

**MINUTES**  
**Baraboo Area Fire and EMS District Personnel Board Meeting**  
**TEAMS MEETING/IN PERSON**  
**July 17, 2025 at 9:00am**

Members: Kevin Calkins, Tom Clark, Ruth Steinhorst, Brent Bailey and John Schick  
Others: Caleb Johnson, Kevin Stieve, Josh Hecht, Mark Willer, Megan Marshall

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

**Roll Call – Kevin Calkins, Tom Clark, Ruth Steinhorst, Brent Bailey and John Schick**

**Members Present:** Kevin Calkins, Tom Clark, Ruth Steinhorst, Brent Bailey and John Schick

**Members Absent:** None

**Members Excused:** None.

**Note Compliance with Open Meetings Law:** Meeting agenda was posted prior to meeting in compliance with open meetings law.

**Adoption of Agenda** – Motion from Ruth Steinhorst, seconded by John Schick to approve. Voice vote, motion carried unanimously.

**Approval of Minutes of May 29, 2025** – Motion by Brent Bailey, 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 List** – Motion by John Schick, seconded by Brent Bailey to approve. Voice vote, motion carried unanimously.
2. **Fire and EMS Chief Joint Position Description** – Motion by Tom Clark, seconded by John Schick to approve. Voice vote, motion carried unanimously.

**Member Comments & Future Agenda Items**

- Next Meeting Date(s): August 7, 2025 Special Meeting  
August 21, 2025 Regular Meeting

**Adjournment** – Motion by Ruth Steinhorst, seconded by John Schick to adjourn. Voice vote, motion carried unanimously.

*Respectfully submitted by Megan Marshall, Executive Assistant – Baraboo Fire and EMS District*

Approved: August 7, 2025