

**Baraboo Area Fire and EMS District Personnel Meeting
MINUTES**

**Thursday, November 9, 2023, 9:00 am
135 4th Street, Baraboo, WI 53913**

Members Present: Kevin Calkins, Tom Clark, Ruth Steinhorst, John Schick

Members Excused: Brent Bailey

Others Present: Caleb Johnson, Kevin Stieve

Call Meeting to Order – Meeting was called to order by Kevin Calkins at 9:00am.

Note compliance with the Open Meeting Law – Compliance with Open Meeting Law was met.

Roll Call – Roll Call was taken.

Adoption of Agenda – Motion by Tom Clark, seconded by Ruth Steinhorst to approve. Voice vote, motion carried unanimously.

Approval of September 21, 2023 Minutes – Motion by Tom Clark, seconded by Ruth Steinhorst to approve. Voice vote, motion carried unanimously.

Public Comments – None noted.

New Business

Discussion and possible action regarding the following items:

1. Approve Eligibility Lists
 - Full Time EMT/Firefighter – **Motion by Ruth Steinhorst, seconded by John Schick to approve. Voice vote, motion carried unanimously.**
 - Part Time EMT-Paramedic/Firefighter – **Motion by Ruth Steinhorst, seconded by John Schick to approve. Voice vote, motion carried unanimously.**
 - PPC Firefighter – **Motion by Ruth Steinhorst, seconded by John Schick to approve. Voice vote, motion carried unanimously.**
 - Cadet Firefighter - **Motion by Ruth Steinhorst, seconded by John Schick to approve. Voice vote, motion carried unanimously.**
2. Cadet Program - Job Description and Waiver (Approved at October 25, 2023, Commission Meeting) - Chief Stieve – **No motion, second or approval made.**
3. Review draft form for filing formal charges. **Motion by Tom Clark, seconded by John Schick to approve. Voice vote, motion carried unanimously.**
4. Review service complaint form – and differentiate when it should be used versus the charges form. **Information Only.**

Member Comments & Future Agenda Items

- Next Meeting date: Thursday, December 14th at 9:30am
- Election of Secretary

Adjournment – Motion by Ruth Steinhorst, seconded by Tom Clark to adjourn. Voice vote, motion carried unanimously.

Respectfully Submitted, Megan Marshall, Executive Assistant – BAFED

Approved: January 4, 2024