

**The Minutes of the 482nd Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
December 27, 2017**

OPEN MEETING:

The 482nd regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Ruzicka at 6:04 p.m. on Wednesday, December 27, 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, Secretary Mark Paul, Treasurer Christy Gay, Director Cathy Wooldridge, Director Alicia Ott, Chief Jerry Appleton, Deputy Chief Andrew West, Office Manager Jennifer Ello, and Mr. Mark Bishop and Ms. Megan Tongue, Legal Counsel for the District, were present.

Chairperson Ruzicka made a motion to excuse Deputy Chief Sheila Buchheit. Vice-Chairman Kutilek 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.

Public Comments – There were none.

MINUTES:

Approval of the 481st Meeting Minutes from November 29, 2017 – Treasurer Gay made a motion to approve the 481st Meeting minutes as presented. Director Wooldridge seconded.

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

Approval of the Work Session Minutes from December 13, 2017 – Director Wooldridge made a motion to approve the December 13th Work Session minutes as presented. 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, “Abstain.”; Director Wooldridge, “Yes.”; and Director Ott, “Yes.” The motion passed by majority.

FINANCIALS:

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

Cancellation Report Summary – The Directors reviewed the report which represented November assignments. 146 accounts, from 2015, 2016, and 2017, totaling \$81,487.68, were assigned to the collection agency. The Directors reviewed the detailed report.

Director Wooldridge motioned to approve the Cancellation Report Summary. 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.

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported the following:

The annual audit is scheduled for February 8th and 9th. It will be conducted by Spinner and Kummer.

The District has responded to over 8,920 calls so far and the total will be well over 9,000 by year's end.

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

Union Business-Shop Steward Stephanie Bullock – Ms. Bullock had nothing to present from the shop but wished everyone a Merry Christmas and a Happy New Year.

OLD BUSINESS:

2018 Operating Budget – Chief Appleton reminded the Directors that they have the updated proposed operating budget for 2018.

Secretary Paul made a motion to adopt the 2018 Operating Budget. 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:

Policy & Procedure Manual – Chief Appleton explained that updating the Policy and Procedure Manual has been a year-long process. The manual was outdated and there were hundreds of "30 day posting" changes to review. Mr. Bishop reviewed the

updated manual and said that there were some grammatical and formatting revisions to make. A short group discussion took place. An ordinance will be prepared for the January 2018 meeting which will repeal the previous manual and replace it with the updated version.

ePCR Software Proposals – Deputy Chief West explained that the District’s current electronic patient care reporting (ePCR) program has been in use since the beginning of the District’s use of ePCRs. Poor technical support and difficulty in editing and updating the program are just a few of the problems that exist with the software. Two other software programs were considered and reviewed at length and the District is recommending “AmbuPro EMS ePCR” by OCI Software. Mr. Bishop had reviewed the contract and had concerns regarding the warranty language but will forward proposed changes to the company. The group discussed the topic.

Vice-Chairman Kutilek made a motion to authorize Chief Appleton to sign a contract with OCI software contingent on Mr. Bishop’s final review of the contract. Director Wooldridge 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.

Public Safety Organization Agreement – Deputy Chief West explained that a Peer Review Board was formed as part of the District’s ongoing QA/QI program. Mr. Frank Foster recommended that the District become a “Public Safety Organization.” The group discussed the benefits and Mr. Bishop stated that he had reviewed the agreement, from the Center for Patient Safety, and found no issues with it.

Vice-Chairman Kutilek made a motion authorizing Chief Appleton to enter into and agreement with the Center for Public Safety. Director Wooldridge 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.

GOOD AND WELFARE:

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

For December: Ms. Mary Anne Cody, nine (9) years; and Mr. Steve Wray, twenty-seven (27) years.

Also, Mr. Steve Wray, Paramedic/Crew Chief, has announced his intention to retire. The group expressed congratulations to Mr. Wray. The District has already begun the process to find a replacement for him.

NEXT MEETING:

The next regular monthly meeting of the Board of Directors will be held at 6:00 p.m. on Wednesday, January 24, 2018. The meeting will be conducted at House #4.

Additional Item – Mr. Rick Rognan was welcomed to the meeting. He presented financial statements for the District for the month of November 2017. He then went through the reports and reviewed the format that will be used each month.

The Board thanked Mr. Rognan for his presentation.

EXECUTIVE SESSION:

Secretary Paul motioned to enter into a closed session with closed vote and closed record for the purpose of approving the Executive Session Minutes from 11/29/2017, to discuss litigation, and labor contract discussions pursuant to Section 610.021 of the Revised Statutes of Missouri. 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.

The Board left open session at 7:14 p.m.

The Board returned to open session at 7:50 p.m.

ADJOURNMENT:

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

There being no discussion, a vote was taken, and the motion passed unanimously at 7:51 p.m.



Mark Paul - Secretary of the Board

1-24-2018

Dated