

**MINUTES**  
**Baraboo Area Fire and EMS District Commission Meeting**  
**Baraboo Fire & EMS Station 135 4<sup>th</sup> Street, Baraboo, WI**  
**Wednesday, December 17, 2025, at 6:30pm**

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

**Others Present:** Caleb Johnson, 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 Randy Puttkamer, seconded by Tim Stieve to approve. Voice vote, motion carried unanimously.

**Approval of Minutes for the October 22, 2025 Meetings** - Motion by Scott Sloan, seconded by Tim Stone to approve. Voice vote, motion carried unanimously.

**Public Comments** – None.

**Reports**

- Legal Counsel Report – None.
- President’s Report – Would like to schedule informational meeting in January 2026 to discuss financing for new buildings.
- Financial Report – In packet.
- Asst. Chief of Operations Report – Chief Johnson gave report for Asst. Chief Hecht.
- Asst. Chief of Training Report – Chief Johnson gave report for Asst. Chief Willer.
- Fire/EMS Chief’s Report – Chief Johnson gave report.

**New Business**

Discussion and possible action regarding the following items:

1. Approve check details and online payments for October through November 2025 in the amount of \$534,552.07. Motion by Scott Sloan, seconded by Tim Stieve to approve. Voice vote, motion carried unanimously.
2. Approve write off of patient accounts for March through October 2025 in the amount of \$575,949.39, per EMSMC recommendation. Motion by Tim Stone, seconded by Scott Sloan to approve. Voice vote, all ayes except Mike Arndt – nay.
3. Resolution No. 2025-25 Adopting the Capital Asset Useful Life Policy. Table until January.
4. Resolution No. 2025-26 Approving the Five (5) Year Audit Engagement Letter with Baker Tilly US, LLP for 2026-2030. Motion by Scott Sloan, seconded by Heather Kierzek to approve with 2030 amendment. Voice vote, motion carried unanimously.
5. Resolution No. 2025-27 Authorize Establishing a Collateral Bank Account through Bancorp Bank for facilitating Flexible Spending Account Debit Card Reimbursements. Motion by Tim Stone, seconded by Scott Sloan to approve. Voice vote, motion carried unanimously.
6. Resolution No. 2025-28 Approving the Product Sale Agreement with Airgas Motion by Scott Sloan, seconded by Tim Stone to approve. Voice vote, motion carried unanimously.
7. Resolution No. 2025-29 Approving a Five (5) Year Licensing Agreement with Time Clock Plus, LLC (“TCP”) for Aladtec Scheduling Services. Motion by Mike Arndt, seconded by Tim Stieve to approve. Voice vote, motion carried unanimously.
8. Resolution No. 2025-30 Authorize Entering into an EMS Medical Director Services Agreement with SSM

Approved: January 28, 2026

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Health Care of Wisconsin, Inc. Motion by Randy Puttkamer, seconded by Tim Stieve to approve. Voice vote, motion carried unanimously.

**Commissioner Comments & Future Agenda Items**

- Next Meeting Date: January 28, 2026 at 6:30pm
- IGA Review & Lease Agreement

**Adjournment** - Motion by Scott Sloan, seconded by Terry Turnquist to adjourn. Voice vote, motion carried unanimously.

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