

**The Minutes of the 463rd Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
June 22, 2016**

OPEN MEETING:

The 463rd 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, June 22, 2016. The meeting was held at Rock Township Ambulance District House #4.

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 Mr. Mark Bishop, Legal Counsel for the District were present.

VISITORS AND GUESTS:

Acknowledgement – Chairman Ott acknowledged the attendance of 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 spoke of her previous Public Comment form and the attempts that Chief Sammons had made to contact her regarding a letter she received from the Board stating that HIPAA prevented the agency from releasing the names of paramedics to which she disagreed. Chairman Ott told her that this was for the protection of the paramedics. He also provided her with his copy of the Board's letter of response which was mailed to her.

MINUTES:

Approval of Regular Meeting Minutes – Chairman Ott requested a motion to approve the last meeting minutes or asked if there were any changes or amendments.

Treasurer Wieland motioned to approve the 462nd meeting minutes as presented. Vice-Chairman Clark seconded.

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

FINANCIALS:

May 2016 Treasurer's Report – Treasurer Wieland presented the Treasurer's Report for May 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 Gay 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.

Cancellation Report Summary – Chairman Ott introduced the May 2016 Cancellation Report Summary. The 451 delinquent accounts, representing \$263,673.14, were assigned to a professional collection agency.

Treasurer Wieland motioned to approve the Cancellation Report Summary. Director Ruzicka 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.

COMMUNICATIONS:

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

A thank you was sent out to R.T.A.D. paramedics Mark Liston, Stephanie Franklin, and Jerry Appleton for their assistance with television station KMOV's story regarding the District's bullet-proof vests.

She thanked Stephanie Bullock for her work organizing the Safety Fair. The date of the 2017 fair will be provided when it is available.

The District received compliments for Jon Muller and Andrew West for providing an ambulance tour, on a very hot day, to a local camp.

St. Clare Medical Center recognized Kathryn McClune and Alex Wilson for their successful pre-hospital care of a STEMI patient.

Joachim Plattin Ambulance District sent of card to the District thanking the District for providing an ambulance for emergency medical services in their District while they attended the funeral of one of their paramedics.

Chief Sammons gave a presentation at the Arnold Kiwanis Club meeting regarding the District.

The District welcomed STAR #28 to the District earlier in the month.

Chairman Ott mentioned that the new numbering system for the STARS program is the same one that is being used in the Springfield Missouri area.

Director Gay commented on what an outstanding program STARS is and thought that having only 28 STARS was low for the area the District serves. Chief Sammons, acknowledging Nikki Bain, EMTP/STARS Coordinator, was

present, suggested trying to schedule relief for her so that she could work on promoting the program.

Deputy Chief's Report – Deputy Chief Buchheit reported that four of the seven recently hired part-time paramedics have completed their “rides” and have been released to fill shifts.

Director Meyer inquired if the new employees would affect “Unscheduled O/T?” Chief Sammons replied that the number of mandatory overtime hours has decreased. A brief discussion followed.

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. Chairman Ott asked if presenting the new monthly report was a burden. She replied that it was not.

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.

Review Completed Patient Surveys – The Patient Surveys were available for the Directors to review. Director Gay inquired about one of the surveys. Ms. Jennifer Ello, Administrative Assistant, will review the circumstances regarding the comment written on the survey.

Union Business- Shop Steward, Jerry Appleton – Mr. Jerry Appleton, EMT-P/“B” Crew Lieutenant/Shop Steward, said that he had nothing to present until the Memorandum of Understanding item on the Agenda.

Chairman Ott and Mr. Appleton discussed who was covered under the union contract.

OLD BUSINESS:

R.T.A.D. Website/Facebook Page – Chief Sammons presented a draft of the new District website. She gave thanks to Patrick DeClue, Mark Liston, Mike Douglas, and all the other employees who have helped to get the site to this point. Each “tab” of the site was viewed and discussed. She inquired to the Directors if they wanted to view the site before it was launched. They do not. They directed her to just launch it when it is ready.

The Directors expressed their pleasure with the new site and inquired about the Facebook portion. Chief Sammons said that multiple people on each shift would be responsible for updating it.

Vehicle Maintenance Inquiry – Chairman Ott requested Mr. Wray to comment on the results of the inquiry.

Mr. Wray reviewed, in general, the four (4) vendors who completed and returned inquiries. They were, in no specific order: Broadway Ford, K & K Car Repair, Sentinel Emergency Services, and Armor Equipment. He recommended going back to K & K stating that the District has a 15 year history with them and the other Crew Chiefs and employees agreed with him. He also noted that K & K lowered their hourly rate during the last inquiry process and Sentinel lowered their hourly rate for this inquiry.

Discussion followed. Treasurer Wieland inquired if there was anything about K & K that the Board should know about and clarified that he was asking if there was a sweetheart deal. Mr. Wray replied that there was not and that he was offended by the question.

Director Ruzicka motioned to change vehicle maintenance service companies to K & K Car Repair. Director Gay seconded.

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

NEW BUSINESS:

Draft Bid Proposal-Parking Lots – Chief Sammons explained that the Board approved \$30,000.00 in the operating budget for repairs to the parking lots at Houses #1, #3, & #4. She presented a draft bid proposal (Request for Bid) for their approval.

Vice-Chairman Clark motioned to approve the Request for Bid as presented and proceed with advertising it. Director Ruzicka seconded.

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

House #4 Utilization – Chairman Ott and Director Ruzicka expressed the need to better utilize House #4. Discussion followed about: inquiring to the staff and Crew Chiefs for their input; moving Administration from House #1 to House #4 and the costs associated with that, and then renovating House #1. Chief Sammons reported that preliminary plans for the renovation of House #1 were already prepared by KRJ. Mr. Bishop recommended soliciting at least three (3) architectural firms, by phone, before proceeding with any renovation plans.

Director Meyer and Director Gay would like the topic of Professional Services to be placed on a future meeting agenda.

Ambulance Equipment, Medication, and Supplies – Chief Sammons explained that the "Ambulance Equipment, Medication, and Supplies" document was

already signed off on by Dr. Kevin Gibson, M.D., of St. Anthony's Medical Center. This is an annual requirement of the District.

Vice-Chairman Clark motioned to approve the document. 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.

Ambulance Lease Purchase – Chief Sammons said that she had begun seeking bids for interest rates for the lease purchase of the new ambulance. She asked the Board if they would consider moving the next meeting date up to accommodate being able to sign those lease documents before the delivery of the ambulance takes place.

After checking their availability, the Board determined that the next monthly Board meeting will be on Wednesday, July 20, 2016, and the Chief is to proceed with procuring bids for the lease.

Beneflex/Beverly Brynda, CFC/Account Manager – Chief Sammons introduced Ms. Beverly Brynda of BeneFLEX.

Ms. Brynda explained the current plans that are in place (FSA Medical and Dependent Care) and that the plan year will end on June 30, 2016. She suggested that the District renew for a short plan year, July 1, 2016 to December 31, 2016, to match the health insurance plan year which is now a calendar year.

In addition, she made recommendations to change the plan to forego the 30 day grace period for expenditures and embrace a \$500.00 carry-over which enhances participation for the employees.

Discussion ensued regarding account balances, expenditures over withholdings, and the District's liability. Mr. Bishop again explained the Missouri Constitution and recommended against renewal of the BeneFLEX plan. He reiterated that the C.P.A./Auditors have also cautioned the District about participating in the plan. Further discussion occurred.

Director Meyer motioned to renew the Dependent Care plan and the FSA Medical plan for a short plan year and to change the FSA from the 30 day grace period to the \$500.00 carry over plan.

Clarification that the short plan year would only allow for a \$250.00 carry over but the full calendar year would allow for \$500.00 carry over.

Director Gay seconded the motion.

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, "No."; Director Gay, "Yes."; and Director Ruzicka, "Yes." The motion passed by majority.

Memorandum of Understanding – Chairman Ott said that he thought they had a great work session and complimented Mr. Appleton on his presentation. The group discussed setting up another work session to further work on the memorandum. After failing to coordinate a date when everyone could get together, it was determined that the group would continue to work on the memorandum at this evening's meeting. Treasurer Wieland said that he disagrees with the union employees negotiating directly with the Board.

Mr. Appleton joined the Board and conversation about the proposed changes to the Memorandum of Understanding began. Some of the topics discussed were: uniform allowance wording, sick time, wage increases, defined pension, and arbitration.

(Mr. Appleton left the meeting at 7:43 p.m.)

The Directors debated the proposed changes at length. Mr. Bishop reviewed his concerns regarding the proposed changes which he had already submitted to the Directors.

Director Ruzicka motioned to remove references in the proposed Memorandum of Understanding in Articles XXVI, XXVII, XXVIII, XXX, XXXI, XXXII, XXXIII, XXXIV and XXXV. Director Meyer 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, "No."; Director Gay, "Yes."; and Director Ruzicka, "Yes." The motion passed by majority.

(Mr. Appleton returned to the meeting at 8:06 p.m.)

Mr. Appleton brought forth the subject of arbitration contained in Article X which is described as "Disciplinary Investigation/Grievance Procedure." The group discussed and debated the topic further. Mr. Bishop again advised against the change to the Memorandum of Understanding set forth in proposed Article X, including the provision providing for arbitration and to adding the "just cause" provision for the disciplining of employees.

Director Ruzicka motioned to approve Article X. Director Gay seconded.

Director Meyer suggested extending Article X to all employees, not just the union employees, if the motion passed.

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, "No."; Director Gay, "Yes."; and Director Ruzicka, "Yes." The motion passed by majority.

Director Meyer inquired to Mr. Bishop about covering the other employees. Mr. Bishop said that the Board would need to adopt Article X for the others.

Director Meyer motioned to adopt Article X to cover the Administrative Staff and all those employees not covered by the Memorandum of Understanding. Director Gay 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, "No."; Director Gay, "Yes."; and Director Ruzicka, "Yes." The motion passed by majority.

Mr. Bishop will prepare a draft for the next meeting.

EXECUTIVE SESSION:

None scheduled.

GOOD AND WELFARE:

Chairman Ott asked Director Meyer if he felt there was any conflict with him holding seats on two Boards, the Rock Community Fire Protection District Board and the Rock Township Ambulance District Board. Director Meyer explained that he had to report to his employer regarding sitting on the Boards and no one felt that there was any problem with it. Chairman Ott stated that people has asked him about it. Director Meyer said that he would do what is right; he was elected to both on union tickets.

NEXT MEETING:

As the Board decided previously, the next regular monthly meeting of the Board of Directors will be held on Wednesday, July 20, 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. Director Meyer seconded. There being no discussion, a vote was taken and the motion passed unanimously at 8:18 p.m.



Dan Meyer - Secretary of the Board