

**The Minutes of the 481st Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
November 29, 2017**

OPEN MEETING:

The 481st 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, November 29, 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, Director Cathy Wooldridge, Director Alicia Ott, Chief Jerry Appleton, Deputy Chief Sheila Buchheit, Deputy Chief Andrew West, Office Manager Jennifer Ello, and Mr. Mark Bishop, Legal Counsel for the District, were present. Ms. Megan Tongue, Legal Counsel for the District, will be arriving late.

Chairperson Ruzicka motioned to excuse Secretary Mark Paul. Director Ott seconded.

There being no discussion, a vote was taken, and the motion passed unanimously.

VISITORS AND GUESTS:

Acknowledgement – Chairperson Ruzicka welcomed everyone to the meeting.

Additional Item – Chairperson Ruzicka made a motion to change the order of business to accommodate several guests. Director Ott seconded.

There being no discussion, a vote was taken, and the motion passed unanimously.

OLD BUSINESS:

Mr. Rick Rognan from Rognan & Associates – Mr. Rognan was welcomed to the meeting. He provided a brief history of his firm and named several of his clients. He explained that he would act as a liaison to advise and make suggestions and work with management, the Board, and the shop. The Board members and Mr. Rognan discussed master planning, auditing firms, and reserve funds.

Vice-Chairman Kutilek made a motion to enter into an agreement with Mr. Rognan and to authorize the Chief to execute the necessary documents. Treasurer Gay seconded.

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

Mr. Rognan will begin working with the District December 1, 2017. Vice-Chairman Kutilek asked Mr. Rognan to stay until after the Financials are presented. Mr. Rognan acquiesced.

NEW BUSINESS:

Healthcare Coverage Renewal: Mr. David McKinney from Custom Insurance Services, Inc. – Mr. McKinney was welcomed to the meeting. He presented information regarding topics that were discussed at the Board’s health insurance work session and questions from Board members. The group discussed holding work sessions to review other options available to the District in the future.

Ms. Stephanie Bullock, Shop Steward, requested to speak and stated that the shop was very grateful for the excellent insurance that is provided and would like to keep the plan as it is.

Mr. McKinney reiterated that the group was positively impacted by the ACA.

Director Ott motioned to renew the health insurance with Anthem’s “Proposed Plan 1.” Vice-Chairman Kutilek seconded.

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

Chief Appleton and Mr. McKinney will begin planning dates for work sessions to occur in June of 2018.

General Liability Insurance Renewal: Mr. Don Becker from Custom Insurance Services, Inc. – Mr. Becker was welcomed to the meeting. He explained that the renewal is more than a general liability policy; it is a full insurance package. There are a limited number of insurance companies that will insure the District. He solicited bids from three: Continental, Provident/Fire Plus, and VFIS. Continental did not provide a quote. The District is currently insured with VFIS. Provident is new to Missouri. Mr. Becker, the Directors, and members of Administration reviewed the two quotes and compared the costs and benefits of each.

Vice-Chairman Kutilek made a motion to renew the insurance policy with VFIS. Treasurer Gay seconded.

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

Chief Appleton and Mr. Becker will finalize the renewal.

2018 Operating Budget – Chief Appleton submitted a proposed budget for 2018 having used a five-year trending practice. He would like to go over the proposal with the accountant. He explained that everyone at the District has assisted in reducing costs. The group discussed holding a work session after Chief Appleton meets with Mr. Rognan. It was determined that a work session will be held on Wednesday, December 13, 2017, at 6:00 p.m. at House #4 to review the proposed 2018 Operating Budget.

The meeting returned to the regular order of business.

MINUTES:

Approval of the 480th Meeting Minutes from October 25, 2017 – Director Wooldridge made a motion to approve the 480th Meeting minutes. Treasurer Gay seconded.

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

Approval of the Work Session Minutes from November 15, 2017 – Vice-Chairman Kutilek made a motion to approve the November 15th Work Session minutes. Director Wooldridge seconded.

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

FINANCIALS:

October 2017 Treasurer’s Report – Vice-Chairman Kutilek spoke of his projections for the year’s end and stated his dissatisfaction with the reserves not appearing on the profit and loss statement. A short discussion ensued.

Treasurer Gay made a motion to approve the October 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.”; Treasurer Gay, “Yes.”; Director Wooldridge, “Yes.”; and Director Ott, “Yes.” The motion passed unanimously.

Mr. Rognan was thanked for staying.

Cancellation Report Summary – The Directors reviewed the report which represented November assignments. 103 accounts, from 2016 and 2017, totaling \$51,489.94, were assigned to the collection agency. The Directors reviewed the detailed report. Discussion occurred regarding the lower number of accounts being assigned.

Vice-Chairman Kutilek 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.”; Treasurer Gay, “Yes.”; Director Wooldridge, “Yes.”; and Director Ott, “Yes.” The motion passed unanimously.

COMMUNICATIONS:

Chief’s Comments – Chief Appleton reported the following:

The District ran 754 Calls in October and 846 calls in November. He is expecting, for the first time in the District’s history, to run over 9,000 calls by year end.

The Apple Butter Festival went well with relatively low call volume. However, one of the ambulances was struck at the event. The cost of repairs is \$800.00. The driver of the other vehicle requested to pay the District for repairs instead of filing an insurance claim. Chief Appleton has approved the request.

The group discussed the District obtaining a “gator” type vehicle of their own in the future. The District borrows Joachim-Plattin Ambulance District’s each year for this event.

Review Completed Patient Surveys – The Directors reviewed the patient survey that was returned.

Union Business-Shop Steward Stephanie Bullock – Ms. Bullock informed everyone that the Community Outreach’s annual “Breakfast with Santa” is being held this coming Saturday at House #4 and Chief Appleton will be this year’s Santa.

GOOD AND WELFARE:

Acknowledgement of employee promotion and service – Chief Appleton announced the following employees’ full-time service anniversaries:

For September: Mr. Alex Wilson, two (2) years; Ms. Stephanie Franklin, nineteen (19) years; Mr. Chris Bullock, twenty-eight (28) years; and Mr. Jerry Kister, twenty (20) years.

For October: Mr. Jim Bierman, four (4) years; Ms. Lara Eppel, twenty-nine (29) years; and Mr. Milton Cook, thirty-four (34) years.

For November: Ms. Kathryn McClune, sixteen (16) years; Mr. Mark Liston, twenty-nine (29) years; and Mr. Jerry Appleton, twenty-five (25) years.

Chief Appleton would like to begin holding an annual event to honor all the employees. Discussion ensued. The Board voiced approval of this idea.

NEXT MEETING:

The Directors will meet for a work session on Wednesday, December 13, 2017 at 6:00 p.m. at House #4. The next regular monthly meeting of the Board of Directors will be held at 6:00 p.m. on Wednesday, December 27, 2017. The meeting will be conducted at House #4.

EXECUTIVE SESSION:

Chairperson Ruzicka motioned to enter into a closed session with closed vote and closed record for the purpose of approval of the Executive Session Minutes from 9/27/2017, litigation, and labor contract discussions pursuant to Section 610.021 of the Revised Statutes of Missouri. Vice-Chairman Kutilek seconded.

At this time, Mr. Paul Horn, a resident of the District, inquired about Public Comments. He then forwarded a Public Comment form to the Board. Chairperson Ruzicka allowed his comment.

He thanked administration for supplying him with some of the documents that he previously requested. He wanted to know why he didn't receive all the documents and questioned the Deputy Chiefs' driving a District vehicle to and from work. Discussion ensued. Mr. Bishop asked that Mr. Horn only make comments during his Public Comment time.

Mr. Horn was thanked for his comments.

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

The Board left open session at 7:15 p.m.

The Board returned to open session at 8:05 p.m.

ADJOURNMENT:

There being no further business to come before the Board, Chairperson Ruzicka motioned to adjourn. Vice-Chairman Kutilek seconded.

There being no discussion, a vote was taken, and the motion passed unanimously at 8:06 p.m.



Mark Paul - Secretary of the Board

12-27-2017

Dated