

**The Minutes of the Special Meeting  
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS  
November 9, 2016**

***OPEN MEETING:***

A Special Meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairman Ruzicka at 6:30 p.m. on Wednesday, November 9, 2016, at Rock Township Ambulance District House #1.

***ROLL CALL:***

Directors and Administrative Personnel – Chairman Ruzicka conducted a roll call of those in attendance. In addition to herself, Vice-Chairman Kutilek, Treasurer Gay, Director Wooldridge, Interim Chief Buchheit, and Interim Deputy Chief Kister were present. Director Paul was expected to arrive late and Secretary Meyer's absence was excused by Chairman Ruzicka.

**1. Job Description: Chief** – Chief Buchheit and Deputy Chief Kister had gathered job descriptions from neighboring districts and from several Directors suggestions. The group discussed and reviewed the position of Chief and the application process itself.

Director Paul arrived at the meeting at 6:45 p.m.

It was decided that the Chief, Deputy Chief, and administrative staff will combine the suggestions from this meeting and prepare a draft job description to be reviewed at the next Board meeting.

**2. Seeking Candidates for Chief** – The group discussed various mediums to use in seeking candidates for Chief, the advertisement itself, and the timeframe for accepting applications. The Chief, Deputy Chief, and administrative staff will prepare a draft ad to be reviewed at the next Board meeting.

**3. 2017 Operating Budget** – A skeleton outline was presented to begin work on the 2017 budget. A lengthy discussion ensued regarding revenues, increasing staff, expenditures, budget principals, accounting practices, the District's securities, the use of the District's reserves to balance the budget, and the establishment of a designated reserve fund. The Board requested the Chief and Deputy Chief to prepare a draft operating budget for presentation at the next meeting of the Board.

**NEXT MEETING:**

The next meeting of the Board of Directors will be a regular monthly meeting held on Wednesday, November 16, 2016, at 6:00 p.m. at House #4.

**ADJOURNMENT:**

There being no further business to come before the Board, Director Wooldridge motioned to adjourn. Director Paul seconded. There being no discussion, a vote was taken and the motion passed unanimously at 8:12 p.m.



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**Dan Meyer - Secretary of the Board**