

Minutes

Baraboo District Ambulance Commission

The January 23, 2019 meeting of the Baraboo District Ambulance Service Commission was called to order by Puttkamer at 7:00 pm.

Commissioners present: Erik Larson, Robin Meier, Darlene Otto, Joel Petty, Randy Puttkamer, Scott Sloan, Tim Stieve, and Phil Wedekind

Also present were: Attorney Maffei, Chief Sechler, Deputy Chief Rago, Captain Johnson, Captain Koepp, N. Rago, Snow, Vande Hei, Woodstock, Mayor Palm, and City Administrator Geick

Puttkamer noted that the meeting had been posted in compliance with the Open Meeting Law.

Adoption of Agenda

- The agenda was adopted by a motion made by Sloan, seconded by Petty. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the December 5, 2018 minutes was made by Sloan, seconded by Stieve. Voice vote, all ayes. Motion carried.

Public Invited to Speak

- None

Appearances/Announcements/Correspondence

- None

Reports

1. Legal Counsel Report – No report.
2. President's Report – No report.
3. Treasurer's Report – No report.
4. Chief's Report – Sechler reviewed the written report that was submitted in the Commission packet.

Consent Agenda

1. Approve check details and online payments for November 25, 2018 – January 12, 2019 in the amount of \$164,371.35.
2. Approve write-offs in the amount of \$17,916.16.
A motion to approve as presented was made by Petty seconded by Larson. Voice vote, all ayes. Motion carried.

Old Business

1. Mayor Palm and City Administrator Geick met with the Commission to discuss the concept of a safe, modern facility/ station that is cost effective to the Community. The City of Baraboo would like to discuss the idea of a 50-year building that would potentially be utilized by both the Fire Department and the Ambulance Service. Several questions were asked, including financing / leasing, design of the building, and the timeline. It was indicated that the plan / design phase would be this year (2019) and the build phase would be next year (2020) with a move in date of 12/2020 or 1/2021. Other topics discussed included ownership of the building, versus renting / leasing. Similarities were compared to the current municipal building, with financing potentially from the USDA. The Mayor would like to come to future meetings to give updates, and see if the Commission would be

Minutes

Baraboo District Ambulance Commission

interested in participating in this venture. The Commission will consider appointing an ad hoc building committee to participate in future discussions, at the next Commission meeting.

2. The Compliance Policies that were presented at last month's Commission meeting were reviewed, and items that had been changed / revised were noted. A motion was made by Sloan, seconded by Petty to approve the Compliance Policies. Voice vote, all ayes. Motion carried.
3. Sechler presented the background on employee wage rates and staffing for 2019. The documents that had been requested at the previous Commission meeting were passed out, and a number of items were reviewed. The initial request was an increase of \$1.45 an hour for all line staff. After discussion, a motion was made by Sloan, seconded by Larson to approve half the amount of the proposed \$1.45 per hour, for each EMS level hourly employee, to be effective with the current pay period—as well as to appropriately change the hourly wages for the Coordinators, in order to address the wage compression. Voice vote, all ayes. Motion carried. The intent is to bring this item back to the Commission in about 6 months, to review the competitive wages, as well as the current revenue for the Service, in order to determine if any other wage increases are to be given at that point in time.

New Business

1. Snow presented the Assignment of Fund Balance that is reviewed at the beginning of each year, which summarizes the Fund balances in all the accounts of Baraboo EMS. A motion was made by Meier, seconded by Sloan to accept and approve the document. Voice vote, all ayes. Motion carried.
2. Sechler presented the proposed Procurement policy that is required for the AFG grant. After discussion, a motion was made by Meier, seconded by Petty to approve the Procurement policy, to include changing the wording "Request for Proposal (RFP)" to "Request for Bid (RFB)". Voice vote, all ayes. Motion carried.
3. Sechler presented the results of the Vehicle committee review of the Bids that came in for the Bariatric ambulance. A number of items were discussed and considered by the Commission, including warranties, quality, and presentation material. After discussion, a motion was made by Sloan, seconded by Wedekind to award the bid to Demer's. Voice vote, all ayes. Motion carried.

Commissioner Comments & Future Agenda Items

- Sloan requested that the topic of "Ad hoc building committee" be added to the next Commission meeting agenda.
- Please mark your calendars for the next Commission meetings, which will be the following:
 - February 27, 2019
 - March 27, 2019

Adjournment

- Motion to adjourn by Meier, seconded by Larson at 8:30 pm. Voice vote, all ayes. Motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service