

**The Minutes of the 465<sup>th</sup> Meeting  
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS  
August 10, 2016**

***OPEN MEETING:***

The 465<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, August 10, 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 – There were none.

***MINUTES:***

Approval of Regular Meeting Minutes – Chairman Ott requested a motion regarding the minutes.

Vice-Chairman Clark motioned to approve the 464<sup>th</sup> meeting minutes as presented. Secretary Meyer seconded.

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

***COMMUNICATIONS:***

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

Mr. Frank Foster, EMS Legal Services, will be presenting HIPAA training on August 18, 2016 at R.T.A.D. House #4 at 1:00 p.m. The Directors were invited to attend.

Public Relations Coordinator McClune, Lieutenant DeClue, Crew Chief Kister, and Chief Sammons attended an Active Shooter training class recently.

The judge that was assigned to the T.I.F. lawsuit, Judge Wilkins, will be retiring at the end of August. A new judge has yet to be assigned.

Deputy Chief's Report – Deputy Chief Buchheit reported that forty-nine (49) applications for part-time paramedics were received. The written and practical testing will occur this Friday, August 12<sup>th</sup>.

Union Business- Shop Steward, Jerry Appleton - 48/96 Schedule – Shop Steward Jerry Appleton told the Board that he had nothing new to report. In addition, he said that the shop was not ready to present the 48/96 schedule to the Board at this time and would do so in the future if it was determined that the members wanted to move forward with it. Chairman Ott inquired if they would like the topic to remain on the Agenda to which Mr. Appleton replied that it should be removed.

**OLD BUSINESS:**

R.T.A.D. Website/Facebook Page – Chief Sammons brought the new website up on the Monodopad and went through some of the tabs on the site. The new site is expected to be launched the next day, with the Facebook page being launched shortly thereafter. Board members commented on how nice the website looked.

Parking Lots Bids – Mr. Jerry Kister, EMT-P/"C" Crew Chief, Building Maintenance Officer, was present. Director Ruzicka asked if there was anything that Mr. Kister would like to add to the findings that were presented. A lengthy discussion occurred about the new bids being based on Spencer Contracting's original bid, and what warranties were or were not being offered.

Vice-Chairman Clark made a motion to accept the bid from Dura Seal Paving Contractor. Treasurer Wieland seconded.

Further discussion ensued regarding keeping the buildings open during paving repairs and whether or not the House #1 parking lot should be repaired at this time due to possible building renovations.

Vice-Chairman Clark withdrew her motion and Treasurer Wieland withdrew his second.

The group entertained the idea to make repairs to the parking lots at House #3 and House #4 only. Mr. Kister reported that the parking lot at House #1 is coming apart. Further discussion occurred.

Vice-Chairman Clark motioned to accept the bid from Dura Seal Paving Contractors to seal and stripe the parking lot at House #3 for \$920.50 and to seal and stripe the parking lot at House #4 for \$2,184.17. Treasurer Wieland 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. Kister was asked to obtain pricing from Dura Seal for six (6) inches of concrete versus eight (8) inches of concrete for the House #1 bay entrances. The Board will review the new pricing for House #1 at the next meeting.

House #4 Utilization – Chairman Ott said that Chief Sammons had met with the administrative staff regarding moving the administrative offices to House #4. Chief Sammons asked Ms. Jennifer Ello, Administrative Assistant, to report the meeting findings.

Ms. Ello reviewed some of the concerns (security, logistics, communications, and cost) that had been brought up and asked for direction from the Board regarding moving the administrative offices to House #4.

Director Gay and Director Ruzicka said that the space is available at House #4 and that it would be made to work. Secretary Meyer said that House #4 is the hub and that he feels that all administrative staff should be at House #4. A group discussion occurred about computer servers, security, professional movers, and renovation costs. Secretary Meyer and Director Gay both spoke of their own offices being moved at their respective places of employment. Chairman Ott asked if they would be willing to share the moving company names. Chief Sammons said she would appreciate any company names and references they would be willing to supply.

House #1 & House #3 Renovation – Chairman Ott introduced representatives from Kromm, Rikimaru, and Johansen, Inc. (KRJ) architectural firm and welcomed them.

Mr. David Kromm gave a presentation regarding work and designs that their firm had completed for the District in 2013. The designs were based on the District's census population, building locations, and needs. Conceptual designs were presented for building renovations at House #1 and House #3 and the costs associated with each renovation. Both prospective projects involve expanding the bays to accommodate the larger ambulances currently being used. In addition, an overall building renovation of House #1 was presented. Mrs. Kromm assisted in the presentation as well.

A lengthy discussion followed about each type of bay expansion and also about which project was needed to be completed first. Mr. Kromm expressed the need to see the whole picture. In addition, referring to concerns that were expressed about renovations at House #4, he explained that their firm is able to assist the District with planning for those renovations also. Chairman Ott thanked the KRJ team.

Chairman Ott asked the members of the Board what they wanted to do. The group discussed the projects, the population of the District, response times, the costs involved, the budget, financing, and possible locations of future houses.

Mr. Kromm stated that their contract could be extended to assist the District with the projects. Mr. Bishop said that the District would need to obtain other bids for design and plan. The cost estimates would be for redesign of the buildings that were being considered. He said that the reconstruction of House

#4 should be included. Chairman Ott asked Chief Sammons to obtain two (2) more bids for architectural qualifications and rates.

Random Drug Testing – Mr. Bishop said that he needs something from Mr. Appleton, union Shop Steward, regarding the wording that they want changed. Chairman Ott explained that the wording that was being referred to was about the follow-up testing, second test, after an employee received a positive result on their first test. Mr. Bishop explained that portion of the policy once again. Director Gay expressed her confusion on why an employee would not just be terminated following a positive test. Mr. Bishop explained, at great length, the laws and current opinion regarding random drug testing and the District's current Disciplinary Policy. A discussion about dropping the random drug testing policy ensued. It was the opinion of the Board that it should be dropped. Mr. Bishop will prepare a draft revision to the Substance Abuse Policy.

**NEW BUSINESS:**

Fiscal Year – Chairman Ott reminded the Directors that the property tax money is collected by the county and then distributed in various months. Some of the year's tax money is distributed in December and some in January. The topic of changing the District's fiscal year has been discussed. Director Meyer explained that he has concerns about the budgeted tax revenue versus the received tax revenue. Discussion ensued. Chief Sammons was asked to contact Chief Barton of Valle Ambulance District to discuss their District's experience with a non-calendar fiscal year.

Master Plan – Chief Sammons had provided the Directors with a master plan proposal prepared by Chiodini Architects in February of this year. Secretary Meyer said that he liked that the proposed plan was presented piece by piece. The group discussed that the plan was a facility plan, a future plan of what the District will need. Chairman Ott reminded the group that KRJ had already did some of the work that Chiodini was proposing regarding population and buildings. The Board decided to discuss the topic further, in a work session style, at the next meeting. The topic will be the last item on the agenda.

Professional Services – Chief Sammons had provided the Directors with a list of vendors. The group discussed a number of vendors that were paid a significant amount of money throughout the last twelve (12) months.

The Board requested that Ms. Pam Maness, Medical Supply Officer, obtain prices from other medical supply vendors.

Director Gay inquired if the District had more than one law firm. Mr. Bishop explained that the T.I.F. lawsuit was being handled by another firm.

The group then discussed I.T. services, computer hardware, and leasing versus purchasing. Chief Sammons was asked to contact PC Tech to see if they would be willing to attend a meeting to explain what type of equipment the District has and why the District needs it.

Astra Way Drive & Highway 141 Intersection Stoplight – Director Meyer said that he wanted to discuss this because of residents’ concerns. Chief Sammons has spoken with a Missouri Department of Transportation Traffic Engineer regarding getting an assessment of the intersection. The group discussed the District getting an intersection control device for other intersections as well.

Employees’ Retirement Plan – Directors Meyer, Gay, and Ruzicka said they didn’t know why this was on the agenda. Chairman Ott explained that he asked that it be placed on the agenda due to it being brought up during union negotiations.

Mr. Appleton, Shop Steward, addressed the Board. Mr. Appleton said that the shop would like to pursue a better program. The shop will investigate various plans and bring the best plan to the Board.

Chairman Ott explained that the employees’ current pension plan is not a defined plan. Previous attempts to have a defined pension plan for the employees’ were not passed by the voting residents.

**EXECUTIVE SESSION:**

None scheduled.

**GOOD AND WELFARE:**

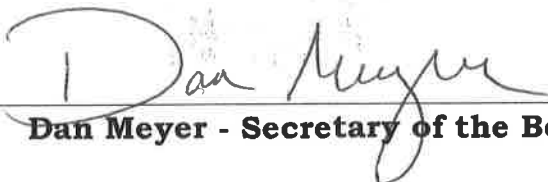
There was nothing.

**NEXT MEETING:**

The next meeting of the Board of Directors will be held on Wednesday, August 24, 2016, at 6:00 p.m. at House #4.

**ADJOURNMENT:**

There being no further business to come before the Board, Secretary Meyer made a motion to adjourn. Vice-Chairman Clark seconded. There being no discussion, a vote was taken and the motion passed unanimously at 8:50 p.m.

  
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**Dan Meyer - Secretary of the Board**