

Baraboo District Ambulance Commission

Remote/Virtual Meeting

Baraboo District Ambulance Office, 121 5th Street, Baraboo for non-virtual Committee Members Only

COMMITTEE: AD HOC Transition Committee
DATE: May 5th, 2020
TIME: 9:00 a.m.
PLACE: Baraboo, WI

*The Baraboo District Ambulance Service Ad Hoc Transition Committee is holding the Committee virtually via conference call to help protect our community from the Corona virus (COVID-19) pandemic and to comply with the State of Wisconsin's "Safer at Home" Order. Committee Members participating remotely, will have the ability to hear all Committee Members during the meeting, and will have all documents relevant to the agenda accessible by email. Committee Members unable to attend remotely will have access to Baraboo district Ambulance Office to attend in-person. Due to social distancing requirements, each member will need to maintain 6 feet distance from other attendees. Any vote taken by the committee will be by roll call vote. **For Committee Members unable to attend remotely, and intending to attend in-person, please notify Committee Member Troy Snow at tsnow@barabooems.com in order to ensure proper social distancing measures are in place.*

The public may access the open session portion of the meeting in the following ways:

1. Due to space limitations and social distancing requirements, attendance in person is not available
2. Attend remotely: Members of the public may listen to the meeting live via phone/computer by calling (262) 220-7112 Conference ID: 775 728 594# (all numbers and symbol should be entered)
3. Written comments: members of the public must send written public comments on agenda items to Committee Chair Terry Turnquist at terpat@centurylink.net. These comments will be distributed to other Committee Members and may be read during the "public invited to speak" section of the agenda.

- 1) Call to Order and certify Compliance with Open meetings law
- 2) Approve Agenda
- 3) Approve minutes from April 21st, 2020 Committee meeting.
- 4) Public Invited to Speak – Any correspondence received via email may be read during this time.
- 5) New Business
 - a) Review/discussion/possible action on each item on the "compiled list of areas for the Ad Hoc Committee to address" – see attached list
- 6) Next Meeting
- 7) Adjournment

Copies to:

Robin Meier Joel Petty Tim Stieve Terry Turnquist Betsy Larsen Troy Snow
Steven Woodstock Caleb Johnson Local Media

Posted by: _____

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the business office of the Baraboo District Ambulance Service at 121 5th Street or phone 356-3455 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of municipal members of the District, including the Baraboo District Ambulance Commission, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than items identified in the caption of this notice.

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Compiled prioritized list of areas for the Ad Hoc Committee to address (Updated 3-17-2020):

- (1) BDAS Organizational Chart/Structure – **Chart done – Work continues on below**
 - a) Update/Development of Employee handbook
 - b) Review of Clinical Staffing
 - c) Training Center
 - d) Performance Appraisals for all staff

- (2) Billing – Contracted Service versus In-house–**Moving to Contracted Service–work on below**
 - a) Develop RFP for Billing Services - **Completed**
 - b) Billing Software updates – **Depends on Billing Service input**
 - c) Plan for Billing Department moving forward – **To be developed**

- (3) Contracted IT Services versus In-house – **Official Direction to the Commission to outsource**
 - a) Contract with Sauk County or use other?
 - b) Internet Service Provider, who to use?

- (4) BDAS Legal Services – **Under review**

- (5) Review of all Policies, Procedures, Commission By-Laws – **Ongoing issue**

- (6) Look at Utilizing Old City Hall Space – **Added to List – to be researched**

- (7) Medical Direction Services – **RFP? – To be determined**

Posted by: _____

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