

**The Minutes of the 461st Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
April 20, 2016**

OPEN MEETING:

The 461st 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, April 20, 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, Mr. Mark Bishop, Legal Counsel for the District, Ms. Christy Gay, Director Elect, and Ms. Lynne Ruzicka, Director Elect, were present.

Public Announcement – Chairman Ott announced that the meeting was being recorded by Mr. Anton from Leader Publications.

VISITORS AND GUESTS:

Acknowledgement – Chairman Ott acknowledged the attendance of many guests and employees and welcomed everyone to the meeting. He thanked the staff for their help with the proposition.

Public Comments – There were none.

MINUTES:

Approval of Regular Meeting Minutes – Director Groeteke made a motion to approve the 460th meeting minutes as presented. Treasurer Wieland seconded.

Director Meyer asked for clarification with respect to union meetings and finalizing the union contract. Discussion ensued.

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

FINANCIALS:

March 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 Groeteke inquired who Lowenbaum Law was regarding a payment that was made to them. Chief Sammons reported they were the District's legal counsel for the T.I.F. matter.

Secretary Kutilek spoke of separating the securities from the reserve account. He also inquired about a petty cash fund. Chief Sammons replied that the district does not have a petty cash fund.

Vice-Chairman Clark inquired about the check payable to Guardian and questioned if the District had begun random drug testing. Chief Sammons explained that the check was paid to Guardian; the dental insurance carrier, not the testing provider Guardian.

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, "Abstain." The motion passed by majority.

Cancellation Report Summary – Chairman Ott requested a motion to approve the April 2016 Cancellation Report Summary. The 453 delinquent accounts, representing \$215,094.19, were assigned to a professional collection agency.

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

Director Groeteke asked if the total from last month and this month was near \$400,000.00. Chairman Ott replied that it was.

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.

1st Quarter Budget Summary - Chairman Ott stated that a fourth of the year had already passed. In review of the budget summary, discussion occurred regarding Educational Pay, ballistic vests, predicting income, changing the fiscal year of the District, and the reporting of the annual audit results at the May meeting.

Secretary Kutilek was displeased with the letter sent to Ms. Ruzicka in response to her Public Comments made at the April 2016 meeting. He then narrated a timeline of Board discussions regarding C.P.A. services. He also disagreed that the District had went out for bid for C.P.A. services. Chairman Ott said that the bid ad asked for C.P.A. service and annual audit bid. Secretary Kutilek disagreed. Director Meyer recalled that the ad did ask for both. The ad certification was located and read by Secretary Kutilek. Mr. Bishop cautioned the Directors that their topic of conversation was not on the agenda. His legal advice was to stop but they could keep talking if they choose to. Director Meyer and Secretary Kutilek continued to discuss the topic.

Secretary Kutilek said that he thinks the letter to Ms. Ruzicka is in error and suggests a correction. Chairman Ott asked Ms. Ruzicka if she would like a corrected letter to which she replied that she didn't and thanked the group for the information.

COMMUNICATIONS:

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

The Williamsburg Subdivision held their meeting at the District's House #4.

MoDOT will be holding a safety meeting at House #4 also.

The District has welcomed twenty-seven (27) STARS members.

Ms. Nikki Bain, EMP-T/STARS Coordinator, attended an autism awareness fair that was held in Arnold.

Ms. Kathryn McClune, EMT-P/Public Relations Coordinator, participated in Seckman High School's annual "Wake Up Day" event.

Ms. Mary Dorsett, our Strategic Account Manager from EMS Management and Consultants, recently gave a presentation and hands on review of patient care reporting and also met with the District's local skilled nursing facilities representatives with Chief Sammons.

Chief Sammons attended and gave a presentation on R.T.A.D. at a local event thanks to the invitation from Director Groeteke.

Chief Sammons will be presenting the Mary Jane Robertson Scholarship at Windsor High School in May.

The Employee Paramedic Association will be holding a safety fair at House #4 on May 28th.

The District received "Thank You" cards from several participants in the Mastodon Art Fair. One of the participants was Mr. Jerry Appleton's son.

Letters were received from St. Anthony's Medical Center and St. Clare Healthcare Center giving kudos to R.T.A.D. paramedics for their exemplary pre-hospital patient care.

Secretary Kutilek wanted a motion to change the agenda to discuss the B.N.D.D. topic at this time. Director Groeteke asked Mr. Bishop if it was customary to amend the agenda at the beginning of the meeting. Mr. Bishop replied, "Yes, but it is not necessary."

Discussion ensued. The agenda was not amended due to a lack of a second to Secretary Kutilek's motion.

Deputy Chief's Report – Deputy Chief Buchheit reported that the five (5) orientation days were completed by the newly hired part-time paramedics and that they had begun their ride-a-longs.

She also thanked the crew chiefs, lieutenants, and Mr. Nick Salzman, EMT-P/Training Coordinator, for their work with the process.

Chairman Ott inquired about the employee evaluations. Deputy Chief Buchheit reported that they were in progress. He then asked about the renovations to her office. She said that she had emailed Modern Business Interiors.

Officer Reports

Vehicle Maintenance Report – Mr. Steve Wray, EMT-P/"A" Crew Chief/Vehicle Maintenance Office, was present. Director Groeteke inquired about the new ambulance. Discussion ensued.

In addition to his monthly report, Mr. Wray submitted a letter to the Board outlining his recent meeting with representatives of Sentinel Emergency Solutions. The letter outlined concerns he had. Discussion occurred.

Director Meyer made a motion to go out for bid for vehicle maintenance services. Director Groeteke pointed out that it had been about two (2) years since the District had done so. Discussion followed. Chairman Ott seconded the motion. There being no further discussion, a vote was taken and the motion passed unanimously.

The Board will review the proposal for seeking bids next month.

Medical Supply Report – Ms. Pam Maness, EMT-P/"B" Crew Chief, Medical Supply Officer, was present to answer any questions regarding her report. There were none.

Building Maintenance Report – The Directors reviewed Mr. Kister's report. Mr. Kister answered questions regarding the installation of a new icemaker at House #4.

Review Completed Patient Surveys – The Patient Surveys were available for the Directors to review.

Union Business- Shop Steward, Jerry Appleton – Mr. Jerry Appleton, EMT-P/"B" Crew Lieutenant/Shop Steward, submitted a letter to the Board. One of the topics was negotiations and the shop's desire to implement a labor management committee style of negotiations.

Chief Sammons inquired if any of the Directors were interested in attending a negotiations committee meeting. Director Meyer said that he is interested.

Chairman Ott clarified that all the Directors would be invited to attend. Discussion ensued about possible dates and times. No date was set.

Chairman Ott, referring to Mr. Appleton's letter, said that the policy on drug testing would be discussed under "Old Business" at next month's meeting.

OLD BUSINESS:

R.T.A.D. Website/Facebook Page – Chief Sammons reported that P.C. Tech will have a demo prepared next week, and then the committee will meet again. A presentation should be ready for the May Board meeting.

Secretary Kutilek asked Chief Sammons if the new website will have a Board portal. Discussion ensued. Director Meyer asked Chief Sammons why the meeting minutes were not being posted on the website like they used to be. She explained that the website is temperamental and looking forward to the new one. Director Meyer inquired further. Discussion ensued.

Proposed Property Tax – Chief Sammons thanked all those who helped with the property tax proposition. Chairman Ott commented that a lot of legwork went into the campaign and thank you to the union for their work also.

Director Meyer and Chairman Ott discussed a recent newspaper article regarding the proposition.

Part-Time Scheduling Policy – Chief Sammons reported that all of the changes that were requested had been made the policy.

Vice-Chairman Clark motioned to adopt the revised Part-Time Employee "Shift Scheduling" policy. Treasurer Wieland seconded.

Director Groeteke asked Mr. Bishop if he had reviewed the policy revisions to which Mr. Bishop replied that he had.

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:

Use of the Ballistic Vest Policy – Chief Sammons explained that the policy had been reviewed by the crew chiefs, deputy chief, lieutenants, and legal counsel.

Vice-Chairman Clark inquired how many vests were available to the paramedics. Chief Sammons said that there were two (2) vests on each ambulance and some employees have their own vest. Director Groeteke asked about the life expectancy of the vests, when they will need to be replaced. Chief Sammons asked Mr. Mike Douglas, EMT-P, to respond because he was

involved with the research and purchase arrangements of the vests. Mr. Douglas explained that the vests should be replaced every five (5) years, like the turn-out gear, due to sun damage, etc. Director Groeteke wants to make sure that the replacement purchase is placed on future budgets. Discussion ensued regarding the purchase of the vests.

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.

Certification of Election Results – Chairman Ott read from the Jefferson County Clerk's "Certification of Election Results" for the election held on Tuesday, April 5, 2016: Lifesaver: Yes-2,721; No-4,148. Board of Director: Frank Kutilk-1,258; Charles Groeteke-1,945; Christy Gay-2,714; Lynne Ruzicka-2,679; Paul D. Horn-1,637; and Avery A. Fortenberry-1,062.

Director Groeteke motioned to accept the Certification of Election Results. Director Meyer 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, Administration, and Staff, presented Mr. Frank Kutilek with memory box thanking him for his years of service to the District. Mr. Kutilek expressed his appreciation of the gift.

Chairman Ott, on behalf of the Board of Directors, Administration, and Staff, then presented Mr. Charles Groeteke with a memory box thanking him for his years of service to the District. Mr. Groeteke thanked the Board, Administration, and Staff for allowing him to serve them and the residents of the District. He said that he enjoyed his tenure as a Director.

Swearing in of the Board Members – Chairman Ott requested Ms. Christy Gay and Ms. Lynne Ruzicka to join the Directors at the front of the room so that they could be sworn in.

Chairman Ott swore in Ms. Gay and Ms. Ruzicka as they took their Oaths of Office. The group congratulated both Directors.

Reorganization of the Board – Vice-Chairman Clark nominated Mr. Ott to remain Chairman; herself to remain Vice-Chairman; Ms. Gay to become Secretary; and Mr. Wieland to remain Treasurer. Ms. Gay declined the Secretary position and nominated Mr. Meyer as Secretary. No one made further nominations or opposed those nominations made.

The 2016-2017 Board organization became Chairman Ott, Vice-Chairman Clark, Secretary Meyer, and Treasurer Wieland by acclamation.

Board Members' Verification Forms (HIPAA) – Each Director was provided with a Board Member Verification Form to sign regarding acknowledgement and compliance with HIPAA laws.

Commerce Bank Signature Forms – The Directors each signed the District's bank signature forms.

Board of Director Pay – Chairman Ott explained that the Board has not elected to be paid for their service in the past but that maybe they should be now.

Chairman Ott made a motion to pay the Directors \$25.00 per meeting; no more than two (2) meetings per month; and to be paid twice a year. Treasurer Wieland seconded the motion.

Mr. Bishop counseled the Directors that if they receive pay for their service, Director Meyer cannot serve on both the Rock Township Ambulance District Board and the Rock Community Fire Protection District Board to which he was recently elected. He further explained the statute.

Chairman Ott withdrew his motion and Treasurer Wieland withdrew his second also.

BNDD License – Chief Sammons provided the Directors with a copy of a recent newspaper article regarding the expiration of the District's Missouri BNDD License. She then defined BNDD as the Missouri Bureau of Narcotics and Dangerous Drugs. She explained that a lapse occurred due to not receiving the renewal card. The third party vendor that mails the reminder cards had deleted the District's post office box. She explained the District maintains a post office box for mail for security reasons. One year ago, notification was made by Mr. Boeger, Administrator of the Missouri BNDD, that the license had lapsed. Chief Sammons immediately notified Mr. Dennis Tesreau, legal counsel, Dr. Kevin Gibson, medical director, and Chairman Ott. In a coordinated effort, a settlement agreement was reached. Mr. Tesreau and Chairman Ott requested that she sign the agreement. The agreement was finalized on April 22, 2015. The total cost of legal services was \$1,031.25 for 8.25 hours.

Chief Sammons reported that a lapse occurred in 2003 due to a change in medical directors. The registration was renewed. In 2006, a renewal card was not received. The registration was renewed.

The lapses had no adverse effect on patient care and treatment of Advanced Life Support services. She reported that narcotics are obtained from St. Anthony's Medical Center pharmacy by the three (3) Crew Chiefs and the three (3) Lieutenants. Since August of 2014, disposal of expired narcotics has been handled by the Deputy Chief and a crew chief.

Chief Sammons reported that all Directors were made aware of the Settlement Agreement prior to the May 27, 2015 meeting and copies of the agreement were to be given to them at the meeting. Due to the unexpected death of her father, she was unable to attend that meeting. The Minutes from that May 2015 Executive Session were prepared by Deputy Chief Buchheit and Mr. Tesreau and reflect that all Board members were present with Director Meyer being present by telephone and that the topic was discussed.

St. Anthony's Medical Center contacted Chief Sammons on March 24, 2015 to notify her that they had received inquiries from a reporter regarding the District's lapse in license. St. Anthony's released a statement which she provided.

On April 7, 2016, a conference call was held with Leader Publications, Chief Sammons, Chairman Ott, and Mr. Bishop. Following the call, Chairman Ott requested additional investigation as to other district's narcotic licenses. The investigation yielded ten (10) agencies at random with record keeping and security issues.

Chief Sammons reported that the probation ends on April 22, 2016. Internal controls now include that all of the crew chiefs, lieutenants, and the Deputy Chief will aid in compiling the documents and packaging of expired medications for shipment, as opposed to only two (2) people. St. Anthony's Medical Center, Dr. Gibson, and Rock Township Ambulance District will be diligent with renewals in the future and will assist each other with notifications.

Chairman Ott said that he spoke with Mr. Boeger recently. Mr. Boeger asked if he was aware of the lapse and he replied that he was. Chairman Ott asked him "how serious" is the lapse and Mr. Boeger said that it was the least of all the infractions. Chairman Ott said that the lapse occurred, it was corrected, and the probation is over.

Director Gay inquired about the mailing situation and questioned that the Chief was dependent on a courtesy reminder card. Chairman Ott replied that it shouldn't have happened. Director Meyer stated that a lapse in registration occurred in only three districts. A lengthy discussion ensued.

Director Gay asked who is responsible. Vice-Chairman Clark replied that the Board is responsible to oversee the operation of the District. Mr. Bishop said that the Chief of the District is responsible for licensing, etc.

Director Meyer said that he did not receive copies of settlement at the May 2015 meeting. Chief Sammons said that she left copies to be distributed. Director Meyer said that he did not receive a copy of the settlement at that meeting nor did anyone else. The topic was debated for some time.

Director Gay said that this should not be minimized. Discussion ensued. Chief Sammons reiterated that she made notification to both Chairman Ott and legal counsel as soon as she became aware. Mr. Bishop cautioned the Board about discussion of executive session topics in open session.

Director Gay does not want this to be put behind them. She thinks it is unacceptable. She said that she wants reporters to ask questions. She questioned who is liable. Mr. Bishop said that the rank and file employees were not liable. Director Meyer asked if the Chief was liable. Mr. Bishop replied, "No, not really." He explained that the Chief is responsible for seeing that all of the District's needs are met.

Mr. Bishop then recounted what occurred in detail.

Director Gay asked how the employees were notified of the lapse. Chief Sammons said that she was not allowed to discuss it since it occurred in Executive Session. Director Meyer wondered if the employees should have been notified of the violation. Bishop reiterated that discussion of executive session topics should be discussed in closed session.

EXECUTIVE SESSION:

Director Meyer motioned to enter into a closed session with closed vote and closed record for the purpose of consultation with counsel and to discuss personnel pursuant to Section 610.021 of the Revised Statutes of Missouri. Director Ruzicka seconded. There being no discussion, a roll call vote was taken as follows: Chairman Ott, "No."; Vice-Chairman Clark, "No."; Secretary Meyer, "Yes."; Treasurer Wieland, "No."; Director Gay, "Yes."; and Director Ruzicka, "Yes." The motion was lost by tie.

GOOD AND WELFARE:

There was nothing.

NEXT MEETING:

The next regular monthly meeting of the Board of Directors will be held on Wednesday, May 25, 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. Treasurer Wieland seconded. There being no discussion, a vote was taken and the motion passed unanimously at 7:30 p.m.



Dan Meyer - Secretary of the Board