

**The Minutes of the 460<sup>th</sup> Meeting  
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS  
March 23, 2016**

**OPEN MEETING:**

The 460<sup>th</sup> regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairman Ott at 6:00 p.m. on Wednesday, March 23, 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 Ms. Bianca Eden, Legal Counsel for the District, were present.

**VISITORS AND GUESTS:**

Acknowledgement – Chairman Ott acknowledged the attendance of Ms. Ajla Alunovic of the Wegman Law Firm; Ms. Christy Gay, Board Candidate; Ms. Lynne Ruzicka, Board Candidate; Mr. Nathan Anton of Leader Publications; Mr. Will Wieland, a Boy Scout, and his Father; and numerous employees of the District. Everyone was welcomed to the meeting.

Public Comments – Chairman Ott announced that Ms. Ruzicka had completed a "Public Comment" form and was approved to speak for three (3) minutes.

Ms. Ruzicka made comments and inquiries regarding the financial position of the District, the Memorandum of Understanding with the union employees, and the promotion of the Lifesaver proposition.

Chairman Ott thanked her for her comments and let her know that the Board will respond to her inquiries.

Additional Item – The Board of Directors welcomed Mr. Will Wieland of Boy Scout Pack 419. He was attending the meeting to earn a Boy Scout Merit Badge. The Board presented him with a care package and wished him success in his endeavor.

Additional Item - Chairman Ott, on behalf of the Board of Directors, presented Ms. Dori Lennemann, Paramedic, with a plaque to acknowledge her ten (10) years of service to the District. Everyone present congratulated Ms. Lennemann for her achievement.

Additional Item - Chairman Ott, on behalf of the Board of Directors, presented Mr. Milton Cook, EMT, with a memory box to acknowledge him having responded to the most calls in 2015; "575" calls. Everyone present congratulated Mr. Cook on his accomplishment.

**MINUTES:**

Approval of Regular Meeting Minutes – Director Groeteke made a motion to approve the 459<sup>th</sup> meeting minutes as presented. Secretary Kutilek seconded. There being no discussion, a vote was taken, and the motion passed unanimously.

**FINANCIALS:**

February 2016 Treasurer's Report – Treasurer Wieland presented the Treasurer's Report for March 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. Vice-Chairman Clark seconded.

Director Meyer inquired about going through the budget to discuss the numbers. Secretary Kutilek questioned reviewing the budget to possibly make adjustments. Chairman Ott suggested that the Board review the 1<sup>st</sup> Quarter Budget Summary before discussing any budget adjustments. Secretary Kutilek questioned as to how much money is in the reserve account to which Chairman Ott replied that there was over three (3) million dollars in securities. A discussion was held regarding the assessed valuation figures that were presented at the Public Hearing. Director Meyer said that he was confused by where the numbers are from. Further discussion occurred.

After 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.

Cancellation Report Summary – Chairman Ott asked for a motion to approve the March 2016 Cancellation Report Summary. The 384 delinquent accounts, representing \$184,126.14, were assigned to a professional collection agency.

Discussion occurred regarding the revenue from the collection accounts statements being presented as gross collected versus net collected.

Vice-Chairman Clark motioned to approve the March 2016 Cancellation Report Summary. Treasurer Wieland seconded.

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.

**COMMUNICATIONS:**

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

On March 15<sup>th</sup>, the Arnold Chamber of Commerce held their meeting at House #4. Ms. Kathryn McClune, Paramedic/P.R. Coordinator, presented an introduction to CPR for the members. Chief Sammons thanked her, and thanked the crew members of "A Crew" for doing a great job on cleaning the day before.

On May 28<sup>th</sup>, a Safety Fair will be held at House #4 from 10:00 a.m. to 2:00 p.m. Please contact Mr. Jerry Appleton with any questions.

The annual Board of Directors training will be held beginning on July 1<sup>st</sup> the Lake of the Ozarks.

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

Director Groeteke thanked Chief Sammons for answering his questions prior to the meeting.

Deputy Chief's Report – Deputy Chief Buchheit reported that the part-time interviews were held on March 9<sup>th</sup> and seven (7) applicants were offered, and accepted, employment with the District. Pre-employment physicals are being conducted at this time. The first day of orientation will be on Monday, April 4<sup>th</sup>.

#### Officer Reports

Vehicle Maintenance Report – The Directors reviewed Mr. Wray's report.

Mr. Wray was present and fielded several questions regarding the new ambulance and service received from Sentinel. Discussion ensued.

Medical Supply Report – The Directors reviewed Ms. Maness' report.

Building Maintenance Report – The Directors reviewed Mr. Kister's report.

Review Completed Patient Surveys – The Patient Surveys were viewed.

Union Business- Shop Steward, Jerry Appleton – Chairman Ott asked Chief Sammons if the union had got back to her. She replied, "No".

#### **OLD BUSINESS:**

R.T.A.D. Website/Facebook Page – Chief Sammons reported that the committee met with Angela, the Web Designer. There is a lot of behind the scene work being done. She provided the Board Members with a handout regarding the website work in progress. The committee is scheduled to review again in mid-month, then to present to the Board again next month. General discussion about the topic ensued.

Proposed Property Tax – Chief Sammons reported that an ad (fact sheet) was placed in the newspaper. She provided the Directors with a copy. Director

Meyer questioned if a mailer was going to be sent out. Chairman Ott said that it was too expensive; approximately \$30,000.00. The newspaper ad costs about \$1000.00.

Collection Agency: Bid Results – Ms. Jennifer Ello, Administrative Assistant, presented the bid results for seeking collection services. Three proposals were received:

Bull City Financial Solutions, Inc. (BCF); 20% (1 yr.); 30% (over 1 yr.); Durham, North Carolina.

Wakefield & Associates, Inc. (WA); 22%; Jefferson City, Missouri.

Security Collection Agency, Inc. (SCA); 24%; Edenton, North Carolina.

The District's current service, One Advantage L.L.C.; 23%; Belleville, Illinois, did not submit a proposal.

She recommended Wakefield & Associates. Discussion ensued.

Secretary Kutilek motioned to accept the proposal from Wakefield & Associates. Director Groeteke seconded. 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.

Sale of Ambulance (2008 Chevrolet): Bid Results – Chief Sammons reported that two (2) bids were received. They were from:

Clark County Ambulance District; Kahoka, Missouri - \$20,000.00; and

Heartland Wheels, Inc.; Woodlawn, Illinois - \$10,186.00.

A discussion was held.

Vice-Chairman Clark motioned to accept Clark County Ambulance District's bid for \$20,000.00. Secretary Kutilek seconded.

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.

**NEW BUSINESS:**

New Ambulance Bids – Mr. Steve Wray, Vehicle Maintenance Officer, reported that two bids were received. There were:

Life Line Emergency Vehicles; Sentinel Emergency Solutions - \$193,898.00; and  
Osage Ambulance Manufacturers; Emergency Services and Supply - \$198,375.00.

He recommended the Life Line ambulance from Sentinel Emergency Solutions.

Discussion ensued.

Vice-Chairman Clark motioned to accept the bid from Sentinel Emergency Solutions for \$193,898.00. Secretary Kutilek seconded. 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, "Abstain." The motion passed by majority.

Director Meyer questioned the monthly payments and loan amount. Chief Sammons reported that she will be seeking proposals for lease purchase agreements.

MRSWCT Renewal – Chief Sammons reported that Mr. Don Becker of Custom Insurance Services, Inc. went out for bid for the District's workers' compensation coverage. He submitted his recommendation of staying with MRWSCT.

Director Groeteke pointed out that the renewal represents a \$14,000.00 reduction over last year's premium. Chief Sammons cautioned that there is normally an additional amount owed after the annual payroll audit is conducted by MRSWCT.

Director Groeteke made a motion to renew the workers' compensation policy with MRSWCT. Director Meyer seconded.

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.

Ordinance Number 2016-01 – Chairman Ott explained that this ordinance regards legal services received from Mr. Frank Foster, a lawyer specializing in EMS matters. Chief Sammons announced that Mr. Foster would be providing HIPAA training to the District at House #4 in April.

Director Groeteke read, "AN ORDINANCE OF ROCK TOWNSHIP AMBULANCE DISTRICT TO AUTHORIZE THE CHAIRMAN OF ROCK TOWNSHIP AMBULANCE DISTRICT TO EXECUTE A CONTRACT WITH EMS LEGAL SERVICES. "

Secretary Kutilek made a motion to accept the first reading. Vice-Chairman Clark seconded. 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.

Vice-Chairman Clark then read, "AN ORDINANCE OF ROCK TOWNSHIP AMBULANCE DISTRICT TO AUTHORIZE THE CHAIRMAN OF ROCK TOWNSHIP AMBULANCE DISTRICT TO EXECUTE A CONTRACT WITH EMS LEGAL SERVICES. "

Director Groeteke motioned to accept the second reading. Secretary Kutilek seconded. 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.

Director Groeteke made a motion to adopt Ordinance 2016-01. Secretary Kutilek seconded. 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 motioned passed unanimously.

The ordinance was executed.

Part-Time Scheduling Policy – Chief Sammons reported that the policy had been reviewed at the Crew Chief meetings with the Deputy Chief, Crew Chiefs, and Lieutenants. The policy needs to be in place by June 1<sup>st</sup> to ensure the part-time employees are working per the monthly guidelines.

Director Groeteke suggested adding the federal guidelines regarding HIPAA, the hours limitations, and disaster exceptions. Discussion ensued.

Chief Sammons will update the policy and bring it back to the Board at the April meeting.

The Board approved for Chief Sammons to make notification to the part-time staff that the Board "plans to adopt the policy" at the April 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, April 27, 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 Groeteke 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**