

**The Minutes of the 478<sup>th</sup> Meeting  
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS  
August 23, 2017**

**OPEN MEETING:**

The 478<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, August 23, 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, Secretary Mark Paul, Director Cathy Wooldridge, Director Alicia Ott, Chief Jerry Appleton, Deputy Chief Sheila Buchheit, Deputy Chief Andrew West, Administrative Assistant Jennifer Ello, and Mr. Mark Bishop and Ms. Megan Tongue, Legal Counsel for the District, were present.

**VISITORS AND GUESTS:**

Acknowledgement – Chairperson Ruzicka welcomed staff members and visitors to the meeting and thanked them for attending.

Public Comments – There were none.

**MINUTES:**

Approval of the 477<sup>th</sup> Meeting Minutes from July 19, 2017 – Vice-Chairman Kutilek motioned to approve the 477<sup>th</sup> Meeting minutes. 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.

Approval of the Special Meeting Minutes from August 9, 2017 – Vice-Chairman Kutilek motioned to approve the Special Meeting Minutes from August 9, 2017. 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.”; Director Wooldridge, “Yes.”; and Director Ott, “Yes.” The motion passed unanimously.

**FINANCIALS:**

July 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. Vice-Chairman Kutilek seconded.

Vice-Chairman Kutilek questioned the fluctuation in the amount of interest earned from Securities each month. Ms. Ello explained that the investments have different interest payout schedules (annually, quarterly, etc.).

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.

Director Ott approved the report but said that it's not necessary for the Board to approve the Treasurer's Report. Discussion occurred. Mr. Bishop said that it is necessary for the Board to approve the check register and payroll expenditures. Further discussion ensued.

Cancellation Report Summary – Chairperson Ruzicka introduced the report which represented July assignments. 197 accounts, from 2015, 2016, and 2017, totaling \$104,648.43, were assigned to the collection agency.

Director Wooldridge asked how long the accounts are worked before being sent to collection. Ms. Ello explained that it depends on the activity or lack of activity on the account, whether partial payment was made, insurance filed, etc. Discussion also occurred regarding receiving payments after accounts are turned over to collection.

Secretary Paul motioned to approve the cancellation 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."; Director Wooldridge, "Yes."; and Director Ott, "Yes." The motion passed unanimously.

#### **COMMUNICATIONS:**

Chief's Comments – Chief Appleton announced the following full-time service anniversaries: Mr. Patrick DeClue, Ms. Pam Maness, and Ms. Kym Bartlett, thirteen (13) years; Mr. Andrew West, seven (7) years; and Mr. Jon Muller, three (3) years. He also said that it had been a good month with no issues to report.

Deputy Chief Buchheit reported that she, and Deputy Chief West, had developed the District's plan for the eclipse. She commended the employees for stepping up and filling shifts for the extra ambulances. Deputy Chief West said that, historically, it is the fire departments that fill this role. In this case, Rock Township was pro-active in the planning.

Chief Appleton said that he was pleased to know that we have people in place to make operational decisions and commended Deputy Chief Buchheit and Deputy Chief West on a great job.

Deputy Chief West reported that the process for hiring for part-time paramedics has started.

Treasurer Gay commented on how nice the District picnic was. Secretary Paul inquired about the cost of renting the pavilion. Chief Appleton replied that it was \$45.00 and would be charged to "Employee Incentives." The District did not provide the food. The cost was incurred by administration and employees' brought food as well.

Review Completed Patient Surveys – The Directors reviewed the patient surveys.

Union Business-Shop Steward Stephanie Bullock – Nothing was presented.

**OLD BUSINESS:**

State Audit – Mr. Bishop spoke with an attorney and an auditor, both from the State Auditor’s office. A telephone conference is scheduled for tomorrow. Hopefully, a cost estimate will be available after that conference call. They want to know why the District wants an audit; what are the problems. Mr. Bishop has informed them that he is aware of no issues or concerns. The District just wants reassurance that all is well. Discussion ensued.

Regional S.T.A.R.S. Database Agreement – Mr. Bishop stated that a number of changes were made to the agreement by Cardinal Glennon but none effect the database portion. Most of the changes were in the wording. He said that it’s a good agreement and he recommends signing it, if the Board chooses to proceed with it.

Secretary Paul made a motion to authorize Chief Appleton to enter into an agreement with Cardinal Glennon regarding the STARS database. 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.”; Director Wooldridge, “Yes.”; and Director Ott, “Yes.” The motion passed unanimously.

**NEW BUSINESS:**

Nationwide Retirement Solutions (Pension and Deferred Compensation Plans) Mr. Colin Day – Chief Appleton introduced Mr. Day to the Board of Directors and they welcomed him to the meeting.

Mr. Day gave an overview of the current software platforms that Nationwide uses for the District’s pension, a 401(a) plan, and its deferred compensation plan, a 457. He explained that Nationwide has begun moving the 401(a) plans to the 457 platform. This will increase employees’ ease of access and decrease employees’ fees. Discussion ensued. Mr. Colin was thanked for his presentation.

Vice-Chairman Kutilek would like to have a work session to discuss the plans that are currently in place. Director Wooldridge said that the District should request bids for both plans. Discussion ensued. Mr. Bishop reminded the Directors that the District will be negotiating the labor contract very soon.

Business Associate Agreements with Fire Districts – Chief Appleton explained that the agreements are only updates to agreements that have already been in place. Mr. Bishop concurred and explained that the agreements are necessary to comply with HIPAA. He recommended the Board authorize the Chief to execute the agreements. Vice-Chairman Kutilek asked how often the agreements need to be reviewed, to which Mr. Bishop replied only when something changes.

Vice-Chairman Kutilek motioned to authorize Chief Appleton to execute Business Associate Agreements with the four fire districts. Director Wooldridge 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.

Mutual Aid Agreements with Ambulance Districts – Chief Appleton explained that the agreements with the ambulance districts are also only updates to existing agreements that are already in place.

Vice-Chairman Kutilek made a motion for the Chairperson and Secretary to execute the agreements with the ambulance districts. 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."; Director Wooldridge, "Yes."; and Director Ott, "Yes." The motion passed unanimously.

**GOOD AND WELFARE:**

Acknowledgement of employee promotion and service – This occurred under Chief's Comments.

**NEXT MEETING:**

The next regular monthly meeting will be held on Wednesday, September 27, 2017, immediately following a 6:00 p.m. Public Hearing. The meeting will be conducted at House #4. The Directors then discussed their availability for a special meeting with closed session only. The meeting will be held on Wednesday, September 6, 2017 at 6:00 p.m. at House #4.

**ADJOURNMENT:**

There being no further business to come before the Board, Chairperson Ruzicka motioned to adjourn. 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."; Director Wooldridge, "Yes."; and Director Ott, "Yes." The motion to adjourn passed unanimously at 7:38 p.m.

  
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**Mark Paul - Secretary of the Board**

Sept 27 2017  
**Dated**