responsibilities of the Medical Director. A motion was made by Caleb Johnson that Steve Woodstock work with John Rago, Interim Chief and the HR Director to develop a Medical Director list of responsibilities and that be brought back to the Committee for review. Motion Carried.

6) New Business

- a) Discussion and possible action to removed Training Center Coordinator & IT/Billing/Logistics Coordinator Job Titles. It was noted that this is just cleaning up what was left from the changes to the Organizational Chart. Motion by Betsy Larsen, 2nd by Robin Meier to recommend to the BDAS Commission that these job titles be eliminated from the Organizational Structure. Motion Carried.

7) Next meeting was set for a virtual meeting on June 16th, 2020 @ 9:00 am

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

Respectfully submitted, Tim Stieve Secretary