

Baraboo District Ambulance Commission  
AD HOC Transition Committee  
May 5<sup>th</sup>, 2020 Virtual Meeting  
APPROVED Minutes

Members Present: 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 Joel Petty on May 5<sup>th</sup>, 2020 at 9:07 am, Troy Snow confirmed that the meeting had been posted in compliance with the Open Meeting Laws.
- 2) Adopt Agenda: Motion by Tim Stieve, 2<sup>nd</sup> by Caleb Johnson to adopt agenda. Motion carried.
- 3) Approve Minutes of April 21<sup>st</sup>, 2020 meeting: Motion by Tim Stieve, 2<sup>nd</sup> by Caleb Johnson to approve the minutes of the April 21<sup>st</sup>, 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. Joel Petty did state that he had a recent conversation with Kennie Downing and she had indicated that due to the COVID-19 there would be no discussion/comments on the BDAS until this fall.
- 5) New Business
  - (1) BDAS Organizational Chart/Structure
    - a) Update/Development of Employee handbook – It was noted that one change headed for Commission approval is the Job Descriptions for chief, Deputy chief, HR Director and Finance Director. Work will continue as time allows.
    - b) Review of Clinical Staffing – Caleb noted the staff changes due to COVID-19. It was noted that this will have to be addressed down the road once we are past the worst of the COVID-19.
    - c) Training Center – One question is should this be maintained? Also noted that there is a separate Training Center License that was recently maintained. Discussed how to proceed if new Job Descriptions are approved as training is being moved to the Deputy Chief and that position is technically not filled presently and the Training officer is filled. Reviewed the wording within the Deputy Chief Job Description specific to training and it was decided that a couple minor changes to address the training and Training Center needed to be added to that Job Description. Troy noted he will be speaking with Lori Mueller regarding this topic. It was decided that Troy and Caleb could do some further research and report back to the committee with recommendations.
    - d) Performance Appraisals for all staff – Betsy is working on these but it is going to take a fair amount of time. She will provide an update at the next meeting.
  - (2) Billing – Contracted Service versus In-house – Troy note that the billing service took over on May 1<sup>st</sup> and they will be starting on the old claims. Troy noted as far as staffing that Nancy was done as of May 1<sup>st</sup>, Doris will be done today or tomorrow, Rachel really has been more helping with grant writing versus billing and Jess is helping with the training and will be a big part of that as the switchover continues. Pardeeville has paid the amount they owed and are completed with BDAS. Camp Douglas is going to begin using a billing Service but will stay on with BDAS until that switch is made and old items are cleaned up. Troy noted that it has been a bigger project than he initially anticipated to get converted to the Billing Service, but that is not a bad thing or good thing, just bigger than expected. Caleb noted all the crews have had initial training and Steve noted that he has heard nothing but positive comments on the switch.

- (3) Contracted IT Services versus In-house – Tim noted that Sauk County was willing to do the IT Services but deferred to staff as to when or if that would need to be done. Tim also noted that this discussion is really tied to Item 6 of possibly using old City Hall Space as that could affect the internet service, phones, etc. Caleb agreed that the two are tied together and noted that there still needs to be research before any final recommendations can be made. Caleb noted he thinks the staff would be fine with such a move but it would be necessary to develop a cost analysis/comparison to determine if such a move would make sense. There was discussion on what the value of the present building is, Troy noted BDAS paid \$102,000 and Robin in a search of the last tax record showed it to be a Fair Market value of \$146,200. Tim will talk with some realtors and see if he can get an estimate on possible sale price if it were to get to that point. Troy & Caleb will work on a cost analysis.
  - (4) BDAS Legal Services – Robin was checking into this and so far, she has talked with one firm that was recommended but they just completed some work for the City of Baraboo and they want to check into whether or not they could do this without a conflict of interest.
  - (5) Review of all Policies, Procedures, Commission By-Laws – it was noted this is a rather broad item and is an ongoing item and there was no further discussion.
  - (6) Look at Utilizing Old City Hall Space – discussion was included in item (3).
  - (7) Medical Direction Services – Caleb noted that we probably need to determine what we need Caleb and Steve will work on a list of items/duties that the Medical Director would need to provide and will bring that back to the committee for further discussion.
- 6) Next meeting was set for a virtual meeting on May 19<sup>th</sup>, 2020 @ 9:00 am
- 7) Adjourn. Move by Robin Meier, 2<sup>nd</sup> by Betsy Larsen to adjourn. Motion Carried.

Respectfully submitted, Tim Stieve Secretary