

**The Minutes of the 466th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
August 24, 2016**

OPEN MEETING:

The 466th 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 24, 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 465th meeting minutes as presented. Secretary Meyer seconded.

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

FINANCIALS:

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

Cancellation Report Summary – Chairman Ott introduced the August 2016 Cancellation Report Summary. The 451 delinquent accounts from 2014, 2015,

and 2016, representing \$232,844.98, were assigned to a professional collection agency.

Vice-Chairman Clark 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:

The new 2016 Ford ambulance (#7087) was stocked and put into service at House #1 today.

Judge Darrell Missey has been assigned to the T.I.F. lawsuit.

Public Relations Coordinator Kathryn McClune has mailed the 2016 Wish Drive letters to begin collecting for the annual event.

The District will be hosting a meeting at House #4 on September 1st for the Jefferson County E.M.S. agencies to discuss the possibility of a countywide ballot issue regarding "Proposition V." Mr. Bishop explained the 2013 Supreme Court decision regarding Missouri charging and collecting sales taxes on vehicles that were bought out of state. Chairman Ott requested the topic to be placed on the next meeting agenda so that Chief Sammons may present the meeting findings.

Deputy Chief's Report – Deputy Chief Buchheit reported that the written and practical testing of part-time paramedic applicants was held on the 12th and went well. She thanked the staff for their assistance. Interviews are scheduled for September 7th.

Officer Reports:

Vehicle Maintenance Report – Chairman Ott inquired about a repair to the new Ford, #7057, and if it was covered under warranty. Mr. Steve Wray, EMT-P/"A" Crew Chief/Vehicle Maintenance Officer, was not present. Chief Sammons explained that the wrong fuel was put in the tank, and K&K drained and repaired the tank. Discussion about the tank labels occurred. Chief Sammons will check to see if the repair was covered under warranty.

Selling of Ambulance #7087 – Chief Sammons inquired if the Board wants to accept sealed bids for the 2008 Chevrolet ambulance (old #7087). Discussion ensued. It was determined that Chief Sammons will advertise to accept sealed bids.

Medical Supply Report – The Board reviewed the report.

Building Maintenance Report – The Board reviewed the report.

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

Union Business- Shop Steward, Jerry Appleton – Chief Sammons said that there was nothing to report.

OLD BUSINESS:

Parking Lots Bids – The Directors discussed the bids from Dura Seal, Spencer, and Midwest. Mr. Jerry Kister, EMT-P/"C" Crew Chief, Building Maintenance Officer, was present for questions.

Vice-Chairman Clark motioned to accept the bid from Dura Seal Paving Contractor for the House #1 parking lot. Treasurer Wieland seconded.

Director Ruzicka questioned if the House #1 parking lot work should be completed at this time due to possible work being done on the building. Discussion ensued regarding the poor condition of the asphalt and the fact that the cost of the repairs was approved in the budget.

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.

House #4 Utilization – Chief Sammons reported that she had contacted moving companies regarding obtaining cost estimates. The companies contacted required specifics before they were willing to give an estimate. Chairman Ott suggested that a plan be put together. Director Ruzicka discussed moving the administrative offices to House #4. Chairman Ott asked if she would like to chair a committee regarding the topic to which she replied she would. Discussion ensued regarding asking members of KRJ and P.C. Tech to join the committee along with volunteers from the staff and Board.

Mr. Bishop suggested that after obtaining a rough idea of the scope of work to be done, the District would need to go out for bid and obtain proposals.

Chief Sammons will email the staff and Board members to coordinate a date for a committee meeting. Chairman Ott asked Director Ruzicka to post the committee meeting if four (4) or more Directors will be in attendance. Director Ruzicka was thanked for chairing the committee.

House #1 & House #3 Renovation – Chairman Ott gave a synopsis of previous discussions regarding possible improvements to both houses. Director Ruzicka expressed the need for doing as much as possible as soon as possible. Mr.

David Kromm, of KRJ, participated in a group discussion about expanding the bay of House #3.

It was determined that House #1 and House #3 renovations would be included in the committee meetings regarding the utilization of House #4.

Fiscal Year – Chief Sammons contacted Valle Ambulance in addition to other entities regarding non-calendar fiscal years. In addition, she reminded the Board that the employees' vacation and sick time banks will need to be changed. Discussion ensued. Directors Meyer, Gay, and Ruzicka were in agreement to proceed with gathering information regarding changing the fiscal year. Chief Sammons will inquire to the union employees regarding changing their vacation and sick time.

Astra Way Drive & Highway 141 Intersection Stoplight – Chief Sammons reported on information she received from Mr. Yan Gluzman, Area Traffic Engineer for Jefferson and Franklin Counties. The District was advised to hire a civil engineer and then forward a proposal to MoDOT.

Director Meyer inquired as to Chief Sammons' opinion. She replied that she doesn't know enough about it to render an opinion beyond whatever it takes to ensure safety at the busy intersection. Discussion ensued.

Chief Sammons suggested that the item be considered for future planning. She will also continue to research the subject and report it under Chief's Comments.

Previous Item – Director Meyer wanted to further discuss changing the fiscal year of the District. After a lengthy discussion, it was determined that the fiscal year of the District would not be changed. The topic will be removed from the agenda.

NEW BUSINESS:

Ordinance Number 2016-05 – Mr. Bishop explained the changes that have been made to the policy; primarily, removal of the random testing.

Vice-Chairman Clark read, "Ordinance Number 2016-05: An Ordinance amending the Policy and Procedures manual of the Rock Township Ambulance District: Substance Abuse Policy."

Treasurer Wieland made a motion to accept the first reading. Director Ruzicka seconded. 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.

Vice-Chairman Clark then read again, "Ordinance Number 2016-05: An Ordinance amending the Policy and Procedures manual of the Rock Township Ambulance District: Substance Abuse Policy."

Director Ruzicka made a motion to accept the second reading. Treasurer Wieland seconded. 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.

Treasurer Wieland made a motion to adopt Ordinance 2016-05. Vice-Chairman Clark seconded. 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.

The ordinance was executed.

Future Planning for Board Direction – Chairman Ott said that he wanted the Board and employees to brainstorm for future needs of the District and place those needs on a list.

Chairman Ott began by writing some of his ideas onto a whiteboard and then added others that were suggested by those present. Those items are: House #3 Bay; Staffing/Call Volume/Response Time; Future locations (East of I-55 and West of Hwy. 141); Funding; House #2 renovation/relocation; House #1 and House #4 Utilization/Renovation; Pension Plan; Vehicle Replacement Plan; Medical Equipment Replacement Plan; Succession Plan; Building Maintenance Plan; Technology/P.R.; Training; Study to merge EMS & Fire; Span of Control (number of employees you can effectively manage); Chain of Command; Position Descriptions; Policy Manual; Security/Safety; Investment Policy/Responsibility; and Budgeting for 1 year, 5 year, and beyond.

The items will be placed on a spreadsheet and everyone was asked to rate the priority of each item and place a value on each item. Discussion ensued.

EXECUTIVE SESSION:

None scheduled.

GOOD AND WELFARE:

There was nothing.

NEXT MEETING:

Director Ruzicka suggested scheduling an additional meeting on Wednesday, September 14th. Discussion occurred. It was determined that the next meeting

of the Board of Directors will be held on Wednesday, September 14, 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 7:12 p.m.



Dan Meyer - Secretary of the Board