

**The Minutes of the 475<sup>th</sup> Meeting  
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS  
May 24, 2017**

***OPEN MEETING:***

The 475<sup>th</sup> 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, May 24, 2017. The meeting was held at Rock Township Ambulance District House #4.

***ROLL CALL:***

Directors and Administrative Personnel – Chairperson Lynne Ruzicka conducted a roll call of those in attendance. In addition to herself, Vice-Chairman Frank Kutilek, Secretary Mark Paul, Treasurer Christy Gay, Director Cathy Wooldridge, Director Alicia Ott, Chief Jerry Appleton, Deputy Chief Andrew West, and, Mr. Mark Bishop and Ms. Megan Tongue, Legal Counsel for the District, were present. Deputy Chief Sheila Buchheit was absent.

***VISITORS AND GUESTS:***

Acknowledgement – Chairperson Ruzicka acknowledged staff members and visitors and welcomed everyone to the meeting.

Public Comments – There were none.

***MINUTES:***

Approval of the 474<sup>th</sup> Meeting Minutes from April 26, 2017 – Vice-Chairman Kutilek stated that the minutes did not reflect the Board's discussion about holding meetings twice a month. The minutes will be amended. Vice-Chairman Kutilek motioned to approve the 474<sup>th</sup> Meeting minutes as amended. Treasurer Gay seconded.

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

***FINANCIALS:***

April 2017 Treasurer's Report – Treasurer Gay made a motion to approve the April 2017 Treasurer's Report, to pay all bills, and to approve all payroll expenditures. Vice-Chairman Kutilek seconded.

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

Cancellation Report Summary – Chairperson Ruzicka introduced the report which represented March and April assignments. 279 accounts, from 2015, 2016, and 2017, totaling \$160,076.82, were assigned to the collection agency

Discussion occurred regarding the processes regarding billing and assignment to the collection agency.

Secretary Paul motioned to approve the Cancellation Report Summary. Director Ott seconded.

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

**COMMUNICATIONS:**

Chief's Comments – Chief Appleton reported the following:

He has completed his Ambulance Management Certification and Deputy Chief West has also. Chief Appleton would like to get other supervision certified as well.

He commended Deputy Chief Buchheit and Deputy Chief West on their handling of the recent flooding disaster. They kept him informed during the event and took care of what was needed. Chief Appleton heard from other agencies on how well they worked together to get through it.

NIMS Certification is 100% complete.

He relayed several upcoming Jefferson County Growth and Development events.

The District will be featured in the summer issue of EMS Connection magazine.

The District's Ground Ambulance Licensure inspection will be occurring in June.

We are running an average of 25 calls per day.

The 2<sup>nd</sup> Annual Safety Fair is being held this Saturday, May 27<sup>th</sup>, here at House #4.

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

Union Business-Shop Steward Stephanie Bullock – Ms. Bullock had nothing else to offer and the Safety Fair was already mentioned.

**OLD BUSINESS:**

House #4 Utilization – Chief Appleton explained that everyone has been busy packing and preparing for the move this Friday.

State Audit – Mr. Bishop told the Board that had been no response from the Governor's office regarding the request for audit. General Counsel for the State Auditor told him that there were not enough resources available to conduct an audit before the next calendar year. Chief Appleton reported that he had met with an accountant, Mr. Rick Rognan, regarding a forensic audit. He estimated his cost to be \$7,500.00 per year of review. Chief Appleton said that the annual audit was complete and he has the Directors' copies of the 2016 Annual Report available for them this evening. He let the Directors know that Mr. Spinner would be available for a work session to review the report if they would like. The Board requested Mr. Bishop to prepare a resolution to request a state audit.

Leadership Development Plan – Chief Appleton suggested removing this topic from the agenda. He feels this is ongoing and if needed, it could be revisited in the future. The Board agreed.

2003 Ford Expedition Repairs/Replacement – Chief Appleton explained that the oil leak is very small and that he and the other supervisors have chosen to continue using it with no repairs and no replacement. Discussion ensued regarding the distances the three (3) service vehicles were being driven home by the three (3) on-call officers, future replacements of the vehicles, and drafting a policy to limit the distance service vehicles are driven in the future. Mr. Bishop will draft a policy for the Board's review at the next meeting.

Bids Received for Professional Services – Payroll – Chief Appleton reminded the group that three (3) bids were originally received (ADP, Paychex, and Intuit). After the Board's direction to inquire about a recommendation from the auditor, AccuPay has now provided a bid. Two of the original bidders have retracted their interest, leaving only ADP and AccuPay to consider. One of the goals to switching to an on-line payroll program was the ability integrate the District's scheduling program with the payroll program. ADP's Workforce platform cannot integrate with the scheduling program. AccuPay's platform is capable. Chief Appleton recommends going with AccuPay.

Chairperson Ruzicka motioned to begin using AccuPay. Secretary Paul seconded.

A group discussion regarding migration to the new company followed. Chief Appleton said that migration is estimated to take twenty-one (21) days and the District will begin payroll services with AccuPay July 1<sup>st</sup>.

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

**NEW BUSINESS:**

Access to Medical Records Policy – Mr. Bishop explained that the District has a slight policy in place and this updated policy will cement the processes that are already being performed. Discussion about the policy ensued. The policy may be updated in the future as needed.

Director Ott motioned to adopt the Access to Medical Records policy. Vice-Chairman Kutilek seconded.

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

Chaplain Policy – Chief Appleton explained that this policy came about from some rough moments for the staff. Deputy Chief West approached Mr. Nick Farrel, Paramedic, regarding the idea and Mr. Farrel welcomed it. Chief Appleton supports the position and thinks it’s a great idea. There will be only education and certification costs. This will be a voluntary position, non-paid. Chief Appleton thanked Mr. Farrel for his commitment to the program.

Director Ott motioned to accept the Chaplain policy as written. Vice-Chairman Kutilek seconded.

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

Regional S.T.A.R.S. Database Agreement: Ms. Trish Casey, Cardinal Glennon Children’s Hospital – Chief Appleton introduced Ms. Casey to the group. He explained that she started the STARS program, and, as a past employee, the District is very proud of her.

Ms. Casey presented an overview of the STARS program, serving over six-hundred (600) patients, and gave a demonstration of the database and how it works.

Chief Appleton reported that the agreement is being reviewed by legal counsel. Mr. Bishop said that Cardinal Glennon’s Board of Directors had not approved the agreement yet.

Everyone thanked Ms. Casey for her presentation.

**GOOD AND WELFARE:**

Acknowledgement of employee promotion and service – Chief Appleton explained that Deputy Chief West’s pinning ceremony will be held at his parents’ home. Once the details are determined, the information will be announced.

Chief Appleton announced the eleven (11) year anniversary of full-time service to the District by Ms. Dori Lennemann.

Ms. Kathryn McClune, Paramedic and Public Relations Coordinator, presented Ms. Casey with a STARS crystal paperweight to acknowledge her accomplishments with the program.

***NEXT MEETING:***

The Directors set the next monthly meeting of the Board of Directors for Wednesday, June 28<sup>th</sup> at 6:00 p.m. at House #4.

***EXECUTIVE SESSION:***

Chairperson Ruzicka made a motion to enter into a closed session with closed vote and closed record for the purpose of approving Executive Session Minutes from February 15, 2017, and consultation with counsel to discuss litigation pursuant to Section 610.021 of the Revised Statutes of Missouri. Secretary Paul seconded.

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

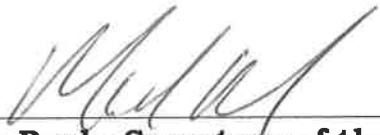
The Board left open session at 7:08 p.m.

The Board returned to open session at 7:44 p.m.

***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 7:44 p.m.

  
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**Mark Paul - Secretary of the Board**

June 28, 2017  
**Dated**