

**The Minutes of the 473rd Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
March 22, 2017**

OPEN MEETING:

The 473rd regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Ruzicka at 6:00 p.m. on Wednesday, March 22, 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 and Deputy Chief West were absent.

Chairperson Ruzicka made a motion to excuse Director Paul and Deputy Chief West from the meeting. Secretary Meyer seconded. There being no discussion a vote was taken and passed unanimously.

VISITORS AND GUESTS:

Acknowledgement – Chairperson Ruzicka welcomed everyone to the meeting.

Public Comments – There were none.

MINUTES:

Approval of the 472nd Meeting Minutes from February 15, 2017 – Vice-Chairman Kutilek motioned to approve the 472nd Meeting minutes as presented. 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.”; and Director Wooldridge, “Yes.” The motion passed unanimously.

FINANCIALS:

January 2017 Treasurer’s Report – Chairperson Ruzicka reminded the Board that the report was not approved at the February meeting. Discussion ensued regarding holding a work session to review the reports and discuss them. The report was tabled.

February 2017 Treasurer’s Report – The Board continued to discuss holding a work session regarding the financial reports to address questions that some of the Directors have. Director Wooldridge suggested holding the work session after the election so that new board members could attend. No decision was made at this time.

Secretary Meyer made a motion to pay all bills and to approve all payroll expenditures. Treasurer Gay seconded.

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

Cancellation Report Summary – Chairman Ruzicka requested a motion to approve the report representing two months of collection accounts. Secretary Meyer suggested reaching out to other districts to see how much they are writing off. Discussion followed about when accounts are turned over to the collection agency.

Secretary Meyer motioned to approve the Cancellation Summary for 357 accounts totaling \$196,095.03. Vice-Chairman Kutilek seconded.

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

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported the following:

Part-time hiring is complete and three paramedics were offered part-time employment. Orientation will begin soon.

We organized an emergency donation drive for the Perryville tornado victims. An ambulance was filled to the brim in just two days. The donations were delivered to Perryville as well.

Mr. Patrick DeClue and Mr. Steve Wray, full-time paramedics of the District, were recognized by a patient and his family with an appreciation dinner recently. Outstanding clinical performance allowed this gentleman to remain with his family for a bit longer.

Ms. Jessica Clark and Mr. Brian Moser, full-time paramedics of the District, were reunited with a young patient and her family after what could have been a very different outcome. The story from Leader Publications was included in your Board packet. This is another example of outstanding clinical care.

Workers' Compensation insurance was renewed at a savings of over \$25,000.00 from last year. The District is being recognized as a Hall of Fame Award Recipient from the Missouri Rural Service Workers' Compensation Trust at their annual meeting on April 27th.

Mr. Nick Salzman has resigned his position as the District Training Coordinator. Mr. Corey Golec has been appointed to take over the program. Mr. Salzman has done an outstanding job in the position and the District is better because of him.

The annual audit was rescheduled to late April.

The new pickup truck and plow are here. Lights and radio will be added before being placed in service. Once complete, it will be the Crew Chiefs' duty vehicle.

In closing, Chief Appleton requested Board direction regarding the bid process for professional services. He suggested placing one ad for several services which will direct interested parties to contact the District for a bid packet. Vice-Chairman Kutilek questioned the length of service. Chief Appleton said that it would depend on the type of service. Mr. Bishop stated that legal services would generally be for two years. He also reminded the Board that they needed to obtain architect bids as well. The Board directed Chief Appleton to proceed with obtaining bids in the manner he proposed.

Treasurer Gay commended the paramedics on a job well done using teamwork to come together after having had a rough morning. She also said, "Thank you." to Mr. Salzman for his work as the Training Coordinator.

Review Completed Patient Surveys – The survey forms were available for the Directors to view.

Union Business- Shop Steward, Stephanie Bullock – Ms. Bullock announced that the 2nd Annual Safety Fair will be held on May 27th at House #4.

OLD BUSINESS:

House #4 Utilization – Chief Appleton reported the furniture has been ordered and the tentative move date is set for May.

State Audit – Mr. Bishop informed the Board that the request has been forwarded to the State's legal department and he has been directed to wait until contacted. He was told that only \$30,000.00 has been budgeted for Governor ordered audits. Mr. Bishop will contact them again in a month.

Sale of Crown Vic and Pickup Truck – Chairperson Ruzicka said that requests for bids were sent out. Chief Appleton reported that four (4) bids were received for the pickup truck and one (1) bid was received for the Crown Victoria.

The bids for the pickup truck range from \$1,500.00 up to \$4,350.00. Discussion ensued.

Vice-Chairman Kutilek made a motion to authorize the Chief to sell the pickup truck to the highest bidder, or next highest, and to complete the necessary documents for the transaction. Director Wooldridge seconded.

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

The only bid received for the Crown Victoria was for \$1,200.00. Discussion ensued.

Vice-Chairman Kutilek made a motion to authorize the Chief to sell the Crown Victoria to the bidder and to complete the necessary documents for the transaction. Secretary Meyer seconded.

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

NEW BUSINESS:

Leadership Development Program – Mr. Sean Kelley – Chief Appleton met with Mr. Sean Kelley of Kelley Coaching & Consulting to discuss taking the previously started master plan and to bring it "in house."

Mr. Kelley was welcomed to the meeting. He explained his plan for "Leadership Development, Communication Growth, Branding, and Marketing" for the Rock Township Ambulance District.

Treasurer Gay commented that she liked what she read in the proposal. Vice-Chairman Kutilek said he thinks the Board should look at it and discuss it. Discussion followed regarding obtaining bids from others. Director Wooldridge expressed support of the concept but is concerned at the \$29,496.00 cost. Further discussion ensued regarding the benefits of such training and investing in the employees and the future of the District.

The Board thanked Mr. Kelley for his presentation.

Chief Appleton will explore other options and the topic will remain on the agenda for next month.

New Ambulance Purchase – Chief Appleton met with the Crew Chiefs, Lieutenants, and the Vehicle Maintenance Officer regarding the length of the ambulances and them not fitting in the bays. The consensus is to delay the purchase of a new ambulance for a year to see about designing a better fitting ambulance instead of modifying the District's buildings. Discussion occurred. Vice-Chairman Kutilek voiced his concern about the money that is budgeted for a new ambulance being spent on something else. Further discussion followed.

Chief Appleton said that shorter ambulances are available and he will explore that option further.

Ordinance 2017-01: Conflict of Interest – Mr. Bishop reminded the Directors that this ordinance needs to be adopted every two years.

Secretary Meyer read, “Ordinance number 2017-01: An ordinance of Rock Township Ambulance District, Missouri, to establish a procedure to disclose potential conflicts of interest and substantial interests for certain officials.”

Secretary Meyer made a motion to accept the first reading. Vice-Chairman Kutilek 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.”; and Director Wooldridge, “Yes.” The motion passed unanimously.

Director Meyer then read again, “Ordinance number 2017-01: An ordinance of Rock Township Ambulance District, Missouri, to establish a procedure to disclose potential conflicts of interest and substantial interests for certain officials.”

Secretary Meyer made a motion to accept the second reading. Vice-Chairman Kutilek 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.”; and Director Wooldridge, “Yes.” The motion passed unanimously.

Secretary Meyer made a motion to adopt Ordinance 2017-01. Chairperson Ruzicka 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.”; and Director Wooldridge, “Yes.” The motion passed unanimously.

The ordinance was executed.

Resolution 2017-02: EMS Legal Services – Mr. Frank Foster – The group discussed Mr. Foster’s expertise in the emergency medical services industry and his fee of \$750.00 for a full year of services. Mr. Bishop said that he feels that the contract with Mr. Foster is a great deal for the District.

Secretary Meyer motioned to adopt Resolution 2017-02. Chairperson Ruzicka seconded.

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

The resolution was executed.

GOOD AND WELFARE:

Acknowledgement of employee promotion and service – Chief Appleton explained that pinning ceremonies are an old tradition that was never adopted by the District. He would like to change that. That being said, Chief Appleton requested Mr. Mark Hunter, paramedic and newly promoted Lieutenant of B Crew, to come forward.

Mr. Hunter was pinned with his Lieutenant insignia with assistance from his wife. The group congratulated Lieutenant Hunter on his promotion and service to the District.

NEXT MEETING:

The Directors discussed their availability for a work session and the next monthly meeting. It was determined that a work session, to discuss the District's financial documents, will be held on Wednesday, March 29, 2017 at 6:00 p.m. at House #1.

The Directors then changed the scheduled date of the next monthly meeting of the Board of Directors and set it for Wednesday, April 19, 2017, at 6:00 p.m. at House #4.

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 to adjourn passed unanimously at 7:25 p.m.



Dan Meyer - Secretary of the Board