

**The Minutes of the 472nd Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
February 15, 2017**

OPEN MEETING:

The 472nd regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Ruzicka at 6:04 p.m. on Wednesday, February 15, 2017. The meeting was held at Rock Township Ambulance District House #4.

ROLL CALL:

Directors and Administrative Personnel – Chairperson Ruzicka conducted a roll call of those in attendance. In addition to herself, Vice-Chairman Kutilek, Secretary Meyer, Treasurer Gay, Director Wooldridge, Chief Appleton, Deputy Chief Buchheit, and Mr. Mark Bishop, Legal Counsel for the District, were present. Director Paul arrived at 6:06 p.m.

VISITORS AND GUESTS:

Acknowledgement – Chairperson Ruzicka acknowledged our guests and numerous employees of the District. Everyone was welcomed to the meeting.

Public Comments – There were none.

MINUTES:

Approval of Regular Meeting Minutes – Vice-Chairman Kutilek made a motion to approve the minutes. Secretary Meyer 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.

FINANCIALS:

January 2017 Treasurer’s Report – Treasurer Gay presented the Treasurer’s Report for January 2017 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 made available for the Directors to view. Secretary Meyer commented that we received a large sum from the first of the year tax collection. A discussion was held on the clarity of the treasurer’s summary report and how we move money from and to securities and checking. Secretary Meyer then seconded the motion on the floor from Treasurer Gay. Additional discussion followed on the Treasurer’s report. Treasurer Gay withdrew her motion and made a new motion to table the report, but to pay all bills and payroll expenditures. Secretary Meyer seconded the motion.

There being no further discussion, a roll call vote was taken as follows: Chairperson Ruzicka, “Yes.”; Vice-Chairman Kutilek, “Yes.”; Secretary Meyer,

"Yes."; Treasurer Gay, "Yes."; Director Wooldridge, "Yes."; and Director Paul, "Yes." The motion passed unanimously.

Cancelation report- Not available

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported on the following items:

A copy of the Power of Attorney for DEA with St. Anthony's Medical Center (SAMC) and a copy of the Missouri Department of Health Change of Manager forms were provided to the Board for their review. These forms enable the District to purchase narcotics from SAMC.

The initial election cost for the District was \$24,650. The prop V ballot initiative informational advertising cost to the District is about \$464.00.

Clark County EMS will be here on 2-16-17 to pick up the ambulance (old 7087).

Six part time personnel have completed orientation and have been released to pick up shifts. They were recognized by name.

Two part-time employees were promoted to full time. They are Mr. Dale McCarthy and Mr. Brandon Treiber.

The C.P.A.'s from Spinner and Kummer, P.C. will be here to conduct the District's annual audit. It is scheduled to begin February 20th and expected to wrap up on February 21st.

The State of the County Address is Monday, February 20th at the Hillsboro High School. We have a table and will attend.

Lieutenant Interviews for B Crew were held today and an announcement will be made next Wednesday the 24th.

The new laptops were made available for the Board to see.

Review Completed Patient Surveys – The Patient Surveys were available for review.

Union Business- Shop Steward, Stephanie Bullock – There was no union business.

OLD BUSINESS:

House 4 utilization – Chief Appleton reported that the office furniture had been ordered and that Ms. Dana Anderson from Communications Technologies came to House #4. He and DC Buchheit met with her to discuss the needs for the

District. It was noted that we could reduce the number of current phone lines by one half, with an expected large savings to the District.

A representative from Tech Electronics also assessed our needs for the camera and entry system for the front door. It was discussed that the cheaper, residential communications system would not work and that the "A-Phone" technology would work with our current entry system at a slightly increased cost.

State Audit – Mr. Bishop advised the Board that he sent a letter to the Governor's office and after having further communications, it was noted that at this time, no one from the State is really sure of who handles the requests from here. We are currently waiting to hear back from the State on where or who would handle the request.

NEW BUSINESS:

Policy / Procedure Manual – Job Descriptions – Chief Appleton presented the Board with a job description for the Deputy Chief: Operations, and the Deputy Chief: Medical Officer. These job descriptions will become part of the District's current policy manual.

Secretary Meyer made a motion to adopt the job descriptions as part of the policy manual. Director Paul seconded. There being no discussion, a roll call vote was taken as follows: Chairperson Ruzicka, "Yes."; Vice-Chairman Kutilek, "Yes."; Secretary Meyer, "Yes."; Treasurer Gay, "Yes."; Director Wooldridge, "Yes."; and Director Paul, "Yes." The motion passed unanimously.

Sale of Crown Vic and Pick-up Truck – The "blue book" values of both vehicles were presented for review and a brief discussion of their current condition followed. Chief Appleton noted that there was damage to the F-250 truck and he recommended not fixing it but selling the truck as is. The Board agreed.

A motion from Chairperson Ruzicka was made to advertise both vehicles "as is" and advertise to seek separate sealed bids for both the 1998 Crown Vic and the 1999 F-250 truck and plow. Director Paul seconded. There being no discussion, a roll call vote was taken as follows: Chairperson Ruzicka, "Yes."; Vice-Chairman Kutilek, "Yes."; Secretary Meyer, "Yes."; Treasurer Gay, "Yes."; Director Wooldridge, "Yes."; and Director Paul, "Yes." The motion passed unanimously.

EXECUTIVE SESSION:

Secretary Meyer made a motion to enter into 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 1-25-2017 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: Chairperson 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 6:47 p.m.

The Board returned to open session at 7:05 p.m.

GOOD AND WELFARE:

There was nothing.

NEXT MEETING:

The next regular monthly meeting of the Board of Directors will be held on Wednesday, March 22, 2017, at 6:00 p.m. at House #4.

ADJOURNMENT:

A motion was made by Secretary Meyer to adjourn at 7:05 p.m. Treasurer Gay seconded. A roll call vote was taken as follows: Chairperson Ruzicka, "Yes."; Vice-Chairman Kutilek, "Yes."; Secretary Meyer, "Yes."; Treasurer Gay, "Yes."; Director Wooldridge, "Yes."; and Director Paul, "Yes." The motion passed unanimously.



Dan Meyer - Secretary of the Board