

**The Minutes of the 470<sup>th</sup> Meeting  
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTOR  
December 28, 2016**

**OPEN MEETING:**

The 470<sup>th</sup> regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairman Ruzicka at 6:00 p.m. on Wednesday, December 28, 2016. The meeting was held at Rock Township Ambulance District House #4.

**ROLL CALL:**

Directors and Administrative Personnel – Chairman Ruzicka conducted a roll call of those in attendance. In addition to herself, Vice-Chairman Kutilek, Secretary Meyer, Treasurer Gay, Director Wooldridge, Director Paul, Interim Chief Buchheit, Interim Deputy Chief Kister, and Mr. Mark Bishop, Legal Counsel for the District, were present.

**VISITORS AND GUESTS:**

Acknowledgement – Chairman Ruzicka acknowledged the attendance of numerous guests and employees, and thanked everyone for attending.

Additional Item – Chairman Ruzicka made a motion to change the order of business on the Agenda to discuss New Business; Item 1: STD, LTD, and Life Insurance. Secretary Meyer seconded the motion.

There being no discussion, a roll call vote was taken as follows: Chairman Ruzicka, “Yes.”; Vice-Chairman Kutilek, “Yes.”; Secretary Meyer, “Yes.”; Treasurer Gay, “Yes.”; Director Wooldridge, “Yes.”; and Director Paul, “Yes.” The motion passed unanimously.

**NEW BUSINESS:**

STD, LTD, and Life Insurance – The Board welcomed Mr. David McKinney of Custom Insurance Services.

Mr. McKinney explained that Standard Insurance Company has not increased the premiums on these policies for several years. The renewal for 2017 does include a premium rate increase, of about \$150.00 per month, for the Long Term Disability (LTD) policy. This is an industry wide increase due to the increase in LTD claims and LTD care. It is not based on our group. There are no premium rate increases for the Short Term Disability (STD) policy or the Life Insurance policy. They are guaranteeing these rates until January 1, 2019.

Vice-Chairman Kutilek made a motion to renew the STD, LTD, and Life Insurance policies. Secretary Meyer seconded.

There being no discussion, a roll call vote was taken as follows: Chairman Ruzicka, “Yes.”; Vice-Chairman Kutilek, “Yes.”; Secretary Meyer, “Yes.”; Treasurer Gay, “Yes.”; Director Wooldridge, “Yes.”; and Director Paul, “Yes.” The motion passed unanimously.

Mr. McKinney thanked the Board. The Board thanked Mr. McKinney for his attendance and presentation at the meeting.

The meeting returned to the regular order of business.

**VISITORS AND GUESTS:**

Public Comments – There were none.

**MINUTES:**

Approval of the Special Meeting Minutes from December 7, 2016 – Secretary Meyer motioned to approve the Special Meeting minutes as presented. Treasurer Gay seconded.

There being no discussion, a roll call vote was taken as follows: Chairman Ruzicka, “Yes.”; Vice-Chairman Kutilek, “Yes.”; Secretary Meyer, “Yes.”; Treasurer Gay, “Yes.”; Director Wooldridge, “Yes.”; and Director Paul, “Yes.” The motion passed unanimously.

**FINANCIALS:**

November 2016 Treasurer’s Report – Treasurer Gay presented the Treasurer’s Report for November 2016 in the form of a motion to approve the report, to pay all bills, and to approve all payroll expenditures. A list of the accounts payables that were reviewed and approved during the month was available for the Directors to view. Secretary Meyer seconded.

There being no discussion, a roll call vote was taken as follows: Chairman Ruzicka, “Yes.”; Vice-Chairman Kutilek, “Yes.”; Secretary Meyer, “Yes.”; Treasurer Gay, “Yes.”; Director Wooldridge, “Yes.”; and Director Paul, “Yes.” The motion passed unanimously.

Cancellation Report Summary – Chairman Ruzicka introduced the December 2016 Cancellation Report Summary. It contains 196 delinquent accounts, totaling \$107,582.64 from 2015 and 2016, that were assigned to a professional collection agency.

Secretary Meyer motioned to approve the Cancellation Report Summary. Chairman Ruzicka seconded.

There being no discussion, a roll call vote was taken as follows: Chairman Ruzicka, “Yes.”; Vice-Chairman Kutilek, “Yes.”; Secretary Meyer, “Yes.”; Treasurer Gay, “Yes.”; Director Wooldridge, “Yes.”; and Director Paul, “Yes.” The motion passed unanimously.

**COMMUNICATIONS:**

Chief’s Comments – Chairman Ruzicka inquired about House #4. Chief Buchheit deferred to Mr. Jerry Appleton, B Crew Lieutenant. Mr. Appleton reported that the office cubicles could be ordered as soon as the colors are picked and he will meet with the administrative staff regarding that.

Chief Buchheit reported on the following:

She welcomed Mr. Dale McCarthy, Paramedic, to the full-time staff. His first day as a full-time employee will be January 7<sup>th</sup>.

She thanked the staff, and Deputy Chief Kister, for their hard work throughout the ice storm that hit the area on December 16<sup>th</sup>. She informed the Board that there are a few insurance claims that she is handling.

The mold remediation is continuing at House #1 and expects it to be finished within the week. There will be more to report about the topic later in the meeting.

Vice-Chairman Kutilek commented that the Rock fire department personnel had said that they liked having our crews helping them with their chores. Chief Buchheit replied that she was told by the crews at both departments that everything was going well.

Deputy Chief's Report – Deputy Chief Kister reported the following:

The pickup truck and plow have been ordered.

The first of the new laptops has arrived and is at PC Tech being uploaded with the District's programs. The company will then be able to mirror the other laptops from it.

Review Completed Patient Surveys – The monthly Patient Surveys were reviewed by the Directors at the December 7<sup>th</sup> Special meeting.

Union Business- Shop Steward, Stephanie Bullock – Ms. Bullock reported that their "Breakfast with Santa" event went well and that the food drive was a success also. Community Outreach is working on getting their 501(c)(3) set up to be able to do even more. She told the Board that even though the House #1 crews have been upheaved (due to the mold remediation) they are getting through it together.

#### **OLD BUSINESS:**

House #4 Utilization – This topic was discussed earlier in the meeting.

Seeking Candidates for Chief – Chairman Ruzicka reported that the deadline to receive applications has ended. The Directors will be reviewing the candidates and setting up the interview panel. Mr. Bishop inquired if that will occur during closed session; to which she replied, "Yes."

H#1 Mold Remediation – Deputy Chief Kister informed the Board that he met with the job foreman today. They are finished up with most everything and Fungus-A-Mungus will be conducting re-testing next Monday. He anticipates the crews will be able to move back in next week.

Secretary Meyer asked how it looks and if new drywall will be needed. Deputy Chief Kister explained that it looks bare. All the ceiling tiles are missing. Discussion ensued regarding the restoration and repairs. Secretary Meyer thanked Deputy Chief Kister.

Accountant Bids – Chairman Ruzicka asked about the bids. Chief Buchheit and Deputy Chief Kister explained that the Board only wanted to approve the language for the bid. They presented a draft and said that it was recommended, by a C.P.A., that the language be cleaned up to be sure that the RFPs that are obtained are for the same services. Discussion occurred about where to advertise, the cost of advertising, and sending out letters to interested firms.

Secretary Meyer made a motion to discuss this further, after the topic State Audit. Vice-Chairman Kutilek seconded.

There being no discussion, a roll call vote was taken as follows: Chairman Ruzicka, “Yes.”; Vice-Chairman Kutilek, “Yes.”; Secretary Meyer, “Yes.”; Treasurer Gay, “Yes.”; Director Wooldridge, “Yes.”; and Director Paul, “Yes.” The motion passed unanimously.

**NEW BUSINESS:**

Resolution 2016-02 – The Directors and Mr. Bishop discussed the resolution and it was determined that Resolution 2016-02 (Attorney contract) should not have been placed on the Agenda.

Chairman Ruzicka made a motion to table the resolution regarding the attorney contract. Director Paul seconded.

There being no discussion, a roll call vote was taken as follows: Chairman Ruzicka, “Yes.”; Vice-Chairman Kutilek, “Yes.”; Secretary Meyer, “Yes.”; Treasurer Gay, “Yes.”; Director Wooldridge, “Yes.”; and Director Paul, “Yes.” The motion passed unanimously.

State Audit – Chairman Ruzicka asked Director Paul to explain his findings regarding obtaining a state audit.

Director Paul reported that there are multiple ways to obtain a state audit. One way is to obtain citizen petitions. He explained the process and said that the District would incur the cost of the audit if this method is used. Another way is for the Board to request the state to conduct an audit and submit the request to the governor. If the governor approves to have the audit conducted, the State of Missouri would incur the cost of the audit. Director Paul read from the state law regarding this method. He thinks the Board should make the request to the governor. Director Wooldridge and Secretary Meyer agreed. Mr. Bishop stated he could prepare a resolution for the next meeting if the Board so desired. Mr. Bishop suggested that the Board “table indefinitely” the topic of an Accountant/C.P.A. until after a state audit is conducted.

Discussion ensued regarding the possible costs of an audit and having an audit performed due to having five (5) new board members and a new chief. Mr. Bishop was asked if he had any experience with clients going through a state audit. Mr. Bishop replied that he had not; none of his clients have asked to be audited.

The next meeting agenda will include a resolution regarding a state audit.

Accountant Bids – Chairman Ruzicka made a motion to table indefinitely obtaining accountant bids. Director Paul seconded.

There being no discussion, a roll call vote was taken as follows: Chairman Ruzicka, “Yes.”; Vice-Chairman Kutilek, “Yes.”; Secretary Meyer, “Yes.”; Treasurer Gay, “Yes.”; Director Wooldridge, “Yes.”; and Director Paul, “Yes.” The motion passed unanimously.

**EXECUTIVE SESSION:**

Secretary Meyer made a motion to enter into a closed session with a closed vote and closed record for the purpose of consultation with counsel to discuss personnel, litigation, and approval of the Executive Session Minutes from 12/07/16 pursuant to Section 610.021 of the Revised Statutes of Missouri. Treasurer Gay seconded.

There being no discussion, a roll call vote was taken as follows: Chairman Ruzicka, “Yes.”; Vice-Chairman Kutilek, “Yes.”; Secretary Meyer, “Yes.”; Treasurer Gay, “Yes.”; Director Wooldridge, “Yes.”; and Director Paul, “Yes.” The motion passed unanimously.

The Board left open session at 6:45 p.m.

The Board returned to open session at 9:43 p.m.

**GOOD AND WELFARE:**

There was nothing.

**NEXT MEETING:**

The next monthly meeting of the Board of Directors will be on Wednesday, January 25, 2017, at 6:00 p.m. at House #4.

**ADJOURNMENT:**

There being no further business to come before the Board, a motion was made and seconded to adjourn. There being no discussion, a vote was taken and the motion passed unanimously at 9:43 p.m.



**Dan Meyer - Secretary of the Board**