

**MINUTES**  
**Baraboo Area Fire and EMS District Commission Meeting**  
**Baraboo Fire & EMS Station 135 4<sup>th</sup> Street, Baraboo, WI**  
**Wednesday, June 25, 2025, at 6:30pm**

**Commissioners Present:** Joel Petty, Scott Sloan, Tim Stone, Dan Zurawski, Heather Kierzek, Randy Puttkamer, Terry Turnquist, Mike Arndt, and Dave Kitkowski

**Commissioners Excused:**

**Commissioners Absent:**

**Others Present:** Caleb Johnson, Kevin Stieve, Mark Willer, Josh Hecht, Megan Marshall

**Call Meeting to Order** – Meeting was called to order by Joel Petty at 6:30pm.

**Note compliance with the Open Meeting Law** – Compliance with Open Meeting Law verified.

**Roll Call** – Roll call was taken.

**Adoption of Agenda** – Motion by Scott Sloan, seconded by Dan Zurawski to approve with the amendment of striking New Business Item 2 from the agenda. Voice vote, motion carried unanimously.

**Approval of Minutes of May 28, 2025** – Motion by Scott Sloan, seconded by Tim Stone to approve. Voice vote, motion carried unanimously.

**Public Comments** – None Noted.

### **Reports**

- Legal Counsel Report – None.
- President's Report – President Petty stated he attended a meeting at City Hall re: new buildings for Fire and EMS. He will report to commission as those meetings are ongoing.
- Financial Report – Financials in packet.
- Asst. Chief of Operations Report – Assistant Chief Josh Hecht gave report.
- Asst. Chief of Training Report – Chief Johnson gave the report on behalf of Assistant Chief Willer.
- EMS Chief's Report – Chief Johnson gave report.
- Fire Chief's Report – Chief Stieve gave report.

### **Annual Elections**

- President – Motion by Scott Sloan, seconded by Randy Puttkamer to nominate Joel Petty for president. Motion by Tim Stone to close nominations. Roll call vote: Joel Petty – aye, Scott Sloan – aye, Tim Stone – aye, Heather Kierzek – aye, Dan Zurawski – aye, Randy Puttkamer – aye, Terry Turnquist – aye, Mike Arndt – nay. 7 ayes, 1 nay, motion carried.
- Vice-President - Motion by Joel Petty, seconded by Tim Stone to nominate Scott Sloan for vice president. Motion by Heather Kierzek to close nominations. Roll call vote: Joel Petty – aye, Scott Sloan – aye, Tim Stone – aye, Heather Kierzek – aye, Dan Zurawski – aye, Randy Puttkamer – aye, Terry Turnquist – aye, Mike Arndt – nay. 7 ayes, 1 nay, motion carried.
- Treasurer and Secretary (Combined roll) - Motion by Mike Arndt, seconded by Randy Puttkamer to nominate Tim Stone for treasurer/secretary. Motion by Scott Sloan to close nominations. Roll call vote: Joel Petty – aye, Scott Sloan – aye, Tim Stone – aye, Heather Kierzek – aye, Dan Zurawski – aye, Randy Puttkamer – aye, Terry Turnquist – aye, Mike Arndt – aye. Motion carried unanimously.

### **New Business**

Discussion and possible action regarding the following items:

1. Approve check details and online payments for May 2025 in the amount of \$260,218.76. **Motion**

Approved: July 30, 2025

**MINUTES**  
**Baraboo Area Fire and EMS District Commission Meeting**  
**Baraboo Fire & EMS Station 135 4<sup>th</sup> Street, Baraboo, WI**  
**Wednesday, June 25, 2025, at 6:30pm**

**by Scott Sloan, seconded by Tim Stone to approve. Voice vote, motion carried unanimously.**

2. Approve write off of patient accounts for March 2025 through May 2025 in the amount of \$253,545.29, per EMSMC recommendation. (Johnson) **Item 2 struck out of agenda per approval above.**
3. Approve the transfer of funds in the amount of \$8,750.00 from LGIP-FAP-ATI to Community First Bank General Money Market Account, for eligible FAP grant expenditures (Johnson) **Motion by Scott Sloan, seconded by Tim Stone to approve. Voice vote, motion carried unanimously.**
4. Accept the retirement of Fire Chief Kevin Stieve effective July 27, 2025. **Motion by Scott Sloan, seconded by Randy Puttkamer to approve. Voice vote, motion carried unanimously.**
5. Resolution No. 2025-14 Appointing sole Fire and EMS Chief of Baraboo Area Fire and EMS District and adopting an updated organizational chart effective July 28, 2025. **No action, however, recommendation of commission to move forward with a one-chief/one-director of Baraboo Fire and EMS District. Will move to Personnel Board.**
6. Resolution No. 2025-15 Approving DNR FFP Grant Application and Award (Stieve) **Motion by Scott Sloan, seconded by Terry Turnquist to approve. Voice vote, motion carried unanimously.**
7. Resolution No. 2025-16 Designation of Surplus Equipment and Disposition Method (Stieve/Johnson) **Motion by Mike Arndt, seconded by Scott Sloan to approve and designate funds received from the sale of the items back into the capital funds and also put a minimum reserve on Car 3 at discretion of seller. Voice vote, motion carried unanimously.**
8. Resolution No. 2025-17 Amending the 2025 EMS Capital Budget (Johnson) **Motion by Scott Sloan, seconded by Terry Turnquist to approve. Voice vote, motion carried unanimously.**

**Commissioner Comments & Future Agenda Items**

- Next Meeting Date: July 23, 2025

**Adjournment** – Motion by Scott Sloan, seconded by Randy Puttkamer to adjourn. Voice vote, motion carried unanimously.

*Respectfully Submitted, Megan Marshall, Executive Assistant, Baraboo Fire and EMS District*