

**The Minutes of the 467th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
September 28, 2016**

PUBLIC HEARING:

A Public Hearing was held on Wednesday, September 28, 2016. Chairman Ott called the hearing to order at 6:00 p.m. The hearing 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, Secretary Meyer, Treasurer Wieland, Director Gay, Director Ruzicka, Chief Sammons, Deputy Chief Buchheit, and Mr. Mark Bishop, Legal Counsel for the District, were present.

Vice-Chairman Clark was expected to arrive shortly.

The hearing was held to voluntarily set the property tax rate to produce the revenues, which the budget for the fiscal year beginning January 1, 2017, shows to be required from the property tax. The tax rate was determined by dividing the amount of revenue required by the current assessed valuation. The result is multiplied by 100 so the tax rate will be expressed in cents per \$100.00 valuation.

TOTAL ADJUSTED ASSESSED VALUATION FROM STATE AUDITOR: **\$1,141,681,468**

Amount of Property
Tax Revenues
Budgeted for 2017
\$2,382,689.223

Proposed Tax Rate for 2016
Based on the 2016
ASSESSED VALUATION
\$0.2087

Secretary Meyer made a motion to set the 2016 property tax rate at \$0.2087 per one-hundred dollars assessed valuation. Director Ruzicka seconded.

Chairman Ott requested comments, questions, or discussion from the public. There were none.

A roll call vote was taken as follows: Chairman Ott, "Yes."; Secretary Meyer, "Yes."; Treasurer Wieland, "Yes."; Director Gay, "Yes."; and Director Ruzicka, "Yes." The motion passed unanimously.

The 2016 tax rate was set.

Secretary Meyer made a motion to enter into Executive Session. Director Gay seconded. Chairman Ott denied due to still being in a public hearing. Discussion ensued.

CLOSING OF PUBLIC HEARING:

Chairman Ott requested a motion to close the public hearing. Secretary Meyer motioned to close the public hearing. Director Ruzicka seconded.

There being no discussion, a roll call vote was taken as follows: Chairman Ott, "Yes."; Secretary Meyer, "Yes."; Treasurer Wieland, "Yes."; Director Gay, "Yes."; and Director Ruzicka, "Yes." The motion passed unanimously at 6:07 p.m.

Vice-Chairman Clark arrived at the meeting.

OPEN MEETING:

The 467th regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairman Ott at 6:07 p.m. on Wednesday, September 28, 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.

Secretary Meyer motioned to approve the 466th meeting minutes as presented. Director Gay seconded.

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

Secretary Meyer made a motion to amend the agenda and enter into Executive Session. Director Gay seconded. Discussion ensued.

A roll call vote was taken as follows: Chairman Ott, "No."; Vice-Chairman Clark, "No."; Secretary Meyer, "Yes."; Treasurer Wieland, "No."; Director Gay, "Yes."; and Director Ruzicka, "Yes." The motion failed.

FINANCIALS:

August 2016 Treasurer's Report – Treasurer Wieland presented the Treasurer's Report for August 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 September 2016 Cancellation Report Summary. The 483 delinquent accounts from 2015 and 2016, representing \$246,495.12, were assigned to a professional collection agency.

Vice-Chairman Clark motioned to approve the Cancellation Report Summary. 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, "No." The motion passed by majority.

COMMUNICATIONS:

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

The District will be hosting the Kiwanis Club luncheon at House #4 on October 11th.

EMS agencies will be meeting for the third time to further discuss Proposition V.

Flu shots are available to the Board of Directors. The District will pay any costs associated with the vaccination.

A website meeting is scheduled for next Thursday, October 6th.

The Chief participated in the Channel 2 BackStoppers phone bank this morning.

The District received a Sunshine request. The Chief had Sunshine Law handbooks available for the Directors. Director Meyer asked what the request was for. She replied that it was for emails from March, April, and May of this year. Mr. Bishop advised that a Sunshine Law complaint had been filed and further discussion about this topic should occur in Executive Session.

Chairman Ott commented that after comparing the old and the new website he felt that there was still work to be done. Director Ruzicka named several other Districts' websites that she felt were well done and could be used as examples. Director Gay made suggestions also. Discussion ensued.

Deputy Chief's Report – Deputy Chief Buchheit reported that she had been doing House #4 Committee work with Director Ruzicka and also working on the Peer Review process.

Officer Reports:

Vehicle Maintenance Report – The Directors reviewed the report.

In response to previous inquiries from Directors, Chief Sammons reported that the fuel ports on the ambulances are labeled. Photos were available. Director Ruzicka asked if all of the ambulances were diesel to which Chief Sammons replied they are.

Selling of Ambulance #7087 – Chief Sammons reported that no bids were received for the ambulance. She inquired if the Board wanted to republish the ad. Discussion occurred. The Board asked Chief Sammons to republish the ad.

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 – Mr. Appleton announced that the Rock Township Paramedic's Community Outreach is hosting an 80's themed fundraiser at the Past Time Club in Imperial on November 5, 2016. He extended an invitation for everyone to attend.

Mr. Appleton inquired about the District's Media Policy in regard to the Employee Association placing ads in the newspaper and fundraising in general. Discussion ensued. All the Directors thought it would be fine. Mr. Bishop thought it would be fine as well, as long as the employees were not discussing District operations or problems. Secretary Meyer inquired about the employees wearing their uniforms during fundraising and that was also approved.

OLD BUSINESS:

House #4 Utilization – Chairman Ott inquired to Director Ruzicka about the committee's work and progress. Director Ruzicka gave an overview which included the Administrative Offices and personnel moving to House #4; the Chief's and the Deputy Chief's offices being moved to House #4 utilizing the existing Crew Chief offices; establishing a permanent Training Lab at House #1; and moving the Crew Chief offices back to House #1. She explained that bids for needed services were still being gathered. A group discussion ensued.

Chairman Ott asked if Director Ruzicka would compile a bottom line to present to the Board. Vice-Chairman Clark inquired if there is urgency for these projects. Director Ruzicka replied there was not but it is part of the step by step process of moving forward. Treasurer Wieland expressed concern over the expense. Director Ruzicka said that the changes would serve the Crew Chiefs and Training better, make better use of House #4, and serve the District better. Director Ruzicka and the staff were thanked for their work on the committee.

House #1 & House #3 Renovation – Director Ruzicka discussed lengthening the bay of House #3. Chairman Ott questioned widening the bay also. A group discussion ensued. Mr. Bishop advised the Board to get architectural proposals.

Director Ruzicka made a motion to seek bids for Architectural Services. Director Gay seconded. There being no further discussion, a vote was taken and the motion passed unanimously.

Future Planning for Board Direction – Chairman Ott inquired if the Board would like to have another work session. The Directors all agreed to schedule a work session. No date was set.

NEW BUSINESS:

Healthcare Coverage – Mr. David McKinney from Custom Insurance Services, Inc. was welcomed to the meeting. Mr. McKinney explained that he expects to receive the 2017 Anthem renewal in mid-October and should be able to present it to the District at the October 26th meeting. Discussion ensued. Mr. McKinney was thanked.

Resolution Number 2016-01: (Jefferson County Drug Endangered Children Task Force) - Chief Sammons explained that Mr. Wes Wagner, Jefferson County Clerk, was pushing forward with the Memorandum of Participation. She said that the District currently participates in the procedures covered in the memorandum. Mr. Bishop had reviewed the memorandum and prepared a resolution.

Vice-Chairman Clark made a motion to adopt Resolution Number 2016-01. 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.

The resolution was executed.

Ordinance Number 2016-06: (Ballot Proposition V) – Chairman Ott inquired about the progress being made towards the ballot proposal. Chief Sammons replied that two meetings had been held with more to occur. The proposal is set to be placed on the April 2017 ballot. Mr. Tim Hoffman, I.A.F.F. representative, is planning to prepare a flyer listing the supporting entities.

Mr. Bishop had prepared an ordinance regarding Proposition V.

Secretary Meyer read, “Ordinance number 2016-06: An ordinance providing for submission of a proposal to continue application and collection of the local sales tax on the titling of motor vehicles, trailers, boats, and outboards motors that were purchased from a source other than a licensed Missouri dealer to the qualified voters of the Rock Township Ambulance District for their approval at the municipal election called and to be held in the district on Tuesday the 4th day of April 2017.”

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

Director Meyer then read again, "Ordinance number 2016-06: An ordinance providing for submission of a proposal to continue application and collection of the local sales tax on the titling of motor vehicles, trailers, boats, and outboards motors that were purchased from a source other than a licensed Missouri dealer to the qualified voters of the Rock Township Ambulance District for their approval at the municipal election called and to be held in the district on Tuesday the 4th day of April 2017."

Secretary Meyer made a motion to accept the second 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.

Secretary Meyer made a motion to adopt Ordinance 2016-06. 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.

Grant Proposal – Chief Sammons reported that she, Director Ruzicka, and Ms. Jennifer Ello, Administrative Assistant, met with an archivist from the State of Missouri regarding archiving District records and a grant that is available through the State. The grant process begins in April of 2017. Director Ruzicka reported that the grant may cover up to seventy percent (70%) of the cost of archiving. Discussion occurred. Everyone thought the process to be beneficial. The Board requested to be kept apprised of the grant process.

Job Description: Crew Chief – Director Ruzicka explained that she requested this agenda item to discuss the amount of work being placed on the Crew Chiefs and to discuss the possibility of having a part-time maintenance person. Secretary Meyer said he would like to see a Crew Chief job description. A group discussion occurred regarding updating the Crew Chief job description with the help of the Crew Chiefs, hiring an additional crew, daily operations, and the growth of the District.

Director Ruzicka would like the Board to consider hiring a part-time maintenance person. Secretary Meyer requested that the topic be placed on the next meeting agenda.

Driving Ambulance – Chief Sammons reported that Chief Jeff Broombaugh of the Rock Community Fire Protection District asked that the Board revisit the subject of firefighters driving the District's ambulances. Discussion followed. No action was taken.

EXECUTIVE SESSION:

Secretary Meyer made a motion to enter into a closed session with closed vote and closed record pursuant to Section 610.021(1) and 610.021(3) of the Revised Statutes of Missouri. 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.

The Board left open session at 7:26 p.m.

The Board returned to open session at 8:47 p.m.

GOOD AND WELFARE:

There was nothing.

NEXT MEETING:

The next meeting of the Board of Directors will be held on Wednesday, October 26, 2016, at 6:00 p.m. at House #4.

ADJOURNMENT:

There being no further business to come before the Board, a motion was made, and seconded, to adjourn. There being no discussion, a vote was taken and the motion passed unanimously at 8:47 p.m.



Dan Meyer - Secretary of the Board