

**The Minutes of the 474th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
April 26, 2017**

OPEN MEETING:

The 474th regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Ruzicka at 7:14 p.m. on Wednesday, April 26, 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, Director Paul, Chief Appleton, Deputy Chief Buchheit, and Mr. Mark Bishop, Legal Counsel for the District, were present. Deputy Chief West was absent.

VISITORS AND GUESTS:

Acknowledgement – Chairperson Ruzicka welcomed Ms. Alicia Ott (Director Elect), numerous guests and employees to the meeting.

Public Comments – There were none.

MINUTES:

Approval of the 473rd Meeting Minutes from March 22, 2017 – Secretary Meyer motioned to approve the 473rd Meeting minutes as presented. 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.”; Director Wooldridge, “Yes.”; and Director Paul, “Yes.” The motion passed unanimously.

Approval of the Work Session Minutes from March 29, 2017 – Vice-Chairman Kutilek motioned to approve the Work Session minutes as presented. Chairperson Ruzicka 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.”; Director Wooldridge, “Yes.”; and Director Paul, “Yes.” The motion passed by majority.

FINANCIALS:

January 2017, February 2017, and March 2017 Treasurer’s Reports – Treasurer Gay made a motion to approve the January, February, and March 2017 Treasurer’s Reports, to pay all bills, and to approve all payroll expenditures. 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.

Vice-Chairman Kutilek commented that the Revenues and Expenditures are right where there should be at this point in the year.

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported the following:

The office furniture for House #4 has been installed; the camera and remote should be installed the first of May; and the move is tentatively set for the 2nd week of May.

The annual Jefferson County Sheriff's Department Prayer Breakfast is soon and Chief Appleton will email the invitation to the Directors for their information.

He recognized the following employees' full-time anniversaries: Jessica Clark, one year; Jennifer Ello, twenty-nine years; Tim Whittler, fourteen years; Sheila Buchheit, twenty-six years; Nikki Bain, seven years; Kristina Lawshe, four years, and Nick Salzman, three years.

The following employees were rewarded for their full-time service by receiving their service pins: Corey Golec, five years; Stephanie Bullock, ten years; and Brian Mosier, fifteen years. The employees were congratulated by everyone in attendance.

St. Louis Children's Hospital sent a letter acknowledging outstanding clinical performances by Brandon Treiber and Mark Liston regarding a traumatic brain injury patient.

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

Additional Item - Chairperson Ruzicka motioned to change the order of business by moving the topic of Union Business to follow Old Business. Director Meyer seconded.

There being no discussion, a vote was taken, and the motion passed unanimously.

OLD BUSINESS:

House #4 Utilization – This item was discussed previously under "Chief's Comments."

State Audit – Mr. Bishop informed the Board that there was nothing new to report. The group discussed budgeting for the audit in 2018 and directing Chief Appleton to find out more information regarding a forensic audit (what it entails and the cost).

The Directors discussed meeting twice a month.

Leadership Development Plan – Chief Appleton reported he made inquiries to other programs and had not received any information back yet.

Union Business- Shop Steward, Stephanie Bullock – Ms. Bullock read a letter from the members of I.A.F.F. commending and thanking Director Meyer for his years of service to the District.

NEW BUSINESS:

Certification of Election Results – Chairperson Ruzicka read from the Certification of Election Results received from the Jefferson County Election Authority, “Cathy Wooldridge, 3,331 votes; and Alicia Ott, 3,666 votes.” The group congratulated both candidates on their success.

Chairperson Ruzicka reported that Proposition V passed successfully as well.

Director Meyer motioned to accept the Certification of Election Results. Vice-Chairman Meyer 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.

Additional Item – Chief Appleton, on behalf of the Board of Directors, Administration, and Staff, presented Director Meyer with a Certificate of Appreciation and crystal paperweight thanking him for his years of service to the District.

Director Meyer gave a brief speech in which he thanked everyone for their support and wished the District future success.

Swearing in of the Board Members – Chairperson Ruzicka requested Director Wooldridge to stand and Ms. Alicia Ott to join the Directors at the front of the room.

Chairperson Ruzicka swore in Ms. Wooldridge and Ms. Ott as they took their Oaths of Office. The group congratulated both Directors.

Reorganization of the Board – Vice-Chairman Kutilek motioned to keep the current officers with Director Paul becoming Secretary; and to rotate the officer positions in the future. Director Paul seconded.

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

The 2017-2018 Board organization became Chairperson Ruzicka, Vice-Chairman Kutilek, Secretary Paul, and Treasurer Gay.

Board Members' Verification Forms (HIPAA) - Each Director was provided with a Board Member Verification Form to sign regarding acknowledgement and compliance with HIPAA laws.

Commerce Bank Signature Forms - The Directors each signed the District's bank signature forms.

Board of Director Pay - Chairperson Ruzicka explained that the Board has not elected to be paid for their service in the past. The topic is reviewed annually. Discussion ensued. The Directors all agreed to keep their service voluntary.

2003 Ford Expedition Repairs/Replacement - Chief Appleton reported that the vehicle has a blown head gasket. The vehicle is a spare service vehicle, used by the Lieutenants, P.R. Coordinator and the Training Coordinator. He provided the Directors with a Kelly Blue Book valuation of the vehicle, estimates for both the repair and the replacement of the engine, and the current schedule of District service vehicles. Discussion ensued regarding the price of replacement as well.

A guest questioned if the District's insurance covered the employees' vehicles when they are using them for District business. Chief Appleton will verify that it does.

The Board decided to table the matter until the next meeting.

Director Wooldridge said that she likes the public input into the meeting and would like to encourage more of it. Secretary Paul suggested an additional Public Comment section be placed at the end of the meeting. The group agreed to consider this further.

Bids Received for Professional Services:

Attorney - Chief Appleton had provided the Board with three (3) bids that were received from attorneys: Fairlie Law (St. Louis, Missouri); Spector, Wolf, McLaughlin & O'Mara (Kirkwood, Missouri); and Wegmann Law Firm (Hillsboro, Missouri).

Mr. Bishop told the Board that he is very happy representing the District and said that their firm has charged the District the same fee since 2011. Mr. Bishop then left the meeting.

Vice-Chairman Kutilek stated that the three proposals were from St. Louis City, St. Louis County, and Hillsboro. He recommends Wegmann Law Firm. Treasurer Gay agreed. Discussion ensued. Chairperson Ruzicka and Director Ott both agreed to stay with Wegmann. Secretary Paul said that he is comfortable with the firm as well. Director Wooldridge said that she would be open to interviewing other firms. Further discussion occurred.

Secretary Paul motioned to stay with Wegmann Law Firm. Treasurer Gay seconded.

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

Mr. Bishop was welcomed back to the meeting and congratulated.

Chairperson Ruzicka made a motion to authorize Chief Appleton to execute an agreement with Wegmann Law Firm for \$130.00 per hour and an annual increase of \$5.00 per hour. Secretary Paul seconded.

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

Lawncare – Chief Appleton reported that the District currently uses Natural One for lawncare services. He obtained two (2) additional bids. The three companies and their annual prices are: Natural One (Arnold), \$7,952.00; Champion Lawn & Landscape (Imperial), \$5,880.00; and Adam Rushing (Festus), \$5,180.00.

Discussion ensued. Chief Appleton was asked if he had a recommendation. He said that he recommends Champion.

Chairperson Ruzicka motioned to authorize Chief Appleton to execute an agreement with Champion Lawn & Landscape. Director Ott seconded.

Director Wooldridge inquired about a getting a certificate of insurance for the company. The District will get one.

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

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

Payroll – Chief Appleton explained that the District is transitioning from paper timecards to electronic and to on-line payroll versus phoning it in. Three (3) bids were received: “Workforce Now” by ADP, \$13,937.00 annually with a \$2,200.00 set-up fee; “Sure Payroll” by Paychex, \$6,036.98 with no set-up fee; and “Payroll” by Intuit, \$2,748.00 annually with no set-up fee.

He has no issue with ADP, our current payroll company, but we do pay well for their service. Director Wooldridge inquired about references. Chief Appleton said that all reviews were obtained on line. All three companies were rated A+ by the Better Business Bureau. Discussion ensued. The Board requested Chief Appleton to ask the auditors if they had a recommendation and to inquire to ADP if they would waive the set-up fee since the District is a long standing client.

The topic was tabled until next month.

Shredding – Chief Appleton reported that no proposals were received for shredding services. The District currently uses Shred-It.

GOOD AND WELFARE:

There was nothing.


NEXT MEETING:

The Directors set the next monthly meeting of the Board of Directors for Wednesday, May 24, 2017, at 6:00 p.m. at House #4.

ADJOURNMENT:

There being no further business to come before the Board, Secretary Paul motioned to adjourn. Vice-Chairman Kutilek seconded.

There being no discussion, a vote was taken and the motion to adjourn passed unanimously at 8:31 p.m.



Mark Paul - Secretary of the Board

June 28, 2017
Dated