

**The Minutes of the 459<sup>th</sup> Meeting  
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS  
February 24, 2016**

***OPEN MEETING:***

The 459<sup>th</sup> 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, February 24, 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 Ms. Ajla Alunovic of the Wegmann Law Firm; Ms. Christy Gay, Board Candidate; Ms. Lynne Ruzicka, Board Candidate; Mr. Nathan Anton of Leader Publications; and numerous employees of the District. Everyone was welcomed to the meeting.

Public Comments – There were none.

***MINUTES:***

Approval of Regular Meeting Minutes – Director Groeteke questioned whether the January minutes needed to be changed due to them having the February meeting to be held at House #4. Mr. Bishop replied that they do not. At the time of the January meeting, the intention was to hold the February meeting at House #4. So, the minutes are accurate.

Vice-Chairman Clark made a motion to approve the minutes. Treasurer Wieland seconded.

There being no further discussion, a vote was taken and the motion passed unanimously.

***FINANCIALS:***

January 2016 Treasurer's Report – Treasurer Wieland presented the Treasurer's Report for January 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. Director Groeteke seconded.

There being no 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.

2015 Budget Adjustments – Chairman Ott explained that the budget adjustments are being made to balance the budget.

Chief Sammons reviewed some of the adjustments that had been made. Field Educator was added, along with Third Party Billing, and the Capital items that were not purchased were deleted.

Director Groeteke motioned to approve the 2015 Operating Budget as amended. Treasurer Wieland seconded.

There being no 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.

Additional Item – Chairman Ott, on behalf of the Board of Directors, presented Ms. Sheila Buchheit, Paramedic/Deputy Chief, with a plaque acknowledging her twenty-five (25) years of service to the District. Ms. Buchheit was congratulated by everyone present.

**COMMUNICATIONS:**

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

The State of the County address was well attended. Chief Sammons, Treasurer Wieland, and Chairman Ott attended on behalf of the District.

The District will be hosting a breakfast meeting of the Arnold Chamber of Commerce at House #4 in March.

The workers' compensation policy is up for renewal and Chief Sammons will have bids for that policy next month.

A new STARS patient has been added. There are now twenty-three (23) STARS patients registered with the District.

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

As a result of the recent heavy rains, House #1 had three-inches of water in the basement due to a faulty sump pump. Chief Sammons congratulated C Crew members on a great job in getting it cleaned up.

The C.P.A.'s from Spinner and Kummer, P.C. just completed the District's annual audit.

Sentinel Emergency Solutions provided the District with coffee mugs which display the District's new ambulance.

Director Groeteke inquired if the sump pump at House #1 failed. Deputy Chief Buchheit replied that it did not fail. The water came up so fast that the float stuck.

Deputy Chief's Report – Deputy Chief Buchheit reported on the District's current hiring process. Testing occurred on February 19<sup>th</sup>. The District received 64 applications and invited all applicants to attend the testing. 15 applicants canceled and there were 26 “no calls/no shows.” 23 applicants participated in the written testing. 15 applicants passed the written testing and were then tested on their practical skills. Of those, 9 passed the practical testing and have been invited to interview on March 9<sup>th</sup>.

She reported that the new “one-day testing” procedure went well and thanked the numerous employees who participated in making it a success.

Chairman Ott inquired when the prospective new employees would start work. Deputy Chief explained that following five (5) days of orientation, each new employee will need to complete 24-hour ride-a-longs. It will take several months.

#### Officer Reports

Vehicle Maintenance Report – The Directors reviewed Mr. Wray's Vehicle Maintenance Report. No discussion occurred.

Medical Supply Report and Building Maintenance Report –Ms. Pam Maness, Supply Officer, and Mr. Jerry Kister, Building Maintenance Officer, submitted new monthly Officer Reports for their respective officer positions. Director Groeteke was appreciative of the reports and asked if the format of the reports could be presented in a tabbed spreadsheet, like the Vehicle Maintenance Report. Vice-Chairman Clark commented that she learned a lot from the new reports. Chairman Ott complimented both Ms. Maness, who was present, and Mr. Kister, who was not.

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

Union Business- Shop Steward, Jerry Appleton – Mr. Jerry Appleton, Paramedic/B Crew Lieutenant/Shop Steward, addressed the Board. He said that the union employees are working with the local regarding participation in the Honor Guard; they are also working on a Community Outreach page and planning on holding a bicycle safety event this spring with a local hospital. In addition, he has 48/96 hour work schedule information and will provide it to the Board. In closing, he stated that they are currently working without a Memorandum.

The Board thanked Mr. Appleton for his comments.

**OLD BUSINESS:**

R.T.A.D. Website/Facebook Page – Chief Sammons reported that there had been two (2) conference calls, and a real, face to face meeting is scheduled for tomorrow, February 25<sup>th</sup> from 10:00 to 10:30 a.m. at House #4.

Director Meyer inquired what happened during the phone meetings. Chief Sammons deferred to Mr. Patrick DeClue, Paramedic/C Crew Lieutenant.

Mr. DeClue reported that the website specialist from P.C. Tech informed them that the new webpage is not compliant with the District's current application process and that more work would need to be completed.

Director Meyer questioned whether the District was paying for consultation. Chief Sammons replied that we were not; the service is included with our current agreement. Discussion ensued. Chief Sammons explained that the cost to maintain a webpage is included in the budget. The line item would be "Maintenance and Support", or, if software is purchased, then "Software."

Director Meyer asked if Chief Sammons was going to approve all postings. Chief Sammons replied that the specialist suggested that the District have several persons authorized to approve postings and previous discussions included the Crew Chiefs, Lieutenants, the Deputy Chief, and even the Board Members. Mr. Bishop reiterated that the District already has an Electronic Media Policy in place to cover the employees of the District. He then advised that there should be no direct Board contact with the District's website or Facebook page. Director Meyer stated that he doesn't want a bottleneck with postings. Discussion ensued.

Master Plan – Chairman Ott stated that a lengthy discussion about master plan services occurred at the last meeting. Chiodini Architects has now submitted a proposal for master plan services. Director Groeteke said that he thought their presentation was very professional but their cost is a stumbling block for him. Secretary Kutilek said that the project could be broke down into manageable increments. Discussion ensued regarding the budget already being in the red and that there is nothing budgeted for a Master Plan. Secretary Kutilek would like to utilize \$3,500.00 to establish a Master Plan Scope and Schedule. Director Groeteke said he appreciated Secretary Kutilek's point but there is no money for it at this time. Further discussion occurred.

Director Groeteke made a motion to table the subject of a master plan until after the results of the April election are known to see if the proposed property tax is approved. Treasurer Wieland seconded. There being no further discussion, a vote was taken as follows: five (5) "aye" votes; one (1) "nay" vote. The motion passed by majority.

Random Drug Testing – Chief Sammons explained that the newest draft has been reviewed by Mr. Bishop and he also reviewed all the questions from the Crew Chief meeting. Mr. Bishop then explained the most recent changes that were made to the policy.

A lengthy discussion followed regarding the determination of what types of tests are administered; initial, random testing versus follow-up testing; and how many follow-up tests may be performed in a given time period.

Secretary Kutilek made a motion to approve the Substance Abuse Policy amendments. Secretary Wieland seconded.

Director Groeteke asked Mr. Bishop about the section “Consequences of Positive Testing” regarding decisions left to the Board of Directors. Mr. Bishop replied that members of the Board may be held liable in a wrongful termination situation.

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.

The amended policy will be posted for the required 30 days.

Proposed Property Tax – Chief Sammons provided the Board with sample flyers from I.A.F.F. Local 2665 regarding the upcoming proposed property tax increase. The local would like some guidance. The group reviewed and discussed the numerous samples, making recommendations and suggestions. Chief Sammons will relay the information to the local.

Collection Agency: Bid Results – Chief Sammons reported that a recommendation will be made at next month’s meeting.

**NEW BUSINESS:**

Sale of Ambulance (2008 Chevrolet) – Chief Sammons reported that the ad for the sale of the 2008 Chevrolet does include the wording “as is.” She will have the bids for the Directors to review at next month’s meeting.

Ambulance Specifications – Chief Sammons explained that Mr. Bishop had already reviewed the ambulance specifications. Once the Board approves them, the District can go out for bid.

Secretary Kutilek motioned to approve the Ambulance Bid Specifications. Director Groeteke seconded. There being no 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.

Chief Sammons will place the ad in the newspaper and present bids at next month's meeting.

**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, March 23, 2016, at 6:00 p.m. at House #1.

**ADJOURNMENT:**

There being no further business to come before the Board, Vice-Chairman Clark motioned to adjourn. Director Meyer seconded. There being no discussion, a vote was taken and the motion passed unanimously at 7:08 p.m.

  
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**Frank Kutilek - Secretary of the Board**