

**The Minutes of the 462nd Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
May 25, 2016**

OPEN MEETING:

The 462nd regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairman Ott at 6 p.m. on Wednesday, May 25, 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 Meyer, Treasurer Wieland, Director Gay, Director Ruzicka, Chief Sammons, Deputy Chief Buchheit, and Ms. Bianca Eden, Legal Counsel for the District.

VISITORS AND GUESTS:

Acknowledgement – Chairman Ott acknowledged the attendance of Mr. Greg Spinner, C.P.A., and Mr. Bruce Kummer, C.P.A., of Spinner and Kummer, numerous guests and employees, and welcomed everyone to the meeting.

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

Ms. Robertson requested to know why she received a letter from the Board regarding a previous Public Comment stating that HIPAA prevented the agency from releasing the names of paramedics to which she disagreed. Chairman Ott told her that the Board would reply in writing. Ms. Robertson also commented on the District's upcoming Facebook page, Community Outreach, and STARS.

Chairman Ott thanked her for her comments.

MINUTES:

Approval of Regular Meeting Minutes – Chairman Ott asked for a motion to approve the last meeting minutes if there were no changes or additions. Director Gay and Secretary Meyer said that changes needed to be made to Pages 8 and 9 of the minutes regarding the BNDD License discussion regarding the liability of the Chief and the settlement not being provided to the Directors at the May 2015 meeting. The group discussed this.

Chairman Ott asked Secretary Meyer how he wanted the minutes amended. Secretary Meyer wants the minutes to state that no one received a copy of the settlement at the May 2015 meeting and that Mr. Bishop said that the Chief was responsible versus "not liable."

Ms. Eden explained that there is a difference between liability and responsibility and that meeting minutes are not intended to be verbatim; they are to record the topic that was discussed and the votes that were taken.

Vice-Chairman Clark said that the minutes that were being discussed were quite lengthy compared to other meeting minutes.

Director Ruzicka commented that she did not vote "yes" to adjourn. Chairman Ott explained that the adjournment vote was not a roll call vote but was an "Aye or Nay" vote.

Vice-Chairman Clark motioned to approve the 461st meeting minutes as amended. Director Ruzicka seconded.

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

FINANCIALS:

April 2016 Treasurer's Report – Treasurer Wieland presented the Treasurer's Report for April 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.

Chairman Ott inquired about a check paid to Physio-Control. Chief Sammons explained that it was payment for the maintenance agreement on the District's LifePac 15 devices.

Director Ruzicka inquired about the vendor Authorized Electric. Mr. Jerry Kister, C Crew Chief/EMT-P/Building Maintenance Officer, explained that they were electricians and Chief Sammons added that the electrical panel was replaced in the bay at House #1.

After discussion, a roll call vote was taken as follows: Chairman Ott, "Yes."; Vice-Chairman Clark, "Yes."; Secretary Meyer, "Yes."; Treasurer Wieland, "Yes."; Director Gay, "Yes."; and Director Ruzicka, "Yes." The motion passed unanimously.

Cancellation Report Summary – Chairman Ott introduced the May 2016 Cancellation Report Summary. The 684 delinquent accounts, representing \$312,392.06, were assigned to a professional collection agency. He requested Chief Sammons explain the summary for the benefit of the Board. In turn, she asked Ms. Jennifer Ello, Administrative Assistant, to provide the explanation.

Ms. Ello said that the District's billing company, EMS Management and Consultants, provides the reports which list the delinquent accounts that are

being turned over to a collection agency. The accounts are then written off as expected revenue. However, monies are still received and accepted if the collection agency is successful. Director Ruzicka asked her how long will the collection agency work the accounts to which she replied indefinitely.

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

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

2015 Budget Adjustment – Chief Sammons said that the budget adjustment was recommended due to House #4 construction (line item "Construction in Progress"). The same type of adjustment was made in 2014 as was recommended by the auditors.

Secretary Meyer asked if the adjustment was for last year's budget to which Chief Sammons replied that it was. Director Ruzicka inquired if the item was added or adjusted and Chairman Ott said that it was added.

Treasurer Wieland made a motion to approve the 2015 Budget Adjustment. Director Ruzicka seconded.

Secretary Meyer expressed his concerns regarding the difficulty in predicting the budgeted amounts for taxes. A lengthy discussion took place. Chairman Ott explained that the assessed valuation is received from the county. Ms. Eden also contributed by explaining how the District receives tax monies from the county. Director Meyer questioned if the District might consider a fiscal year adjustment. Treasurer Wieland and Director Meyer debated the topic. Director Ruzicka questioned if there was a way to determine if a fiscal year change would be better.

Chairman Ott intervened by stating that there was a motion and a second on the floor to approve the 2015 Budget Adjustment. He took a roll call vote as follows: Chairman Ott, "Yes."; Vice-Chairman Clark, "Yes."; Secretary Meyer, "Yes."; Treasurer Wieland, "Yes."; Director Gay, "Yes."; and Director Ruzicka, "Yes." The motion passed unanimously.

COMMUNICATIONS:

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

MoDOT held a meeting at House #4 on May 13th.

Mercy-St. Louis provided feedback on burn patients for quality of care by R.T.A.D. paramedics Dale McCarthy, Michael Douglas, Brittany King, and Mark Hunter.

St. Anthony's Medical Center forwarded patient feedback on stroke patients by R.T.A.D. paramedics Corey Golec and Kim Aslin.

The District received hail damage during the storm on May 11th. Two of the District's roofs will be assessed in addition to the Tahoe and the Explorer.

Deputy Chief Buchheit and Chief Sammons attended the SEMA meeting, held at the City of Arnold, regarding reimbursement assistance for the 2015 flooding.

On June 6th, Jefferson County Emergency Services Association will hold their monthly meeting at House #4.

A Safety Fair will be held from 10 to 2 on May 28th at House #4.

On May 24th, Chief Sammons attended Windsor School's "Evening of Excellence" and presented two (2) "Mary Jane Robertson Scholarships."

The annual "Hats Off" collection for BackStoppers is Memorial Day weekend. Please support the effort.

Deputy Chief's Report – Deputy Chief Buchheit extended a Happy, belated, EMS Week to District personnel. The group then congratulated the employees as well.

Deputy Chief Buchheit gave a follow-up regarding the renovations to her office. She has met with Ms. Debbie Rather from Modern Business Interiors and they are reviewing how best to modify the D.C.'s office.

She explained that the implementation of an employee evaluation has morphed into a peer review board regarding patient care and documentation. She will be meeting with the Crew Chiefs to further discuss this project.

She said that the District has a great group of employees and wanted to point out that several have went above and beyond with patient care. They assisted a patient and their family with getting involved with a patient advocate and supplies. This decreased the number of trips by ambulance required by the patient. She congratulated paramedics Jerry Appleton and Stephanie Franklin. The group did also.

Officer Reports

Vehicle Maintenance Report – Mr. Steve Wray, EMT-P/"A" Crew Chief/Vehicle Maintenance Officer, was present if there were any questions regarding his report. There were none.

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

Building Maintenance Report – Mr. Jerry Kister, EMT-P/"C" Crew Chief, Building Maintenance Officer, was present if there were any questions regarding his report. There were none.

Vice-Chairman Clark asked if there was any way to shorten the Vehicle Maintenance Report. Chief Sammons suggested that the old ambulance that was sold could be removed. Mr. Wray said that he would remove it from the report.

Review Completed Patient Surveys – The Patient Surveys were available for the Directors to review. Chairman Ott reminded the Directors that the patient surveys were confidential.

Union Business- Shop Steward, Jerry Appleton – Mr. Jerry Appleton, EMT-P/"B" Crew Lieutenant/Shop Steward, reported that the Board and the employee representatives had a work session this evening and thought that it went great. He hopes to keep it going and appreciates the Board and the employees' time.

He announced the recent on-duty death of a fellow paramedic and reminded everyone that it could happen to any of us. He asked that everyone keep this man and his family in their thoughts. Director Gay asked if everyone would take a moment of silence out of respect for his passing. A moment of silence was observed.

Treasurer Wieland explained to Mr. Appleton that he did not attend the work session because he did not think that the meeting was appropriate. The union should bring their proposal to the Board. Mr. Appleton replied that the work session was a presentation style.

OLD BUSINESS:

R.T.A.D. Website/Facebook Page – Chief Sammons provided the Directors with a printed copy of the new website in progress. She said that Lieutenant Patrick DeClue had added some changes by email that morning.

Secretary Meyer asked if there would be a presentation at the next meeting. Chief Sammons said that there would be. Director Ruzicka inquired about the timeframe for completion of the project. Chief Sammons replied that she would inquire.

Random Drug Testing Policy – Chief Sammons forwarded an email from Mr. Mark Bishop to Mr. Appleton and the Board. In his email, Mr. Bishop addressed concerns made by Mr. Appleton regarding comments by Mr. Bishop during discussion of the Random Drug Testing Policy. He clarified that he did

not suggest the policy; he only rendered his legal advice once the Board began discussing implementing the policy. He also clarified that only after an employee had tested positive for an illegal substance or alcohol consumption while on-duty, would an employee be required to submit themselves to testing while on vacation.

Chairman Ott asked Mr. Appleton if his concerns were addressed. Mr. Appleton said that he felt that Mr. Bishop was clearer. Chairman Ott requested that Mr. Appleton pass the information along to the other employees. Mr. Appleton agreed.

NEW BUSINESS:

Vehicle Maintenance Inquiry – Chief Sammons explained that the inquiry is the same as last time vehicle maintenance services were bid. The bid will be mailed to all known vendors and published in the newspaper. Director Ruzicka wanted clarification that it would not just be placed in the paper. Chief Sammons reiterated that it would be mailed directly to known local vendors and anyone else that someone may suggest.

Director Meyer suggested the District should go out for bids for all other services. Director Ruzicka agreed. Treasurer Wieland is concerned about the expense of doing so and wondered if other District's do so. Discussion followed.

Chairman Ott announced that the District was going out for bid for vehicle maintenance services.

Ordinance 2016-02: - Ms. Eden said that since the Ordinance was not posted in its entirety, the entire Ordinance would need to be read aloud. She volunteered to do so.

Ms. Eden read the entire Ordinance, which began, "An Ordinance authorizing and directing the Chief of Rock Township Ambulance District to execute on behalf of Rock Township Ambulance District a contract with Wakefield and Associates, Inc. to provide collection services for the Rock Township Ambulance District."

Vice-Chairman Clark motioned to accept the first reading. Director Ruzicka seconded. There being no discussion, a vote was taken and passed unanimously.

Ms. Eden then read the entire Ordinance a second time which began, "An Ordinance authorizing and directing the Chief of Rock Township Ambulance District to execute on behalf of Rock Township Ambulance District a contract with Wakefield and Associates, Inc. to provide collection services for the Rock Township Ambulance District."

Vice-Chairman Clark motioned to accept the second reading. Treasurer Wieland seconded. There being no discussion, a vote was taken and passed unanimously.

Director Meyer made a motion to adopt Ordinance 2016-02. Treasurer Wieland seconded.

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

Director Ruzicka recently attended a class for Directors and asked if the Secretary and the Treasurer should be sworn in. Ms. Eden said that none of the political subdivisions that she represents do so. Chief Sammons said that it was discussed at a class that Directors Ruzicka and Gay and she attended.

Annual Audit – Mr. Greg Spinner, C.P.A., and Mr. Bruce Kummer, C.P.A., from Spinner and Kummer, P.C., were welcomed to the meeting.

Mr. Spinner introduced his business partner, Mr. Bruce Kummer. Their firm completes thirty (30) governmental audits each year (ambulance, fire, and cities).

He explained the District's 2015 financial highlights are within the state's statutes, there are no violations and the new building and the new ambulance were the largest acquisitions.

He reviewed the business type financial statements, then the fund accounting, which is governmental accounting for political subdivisions.

Mr. Spinner then reviewed the following topics for the Board: the District's policy of compensated absences; the District's funds and investments are protected and covered by bank's pledges; long term debt is the Lease Purchase; the assessed valuation is confirmed by the county; the pension plan; and the commitment from the City of Arnold.

He then reviewed the Annual Report page by page.

Mr. Spinner then fielded questions regarding a number of topics.

Responding to changing the District's fiscal year, he said that several of the Districts he audits have a different fiscal year. Ms. Eden will research it further and advised that the District could not change their fiscal year until next year. Mr. Spinner said that the District would need to adopt a Deferred Revenue Policy. Mr. Kummer cautioned that, when budgeting, the District would be using a previous year's assessment.

In regard to the District's financial shape, Mr. Spinner replied that the District was in good shape. Revenues are up (ambulance fees, sales taxes).

When asked about the how the District's fund balance compared to the other 30 entities, Mr. Spinner said that there are some with very good and some with deficits. We are somewhere in the middle. Discussion about collection rates, demographics of patients, and the billing company ensued.

When asked if the District needed an accountant, Mr. Spinner said that their firm does the monthly accounting for 8 to 10 of their clients. Mr. Kummer stated that it depends on what the Board wants. Do they want accountants or financial advisors? Mr. Spinner reiterated that they cannot make budget cuts, etc. Ms. Eden said that the other Districts do not have accountants on their staff. Discussion ensued.

Chairman Ott asked if there were any more questions for Mr. Spinner; there were not. The group thanked Mr. Spinner and Mr. Kummer for their attendance.

Board Meeting Location – Director Gay suggested holding the Board meetings at House #4 because it has more space and Director Ruzicka pointed out that it has more technology also. It was determined, and Chairman Ott announced, that the remainder of this year's monthly Board meetings would be held at House #4.

Director Ruzicka requested that the next meeting agenda to include discussion on using House #4 for other purposes. Chairman Ott thanked her for her suggestion.

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, June 22, 2016, at 6:00 p.m. at House #4.

ADJOURNMENT:

There being no further business to come before the Board, Vice-Chairman Clark made a motion to adjourn. Treasurer Wieland seconded. There being no discussion, a vote was taken and the motion passed unanimously at 7:38 p.m.



Dan Meyer - Secretary of the Board