

**The Minutes of the Special Meeting  
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS  
October 12, 2016**

**OPEN MEETING:**

A Special Meeting of the Rock Township Ambulance District Board of Directors was held on Wednesday, October 12, 2016, at Rock Township Ambulance District House #4.

Mr. Frank Kutilek opened the meeting at 6:05 p.m. by welcoming everyone. In attendance were newly appointed Directors Mr. Frank Kutilek, Ms. Cathy Wooldridge, and Mr. Mark Paul; Secretary Meyer, Director Gay, and Director Ruzicka; and Deputy Chief Buchheit, and Mr. Mark Bishop, Legal Counsel for the District. Numerous employees and guests were present also.

**1. Swearing in of the Board Members** – Mr. Frank Kutilek, Mr. Mark Paul, and Ms. Cathy Wooldridge were nominated by Mr. Ken Waller, County Executive, to fill the three (3) vacancies on the Board of the Rock Township Ambulance District. Those nominations were then approved by the Jefferson County Council. Mr. Kutilek and Mr. Paul were appointed to the terms which will expire April of 2018. Ms. Wooldridge was appointed to the term which will expire April of 2017.

Mr. Bishop announced that Mr. Kutilek and Ms. Wooldridge were sworn in as Directors of the Rock Township Ambulance District Board by the Jefferson County Council at their meeting held on Tuesday, October 11, 2016. Mr. Bishop forwarded their Oaths of Office for file.

Mr. Paul stood and took his Oath of Office. He was congratulated by the group.

**2. Reorganization of the Board:**

**Chairman:** Secretary Meyer nominated Director Ruzicka as Chairman. Director Gay seconded the nomination. There were no other nominations.

A roll call vote was taken as follows: Secretary Meyer, "Yes."; Director Gay, "Yes."; Director Ruzicka, "Yes."; Director Kutilek, "Yes."; Director Wooldridge, "Yes."; and Director Paul, "Yes." The motion passed unanimously.

**Vice-Chairman:** Secretary Meyer nominated Director Gay as Vice-Chairman. Chairman Ruzicka seconded. Director Gay declined the nomination.

Secretary Meyer then nominated Director Kutilek as Vice-Chairman. Chairman Ruzicka seconded. There were no other nominations.

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

**Secretary:** Vice-Chairman Kutilek nominated Director Meyer to retain his position as Secretary. Director Gay seconded. There were no other nominations.

A roll call vote was taken as follows: Chairman Ruzicka, "Yes."; Vice-Chairman Kutilek, "Yes."; Secretary Meyer, "Yes."; Director Gay, "Yes."; Director Wooldridge, "Yes."; and Director Paul, "Yes." The motion passed unanimously.

**Treasurer:** Discussion regarding the position of Treasurer occurred. Mr. Bishop explained that there were no real responsibilities to the position and that staff prepares the work and reports. The group discussed this further.

Director Gay nominated herself as Treasurer. Secretary Meyer seconded. There were no other nominations.

A roll call vote was taken as follows: Chairman Ruzicka, "Yes."; Vice-Chairman Kutilek, "Yes."; Secretary Meyer, "Yes."; Director Gay, "Yes."; Director Wooldridge, "Yes."; and Director Paul, "Yes." The motion passed unanimously.

**3. Visitors and Guests** – Everyone was previously welcomed.

**4. Communications** – Deputy Chief Buchheit reported that it has been determined that House #1 has a mold issue. Air samples have been taken and a claim has been filed with the insurance company. It has not yet been determined whether or not the mold problem will be covered.

Treasurer Gay asked about the air sample report and Vice-Chairman Kutilek asked how the mold was discovered. Deputy Chief Buchheit requested Mr. Jerry Kister, "C" Crew Chief/Building Maintenance Officer, to address the Board.

Crew Chief Kister reported that rust was noticed on metal framework for the drop ceiling. Upon investigation by a repair person, it was determined that a damper was stuck causing condensation which led to the mold. The air sample study was conducted by "Fungus-A-Mungus." It is not black mold. Some areas of the building did register a "high" reading. Serve-Pro was contacted and has submitted a bid for repairs.

The group discussed remediation, evacuation, repairs, and costs. With an estimate of approximately \$29,000.00, Mr. Bishop suggested that Deputy Chief Buchheit have several bids prepared for the next meeting.

Deputy Chief Buchheit was asked by Ms. Kathryn McClune, Public Relations Coordinator, to obtain Board approval for her to participate in a promotional television commercial with KSDK. The commercial will spotlight numerous districts and services that are available in and around the City of Arnold. Discussion ensued. The Board gave their approval.

**5. Board Members' Verification Forms (HIPAA)** – The newly appointed Directors completed their verification forms.

**6. Commerce Bank Signature Forms** – The Directors signed the Commerce Bank signature cards.

Discussion occurred regarding the number of Directors on the Board and how to go about changing that number. Mr. Bishop explained that it would require voter approval. Deputy Chief Buchheit was asked to inquire to the county election authority about the cost to add a proposal to the April 2017 ballot.

The topic will be placed on the next meeting agenda.

**7. Review of Section III.M of the Policy Manual – Just Cause - Proposed Ordinance #2016-07** – Mr. Bishop stated he prepared, and recommends that the Board adopt, the proposed ordinance. He explained that due to interim positions not being permanent, and the possibility of demotion, removing the “just cause” from the policy would allow the Board to be more flexible during this transitional period. The non-union employees would become “at will” employees as they were prior to the recently adopted resolution. He stated the topic could be revisited after a new chief is appointed if the Board chooses to.

Discussion occurred and the Directors were in agreement to adopt the ordinance.

Mr. Bishop read, “Ordinance Number 2016-07: An ordinance amending the Policy and Procedure manual of the Rock Township Ambulance District, Missouri Section III.M, Disciplinary Action.”

Secretary Meyer motioned to accept the first reading. Chairman Ruzicka seconded. There being no discussion, a roll call vote was taken as follows: Chairman Ruzicka, “Yes.”; Vice-Chairman Kutilek, “Yes.”; Secretary Meyer, “Yes.”; Treasurer Gay, “Yes.”; Director Wooldridge, “Yes.”; and Director Paul, “Yes.” The motion passed unanimously.

Secretary Meyer then read, “Ordinance Number 2016-07: An ordinance amending the Policy and Procedure manual of the Rock Township Ambulance District, Missouri Section III.M, Disciplinary Action.”

Secretary Meyer motioned to accept the second reading. Director Paul seconded. There being no discussion, a roll call vote was taken as follows: Chairman Ruzicka, “Yes.”; Vice-Chairman Kutilek, “Yes.”; Secretary Meyer, “Yes.”; Treasurer Gay, “Yes.”; Director Wooldridge, “Yes.”; and Director Paul, “Yes.” The motion passed unanimously.

Secretary Meyer motioned to adopt Ordinance 2016-07. Treasurer Gay seconded. There being no discussion, a roll call vote was taken as follows: Chairman Ruzicka, “Yes.”; Vice-Chairman Kutilek, “Yes.”; Secretary Meyer, “Yes.”; Treasurer Gay, “Yes.”; Director Wooldridge, “Yes.”; and Director Paul, “Yes.” The motion passed unanimously.

The ordinance was executed.

Director Wooldridge inquired about the reading of the ordinance. Mr. Bishop explained the laws regarding the passing of ordinances and resolutions.

**Additional Item** – Treasurer Gay thanked Deputy Chief Buchheit and the staff for pitching in during this period of transition. The rest of the Directors added their thanks as well.

**EXECUTIVE SESSION:**

Secretary Meyer made a motion to enter into a closed session with closed vote and closed record for the purpose of discussing personnel pursuant to Section 610.021 of the Revised Statutes of Missouri. Treasurer Gay seconded.

There being no discussion, a roll call vote was taken as follows: Chairman Ruzicka, "Yes."; Vice-Chairman Kutilek, "Yes."; Secretary Meyer, "Yes."; Treasurer Gay, "Yes."; Director Wooldridge, "Yes."; and Director Paul, "Yes." The motion passed unanimously.

The Board left open session at 6:49 p.m.

The Board returned to open session at 8:48 p.m.

**ADJOURNMENT:**

There being no further business to come before the Board, a motion was made, and seconded, to adjourn the meeting. A vote was taken and passed unanimously at 8:48 p.m.

  
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**Dan Meyer - Secretary of the Board**