

**The Minutes of the 476th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
June 28, 2017**

OPEN MEETING:

The 476th regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Ruzicka at 6:01 p.m. on Wednesday, June 28, 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 Alicia Ott, Chief Jerry Appleton, Deputy Chief Sheila Buchheit, Deputy Chief Andrew West, and, Mr. Mark Bishop and Ms. Megan Tongue, Legal Counsel for the District, were present. Director Cathy Wooldridge was absent.

Vice-Chairman Kutilek suggested adding Ms. Jennifer Ello, Administrative Assistant, to the meeting roll call. Chairperson Ruzicka would like Ms. Megan Tongue added as well.

Chairperson Ruzicka made a motion to excuse Director Wooldridge from the meeting. Vice-Chairman Kutilek seconded the motion.

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

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 475th Meeting Minutes from May 24, 2017 – Mr. Bishop requested that the minutes be amended. On Page 3, under the topic “State Audit,” the words “for the State Auditor” should follow “General Counsel.” The minutes will be amended.

Vice-Chairman Kutilek stated that the minutes do not reflect the answer to a resident’s question regarding employees’ private vehicle use. Chief Appleton said that the answer from the insurance carrier was forwarded to the Board by email. Discussion ensued. The topic will be addressed later in the meeting, under “Vehicle Use Policy.”

Vice-Chairman Kutilek motioned to approve the 475th 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."; and Director Ott, "Yes." The motion passed unanimously.

FINANCIALS:

May 2017 Treasurer's Report – Treasurer Gay made a motion to approve the May 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."; and Director Ott, "Yes." The motion passed unanimously.

Vice-Chairman Kutilek commented that he thinks that the District should be getting better interest rates on its investments and wants to look at this more. Mr. Bishop stated that the Board has reviewed this. A public entity is very restricted on the types of investments it may utilize. A lengthy group discussion ensued. The Board may review other banking institutions in the future.

Cancellation Report Summary – Chairperson Ruzicka introduced the report which represented May assignments. 137 accounts, from 2015, 2016, and 2017, totaling \$79,554.77, were assigned to the collection agency

Secretary Paul motioned to approve the Cancellation Report Summary. Chairperson Ruzicka 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."; and Director Ott, "Yes." The motion passed unanimously.

2016 Annual Report – Chief Appleton told the Directors that Mr. Greg Spinner, C.P.A., would be happy to attend a meeting to review the 2016 audit report.

Vice-Chairman Kutilek questioned whether it was an audit or an annual report. Discussion occurred clarifying that an independent audit was performed and the report of the audit is called the annual report.

Vice-Chairman Kutilek questioned why the auditor lists the sales tax revenue as one lump sum and the District's financial statements break out the different types of sales tax revenue. Ms. Ello explained that Director Kutilek had requested the different types of sales tax revenue (monthly Department of Revenue deposits and annual and semi-annual TIF/PILOTS) to be reported separately. Many of the District's revenues and expenses are reported in great detail for budgeting and oversight, however, the audit will combine those detailed accounts into one master revenue and/or expense account. Ms. Ello will confirm this with Mr. Spinner.

Vice-Chairman Kutilek stated that he has questions regarding the pension. This topic will be discussed later in the agenda.

Director Ott questioned the \$2,500.00 Flower Expense. Chief Appleton explained that the flower expense no longer exists and does not appear on the 2017 Operating Budget.

The group discussed the employee flex spending plan. The auditors recommend that the District reconsider the benefit plan. Mr. Bishop explained that he has also given this advice each year the plan renewal is reviewed. Director Ott questioned if it is compliant. Discussion ensued. Chief Appleton said that the District is investigating other options.

Secretary Paul motioned to approve the 2016 Annual Audit Report. 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."; and Director Ott, "Yes." The motion passed unanimously.

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported the following:

The District just completed its Ground Ambulance re-licensure and Training Entity re-licensure inspections by the Bureau of Emergency Medical Services. There were two policy recommendations (listed later on the Agenda). Chief Appleton extended a special thank you to Corey Golec and Nick Salzman for their hard work preparing for the Training Entity re-licensure on such short notice. The inspector commended the District and said the residents of the District should know what a fine training entity they have.

He reviewed the bed bug problem that occurred at House #3. The crews were moved out, the building was heat treated, and then cleaned. All of the buildings and the ambulances were professionally inspected. No further evidence of bed bugs was found. Secretary Paul inquired when it was first detected. Chief explained that House #3 was inspected in April by the District's pest control company. No evidence was found but the premises were chemically treated in case. In June, a different pest control company was brought in and evidence was located. Chief Appleton commended and thanked Deputy Chief Buchheit for her handling of the situation.

This week's payroll will be the last with ADP. Next week's payroll will be with AccuPay. He thanked Ms. Ello for her work in getting everything ready.

There are five (5) former employees who are going to return to the District and they are in the process of getting re-oriented.

In closing, Chief Appleton announced that RTAD is featured in the "Service Spotlight" in the summer issue of Missouri EMS Connection magazine. Mr. Dean Meenach did a wonderful job with the story and Chief Appleton encouraged everyone to read the article.

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

Union Business-Shop Steward Stephanie Bullock – Ms. Bullock had nothing to report. Chairperson Ruzicka inquired about the Safety Fair. Ms. Bullock said it was a success and that 26 helmets were given out. The fair did close an hour early due to the impending storms.

OLD BUSINESS:

House #4 Utilization – Chief Appleton reported that the move is complete. There are still issues with the AT&T phone lines but once those are worked out, the District can begin on the new plan which should save about 50% of the current telephone service costs. The Board determined that this topic will be removed from the agenda.

State Audit – Mr. Bishop said that he prepared a resolution, if the Board chooses, to formally request the State Auditor to conduct an audit. Director Ott questioned how far back the audit would go. Discussion ensued. Secretary Paul reiterated that the audit is being requested to have a review of the District's policies and practices. There is no suspicion, no issues; the Board just wants to move forward with a clear understanding that everything is being done as it should be.

Regional S.T.A.R.S. Database Agreement – Deputy Chief West reported that an IT questionnaire was forwarded to PC Tech. Regarding the agreement, Mr. Bishop is waiting on Cardinal Glennon.

NEW BUSINESS:

Policy and Procedure: Vehicle Use – Chief Appleton said that this policy is the result of discussion that occurred at the last meeting regarding use of staff vehicles. Treasurer Gay questioned whether employees were allowed to use cell phones while driving and how the employees were reimbursed for mileage. Discussion ensued.

Chief Appleton did confirm with the insurance carrier that the District's insurance will cover an employee's vehicle if it is being used for District business. A lengthy discussion followed. The matter will be discussed further at the next meeting.

Resolution: State Audit – Conversation resumed regarding the scope of the audit. Secretary Paul suggested leaving the scope of the audit up to the auditors.

Secretary Paul motioned to adopt the Resolution [(2017-03) formally requesting that State Auditor Nicole Galloway conduct an audit of the Rock Township Ambulance District]. 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."; and Director Ott, "Yes." The motion passed unanimously. The resolution was executed.

Ordinance: Custodian of Records – Mr. Bishop informed the Directors that a previous ordinance named former Chief Sammons as Custodian of Records. This new ordinance (2017-02) names Ms. Ello the Custodian of Records of the District.

Secretary Paul read, "An Ordinance of Rock Township Ambulance District providing that the District shall comply with the provisions of Section 610.023.1 of the Revised Statutes of Missouri and designate a specific Custodian of Records."

Chairperson Ruzicka made a motion to accept the first reading. 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."; and Director Ott, "Yes." The motion passed unanimously.

Vice-Chairman Kutilek then read, "An Ordinance of Rock Township Ambulance District providing that the District shall comply with the provisions of Section 610.023.1 of the Revised Statutes of Missouri and designate a specific Custodian of Records."

Chairperson Ruzicka made a motion to accept the second reading. 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."; and Director Ott, "Yes." The motion passed unanimously.

Director Ott made a motion to adopt the Ordinance (2017-02). 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."; and Director Ott, "Yes." The motion passed unanimously. The ordinance was executed.

Resolution: Nationwide Retirement Solutions: Money Purchase Plan (Pension) – Discussion occurred. Ms. Ello explained that this is the District's pension plan. It requires renewal, as it has in the past, and this renewal includes a change of trustee, removing former Chairman Steve Ott and designating Chairperson Lynne Ruzicka. Mr. Bishop agreed with her explanation.

Secretary Paul motioned to adopt the Resolution. Director Ott seconded.

Vice-Chairman Kutilek made inquiries regarding the pension plan and the pension funds. Chief Appleton said that there were upcoming changes in the platforms for the pension and the deferred compensation plans. A representative for the plans would be attending an upcoming meeting. Vice-Chairman Kutilek thinks that the pension should be reviewed when preparing next year's budget.

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

Policy and Procedure: Continuous Quality Improvement – Chief Appleton explained that the procedures are already in place. This policy is just confirming what we are already doing. It was suggested by the Bureau of EMS.

Treasurer Gay motioned to approve the 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.”; and Director Ott, “Yes.” The motion passed unanimously.

Policy and Procedure: Transfer of Care – Chief Appleton explained that this is an update to an existing policy. A spelling error was noted and the policy will be amended.

Vice-Chairman Kutilek made a motion to approve the policy as amended. Treasurer Gay 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.”; and Director Ott, “Yes.” The motion passed unanimously.

Pre-Hospital Guidelines to Emergency Care (St. Anthony’s Medical Center’s Protocols) – Chief Appleton explained that St. Anthony’s Medical Center is the District’s Medical Control. They update their protocols every few years. District employees are going through the updates at this time.

Discussion ensued regarding the section that deals with blood draws per the request of law enforcement. Secretary Paul voiced his concerns regarding this section. The District took exception to that portion of the protocols in the past. The protocols are being presented for approval in its entirety with no exclusions. Further discussion occurred.

Vice-Chairman Kutilek motioned to approve the protocols as written. 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, “No.”; Treasurer Gay, “Yes.”; and Director Ott, “Yes.” The motion passed by majority.

GOOD AND WELFARE:

Acknowledgement of employee promotion and service – Chief Appleton announced the following full-time service anniversaries: Mr. Nick Farrel, nineteen (19) years; Mr. Terry Machisen, seventeen (17) years; and Mr. Mark Hunter, three (3) years.

NEXT MEETING:

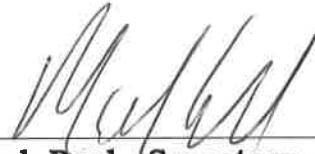
The Directors discussed their availability for the scheduled meeting date of July 26th. Due to several conflicts, the meeting date was changed. The next regular monthly meeting of the Board of Directors was set for Wednesday, July 19, 2017, at 6:00 p.m. at House #4.

A guest inquired about having the Board meetings rotate to other District Houses to accommodate residents in different parts of the District. Discussion ensued regarding the utilization of House #4 and that the meetings will continue to be held at House #4. The guest was thanked for his comment.

ADJOURNMENT:

There being no further business to come before the Board, Secretary Paul motioned to adjourn. Chairperson Ruzicka 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."; and Director Ott, "Yes." The motion passed unanimously. The motion to adjourn passed unanimously at 7:46 p.m.



Mark Paul - Secretary of the Board

7-19-2017

Dated