

Baraboo District Ambulance Commission  
AD HOC Transition Committee  
July 14<sup>th</sup>, 2020 Virtual Meeting  
APPROVED Minutes

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

Others Present: None

- 1) AD HOC Transition Committee was called to order by Terry Turnquist on July 14<sup>th</sup>, 2020 at 9:06 am, Troy Snow confirmed that the meeting had been posted in compliance with the Open Meeting Laws.
- 2) Adopt Agenda: Motion by Troy Snow, 2<sup>nd</sup> by Caleb Johnson to adopt agenda with two changes, to move item 6 in front of item 5 and to change item 3 to “approve the June 18<sup>th</sup>, 2020 meeting minutes not the May 5<sup>th</sup>, 2020”. Motion carried.
- 3) Approve Minutes of June 18<sup>th</sup>, 2020 meeting: Motion by Tim Stieve, 2<sup>nd</sup> by Joel Petty to approve the minutes of the June 18<sup>th</sup>, 2020 committee meeting. Motion carried.
- 4) Public Comment: None.
- 5) Old Business
  - a) Review Organizational Chart and possible action for additional changes/updates. Move by Robin Meier to remove Billing Services from the Chart and make the Committees “bubble” Generic versus naming each committee, 2<sup>nd</sup> by Joel Petty. Motion carried.
  - b) Update on Billing Service – nothing to report it was noted this will not need to be an agenda item moving forward.
  - c) Update on utilizing the vacant Space in the Old City Hall including IT and phone items – Caleb Johnson reported that work is still in progress and we can hopefully have all number together for the next meeting. Tim Stieve noted we should probably plan a meeting with Fire Chief and work numbers as well.
  - d) Update on BDAS Legal Services – Current legal services has indicated they will no longer handle BDAS. Discussion followed regarding the letter received and how to move forward. Move by Robin Meier, 2<sup>nd</sup> by Caleb Johnson to issue a draft RFP for the next Transition Committee meeting. Motion Carried. Troy Snow will work on the draft RFP for Legal Services
  - e) Update and possible Action on Medical Direction Services. Discuss the final draft of the Job Description. A few changes were suggested and Steve Woodstock will incorporate those changes. Motion by Caleb Johnson to move to the updated Medical Director Services to the full commission for approval, 2<sup>nd</sup> by Joel Petty. Motion Carried.
  - f) Update on hiring process for new Chief/EMS Director. Betsy provided an update on applications received so far. Tim noted he will be recommending the appointment of an Ad Hoc committee which would include the Finance/Personnel Committee, Betsy Larsen and one other commission member to do the initial screening process at the next Commission Meeting.
- 6) New Business
  - a) Discussion and possible action to recommend the allocation of FAP (Funding Assistance Program) funds. Caleb noted that he was approached by Fire Chief Kevin Stieve about available funding for getting Firefighters through the EMT Course. Kevin Stieve was present (remotely) to talk about what he was looking for. Cost is about \$1,200/student. It was noted this is one of the purposes of the FAP

funding. Discussed the need to have some agreement that the people would be required to become employees of BDAS. Would be for this next semester starting in late August. Move by Caleb Johnson to move this onto the Commission for possible approval, 2<sup>nd</sup> Tim Stieve. Carried.

- 7) Next meeting was set for a both in-person and virtual meeting on August 18<sup>th</sup>, 2020 @ 9:00 am.
- 8) Adjourn. Move by Joel Petty, 2<sup>nd</sup> by Robin Meier to adjourn. Motion Carried.

Respectfully submitted, Tim Stieve Secretary