

Minutes

Baraboo District Ambulance Commission

Call to Order & Roll Call

- The August 28, 2019 meeting of the Baraboo District Ambulance Service Commission was called to order by Puttkamer at 7:00 pm.
- Commissioners present: Dave Kitkowski, Matt Krueger, Robin Meier, Darlene Otto, Joel Petty, Randy Puttkamer, Scott Sloan, Tim Stieve, Terry Turnquist and Phil Wedekind
- Also present were: Attorney Maffei, Chief Sechler, Deputy Chief Rago, Klock, Koepp, Larson, N. Rago, Seefeld, Snow, Vande Hei, Willer
- Puttkamer confirmed that the meeting had been posted in compliance with the Open Meeting Law.
- The agenda was adopted with a motion made by Wedekind, seconded by Turnquist, with the following item to be added as 2.a, “Discussion and possible action to approve the appointment of the Commission Treasurer to work with the auditors performing the Special audit.” Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the August 21, 2019 minutes was made by Wedekind, seconded by Stieve, with the following changes: Stieve requested that the minutes reflect the following statement in the Commissioner Comments, “Stieve asked about a meeting that Maffei and Dahlke had and asked if information from that meeting would be distributed to the entire commission. Maffei and Dahlke both acknowledged this was a closed session item and could not be discussed.” Voice vote, all ayes. Motion carried.

Public Invited to Speak

- None

Reports

1. Legal Council Report – No report.
2. Treasurer’s Report – Meier reported that she had met with Snow, and asked for numbers regarding the wages for the Billing department staff. There were no write-offs for this time period, which Meier was going to recommend, until after the special audit is performed, to see what their recommendation will be. The cash flow has been sufficient to cover the bills for the month, but it is not enough to begin replenishing the reserves that have been used.
3. President’s Report – No report.
4. Chief’s Report – Sechler referenced the “Nominate a 1st Responder of the Year” form in the Commission packet. The form can be filled out, and sent back to your representative in the State Assembly. Each District is going to pick one person, based on the nominations received.

Consent Agenda

1. Approve check details and online payments for July 14, 2019 – August 17, 2019 in the amount of \$151,783.66.
A motion to approve as presented was made by Petty seconded by Meier. Voice vote, all ayes. Motion carried.

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Old Business

1. Update on the progress of the proposed new Fire/EMS building. Sechler and Stieve indicated that the agenda item for the approval of the architectural firm to be selected for the proposed new building process was taken off the agenda for the last two City council meetings. The City is working on prioritizing the proposed Fire/EMS building as well as building a new Library.
2. The Letter of Engagement from Wegner CPAs was brought back from the previous meeting. The dates had been corrected to indicate from August 1, 2019 to the end of the year. A motion to approve signing the letter was made by Meier seconded by Stieve. Voice vote, all ayes. Motion carried.

New Business

1. Preliminary 2020 Budget discussions. Sechler reviewed current and projected call volume; per capita rate options; building costs; funding reserve accounts, etc. Sechler was looking for some direction regarding preparing for the costs of a new building, and budgeting to build the needed funds slowly over the next few years. Turnquist indicated that the tax levy amounts in the past have been relatively conservative. He suggested that it might be time to increase the tax levy per capita rate. Meier commented that the Commission needs to look at the proposed expenses. She suggested starting with what items are needed, and then back into the amount for the tax levy portion. Stieve suggested that a special meeting be held just to discuss the 2020 Budget. The Commission directed that a meeting be scheduled on Monday, September 16, 2019, to discuss Budget related items only.
2. Snow discussed the terms for the Line of Credit with the Community First Bank, and reviewed the items from Wells Fargo Bank. The final paperwork from Community First Bank needs to be completed and reviewed by Maffei, but a verbal approval from the Bank has been given. Meier suggested only approving the Line of Credit from Community First Bank, instead of Wells Fargo Bank, as the interest rates were lower with Community First Bank. A motion was made by Sloan, seconded by Krueger to recommend at the Member's meeting to accept the contractual agreement with Community First Bank, for a Line of Credit of \$500,000, with the understanding that no borrowing would occur until another Member's meeting approved any requested transfers. The authorized signers will be the Commission President, Secretary, and/or Treasurer. Voice vote, all ayes. Motion carried.
- 2.a. Meier requested that she be appointed as the Commission Treasurer to work with the auditors performing the special audit. It was motioned by Turnquist seconded by Petty to approve the appointment of the Commission Treasurer to work with the auditors performing the special audit. Voice vote, all ayes. Motion carried.
3. A motion was made for the Baraboo District Ambulance Commission to go into Closed Session pursuant to §19.85(1)(c) Wis. Stats. to discuss performance review for the Chief / EMS Director

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and review administrative structure by Sloan, seconded by Wedekind. Roll call vote: All ayes. After Closed Session discussions, a motion was made by Wedekind, seconded by Petty for the Baraboo District Ambulance Commission to return to Open Session pursuant to §19.85(2) Wis. Stats., and may take action as a result of closed session discussions. Roll call vote: All ayes.

Commissioner Comments & Future Agenda Items

- Meier stated that she will be looking at some sample policies regarding Fund Reserves, to bring back for discussion at a future meeting. She would also like to look at some HR policies, to determine where the HR Director should be placed in the Chain of Command.
- Please mark your calendars for the next Commission meeting, which will be the following:
 - September 16, 2019

Adjournment

- Motion to adjourn by Wedekind, seconded by Sloan at 8:55 pm. Voice vote, all ayes. Motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service