

Baraboo District Ambulance Commission
AD HOC Transition Committee
June 18th, 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 June 18th, 2020 at 9:05 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 Tim Stieve to adopt agenda with one change to item 3. to approve minutes of **May 19th, 2020** meeting. Motion carried.
- 3) Approve Minutes of May 19th, 2020 meeting: Motion by Tim Stieve, 2nd by Caleb Johnson to approve the minutes of the May 19th, 2020 committee meeting. Motion carried.
- 4) Public Invited to speak: Steve Woodstock was asked to provide the following comments from BDAS Employees: What is the Chain of Command for contacting Transition Committee, can staff get regular updates from the Transition Committee, can messages be sent on what happened at each transition committee meeting and questions as to what the role of the one person still working in billing is and who are they reporting to.
- 5) Old Business
 - a) Review and possible action on Staff Performance Appraisals – Betsy reviewed the performance appraisals sent. Discussion followed and there were a few minor changes additions suggested such as having multiple raters on Management Positions. Motion was made by Tim Stieve to approve the appraisals with the changes suggested and forward them to the full Commission for Commission approval, 2nd by Troy Snow. Motion carried.
 - b) Update on conversion to AMB Billing Service – Troy noted it is going well with AMB just a bit slow but he expected that but it also means there still could be a cash flow issue. It is a small sample size but happy with the services thus far. There has been no response from Camp Douglas regarding the billing for them ending as of June 13th.
 - c) Review of cost comparison on utilizing the vacant Space in the Old City Hall – Caleb noted that he and Tim had met with Sauk County MIS to get some Options on IT if BDAS were to move into the old City hall. Sauk County MIS still working on those options. Joel Petty noted the discussion at City Council was favorable to utilizing the space and possible costs savings. Tim noted still a work in progress.
 - d) Update on BDAS Legal Services – Robin Meier noted we have already exceeded 2020 budget on legal services. Troy Snow was concerned that maybe this seemed to be a higher priority but seems not to be as much now. Robin noted that responses from other firms has been minimal which has contributed to the lack of movement on this issue. It was suggested that we have an agenda item on the next BDAS Commission meeting to address whether or not Legal is needed at each meeting due to the budget concerns.
 - e) Review Medical Direction Services duties – Steve Woodstock noted that Dr. Mendoza reviewed the draft and was OK with the content but was planning on doing more review and made add some items. Hopefully Dr. Mendoza full review will be completed and ready for review by the Committee at their next meeting.

6) New Business

- a) Discuss hiring process for new Chief/EMS Director – possible action/recommendation to Commission.
Discussed the need to move forward with this process and reviewed the draft AD for hiring a new chief. Motion by Troy Snow that we have the BDAS Commission move forward with starting the hiring process for a new Chief, 2nd by Joel Petty. Motion Carried.
 - b) Discuss & possible action on resuming in person meetings. Each Committee member provided their thoughts and we will resume with meeting face to face for those who wish to do so but we will also maintain the ability for members that do not feel comfortable with the face to face meetings to attend virtually.
- 7) Next meeting was set for a both in-person and virtual meeting on July 14th, 2020 @ 9:00 am
- 8) Adjourn. Move by Joel Petty, 2nd by Tim Stieve to adjourn. Motion Carried.

Respectfully submitted, Tim Stieve Secretary