

**The Minutes of the 464th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
July 20, 2016**

OPEN MEETING:

The 464th 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, July 20, 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.

Additional Items – Chairman Ott, on behalf of the Board of Directors, presented Ms. Kathryn McClune, Paramedic/Public Relations Coordinator, with a pin acknowledging her fifteen (15) years of service to the District. Ms. McClune was congratulated by everyone present.

Chairman Ott, on behalf of the Board of Directors, then presented Mr. Dennis Fouts, Paramedic, with a pin acknowledging his fifteen (15) years of service to the District. Mr. Fouts was congratulated by everyone present.

Public Comments – There were none.

MINUTES:

Approval of Regular Meeting Minutes – Mr. Bishop explained to the Board that he had made suggestions to change some of the wording on draft meeting minutes. Those suggestions were placed in the meeting minutes presented to them that evening.

Director Ruzicka motioned to approve the 463rd meeting minutes as presented. Treasurer Wieland seconded.

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

FINANCIALS:

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

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 June 2016 Cancellation Report Summary. The 673 delinquent accounts, representing \$342,685.69, were assigned to a professional collection agency.

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

2nd Quarter Budget Summary – Chief Sammons reported that 43.80% of budgeted income has been received versus 43.88% of budgeted expenditures have been spent. She welcomed the Directors to contact her with any questions they might have.

Chairman Ott inquired if she was recommending any budget adjustments at this time. She replied that the Board may want to reallocate funds from the election refund to use towards the resurfacing project which is to be discussed later in the meeting.

COMMUNICATIONS:

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

A STARS meeting was held and a synopsis of the meeting was provided to the Directors. The group will try to meet quarterly. In addition, the District recently welcomed STAR #29.

Osage Ambulance provided four (4) Cardinal's baseball tickets for an employee drawing. The drawing was held and Mr. Chris Bullock, Paramedic, won the tickets.

Next Monday and Tuesday, July 25th and 26th, Crew Chiefs Mr. Steve Wray and Ms. Pam Maness, are traveling to Iowa to take delivery of the new ambulance. Chief Sammons reminded the Directors that the bay at House #3 is too small to accommodate two of the newer sized ambulances.

Chairman Ott, Treasurer Wieland, and Chief Sammons attended the annual Board of Directors conference recently.

Several area hospitals sent letters commending numerous paramedics on successful pre-hospital care.

Deputy Chief's Report – Deputy Chief Buchheit reported that the District will be accepting applications for part-time paramedics from July 18th through July 29th. Testing will occur on August 12th.

Director Ruzicka asked how many paramedics they were looking to hire. Deputy Chief Buchheit replied that the District never sets a number.

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.

Director Ruzicka said that she would like to hear from Mr. Wray versus just reading the report regarding any significant repairs. Mr. Wray explained that repairs costing more than \$3,000.00 were brought to the Chief and Board for approval prior to the work being done.

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.

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

Union Business- Shop Steward, Jerry Appleton – Chief Sammons informed the Directors that Mr. Jerry Appleton, EMT-P/"B" Crew Lieutenant/Shop Steward, was not present at the meeting but was available by telephone if he was needed.

Chief Sammons told the Board that she received a grievance and it was resolved the same day as it was received.

OLD BUSINESS:

R.T.A.D. Website/Facebook Page – Chief Sammons informed the Board that the new website would not be launched until after the part-time hiring was completed to avoid any problems with the on-line application process.

Secretary Meyer asked if the employees of the District had their own Outlook email address. Chief Sammons said that every employee of the District has an Outlook email address at Rocktownship.com.

Parking Lots Bids – Mr. Jerry Kister, EMT-P/"C" Crew Chief, Building Maintenance Officer, was asked to present his findings. The Directors received a copy of his findings prior to the meeting.

Mr. Kister gave a brief overview of each of the bids received from the following five (5) companies: NuCoat Sealing (Arnold); Midwest Asphalt (Imperial); Dura Seal (Barnhart); Jokerst Paving (Festus); and Spencer Contracting (Arnold).

The group discussed the variances between the types and scope of work that was bid by the vendors. When asked for his recommendation, Mr. Kister recommended Dura Seal but likes Spencer Contracting's bid for House #1 regarding a specific technique.

Vice-Chairman Clark motioned to accept the bid from Dura Seal. Further discussion occurred regarding timeframe for completion, warranties, and price itemization for specific techniques. The motion died due to lack of a second.

Mr. Kister offered to contact the vendors to obtain answers to the Board's questions about their bids. Mr. Bishop explained that the Board could reject all the bids and give Mr. Kister specifics for bid clarifications.

Vice-Chairman Clark motioned to reject all bids. Director Ruzicka seconded. There being no further discussion, a vote was taken and passed unanimously.

Mr. Kister will contact the vendors to obtain additional information and clarification regarding specific techniques to be used and detailed pricing.

House #4 Utilization – Chief Sammons contacted KRJ and obtained the draft work that was completed previously regarding the District's facilities. The Directors received this prior to the meeting. Chairman Ott inquired as to the Board's pleasure. He reviewed the plans which show: House #1 to undergo an expansion and redesign; House #2 with no changes; and House #3 to undergo an expansion. (House #4 had not yet been constructed at the time that the plans were drafted.)

The Board, Administration, and Staff then had a lengthy discussion regarding: an expansion at House #3, moving the Crew Chief offices back to House #1, the Administrative offices being moved to House #4, the location of the Public Relations Coordinator's office, the Training Coordinator's office, and some of the foreseeable problems and solutions to each of these projects.

The Board would like to see step-by-step plans on getting the Administrative offices moved to House #4 and the Crew Chief offices moved to House #1.

The topic of an expansion at House #3 and the costs associated with it were further discussed.

Ambulance Lease Purchase – Chief Sammons obtained lease purchase options from six (6) financial institutions. The Directors received the results prior to

the meeting. They were from: BMO Harris Bank (2.25% plus fees), Commerce Bank (1.75% with no fees), Eagle Bank & Trust Company (1.70% with no fees), First State Community Bank (1.649% plus fees), Midland States Bank (2.15% with fees), and UMB Bank (3.29% plus fees). The principal amount will be \$193,898.00 and the length of the lease purchase will be for three (3) years.

The group considered the top three bids. The loan options from Eagle Bank and Trust, and First State Community Bank are preliminary rates. The District has not been approved for those rates. The loan option from Commerce Bank is a fully approved rate. Discussion followed.

Vice-Chairman Clark motioned to accept the lease option from Commerce Bank at a rate of 1.75% for three (3) years. 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.

Mr. Michael Pulliam, Vice-President/Commerce Bank, was in attendance. He thanked the Board of Directors for their business.

Memorandum of Understanding/Collective Bargaining Agreement:

Ordinance Number 2016-03 - Chairman Ott requested a reading of the ordinance.

Secretary Meyer read, "Ordinance Number 2016-03: AN ORDINANCE AMENDING THE POLICY AND PROCEDURES MANUAL OF THE ROCK TOWNSHIP AMBULANCE DISTRICT, MISSOURI SECTION III.M, DISCIPLINARY ACTION."

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

Secretary Meyer then read again, "Ordinance Number 2016-03: AN ORDINANCE AMENDING THE POLICY AND PROCEDURES MANUAL OF THE ROCK TOWNSHIP AMBULANCE DISTRICT, MISSOURI SECTION III.M, DISCIPLINARY ACTION."

Director Ruzicka made a motion to accept the second reading. Vice-Chairman Clark 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 Gay motioned to adopt Ordinance Number 2016-03. Secretary Meyer 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.

Ordinance Number 2016-04 – Chairman Ott requested a reading of the ordinance.

Vice-Chairman Clark read, "Ordinance Number 2016-04: AN ORDINANCE OF THE ROCK TOWNSHIP AMBULANCE DISTRICT, MISSOURI APPROVING THE CONTRACT BETWEEN THE ROCK TOWNSHIP AMBULANCE DISTRICT AND INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, LOCAL #2665 EFFECTIVE AUGUST 1, 2016."

Secretary Meyer made a motion to accept the first reading. 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.

Secretary Meyer then read, "Ordinance Number 2016-04: AN ORDINANCE OF THE ROCK TOWNSHIP AMBULANCE DISTRICT, MISSOURI APPROVING THE CONTRACT BETWEEN THE ROCK TOWNSHIP AMBULANCE DISTRICT AND INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, LOCAL #2665 EFFECTIVE AUGUST 1, 2016."

Vice-Chairman Clark made a motion to accept the second reading. 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.

Secretary Meyer motioned to adopt Ordinance Number 2016-04. 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.

Collective Bargaining Agreement – Secretary Meyer motioned to accept and sign the Collective Bargaining Agreement between Rock Township Ambulance District and the International Association of Fire Fighters, Local #2665, effective August 1, 2016 through January 1, 2018. 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.

Mr. Bishop said to attach Ordinance Number 2016-04 to the Collective Bargaining Agreement as "Exhibit A."

Random Drug Testing – Chairman Ott explained the history of this policy for the benefit of Directors Gay and Ruzicka. The Substance Abuse Policy has been in place for many years and was recently amended to include “Section D. Random Drug Testing.” Mr. Bishop offered further explanation regarding language being changed in that section, the District having a new Board, and the District not performing random testing at this time. He recommended the Board stay that section of the policy until it chooses to move forward with it.

Secretary Meyer motioned to stay “Section D. Random Drug Testing” at this time. Director Ruzicka seconded.

Chief Sammons will follow up with Union Shop Steward Jerry Appleton regarding the union employees’ previous concerns with this section. The topic will be left on the meeting agenda.

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.

NEW BUSINESS:

Director Gay spoke in favor of changing to a 48/96 shift rotation as had been brought up by the union employees. She said that she would be willing to have the employees do a trial run. Director Ruzicka voiced her support of the change as well. Discussion ensued. Chairman Ott would like to know if the shop members are in agreement on making this change. Mr. Jim Bierman, Paramedic/Shift Representative will inquire to the members.

EXECUTIVE SESSION:

None scheduled.

GOOD AND WELFARE:

Director Ruzicka suggested meeting every three (3) weeks for the remainder of the year due to the amount of items to be covered. Discussion followed. Mr. Bishop recommended keeping the scheduled monthly meetings and simply adding additional meetings as needed. If the Board changes the schedule of the monthly meeting, the Bylaws will need to be amended. Further discussion ensued. The Directors reviewed their availability and determined an additional meeting will be held on Wednesday, August 10, 2016. The meeting will be held at House #4.

The group then discussed which Agenda items would be discussed at the August 10th meeting. It was determined that the following items would be added to New Business: Fiscal Year, Master Plan, and Professional Services.

Director Gay commented on the positive newspaper article that was written regarding the District’s Safety Fair.

NEXT MEETING:

As the Board decided previously, the next meeting of the Board of Directors will be held on Wednesday, August 10, 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. Secretary Meyer seconded. There being no discussion, a vote was taken and the motion passed unanimously at 7:43 p.m.



Dan Meyer - Secretary of the Board