

**The Minutes of the Special Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
December 7, 2016**

OPEN MEETING:

A Special 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, 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, Secretary Meyer, Treasurer Gay, Director Wooldridge, Interim Chief Buchheit, Interim Deputy Chief Kister, and Mr. James Kreitler, Legal Counsel for the District, were present. Director Paul was not present for Roll Call but arrived later in the meeting.

MINUTES:

Approval of 469th Meeting Minutes from November 16, 2016 – Chairman Ruzicka requested a motion to approve the 469th Meeting minutes.

Vice-Chairman Kutilek made a motion to approve the 469th 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.”; Secretary Meyer, “Abstain.”; Treasurer Gay, “Yes.”; and Director Wooldridge, “Yes.” The motion passed by majority.

COMMUNICATIONS:

Chief's Comments – Chief Buchheit reported on the following:

The full-time paramedic position has been posted. Current part-time employees may apply from November 25th through December 8th. Several applications have been received. The applicant will be picked at the Crew Chief meeting to be held on December 14, 2016 and the applicant will begin full-time work on January 7, 2017.

The Deputy Chief position has been posted. Current Lieutenants and Crew Chiefs may apply from December 2nd through December 16th. Chief Buchheit will be assembling an interview panel. She would like a Board Member to participate, a Chief from another E.M.S. agency, and a representative from the union.

The House #1 parking lot and roof have both been completed.

The House #1 mold remediation will begin on December 12, 2016 and is scheduled to last two (2) weeks. Chief Broombaugh of the Rock Community Fire Protection District and Chief Dunn of the Saline Valley Fire Protection District, and their Deputy Chiefs, have been wonderful.

Vice-Chairman Kutilek requested that the mold remediation expenses be kept on a separate financial expense line for reporting.

Chief Buchheit said that a temporary operational change will allow for increased hours for part-time employees during the mold remediation to ensure proper coverage while the House #1 ambulances are stationed at the fire houses.

Deputy Chief's Report – Deputy Chief Kister reported that he had been working on getting the House #1 projects completed.

He met with representatives from P.A.R.T. for a final walk-through of the building. He will be meeting with the foreman each morning and evening to keep the project on schedule. The House #1 Crews will be moving to the firehouses at 8:00 a.m. on Saturday morning.

The District participated in making a video for BackStoppers. It will be used for promoting their organization. Former Chief Sammons set up the project. Ms. Nikki Bain, Paramedic/STARS Coordinator, played the part of a patient.

Additional Item – Treasurer Gay said she thought the District would be waiting until a new Chief is hired to promote the additional Deputy Chief. Chief Buchheit explained that the 2017 Budget “Proposal C” that was approved included the additional Deputy Chief. Deputy Chief Kister said that in order to move forward with the new budget, the new Deputy Chief position needed to be filled. Vice-Chairman Kutilek and Secretary Meyer agreed that the new Chief should be in place first. Director Wooldridge said she was comfortable with moving forward with the current staff. Secretary Meyer suggested an interim Deputy Chief. Discussion occurred. Vice-Chairman Kutilek and Treasurer Gay both wanted the new Deputy Chief appointment to wait until the new Chief is appointed. Chairman Ruzicka felt the appointment should be made now. Director Wooldridge agreed. Further discussion ensued. Mr. Kreitler reminded the Directors that the topic of discussion was not on the Agenda.

Secretary Meyer motioned to amend the Agenda to add Deputy Chief Appointment as item number six (6) under New Business. Vice-Chairman Kutilek 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.”; and Director Wooldridge, “Yes.” The motion passed unanimously.

Additional Item – Chairman Ruzicka made a motion to excuse Director Paul from the meeting. Vice-Chairman Kutilek 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.”; and Director Wooldridge, “Yes.” The motion passed unanimously.

Additional Item – Secretary Meyer made a motion to change the order of business to discuss New Business; Item #6-Deputy Chief Appointment at this time. Treasurer Gay seconded the motion.

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.”; and Director Wooldridge, “Yes.” The motion passed unanimously.

NEW BUSINESS:

Deputy Chief Appointment – The Board continued their discussion regarding the appointment of another Deputy Chief.

Vice-Chairman Kutilek spoke of the assistance that a Deputy Chief gives to a Chief. Treasurer Gay agrees but the timeline of this appointment is in question. Secretary Meyer asked if applications were being accepted from outside the District. Chief Buchheit replied they were not. Vice-Chairman Kutilek said that an outsider would not know the staff of the District. Treasurer Gay would like to place a hold on the appointment, 30 to 45 days, until the new Chief is in place. Director Wooldridge felt that it would be a lot of weight to place on a new Chief, considering everything else that has been placed on hold already.

Vice-Chairman Kutilek made a motion to allow Chief Buchheit to proceed with the Deputy Chief application and hiring process. Director Wooldridge seconded the motion.

Secretary Meyer disagrees and wants the permanent Chief to select their right hand positions. Treasurer Gay agrees and feels that the timing is off. Vice-Chairman Kutilek agrees with Director Wooldridge about not kicking the can down the road any longer.

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

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

Union Business- Shop Steward, Jerry Appleton – Ms. Stephanie Bullock addressed the Board. She reported that Mr. Jerry Appleton has served as Shop Steward for the last 18 months and has stepped down. She has been elected as Shop Steward. She also provided the Directors and Administration with a letter introducing the employees' "Vision Statement" which represents what they want for the future of the District. Treasurer Gay thanked Ms. Bullock and said she appreciated the letter. She then thanked Mr. Appleton for his service and the group applauded him as well.

OLD BUSINESS:

House #4 Utilization – Mr. Jerry Appleton, "B" Crew Lieutenant, explained that three (3) bids were obtained for office cubicles for House #4. He presented an explanation letter and side by side comparison of the bids. There were from Facility Services Group (A), Office Furniture Solutions (B), and STL Warehouse (C).

Bid A is for used furniture with no warranty for \$3,216.15. Bid B is for new furniture with a warranty for \$4,181.39. Bid C is for used furniture with no warranty for \$6,718.10. His recommendation is for Bid B, Office Furniture Solutions.

Director Paul arrived at the meeting at 6:46 p.m.

The group discussed the bids and the recommendation.

Vice-Chairman Kutilek made a motion to accept the bid from Office Furniture Solutions for \$4,181.39. Secretary Meyer seconded the motion.

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, "Abstain." The motion passed by majority.

Accountant Bids – Chairman Ruzicka explained that the topic was placed on the agenda at the request of Vice-Chairman Kutilek and Secretary Meyer.

Vice-Chairman Kutilek said that the District needs an accountant and needs a new auditor. Director Wooldridge said that the Board already agreed to go out for bid for professional services after the new Chief was in place. A group discussion occurred.

Vice-Chairman Kutilek made a motion to hire an accountant. Further discussion ensued. Deputy Chief Kister reviewed the material that he presented at the last meeting regarding the costs of services and range of services that are available. Vice-Chairman Kutilek referred to the local water district's expenses for an accountant.

Director Paul suggested having a state audit performed. Mr. Kreitler cautioned the Board to stay on Agenda topic; accounting is different than an audit.

Director Meyer seconded Vice-Chairman Kutilek's motion.

Further discussion occurred. Director Wooldridge expressed concern about spending money that wasn't needed. Director Paul suggested seeking bids to see what the expense would be.

Director Meyer withdrew his second. Vice-Chairman Kutilek withdrew his motion.

Director Wooldridge made a motion to obtain bids for monthly general accounting services and practices. Secretary Meyer seconded.

The Board directed Chief Buchheit and Deputy Chief Kister to prepare the ad for presentation and Board approval at the next meeting.

There being no further 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.

Applicants for Chief Position – Chairman Ruzicka reported that the new emails have been set up for the Directors and she's seeing applicants for the Chief position. Vice-Chairman Kutilek said he created a spreadsheet and he will send it to everyone. Director Wooldridge reminded him that he should not send it to everyone. Mr. Kreitler suggested that the spreadsheet could be sent to Mr. Mark Bishop for distribution.

Selling of Ambulance #7087 – Chairman Ruzicka inquired about the ambulance. Deputy Chief Kister reported that the ambulance is still listed for sale and there has been no interest. Chairman Ruzicka wanted the group to consider possible negative perceptions from the community regarding donating the ambulance. Director Wooldridge suggested the community may look upon a donation as a positive thing. Vice-Chairman Kutilek said that the District received donated equipment when it started. Discussion occurred regarding the sale and/or trade-in value being given as \$6,500.00.

Treasurer Gay motioned to donate ambulance #7087 in "as is" condition to a district to be determined by the Chief and Deputy Chief, and that the receiving district will provide transportation of the ambulance. Director Wooldridge seconded.

There being no further 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.

NEW BUSINESS:

Renewal of Dental Insurance – Chief Buchheit reported that Mr. David McKinney of Custom Insurance Services, Inc. informed her that Guardian is offering the District a renewal of the same coverage for 2017 with no premium rate increase. He told her that the trend in premium increases is 7.9%; a 4% increase is good; and a 0% increase is unprecedented.

Secretary Meyer motioned to renew the District's dental insurance plan with Guardian for 2017. Director Wooldridge 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.

Laptop Bids – Deputy Chief Kister reported that \$70,000.00 was budgeted in 2016 for replacement of the ambulance laptop computers. He then reviewed the three (3) bids that were received from PC Tech for \$5,315.92; CDW for \$5,300.00; and TKM for \$4,863.00. He recommended the bid from TKM. Eleven (11) laptops would cost \$53,493.00. Deputy Chief Kister thanked Mr. Corey Golec, Paramedic, for his assistance in obtaining and assembling the bids.

Secretary Meyer motioned to accept the bid from TKM for eleven (11) laptops at a cost of \$53,493.00. Director Paul seconded.

Deputy Chief Kister informed the Board that the bid does not include a custom built arm, from Panasonic, for each laptop to be mounted in the ambulances. The cost has yet to be determined.

Secretary Meyer amended his motion to include the purchase of the additional arm for each laptop and the total cost not to exceed \$70,000.00. Director Paul seconded the amended motion.

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.

Pickup Truck Bids – Mr. Steve Wray, "A" Crew Chief/Vehicle Maintenance Officer, explained that the three (3) bids were all for a ¾ ton, 4-wheel drive truck. The cost of a plow is about \$6,000.00 no matter where it is obtained. The three bids were:

Don Brown Chevrolet for a 2017 Chevrolet Silverado for \$31,414.00; Sapaugh GMC for a 2016 GMC Sierra 2500HD for \$33,968.00; and Sinclair Buick GMC for a 2017 GMC Sierra 2500HD for \$39,418.00.

Director Wooldridge inquired if the bids were from state contract. Mr. Wray replied that they were. Mr. Wray did state that the Silverado from Don Brown would not be available for delivery until February 2017. The budgeted amount for the truck replacement is \$50,000.00. Discussion ensued.

Secretary Meyer made a motion to accept the bid from Don Brown Chevrolet for a 2017 Chevrolet Silverado for \$31,414.00 plus the plow. 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.

2017 Board of Directors Meeting Dates – Chief Buchheit had provided the Directors with a list of the 2017 Board meeting dates. Chairman Ruzicka confirmed that the dates listed were the fourth Wednesday of each month.

2017 General Liability Insurance Renewal – Chief Buchheit reported that she had met with Mr. Don Becker from Custom Insurance Services, Inc. to review the 2017 general liability insurance renewal. The renewal is being offered at the same rate as 2016. The annual premium is approximately \$4,000.00 more due to the new ambulances, but there is no rate increase.

Secretary Meyer motioned to renew the general liability insurance policy. 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.

Deputy Chief Appointment – Previously discussed.

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, litigation, and approval of the Executive Session Minutes from 11/16/16 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."; Secretary Meyer, "Yes."; Treasurer Gay, "Yes."; Director Wooldridge, "Yes."; and Director Paul, "Yes." The motion passed unanimously.

The Board left open session at 7:57 p.m.

The Board returned to open session at 8:15 p.m.

GOOD AND WELFARE:

There was nothing.

NEXT MEETING:

The next meeting of the Board of Directors will be a regular monthly meeting held on Wednesday, December 28, 2016, at 6:00 p.m. at House #4.

ADJOURNMENT:

There being no further business to come before the Board, Secretary Meyer motioned to adjourn. Director Paul seconded. There being no discussion, a vote was taken and the motion passed unanimously at 8:15 p.m.



Dan Meyer - Secretary of the Board