

# **The Minutes of the Work Session of the Rock Township Ambulance District Board of Directors March 14, 2018**

## ***Open Work Session:***

The Rock Township Ambulance District Board of Directors held a work session on Wednesday, March 14, 2018, to review and discuss the 2017 Annual Report-Audit, Legal Collections Procedures, an Ambulance Purchase-Savvik Buying Group, Board of Directors Candidate Filing, and Board of Directors-Number of Members. Chairperson Ruzicka opened the work session at 6:00 p.m. at Rock Township Ambulance District House #4.

## ***Attendance:***

Chairperson Lynne Ruzicka, Vice-Chairman Frank Kutilek, Secretary Mark Paul, Director Cathy Wooldridge, Director Alicia Ott, Chief Jerry Appleton, Deputy Chief Andrew West, Office Manager Jennifer Ello, and Ms. Pam Maness, Paramedic/Crew Chief, were in attendance.

## ***Pledge of Allegiance:***

Vice-Chairman Kutilek led the group in reciting the Pledge of Allegiance.

## ***Discussion:***

### 2017 Annual Report-Audit Review

Chief Appleton reported that the audit went very well. The net position of the District increased from 2016 to 2017. The group discussed going out for bid for 2018 auditing services.

### Legal Collections Procedures

Chief Appleton and Ms. Ello explained the District's procedures for legal collections. A group discussion occurred. Mr. Bishop will be consulted regarding new collection affidavit forms.

### Ambulance Purchase-Savvik Buying Group

Chief Appleton explained that the District is able to utilize the services of the Savvik Buying Group due to its membership in the American Ambulance Association. Savvik has already completed the bid process on many types of equipment and services. Mr. Bishop has approved the utilization as well. Chief Appleton went on to show the proposed specifications and drawings for a Demers ambulance and explained the changes on the new unit over the existing fleet. The new ambulance will be much shorter, allowing it to fit into the bays that are too small for the existing fleet. A group discussion was held. The purchase of a new ambulance will be placed on the next meeting agenda.

### Board of Directors-Candidate Filing

The group discussed changing the location for Board candidate filings from the Jefferson County courthouse to the ambulance district. Chief Appleton will ask Mr. Bishop to research the topic.

Board of Directors-Number of Members

Chief Appleton referred to information from Mr. Bishop regarding previous research and Board discussions on changing the number of members on the Board. After discussion, the group agreed that the topic should be dropped.

There were no motions made or votes taken during the work session.

***Adjournment:***

Chairperson Ruzicka motioned to close the work session. Secretary Paul seconded. A vote was taken and the motion passed unanimously at 7:15 p.m.

  
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**Mark Paul - Secretary of the Board**

3-28-2018

**Dated**