

**The Minutes of the 458th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
January 27, 2016**

OPEN MEETING:

The 458th regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairman Ott 6:00 p.m. on Wednesday, January 27, 2016. The meeting was held at Rock Township Ambulance District House #1.

ROLL CALL:

Directors and Administrative Personnel – Chairman Ott conducted a roll call of those in attendance. In addition to himself, Vice-Chairman Clark, Secretary Kutilek, Treasurer Wieland, Director Groeteke, Director Meyer, Chief Sammons, Deputy Chief Buchheit, and Mr. Mark Bishop, Legal Counsel for the District, were present.

VISITORS AND GUESTS:

Acknowledgement – Chairman Ott acknowledged Mr. Bill Franz and Mr. Bill Hemm from Sentinel Emergency Solutions, Mr. Nathan Anton from Leader Publications, Ms. Ajla Alunovic from The Wegmann Law Firm, Mr. Keith Parker, and many members of the staff. Everyone was welcomed.

Public Comments – Chairman Ott announced that Mr. Franz and Mr. Hemm from Sentinel Emergency Solutions had completed a "Public Comment" form and were approved to speak for three (3) minutes.

Mr. Franz and Mr. Hemm made comments regarding their appreciation for the District's order of the Lifeline ambulance.

The Board Members thanked them for their comments.

MINUTES:

Approval of Regular Meeting Minutes – Mr. Bishop pointed out that on page four (4), paragraph one (1), the resolution discussion should have included the sentence, "After discussion, it was agreed that the resolution would also include final call volume statistics from 2015."

Director Groeteke made a motion to approve the minutes with the amendment that was stated. Vice-Chairman Clark seconded.

Director Meyer inquired to the Chief that the budget was approved with a percentage wage increase but there were no union negotiations. Chief Sammons explained that the Budget Summary document that she provided with the proposed 2016 Operating Budget included the percentage wage increase. Director Meyer stated he thought the result was fine but that he thought it could have been handled better. Vice-Chairman Clark understood Director Meyer but sees the Chief's point. Chief Sammons reminded the Board

that she met with Deputy Chief Buchheit and Shop Steward Jerry Appleton prior to the presentation of the Budget. Chairman Ott pointed out that the notes regarding the proposed Budget included the statement "pending Board approval." Secretary Kutilek remarked that the Budget needed to be approved.

There being no further discussion, a roll call vote was taken as follows: Chairman Ott, "Yes."; Vice-Chairman Clark, "Yes."; Secretary Kutilek, "Yes."; Treasurer Wieland, "Yes."; Director Groeteke, "Yes."; and Director Meyer, "Yes." The motion passed unanimously.

FINANCIALS:

December 2015 Treasurer's Report – Treasurer Wieland presented the Treasurer's Report for December 2015 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 Kutilek seconded.

Director Meyer stated that actual income and budgeted income is off. Secretary Kutilek provided the Directors with a budget chart that he created and then discussed it. Director Groeteke spoke of reassessment by the County. A lengthy discussion ensued.

There being no further discussion, a roll call vote was taken as follows: Chairman Ott, "Yes."; Vice-Chairman Clark, "Yes."; Secretary Kutilek, "Yes."; Treasurer Wieland, "Yes."; Director Groeteke, "Yes."; and Director Meyer, "Yes." The motion passed unanimously.

End of Year Budget Summary – Chief Sammons reported that she will provide 2015 Budget adjustments at the February meeting.

COMMUNICATIONS:

Chief's Comments – Chief Sammons reported on the following items:

A "Historical Call Volume" chart was provided.

A staff meeting was held on January 19th and was well attended utilizing GoToMeeting.

The Williamsburg subdivision has utilized the District's House #4 meeting facilities several times.

The State of the County address will be on February 15, 2016. Please RSVP to the Chief your intention to attend.

The annual Board training conference sponsored by the Missouri Ambulance Association will be held on July 1, 2016.

St. Anthony's Medical Center forwarded numerous follow-up letters regarding outstanding patient care by the District's pre-hospital personnel.

She commended all of the employees for their service during the recent flooding.

Secretary Kutilek also wanted to commend the employees, on behalf of the Board of Directors, for their hard work during the flood also. Director Groeteke inquired about whether the County's Emergency Management department would be holding any meetings to critique how operations went during the flood. Chief Sammons said that she expected them to.

Mr. David McKinney of Custom Insurance Services gives his apology regarding an increase in the co-payment amount for urgent care services from \$50.00 to \$100.00 at plan renewal. He didn't point that increase out and a District employee was surprised by the increase at time of service. Chief Sammons explained that the increase was listed on the plan document but it was not openly discussed at the meeting.

Chief Sammons had discussed, during Crew Chief meetings, trying to locate a bonded "handy man" for occasional work making minor repairs and improvements at the District facilities. If any of the Directors knows of someone, please let her know.

Director Meyer pointed out that the District did not have a facility on the other side of Fenton and had to house our personnel at Saline Valley during the flood. Discussion ensued.

Deputy Chief's Report - Deputy Chief Buchheit reported that she had been working on finalizing projects from 2015 with the Chief and that she had completed background checks on the employees. She then explained that the upcoming hiring process would be streamlined to holding the written and practical tests on the same day to save time and money for all those involved.

In closing, she thanked the employees for their work during the flooding.

Officer Reports

Vehicle Maintenance Report - The Directors reviewed Mr. Wray's Vehicle Maintenance Report. Mr. Steve Wray, Vehicle Maintenance Officer, was present. He reported that the new ambulance was located in the bay at House #1, ready to go into service. He thanked the employees who assisted in getting it loaded and ready to go and said that they did an awesome job! He invited the Directors to view the ambulance following the meeting.

Secretary Kutilek inquired about the status of the ambulance that is to be sold. Chief Sammons said that it needs to be emptied and the bid document prepared.

Director Groeteke would like Mr. Wray to keep the Board informed regarding the crews' experience with the new ambulance. Mr. Wray said that he would and even though the changes on the new ambulance were user friendly, he expected there to be a slight learning curve. Chairman Ott reminded him that Sentinel Emergency Solutions personnel would also like feedback. Mr. Wray expressed his pleasure in working with Sentinel; the process went very smoothly.

Chief Sammons reminded the Board that if a new ambulance is purchased in 2016, after going out for bid, an order must be placed by April in order to receive it by the end of the year. Mr. Wray reported that he is working on the changes to the ambulance specifications so that legal counsel may approve them prior to submitting them to the Board for approval.

Review Completed Patient Surveys – The Patient Surveys were available for review.

Union Business- Shop Steward, Jerry Appleton – Chief Sammons provided the Directors with a copy of an email that was received from Mr. Jerry Appleton regarding negotiation items. She will meet with Mr. Appleton and get the Memorandum signed.

OLD BUSINESS:

R.T.A.D. Website/Facebook Page – Director Meyer said that no meeting had been held but he had been emailing back and forth with several employees.

Mr. Patrick DeClue, C Crew Lieutenant/Paramedic, presented a prototype of a new District webpage. He explained the addition of a Facebook page and numerous other updates to its appearance and styling. Secretary Kutilek was concerned about the maintenance of the website by the employees once the new wears off. Mr. Jerry Kister, C Crew Chief/Paramedic, explained what a valuable tool the website can be with the addition of links and Facebook for road closings and inclement weather. Discussion ensued regarding decisions to be made about all the possible options on the site, switching from the existing site to the new site, and employee maintenance versus PC Tech continuing to maintain the site.

Director Groeteke feels that somebody is going to have to be in charge of the website. Mr. Bishop explained that this would fall to the discretion of Chief Sammons, just as Public Relations decisions, etc. This is her duty and requires the Board to do nothing. He did caution everyone not to allow just anyone to post, use proper HIPAA compliance procedures regarding Facebook postings, and the like.

Master Plan – Chairman Ott said that a good discussion was held last month regarding master plan services. Secretary Kutilek wants to keep the topic on the Agenda and wants to know where to go at this point. Director Meyer inquired to Chief Sammons what her thoughts were on the matter. Chief

Sammons replied that the 2016 Budget does not support the expense. General discussion about master plans ensued.

Random Drug Testing – Mr. Bishop explained the updates and revisions that had been made to the policy. He gave credit to Vice-Chairman Clark and Director Groeteke for their suggestions. This policy combines two policies which streamlines the content. Discussion ensued regarding adding that the third party testing facility will choose the random testing candidates.

Proposed Property Tax – Chief Sammons informed the Board that the ballot information was included in their packets.

NEW BUSINESS:

Collection Agency: Request for Bid – Chief Sammons reminded the Board that Ms. Mary Dorsett, Strategic Account Manager from EMS Management and Consultants suggested that the District consider changing collection agencies to obtain better results on delinquent accounts. Chief Sammons presented an RFP to the Board allowing for EMS/MC to obtain collection agency proposals and make a recommendation to the Board.

Director Meyer motioned to approve the publication of the Request for Proposals for Collection Services. Secretary Kutilek seconded. There being no discussion, a vote was taken and the motion passed unanimously.

Building Supplies/Repair/Purchases Report and Medical Supplies/Repair/Purchases Report – Chief Sammons said that during discussions these types of reports had been brought up. She inquired if the Directors would like to have reports from these officers. Discussion ensued. Director Groeteke would like both reports. The Board was in agreement. They find the Vehicle Maintenance Report very useful and would like a Building Maintenance Report and a Supply Report as well. Chief Sammons will meet with Mr. Kister, the Building Maintenance Officer, and Ms. Maness, the Supply Officer, to discuss the format of their respective reports.

EXECUTIVE SESSION:

None scheduled.

GOOD AND WELFARE:

There was nothing.

NEXT MEETING:

The next regular monthly meeting of the Board of Directors will be held on Wednesday, February 24, 2016, at 6:00 p.m. at House #4.

ADJOURNMENT:

There being no further business to come before the Board, Director Groeteke motioned to adjourn. Director Meyer seconded. There being no discussion, a vote was taken and the motion passed unanimously at 7:40 p.m.



Frank Kutilek - Secretary of the Board