

## **Minutes**

### **Baraboo District Ambulance Commission Finance Ad Hoc Committee**

#### **Call to Order & Roll Call**

- The September 25, 2019 meeting of the Ad Hoc Committee was called to order by Meier at 6:45 pm.
- Committee members present: Meier, Petty, and Puttkamer. Also present: Otto, Sloan, Wedekind, Chief Sechler, Deputy Chief Rago, Koepf, Snow, Seefeld
- Meier confirmed that the meeting had been posted in compliance with the Open Meeting Law.
- The agenda was adopted with a motion made by Petty, seconded by Meier. Voice vote, all ayes. Motion carried.

#### **Approval of Previous Minutes**

- A motion to approve the August 28, 2019 minutes was made by Petty, seconded by Meier. Voice vote, all ayes. Motion carried.

#### **Public Invited to Speak**

- No public comments.

#### **Appearances / Announcements / Correspondence / Reports**

- None

#### **New Business**

1. Approve check details and online payments for August 18, 2019 – September 14, 2019 in the amount of \$132,707.26. A motion to approve as presented was made by Petty, seconded by Meier. Voice vote, all ayes. Motion carried.
2. Meier stated that she had sent out a DRAFT Board-Restricted Cash Reserve policy to the Finance Committee members, which would recommend the amount of restricted funds to have on hand. The recommendation would be to have about 20% of the annual operating expenses on hand. Other items in the policy would include the process of the Financial Coordinator accessing funds to transfer, with approval of the Commission Treasurer, as well as to a meeting with the Ad hoc committee. The Reserve Funds should be used first, prior to using any Line of Credit funds. There are also two options to consider, when replacing any shortfalls in the Reserve Fund. A motion was made by Puttkamer, seconded by Petty, to move the DRAFT copy of the Policy to the full Commission, after review by the Legal Council. Voice vote, all ayes. Motion carried.

#### **Additional Comments & Future Agenda Item**

- None.

#### **Adjournment**

There being no further business to come before the Committee, a motion to adjourn was made by Petty, seconded by Puttkamer. Voice vote, motion carried at 6:54 pm.

Respectfully submitted,

Dana Sechler, Chief / EMS Director  
Baraboo District Ambulance Service