

**The Minutes of the 477th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
July 19, 2017**

OPEN MEETING:

The 477th regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Ruzicka at 6:05 p.m. on Wednesday, July 19, 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, Treasurer Christy Gay, Director Alicia Ott, Chief Jerry Appleton, Deputy Chief Sheila Buchheit, Deputy Chief Andrew West, Administrative Assistant Jennifer Ello, and Mr. Mark Bishop, Legal Counsel for the District, were present.

VISITORS AND GUESTS:

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

Public Comments – There were none.

Secretary Mark Paul arrived at the meeting.

MINUTES:

Approval of the 476th Meeting Minutes from June 28, 2017 – Vice-Chairman Kutilek requested that the minutes be amended by removing the sentence, “A lengthy discussion ensued.” The sentence appeared on Page 5, second paragraph from the bottom, regarding the pension plan. Discussion occurred clarifying the change to be made. The minutes will be amended.

Vice-Chairman Kutilek motioned to approve the 476th Meeting minutes as amended. Secretary Paul 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.

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

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.

FINANCIALS:

June 2017 Treasurer’s Report – Treasurer Gay made a motion to approve the June 2017 Treasurer’s Report, to pay all bills, and to approve all payroll expenditures. 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.

Ms. Ello reported that she had confirmed with Mr. Greg Spinner, C.P.A. of Spinner and Kummer, that the sales tax figures are reported with more detail on the monthly financial reports than on the annual audit report. The annual audit report shows the total amount without detail.

Cancellation Report Summary – Chairperson Ruzicka introduced the report which represented June assignments. 161 accounts, from 2016 and 2017, totaling \$82,255.55, were assigned to the collection agency.

Secretary Paul motioned to approve the cancellation report. Director Ott 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.

2nd Quarter Budget Summary – Chairperson Ruzicka opened discussion about the summary. Vice-Chairman Kutilek said that the Board may want to look at the budget and move things around. Chief Appleton explained that vacation hours, sick hours, and overtime hours may need to be adjusted and suggested waiting until the 3rd Quarter Budget Summary was presented in October. Director Ott inquired about the Education Pay being maxed out. Chief Appleton explained that Education Pay is a one-time payout and it has already occurred.

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported the following:

House #3 was re-checked for bed bugs and there was no evidence of any pests.

The District's mailing address is being changed to House #4. The post office box is still open and will be closed in the future.

The Chief and Deputy Chief West appeared in an impromptu "face book live" interview with Bo Matthews of New Country Radio to discuss heat related emergencies. The radio station producer suggested they would like to do more interviews in future to promote health safety.

Chief Appleton will continue to prepare RFPs for professional services beginning with banking and accounting services.

Vice-Chairman Kutilek requested to receive the meeting documents on the Friday before the meeting. Discussion occurred. Secretary Paul stated that the earlier the better.

Review Completed Patient Surveys – There were no survey forms received since the last Board meeting.

Union Business-Shop Steward Stephanie Bullock – There was nothing presented.

OLD BUSINESS:

State Audit – Mr. Bishop reported that general counsel for the State Auditor’s Office acknowledged receipt of the District’s Resolution. Mr. Bishop fielded several questions from the Board and said that he would know more information later. Director Ott wanted to clarify that the Board will still need to approve the expenditure, once that amount is known. Mr. Bishop replied, “Yes.”

Regional S.T.A.R.S. Database Agreement – Deputy Chief West reached out to Cardinal Glennon and was told that their legal department had not yet approved the agreement.

Policy and Procedure: Vehicle Use – Chief Appleton said that the policy had been revised. Director Kutilek inquired about insurance coverage. Chief Appleton explained that if a personal vehicle is insured (state law requires it), then the District’s insurance will cover the vehicle.

Director Ott motioned to adopt the Vehicle Use Policy. Secretary Paul 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.

NEW BUSINESS:

Controlled Substance Policy – Chief Appleton explained that this policy is being updated to reflect changes that have been made to some of the procedures per the B.N.D.D. Secretary Gay commented that the policy is very detailed. Chief Appleton said that the updated policy simply documents what is already occurring.

Vice-Chairman Kutilek motioned to adopt the Controlled Substance Policy. 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.

Job Description: Crew Chief – Chief Appleton explained that this job description already exists. This is an updated, more defined description. There are no changes to procedures. Vice-Chairman Kutilek suggested adding page numbers to the document. Mr. Bishop located several typographical errors which will be corrected.

Secretary Paul motioned to approve the Crew Chief Job Description as amended by Mr. Bishop. 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.

Job Description: Lieutenant – Chief Appleton explained that this job description also, already exists and is an updated, more defined description. There are no changes to procedures. Mr. Bishop reiterated that several typographical errors were located and will be corrected.

Vice-Chairman Kutilek motioned to approve the Lieutenant Job Description as amended by Mr. Bishop. Secretary Paul 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.

GOOD AND WELFARE:

Acknowledgement of employee promotion and service – Chief Appleton announced the following full-time service anniversaries: Mr. Dennis Fouts, sixteen (16) years; Ms. Jackie Davis, twelve (12) years; Mr. Jeff Cedra, two (2) years; and Mr. Ron Lipp, two (2) years.

NEXT MEETING:

The Directors discussed their availability for meeting dates in August. A Special Meeting, with a closed session only, will be held at 6:00 p.m. on Wednesday, August 9th; and the next regular monthly meeting will be held at 6:00 p.m. on Wednesday, August 23rd. Both meetings will be conducted at House #4.

ADJOURNMENT:

There being no further business to come before the Board, Chairperson Ruzicka motioned to adjourn. Secretary Paul seconded.

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 6:43 p.m.



Mark Paul - Secretary of the Board

8-23-2017

Dated