

**The Minutes of the 469th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
November 16, 2016**

OPEN MEETING:

The 469th regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairman Ruzicka at 6:00 p.m. on Wednesday, November 16, 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, Vice-Chairman Kutilek, Treasurer Gay, Director Wooldridge, Director Paul, Interim Chief Buchheit, Interim Deputy Chief Kister, and Mr. Mark Bishop, Legal Counsel for the District, were present. Secretary Meyer was absent.

A motion was made by Chairman Ruzicka to excuse Secretary Meyer from the meeting. Vice-Chairman Kutilek 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 468th Meeting Minutes from October 26, 2016 – Chairman Ruzicka requested a motion to approve the 468th Meeting minutes.

Vice-Chairman Kutilek made a motion to approve the 468th Meeting minutes as presented. Treasurer Gay seconded.

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

Approval of the Special Meeting Minutes from November 9, 2016 – Chairman Ruzicka requested a motion to approve the Special Meeting minutes.

Vice-Chairman Kutilek motioned to approve the Special Meeting minutes from November 9, 2016 as presented. Treasurer Gay seconded.

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

FINANCIALS:

October 2016 Treasurer's Report – Treasurer Gay presented the Treasurer's Report for October 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 Kutilek seconded.

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

Cancellation Report Summary – Chairman Ruzicka introduced the November 2016 Cancellation Report Summary. It contained 191 delinquent accounts from 2015 and 2016, representing \$101,174.90, which were assigned to a professional collection agency.

Vice-Chairman Kutilek suggested being provided with an average write-off per month figure. Administrative Assistant Ello offered to provide the figure on the next report. Vice-Chairman Kutilek said that he didn't need that and that the topic could be visited at a later date.

Chairman Ruzicka motioned to approve the Cancellation Report Summary. Director Paul seconded.

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

YTD Budget Summary – The Directors reviewed the report. General discussion occurred.

Additional Item – Chairman Ruzicka made a motion to change the order of business on the Agenda to accommodate guests. Director Wooldridge seconded.

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

NEW BUSINESS:

Pro-QA Dispatch – Chief Travis Williams, Assistant Chief David Bieser, and Communications Supervisor Michelle Arnett of the Jefferson County 9-1-1 Dispatch Center were introduced and welcomed to the meeting.

The group presented information about Emergency Medical Dispatching in general and Pro-QA dispatching in detail. The Center has been using Pro-QA dispatching since 1996. They recently began dispatching the Response Classification Codes at the requests of EMS and Fire agencies. All of the other ambulance districts are responding to calls based on the dispatched codes.

Chairman Ruzicka stated that there is no greater liability (to the District) because

9-1-1 is dispatching the code, and the code is based on the caller's response to questions asked by the dispatcher. Director Wooldridge asked how many times the codes are accurate. Chief Williams said that Chief Jamie Guinn of North Jefferson County Ambulance District did a trial and found that their district runs 40 to 50 percent of their calls "on the quiet." Chairman Ruzicka asked what the time difference was. Chief Williams replied that it was about 45 seconds. Vice-Chairman Kutilek asked how long the records were kept. Chief Williams stated they kept audio records for one year and printed records for three years.

The Board thanked the personnel from 9-1-1 for their presentation. Chief Williams encouraged the Directors to phone the dispatch center if they have any further questions.

The group inquired whether a motion and vote was needed to make the change. Mr. Bishop said that they did not, it's not a legal issue, and it reduces District liability.

The Directors all approved to follow Pro-QA dispatching codes.

OLD BUSINESS:

Healthcare Coverage Renewal – Mr. David 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 asked Director Paul and Vice-Chairman Kutilek if they had any questions regarding the renewal packet that was explained at the last meeting. Neither Director had questions.

Anthem has proposed a 9.9% increase 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 which is very commonplace among carriers.

The group discussed the history of the District's health insurance renewals, utilization, premiums, and meeting with the employees to explain the policy.

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

Vice-Chairman Kutilek motioned to renew the current healthcare policy with Anthem, and to authorize Chief Buchheit to sign the renewal. Director Paul seconded.

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

COMMUNICATIONS:

Chief's Comments – Chief Buchheit reported that everyone has been very busy and the crews have been very busy running calls.

Deputy Chief's Report – Deputy Chief Kister reported that the House #1 parking lot repairs have begun. He also reviewed the completion schedule for the project.

Officer Reports:

Vehicle Maintenance Report – The Directors reviewed the report.

Selling of Ambulance #7087 – Director Wooldridge inquired about the sale of the ambulance. Crew Chief Wray, Vehicle Maintenance Officer, reported that only two telephone inquiries were received. He was told by two ambulance dealers that the ambulance would be worth about \$6,500.00 on a trade-in, and he found that an on-line site estimated the value closer to \$26,000.00. The group discussed that the ambulance had been for sale for six months, the possibility of reducing the insurance coverage to liability only, storing the ambulance for future sale, and the possibility of donating it to another District in need.

It was determined that the District will continue to advertise the sale of the ambulance and also look into donating it as well.

Crew Chief Wray informed the Board that he received an approximate price of \$197,600.00 for a new ambulance. He also began to explain pricing for a new pick-up truck.

Chairman Ruzicka requested that the topic of a new pick-up truck be placed on the next meeting agenda.

Medical Supply Report – The Board reviewed the report.

Building Maintenance Report – The Board reviewed the report.

Chairman Ruzicka inquired to the Directors if they wished for the Officers to continue presenting monthly reports. Director Wooldridge said that the items that are being reported to the Board should be reported to the Chief and that she doesn't need to see the reports. Vice-Chairman Kutilek wants to be sure that the ambulance mileage is being reviewed. Director Paul suggested quarterly reports. Discussion ensued. The Board decided that the officer reports may be removed by the agenda.

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

Union Business- Shop Steward, Jerry Appleton – Mr. Appleton had nothing to discuss.

OLD BUSINESS:

House #4 Utilization – Chairman Ruzicka explained that the bid obtained for three (3) workstations for House #4 was slightly over the District's \$3,000.00 bid limit. Discussion ensued.

Chairman Ruzicka made a motion to go out for bid for three (3) workstations for House #4. Treasurer Gay seconded.

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

It was suggested that raising the minimum bid requirement be placed on a future agenda.

Additional Item – Chairman Ruzicka motioned to table Agenda Items #2, #3, and #5 (House #1 and House #3 Renovation; Future Planning for Board Direction; and Job Description: Crew Chief, respectively) until March of 2017, or thereabout, after the new Chief is in place. Treasurer Gay seconded.

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

Driving Ambulance – Chairman Ruzicka inquired if Chief Buchheit had heard back from the fire department. Chief Buchheit said she had not and asked if the topic could be removed from the agenda. Chairman Ruzicka said that it could.

Vice-Chairman Kutilek asked what this was about. Chairman Ruzicka reviewed the topic for him.

Job Description: Chief – Chief Buchheit reported that all of the suggestions and items from the last meeting were incorporated into the proposed job description. Deputy Chief Kister previewed the ad for the position. He also said that many of the industry sites and publications will post the ad for free.

Chief Buchheit then described the electronic application process that PC Tech set up. The on-line application will be very brief, but once submitted; the applicant will be directed on how to submit their resume and references. Only the Board of Directors will receive the applications, resumes, and references. Discussion ensued.

Vice-Chairman Kutilek said that he wants the chief to be a current medic. Director Paul and Chairman Ruzicka agreed, especially under the current administrative structure of the District. Treasurer Gay disagreed. Discussion followed.

Chairman Ruzicka made a motion that the Chief must be a current paramedic. Director Paul seconded.

Discussion occurred about allowing an out of state license and the process for procuring a Missouri license. It was clarified that the job description simply state "current licensed paramedic."

With no further discussion, a vote was taken and passed by majority.

Seeking Candidates for Chief – The group reviewed the ad in the previous discussion.

Treasurer Gay motioned to approve the publication of the ad seeking candidates for the position of Chief. Director Paul seconded.

The group discussed the length of time to advertise and collect applications. It was determined that the application process will end on the morning of December 28, 2016. The Board will review the applications after January 1st.

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

I.T. Services – Treasurer Gay reminded the group that Mr. Bishop had recommended and the Board agreed to table this item until after a new Chief is appointed.

H#1 Mold Remediation – Chief Buchheit reported that three (3) bids were received for mold remediation and had been forwarded to the Board. They were from Assured Restoration Services, Inc., Professional Abatement & Remediation Technologies (P.A.R.T.), and SERVPRO of Arnold/North Jefferson County.

Vice-Chairman Kutilek said that a spreadsheet should be prepared because the bids are all different. He then began reviewing each bid and pointing out the differences in detail. Discussion occurred. Vice-Chairman Kutilek suggested a work session to review the three bids. Director Wooldridge said that the bids should be reviewed and settled at this meeting so that the mold could be removed from the building. Vice-Chairman Kutilek then agreed to review the bids but table the rest of the agenda. Director Wooldridge adamantly disagreed with tabling agenda items and not moving forward.

Mr. Bishop then suggested asking the staff if they had a recommendation. Vice-Chairman Kutilek proceeded to review the bids line by line. Mr. Bishop interjected with a suggestion on how the Board could proceed. Chairman Ruzicka asked Chief Buchheit and Deputy Chief Kister if they had reviewed the bids and if they had a recommendation. Deputy Chief Kister said that he had not reviewed the bids as they were received during the transition of administration and apologized.

Director Paul stated that two of the bids were very similar. Director Wooldridge agreed. It was then stated that the bid from Assured contained extra work. Further discussion ensued.

Director Wooldridge made a motion to accept the bid from P.A.R.T. for \$26,150.00. Director Paul seconded.

Vice-Chairman Kutilek wanted to amend the motion. No one seconded his amendment.

There being no further discussion, a roll call vote was taken on the original motion and second, as follows: Chairman Ruzicka, "Yes."; Vice-Chairman Kutilek, "No."; Treasurer Gay, "Yes."; Director Wooldridge, "Yes."; and Director Paul, "Yes." The motion passed by majority.

Vice-Chairman Kutilek asked what arrangement had been made for the crews during the remediation. Chief Buchheit explained that tentative arrangements had been made for one ambulance and crew to be stationed at Rock Community Fire Protection District's House #1 and one ambulance and crew will be stationed at Saline Valley Fire Protection District's House #1. She then asked for direction to proceed. Chairman Ruzicka directed her to proceed with the arrangements.

Vice-Chairman Kutilek inquired about the administrative staff being displaced during the remediation. Deputy Chief Kister said that the mold readings for the administrative offices were so low as to not require evacuation during remediation.

H#1 Roof Repair – Deputy Chief Kister reported that three (3) bids for replacing the House #1 roof were received and had been forwarded to the Board. They were from A & J Herrell Exteriors, Inc., Hennis Exteriors, and Howard Home Improvements. Chairman Ruzicka asked if there was a recommendation.

Deputy Chief Kister reviewed the hail damage claim and appeals which has resulted in approximately \$18,000.00 from the insurance company. The claim is being considered further.

Director Wooldridge also inquired if the staff had a recommendation. Chief Buchheit and Deputy Chief Kister recommended A & J Herrell's bid for \$23,245.00. Deputy Chief Kister informed the Directors that the roof replacement will need to be completed before the mold remediation can begin. A lengthy discussion occurred comparing the three bids.

Director Wooldridge motioned to accept the bid from A & J Herrell for \$23,245.00. Director Paul seconded.

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

NEW BUSINESS:

2017 Operating Budget – Deputy Chief Kister thanked Administrative Assistant Ello for helping him and Chief Buchheit with the budget proposals. He then explained that three proposals had been prepared and gave a general explanation of each.

"Proposal A", \$6,711,300.00, contains approximately \$600,000.00 in cuts. An ambulance lease purchase, as part of scheduled fleet replacement, is included. It does not address any solutions for the nearly double call volume and tired crews.

"Proposal B", \$6,827,000.00, provides for an ambulance lease purchase as part of scheduled fleet replacement, and adding a staffed ambulance to the fleet on July 1st. The additional ambulance would be staffed with the Crew Chiefs being placed back on the truck and partnered with three (3) full-time paramedics promoted from within. Due to the timing, there would be no additional pension or educational funds expended in 2017 for the three promoted full-time employees.

"Proposal C", \$6,790,700.00, is being recommended by Chief Buchheit and Deputy Chief Kister. This proposal provides for an ambulance lease purchase, as part of scheduled fleet replacement, the creation of another Deputy Chief position, and adding an additional staffed ambulance to the fleet as of January 1st. The additional ambulance would be staffed with the Crew Chiefs being placed back on the truck and partnered with part-time paramedics.

The Directors made inquiries about numerous line items with Chief Buchheit and Deputy Chief Kister providing answers and explanations. The group discussed employee gatherings, the STARS program, increased call volume, and planning for the future.

Vice-Chairman Kutilek stated that he thought Proposal C was an excellent budget. He thought tax revenue could be increased and felt that the other revenue items were fine. Director Wooldridge said that she does not like the idea of using reserve funds to balance the budget. Discussion ensued.

Vice-Chairman Kutilek made a motion to approve and adopt Proposal C for the 2017 Operating Budget. Treasurer Gay seconded.

Treasurer Gay asked Administrative Assistant Ello to give her opinion of Proposal C. Ms. Ello stated that she was comfortable with the proposal as a whole and was looking forward to the District's future endeavors.

Director Wooldridge and Director Paul expressed their concerns about reducing the District's reserves. All three proposals use Reserve Support to balance the budget. The group discussed this at length. Director Paul feels very strongly about having a balanced budget and suggested looking more closely at utility expenses and investigating ways to reduce them. The other directors were in agreement.

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

Reserve Fund – Director Paul asked Vice-Chairman Kutilek if he still wanted to re-name the Reserve Fund. Vice-Chairman Kutilek explained that he would like to further discuss the topic in the future. Director Paul requested that the topic be discussed at this evening's meeting. A general discussion about the interest earned on investments occurred. Vice-Chairman Kutilek concluded the discussion by stating that he did not wish to make any changes.

Accountant Bids – Chairman Ruzicka requested Deputy Chief Kister to report his findings. Deputy Chief Kister had contacted three other ambulance districts regarding their use of accountants and why. He also consulted with an accounting firm. Director Wooldridge said that she had received good answers to all of her questions and reviews of the bookkeeping and office practices. She said that a great job is being done and does not suggest any changes. Other Directors agreed. Vice-Chairman Kutilek suggested tabling the matter until Secretary Meyer could be present due to his previously stated interest in the subject. Director Wooldridge was

comfortable with tabling the matter as well. Chairman Ruzicka requested the item to remain on the Agenda for the next meeting.

EXECUTIVE SESSION:

Chairman Ruzicka 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, litigation, and approval of the Executive Session Minutes from 10/26/16 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."; Treasurer Gay, "Yes."; Director Wooldridge, "Yes."; and Director Paul, "Yes." The motion passed unanimously.

The Board left open session at 8:50 p.m.

The Board returned to open session at 9:12 p.m.

GOOD AND WELFARE:

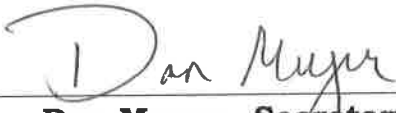
There was nothing.

NEXT MEETING:

The next meeting of the Board of Directors will be a Special Meeting held on Wednesday, December 07, 2016, at 6:00 p.m. at House #4.

ADJOURNMENT:

There being no further business to come before the Board, Chairman Ruzicka motioned to adjourn. Director Paul seconded. There being no discussion, a vote was taken and the motion passed unanimously at 9:15 p.m.



Dan Meyer - Secretary of the Board