

**The Minutes of the 468th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
October 26, 2016**

OPEN MEETING:

The 468th regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairman Ruzicka at 6:01p.m. on Wednesday, October 26, 2016. The meeting was held at Rock Township Ambulance District House #4.

ROLL CALL:

Directors and Administrative Personnel – Chairman Ruzicka conducted a roll call of those in attendance. In addition to herself, Secretary Meyer, Treasurer Gay, Director Wooldridge, Interim Chief Buchheit, Interim Deputy Chief Kister, and Mr. Mark Bishop, Legal Counsel for the District, were present. Vice-Chairman Kutilek and Director Paul were absent.

A motion was made by Chairman Ruzicka to excuse Vice-Chairman Kutilek and Director Paul from the meeting. Secretary Meyer seconded.

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

VISITORS AND GUESTS:

Acknowledgement – Chairman Ruzicka acknowledged the attendance of numerous guests and employees, and thanked everyone for attending.

Public Comments – There were none.

MINUTES:

Approval of 467th Meeting Minutes from September 28, 2016 – Chairman Ruzicka requested a motion to approve the 467th Meeting minutes.

Secretary Meyer motioned to approve the 467th Meeting minutes as presented. Treasurer Gay seconded.

There being no discussion, a roll call vote was taken as follows: Chairman Ruzicka, “Yes.”; Secretary Meyer, “Yes.”; Treasurer Gay, “Yes.”; and Director Wooldridge, “Abstain.” The motion passed by majority.

Approval of the Special Meeting Minutes from September 30, 2016 – Chairman Ruzicka requested a motion to approve the Special Meeting minutes.

It was noted that the previous Chief, Margie Sammons, was incorrectly listed as attending the meeting. That attendance will be removed.

Secretary Meyer motioned to approve the Special Meeting minutes from September 30, 2016 as amended. Treasurer Gay seconded.

There being no discussion, a roll call vote was taken as follows: Chairman Ruzicka, "Yes."; Secretary Meyer, "Yes."; Treasurer Gay, "Yes."; and Director Wooldridge, "Abstain." The motion passed by majority.

Approval of the Special Meeting Minutes from October 12, 2016 – Chairman Ruzicka requested a motion to approve the Special Meeting Minutes.

Secretary Meyer motioned to approve the Special Meeting minutes from October 12, 2016 as presented. Treasurer Gay seconded.

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

FINANCIALS:

September 2016 Treasurer's Report – Treasurer Gay presented the Treasurer's Report for September 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.

Director Wooldridge would like to see further detail written on the credit card receipts.

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

Cancellation Report Summary – Chairman Ruzicka introduced the October 2016 Cancellation Report Summary. It contained 181 delinquent accounts from 2014, 2015, and 2016, representing \$90,196.51, that were assigned to a professional collection agency.

Secretary Meyer motioned to approve the Cancellation Report Summary. Treasurer Gay seconded.

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

COMMUNICATIONS:

Chief's Comments – Chief Buchheit reported the following:

A "Change of Manager or Program Director" form from the Bureau of Emergency Medical Services was completed and submitted. In addition, a Power of Attorney change was completed regarding DEA forms for St. Anthony's Medical Center.

The District is reviewing another demo laptop in regard to the Capital expenditure on the 2016 Budget. During this review, it was determined that there were three (3)

updates from Zoll Data Systems that had not been completed. PC Tech and Deputy Chief Kister completed all three (3) updates.

Two (2) more companies have reviewed the House #1 mold problem. No bids have been received yet. Chief Buchheit was told that the insurance claim has been denied and that it would automatically be sent for review. In addition, two (2) different firehouses have offered to house our medical crews during remediation.

Regarding the House #1 roof, the insurance claim for hail damage has produced approximately \$15,000.00 more to repair the roof. Bids for repairs are being sought.

Deputy Chief's Report – Deputy Chief Kister reported the following:

The District was awarded “Best Overall E.M.S. Vehicle” at the Annual Fire Engine Rally that was held in September.

On October 14th, Crew Chief Maness, Deputy Chief Kister, and Chief Buchheit attended the “4 R’s of Leadership” training. Strategic planning was presented also.

He passed his notary test and is just waiting on his bonding certificate.

Deputy Chief Kister said that Jefferson County 911 Dispatch is using ProQA dispatching now and explained what it is. He said that a national study reports that lights and sirens do not help the patient outcome. He and Chief Buchheit would like the Board to adopt ProQA dispatching for the District.

Mr. Bishop suggested that the topic be placed on the next meeting agenda and more information should be presented to the Board. Chairman Ruzicka mentioned that another district was using ProQA. Deputy Chief Kister and Chief Buchheit said that the chief of North Jefferson County Ambulance District changed to ProQA without their Board’s approval. Mr. Bishop said that it would be a Board decision because it would be changing the way it is currently being done. Director Wooldridge said that she needs more information. Deputy Kister said that the change would be for the safety of the drivers. Treasurer Gay expressed her support of the change and asked how the District would get it passed. Deputy Chief Kister said that R.T.A.D. is the only district not following ProQA dispatching.

It was decided that the topic will be placed on the next regular meeting agenda. Further discussion followed regarding gathering more information and scheduling a presentation by representatives of Jefferson County 911 Dispatch Center.

Deputy Chief Kister reported that the parking lot repairs at House #2 and House #3 were completed. Repairs to the House #1 parking lot are scheduled to resume in the next couple of weeks.

Officer Reports:

Vehicle Maintenance Report – The Directors reviewed the report.

Selling of Ambulance #7087 – Chief Buchheit told the Directors that she had received two (2) telephone inquiries about the ambulance but no bids have been received. Treasurer Gay asked if more advertising had occurred. Chief Buchheit said that it had; both on Craig's List and an ambulance industry journal. General discussion about trying to sell the ambulance followed. No action was taken.

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 – Chairman Ruzicka asked Mr. Appleton if he had anything to discuss. Mr. Appleton said that the union employees have asked if they could be part of the Chief selection process. They do not have any specific request, just to be part of the process.

Treasurer Gay inquired about their upcoming fundraiser. Mr. Appleton reported that their Community Outreach is holding an 80's themed trivia night on November 5th at the Pastime Club to raise funds for future events. Ms. Stephanie Bullock, EMT-P, has arranged some great prizes and that some of the proceeds from the event will be donated to BackStoppers.

Treasurer Gay said that she attended the Halloween Party and had fun.

OLD BUSINESS:

House #4 Utilization – Chairman Ruzicka asked for a summary of the topic for Director Wooldridge. Mr. Appleton, EMT-P/B Crew Lieutenant, explained that the Administrative Offices would be moved to a room upstairs at House #4; the Chief and Deputy Chief would also be moved to House #4; the Crew Chiefs would be moved back to House #1; and an in-service training facility would be set up at House #1. He then presented various estimated costs associated with setting up the Administrative Offices totaling \$6,200.00 to \$6,500.00. Chairman Ruzicka asked Chief Buchheit and Deputy Chief Kister to consider that estimate when computing the 2017 Operating Budget.

The group discussed meeting to work on next year's budget. The Board set a Special Meeting date of November 3, 2016, at House #1. A budget work session will be included on the Agenda.

In addition, the group discussed moving the November regular monthly meeting date due to the Thanksgiving holiday. It was determined that the November regular meeting will be held on November 16, 2016, at 6:00 p.m. at House #4.

Director Wooldridge inquired about the 2015 Operating Budget and actual figures. The 2015 Annual Report (audit) was included in her Director's binder.

House #1 & House #3 Renovation – Chairman Ruzicka reviewed the problems with the bay at House #3 being too small to accommodate the new, larger ambulances.

The bay will need to be expanded and the District has not yet gone out for bid. Mr. Bishop reiterated that the District will need to go out for bid for architectural services. The group discussed this. It was clarified that the District does not have to go out for bid as long as bids are obtained.

The topic of the House #1 mold was covered earlier in the meeting by Chief Buchheit.

Future Planning for Board Direction – Secretary Meyer expressed his interest in the strategic planning portion of the recent training that was attended by the staff was right in line with the need for a master plan. Deputy Chief Kister and Chief Buchheit suggested that decisions regarding a master plan be postponed until permanent administration was appointed. The group then discussed call volume, adding full-time staff, adding more administration, and the Crew Chiefs' responsibilities.

Director Wooldridge asked what the difference was between Scheduled Overtime and Un-Scheduled Overtime. It was explained that the full-time paramedics are scheduled to work a rotating schedule of either forty-eight (48) hours per week or seventy-two (72) hours per week. All scheduled hours over forty (40) are Scheduled Overtime. Un-scheduled Overtime is any overtime that is worked that is not part of their regular schedule.

Secretary Meyer said that discussion had occurred at the fire department regarding combining the fire department and the ambulance district. He said that it would be beneficial to the taxpayers. Both Chief Buchheit and Deputy Chief Kister asked if he thought that Rock Township's paramedics were the same as the fire department's paramedics. Secretary Meyer said that he did not think that. A lengthy discussion followed about fire service employees and emergency medical service professionals and the differences between the two.

Healthcare Coverage Renewal: Mr. David McKinney from Custom Insurance Services, Inc. – Mr. McKinney was welcomed to the meeting. Mr. McKinney introduced Mr. Don Becker, owner of Custom Insurance Services, for those who had not yet met him.

Mr. McKinney explained that the 2017 Anthem renewal quote is fully under the Affordable Care Act now. Anthem has proposed an increase of 9.9% for the same gold level plan the District currently has. The only change would be an increase in the emergency department co-payment from \$200.00 up to \$400.00.

Director Wooldridge inquired if this was put out for bid. Mr. McKinney replied that it was bid last year and Anthem's proposal was eight percent (8%) lower than the competitors.

Mr. McKinney then explained that he obtained other plan options and they were also included in the proposal packet. The average increase for plan renewals is about fourteen percent (14%) across the nation.

Secretary Meyer suggested that the Board wait until all Directors were present to make a decision on the renewal. The other Directors agreed.

Mr. McKinney and Mr. Becker were thanked for their attendance and presentation.

Job Description: Crew Chief – This item was discussed later in the meeting.

Driving Ambulance – Chief Buchheit said that she spoke with Chief Broombaugh of Rock Community Fire Protection District recently regarding the fire department's request. Chief Broombaugh explained that the previous Chief of their department had issued a letter denying their firefighters to drive the District's ambulances. He asked if their department could rescind that letter and asked if their firefighters could receive driver training on our ambulances. The Directors all agreed that would be fine. It benefits everyone involved. Chief Buchheit will obtain the rescinding letter and then the driver training will be scheduled.

NEW BUSINESS:

Ballot Issue: Number of Directors – Mr. Bishop reported that he spoke with Mr. Wes Wagner, Jefferson County Clerk, regarding changing the number of Directors on the Board. The District would need to place the proposal on the ballot, requesting to change the number to 3, 5, or 7. If the voters approve, using 5 as an example, the clerk would then set five (5) sub-districts. The voters in each sub-district would then elect a Director from their sub-district. Discussion ensued regarding the mapping of the sub-districts, re-designation of all voters, etc.

Chairman Ruzicka, Director Wooldridge, and Treasurer Gay all expressed their desire to let the issue go. Secretary Meyer would like the issue considered further when the other two Directors were present.

The topic may be revisited at a later date.

Job Description: Chief; and, Seeking Candidates for Chief – Chairman Ruzicka asked Chief Buchheit to present her findings. Chief Buchheit explained that she and Deputy Chief Kister had gathered job descriptions from numerous other districts and departments. She asked for clarification regarding what the Board wanted: a job description for the Chief position, or an ad seeking a new chief. Discussion followed. It was determined that the job description of Chief should be determined first, then the actual wording for the ad. The topics will be placed on the agenda for the Special Board meeting to be held on November 3rd.

I.T. Services – Chairman Ruzicka asked Chief Buchheit about going out for bid for I.T. services. Chief Buchheit said that she was happy with the in-house services being provided by P.C. Tech. Director Wooldridge inquired if those services should be bid out per guidelines. Secretary Meyer agreed that the services should be bid.

Mr. Bishop suggested the Board wait until January, after a new Chief has been appointed.

Secretary Meyer then brought up the subject of looking into hiring an accountant. The topic will be added to the next meeting agenda.

Beneflex Renewal – Mr. Bishop explained, for the benefit of the group, that both he and the C.P.A. from the auditing firm, have advised the Directors not to participate in the plan because it constitutes a loan to the employees which is not permitted by state statute. The employees may use these funds before they have contributed into the plan. The Directors discussed this.

Secretary Meyer made a motion to renew the Beneflex plan and to authorize Chief Buchheit to sign the renewal contracts. Treasurer Gay seconded.

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

EXECUTIVE SESSION:

Secretary Meyer made a motion to enter into a closed session with a closed vote and closed record for the purpose of consultation with counsel to discuss personnel and litigation 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."; Secretary Meyer, "Yes."; Treasurer Gay, "Yes."; and Director Wooldridge, "Yes." The motion passed unanimously.

The Board left open session at 8:13 p.m.

The Board returned to open session at 9:07 p.m.

GOOD AND WELFARE:

There was nothing.

NEXT MEETING:

The next meeting of the Board of Directors will be a Special Meeting held on Thursday, November 3, 2016, at 6:00 p.m. at House #1.

ADJOURNMENT:

There being no further business to come before the Board, Secretary Meyer motioned to adjourn. Treasurer Gay seconded. There being no discussion, a vote was taken and the motion passed unanimously at 9:08 p.m.



Dan Meyer - Secretary of the Board