

Rock Township Ambulance District

484th Board of Directors Meeting Wednesday, March 7, 2018 Agenda

- OPEN MEETING:** **6:00 p.m.**
Rock Township Ambulance District House #4
6707 St. Luke's Church Road, Barnhart, MO 63012
- ROLL CALL:** Directors and Administrative Personnel
- VISITORS/GUESTS:**
1. Acknowledgment
 2. Public Comments
- MEETING MINUTES:**
1. Approval of the 483rd Meeting Minutes from 1/24/2018
- FINANCIALS:**
1. January 2018 Treasurer's Report
 2. Cancellation Report Summary
- COMMUNICATIONS:**
1. Chief's Comments
 2. Review Completed Patient Surveys
 3. Union Business – Shop Steward, Ron Lipp
- OLD BUSINESS:**
1. Retirement Services: Mr. Aaron Bockman – Review and Discuss
- NEW BUSINESS:**
1. Wagner Law Group Agreement (Mr. Ivan Schraeder) – Review and Discuss
 2. Simulation Training Manikin: Mr. Corey Golec – Review and Discuss
 3. Retirement Plan Trustees & Training – Review and Discuss
 4. Ordinance 2018-03 (Just Cause): "AN ORDINANCE AMENDING THE POLICY AND PROCEDURE MANUAL OF THE ROCK TOWNSHIP AMBULANCE DISTRICT, MISSOURI CREATING SECTION 3.4.1a" - Review and Discuss
- GOOD AND WELFARE:**
1. Acknowledgement of employee promotion and service
- NEXT MEETING:** Set and confirm the next meeting will be a *Board Work Session* held on **Wednesday, March 14, 2018, at 6:00 p.m.**, and the next regular Monthly Meeting of the Board of Directors will be on **Wednesday, March 28, 2018, at 6:00 p.m.** Both meetings will be held at House #4.
- EXECUTIVE SESSION:** Closed session with a closed vote and closed record for the purpose of approval of the Executive Session Minutes from 1/24/2018, and discussion of litigation pursuant to Section 610.021 of the Revised Statutes of Missouri.

ADJOURNMENT:

Mission Statement: Rock Township Ambulance District is a progressive advanced life support entity that provides high quality emergency medical service, education, and community service. Through our shared commitment to those we serve, we will maintain positive relations, provide superior leadership, retain personnel of exceptional ability and character, and anticipate and effectively respond to change while remaining financially accountable to the community.

Rock Township Ambulance District

BILL NO. _____

ORDINANCE NO. 2018-03

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AN ORDINANCE AMENDING THE POLICY AND PROCEDURE MANUAL OF THE ROCK TOWNSHIP AMBULANCE DISTRICT, MISSOURI CREATING SECTION 3.4.1a

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WHEREAS, the Board of Directors of the Rock Township Ambulance District enacted a Policy and Procedure Manual of the Rock Township Ambulance District, and

WHEREAS, the Board of Directors has determined that it is in the best interest of the administration of the Rock Township Ambulance District to revise the Policy and Procedure Manual of the Rock Township Ambulance District so that an additional section will be added to the manual concerning disciplinary procedures involving administrative staff.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF ROCK TOWNSHIP AMBULANCE DISTRICT, AS FOLLOWS:

SECTION 1. The Policy and Procedure Manual of the Rock Township Ambulance District shall be modified to include Section 3.4.1a Grievance Procedure and read as follows:

Rock Township Ambulance District 3.4.1a

Grievance Procedure

PURPOSE

To detail the policy and procedure that a Full-Time, non-unionized employee will use to grieve disciplinary action.

POLICY

It is agreed that the Employer has the right to discipline or discharge an employee, but only upon a showing of just cause. Disciplinary matters of administrative staff shall be subject to the grievance procedures as outlined in this policy.

- A. The term “Discipline” includes reprimands, suspensions with or without pay, and dismissals. The employer agrees that an investigation will be conducted within 10 business days of notification of a possible disciplinary issue. This investigation shall include, but not be limited to, notification of the charges against the employee, interviews by the employer with all involved parties, and accumulation of all evidence pertaining to the matter. A written report will be generated by the employer, with a copy given to the employee.
- B. Administrative employees subject to this policy are all full-time employees of the Rock Township Ambulance District who are not unionized employees subject to any Collective Bargaining Agreement with the District. It shall not include the Chief of the Rock

Rock Township Ambulance District

Township Ambulance District.

- C. The following shall be used in all disciplinary actions pursuant to this policy.

Step 1: The employee concerned may submit a grievance to the office of the Chief who shall render a written decision within seven (7) business days after the receipt of the grievance. If the Chief is unavailable, his/her designee shall handle the grievance.

Step 2: If the grievance is not settled at Step 1, the grievance shall be submitted to the Board of Directors within seven (7) business days. The Board shall render a decision within ten (10) business days of receiving written notification of the grievance and shall forward a written copy of their decision to the employee within ten (10) business days of their decision.

Nothing in this policy establishes a right to an employee to a contested hearing with regard to any disciplinary action against the employee.

SECTION 2. This Ordinance shall be in full force and effect from and after the date of its passage.

READ BY TITLE TWO TIMES, COPIES OF THE PROPOSED ORDINANCE HAVING BEEN MADE AVAILABLE FOR PUBLIC INSPECTION AT THE PLACE OF THE MEETING PRIOR TO THE TIME THE ORDINANCE WAS UNDER CONSIDERATION BY THE BOARD OF DIRECTORS AND PASSED BY THE BOARD OF DIRECTORS OF ROCK TOWNSHIP AMBULANCE DISTRICT, THIS _____ DAY OF _____, 2018.

Chairman of the Board
Rock Township Ambulance District

ATTEST:

Secretary