

**The Minutes of the 479<sup>th</sup> Meeting  
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS  
September 27, 2017**

***PUBLIC HEARING:***

A Public Hearing was held on Wednesday, September 27, 2017. Chairperson Ruzicka called the hearing to order at 6:00 p.m. The hearing 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, Legal Counsel for the District, were present.

The hearing was held to voluntarily set the property tax rate for 2017 to produce the revenues, which the budget for the fiscal year beginning January 1, 2018, shows to be required from the property tax. The tax rate was determined by dividing the amount of revenue required by the current assessed valuation. The result is multiplied by 100 so the tax rate will be expressed in cents per \$100.00 valuation.

TOTAL ADJUSTED ASSESSED VALUATION FROM STATE AUDITOR: **\$1,223,645,166**

Amount of Property Tax Revenues Budgeted for 2017 <b>\$2,475,434.170</b>	Proposed Tax Rate for 2017 Based on the 2017 ASSESSED VALUATION <b>\$0.2023</b>
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Chief Appleton requested that Ms. Ello provide a brief overview of how the proposed tax rate is determined using the valuations from the county and the state, as well as the completion of the Pro Forma documents, which she did.

Chairperson Ruzicka requested comments, questions, or discussion from the public. There were none.

***CLOSING OF PUBLIC HEARING:***

Chairperson Ruzicka requested a motion to close the public hearing. Vice-Chairman Kutilek made that motion and 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 at 6:07 p.m.

***OPEN MEETING:***

The 479<sup>th</sup> regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Ruzicka at 6:08 p.m. on Wednesday, September 17, 2017.

**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, 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 – Chairperson Ruzicka announced that Mr. Paul Horn had completed a "Public Comment" form and was approved to speak for three (3) minutes.

Mr. Horn requested copies of all three chiefs' contracts, a copy of the audit, and Treasurer's Reports. Mr. Bishop requested that Mr. Horn submit his records request to the District in writing. Mr. Horn was thanked for his public comment.

**MINUTES:**

Approval of the 478<sup>th</sup> Meeting Minutes from August 23, 2017 – Secretary Paul motioned to approve the 478<sup>th</sup> Meeting minutes. 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.

Approval of the Special Meeting Minutes from September 6, 2017 – Vice-Chairman Kutilek motioned to approve the Special Meeting Minutes from September 6, 2017. 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.

**FINANCIALS:**

August 2017 Treasurer's Report – Vice-Chairman Kutilek pointed out that we are two-thirds of the way through the year and have spent less than two-thirds of the budget.

Treasurer Gay made a motion to approve the August 2017 Treasurer's Report, to pay all bills, and to approve all payroll expenditures. 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."; Director Wooldridge, "Yes."; and Director Ott, "Yes." The motion passed unanimously.

Vice-Chairman Kutilek reminded the group that budget adjustments may be made at the October meeting.

Cancellation Report Summary – Chairperson Ruzicka introduced the report which represented August assignments. 179 accounts, from 2016 and 2017, totaling \$95,705.26, were assigned to the collection agency. The Directors reviewed the detailed report.

Secretary Paul motioned to approve the Cancellation Report Summary. 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.

#### **COMMUNICATIONS:**

Chief's Comments – Chief Appleton said that it had been a pretty good month; very busy.

The District received the "Hall of Fame" award again from the Missouri Rural Service Workers' Compensation Trust due to our low amount of workers' compensation claims. Chief Appleton said that the District has a rate of .73 which garners us a 27% discount. The District is rated as "best of the best."

He reported that during the most recent public protest, the District served as the staging area for the south task force. Deputy Chief Buchheit coordinated operations at House #4 as we had several agencies stationed here. Deputy Chief West and Chief Appleton served shifts at the command post for force protection during the weekend. Everyone was pleased that emergency medical services were not needed.

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 informed the Directors that the State Auditor's office has declined to audit the District. Discussion ensued. Director Paul expressed that the Board was trying to do the right thing by asking for the audit. Vice-Chairman Kutilek agreed. Chairperson Ruzicka stated that there have been no red flags or problems as time has passed. Further discussion occurred.

The topic will be removed from the agenda.

#### **NEW BUSINESS:**

Bank Depository Bids – Chief Appleton reported that it had been a few years since the District sought proposals for banking services. An RFP was published and three

(3) proposals were received. They were from First State Community Bank, Midwest Regional Bank, and Commerce Bank. The Directors received copies of the proposals prior to the meeting.

Vice-Chairman Kutilek asked Ms. Ello for her opinion. Ms. Ello said that she has been very pleased to work with Commerce Bank. Their representatives have always been proactive and professional in the services that they provide the District. Chief Appleton agreed. Discussion ensued. Chief Appleton and Ms. Ello were asked to communicate with Commerce Bank representatives regarding fees for services and report back at the next meeting.

Accounting Services Bids – Chief Appleton said that only one (1) proposal was received. It was from Mr. Rick Rognan of Rognan & Associates. The Directors received a copy of his proposal prior to the meeting. Chief Appleton reported that several accountants did phone the District to decline. Discussion occurred. Chief Appleton was asked to invite Mr. Rognan to the next meeting.

Setting of the 2017 Tax Rate – Chairperson Ruzicka asked for a motion to set the 2017 tax rate.

Secretary Paul made a motion to set the District's 2017 property tax rate at .2023 cents per \$100.00 assessed valuation. 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 – Chief Appleton had nothing to report.

Treasurer Gay inquired if there were any new employees to announce. Chief Appleton replied that part-time positions were offered to five (5) paramedics and he hoped to be able to announce them at the next meeting.

**NEXT MEETING:**

The next regular monthly meeting will be held at 6:00 p.m. on Wednesday, October 25, 2017. The meeting will be conducted at House #4.

**EXECUTIVE SESSION:**

Secretary Paul made a motion to enter into a closed session with a closed vote and closed record for the purpose of approving the Executive Session Minutes from 9/06/2017 and to review labor contract negotiations pursuant to Section 610.021 of the Revised Statutes of Missouri. 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."; Director Wooldridge, "Yes."; and Director Ott, "Yes." The motion passed unanimously.

The Board left open session at 6:37 p.m.

The Board returned to open session at 7:43 p.m.

**ADDITIONAL ITEM:**

Vice-Chairman Kutilek discussed the dissolution of the Improvement Corporation.

**ADJOURNMENT:**

There being no further business to come before the Board, Secretary Paul 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 8:01 p.m.



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**Mark Paul - Secretary of the Board**

10-25-2017

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**Dated**