

**The Minutes of the 483rd Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
January 24, 2018**

OPEN MEETING:

The 483rd regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Ruzicka at 6:03 p.m. on Wednesday, January 24, 2018.

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 and Ms. Megan Tongue, Legal Counsel for the District, were present.

Secretary Mark Paul was expected to arrive late.

VISITORS AND GUESTS:

Acknowledgement – Chairperson Ruzicka welcomed everyone to the meeting.

Public Comments – There were none.

Additional Item – Chairperson Ruzicka made a motion to amend the agenda to change the order of business to accommodate Mr. Aaron Bockman. 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.

NEW BUSINESS:

Retirement Services Broker: Mr. Aaron Bockman – Chief Appleton invited Mr. Bockman, a retirement services broker, to attend the meeting and address the Board regarding his services and the possibility of lowering retirement fees that the employees pay. Mr. Bockman was welcomed to the meeting

Mr. Bockman gave an overview of both his background of nineteen years as a financial planner, and of the services that he can provide.

Chief Appleton asked the Board to allow the District to enter into an agreement with Mr. Bockman to review retirement options for the District’s employees.

Director Ott asked Mr. Bockman which firm he is with (Mr. Bockman is with Mass Mutual). Director Wooldridge asked if the Board is responsible for the retirement plans. Mr. Rick Rognan, Rognan and Associates, replied that it is.

Secretary Paul arrived at the meeting at 6:15 p.m.

Discussion ensued regarding Board of Directors training for pensions and investments. Mr. Bishop explained that the Board has fiduciary duties but it is the opinion of his firm that the training is not required because the plan is not defined as a pension, as such.

Chief Appleton said that the group (employees and the Board) will have to decide whether or not to change the District's retirement plans.

Director Wooldridge made a motion to authorize Chief Appleton to enter into an agreement with Mr. Bockman to engage in retirement services brokering. 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 returned to the regular order of business.

MINUTES:

Approval of the 482nd Meeting Minutes from December 27, 2017 – Treasurer Gay made a motion to approve the 482nd 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, "Yes."; Treasurer Gay, "Yes."; Director Wooldridge, "Yes."; and Director Ott, "Yes." The motion passed unanimously.

FINANCIALS:

December 2017 Treasurer's Report – Treasurer Gay made a motion to approve the December 2017 Treasurer's Report, to pay all bills, and to approve all payroll expenditures. 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.

Vice-Chairman Kutilek remarked that the District ended up very positive for the year. Chief Appleton reminded everyone that Mr. Rognan will be providing the Treasurer's Reports from this point on.

Cancellation Report Summary – The Directors reviewed the report which represented December assignments. 155 accounts, from 2016 and 2017, totaling \$80,389.15, were assigned to the collection agency. The Directors reviewed the detailed report.

Secretary Paul motioned to approve the Cancellation Report Summary. 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.

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported the following:

As most had seen the news coverage regarding Officer O'Connor's being transported to the airport, Chief Appleton explained that Officer O'Connor's family had reached out to Rock Township to provide this service. The District was honored to be able to do so.

The District finished the year with having been dispatched to 9,054 calls. Ms. Lara Eppel, Paramedic, won the contest to guess the call volume, and was taken to lunch.

The District has completed testing and interviewing the Crew Chief applicants. Chief Appleton thanked the interview panel for their outstanding service. Mr. Patrick DeClue, Paramedic, and Mr. Terry Machisen, Paramedic, are both being promoted to Crew Chief. The group extended congratulations to them both.

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

Union Business-Shop Steward, Ron Lipp – Mr. Lipp addressed the group via webcam and introduced himself as the new Shop Steward for R.T.A.D. He thanked the chiefs and the Board for their work regarding and approving the contract. In closing, he congratulated Mr. Terry Machisen and Mr. Patrick DeClue on their promotions.

OLD BUSINESS:

Policy & Procedure Manual – Chief Appleton briefly explained the process of reviewing all of the old "30 postings" and the very ancient manual to arrive at the new Policy & Procedure Manual. Vice-Chairman Kutilek said that it is a very good document. Chief Appleton said that it is finally finished. The group discussed making corrections and clarifications to the document in the future. Mr. Bishop said that any changes to the document in the future must be approved by the Board. Further discussion ensued.

NEW BUSINESS:

Ordinance 2018-01 (Policy & Procedure Manual): "An Ordinance repealing and preplacing the Policy and Procedure Manual of the Rock Township Ambulance District" – Mr. Bishop prepared an ordinance, should the Board choose to adopt the new Policy and Procedure Manual.

Secretary Paul read, "An Ordinance repealing and preplacing the Policy and Procedure Manual of the Rock Township Ambulance District."

Director Wooldridge motioned to accept the first reading Ordinance 2018-01. 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.

Secretary Paul then read again, "An Ordinance repealing and preplacing the Policy and Procedure Manual of the Rock Township Ambulance District."

Vice-Chairman Kutilek motioned to accept the second reading of Ordinance 2018-01. 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.

Secretary Paul made a motion to adopt Ordinance 2018-01. 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.

Collective Bargaining Agreement – Chief Appleton told the Board that the Collective Bargaining Agreement reflects all of the changes that had been discussed.

Ordinance 2018-02 (Contract): "An Ordinance of the Rock Township Ambulance District, Missouri approving the contract between the Rock Township Ambulance District and International Association of Fire Fighters, Local #2665 effective January 1, 2018" – Mr. Bishop prepared an ordinance, should the Board choose to adopt the Collective Bargaining Agreement.

Vice-Chairman Kutilek read, "An Ordinance of the Rock Township Ambulance District, Missouri approving the contract between the Rock Township Ambulance District and International Association of Fire Fighters, Local #2665 effective January 1, 2018."

Director Wooldridge motioned to accept the first reading of Ordinance 2018-02. 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.

Vice-Chairman Kutilek then read again, "An Ordinance of the Rock Township Ambulance District, Missouri approving the contract between the Rock Township Ambulance District and International Association of Fire Fighters, Local #2665 effective January 1, 2018."

Director Wooldridge motioned to accept the second reading of Ordinance 2018-02. 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.

Secretary Paul made a motion to adopt Ordinance 2018-02. 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.

Ambulance Fees – Chief Appleton informed the Directors that the District has not increased ambulance fees since 2015. He presented them with a spreadsheet of "Area Ambulance Rates", a "Cost per Unit Hour" worksheet, and a summary sheet which explains the need to increase fees. In short, how the District determines its fees and avoids unnecessary burdens on the taxpayers. The group discussed the topic at length.

Vice-Chairman Kutilek motioned to increase ambulance fees nine percent (9%) across the board. 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.

Ms. Ello inquired as to the effective date of the increase.

Vice-Chairman Kutilek motioned to stipulate his previous motion to begin effective for Date of Service February 1, 2018. 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.

Addition Items – Vice-Chairman Kutilek inquired about revisiting the topic of changing the number of Directors on the Board, changing the practice of Director Candidates having to go to Hillsboro to register, and cyber security. Chairperson

Ruzicka suggested that these items may be placed on a work session or future meeting agenda.

GOOD AND WELFARE:

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

For February: Ms. Jessica Clark, two (2) years; and for January: Mr. Dale McCarthy, one (1) year.

Mr. Lipp thanked the Board for adopting the Collective Bargaining Agreement.

NEXT MEETING:

The next regular monthly meeting of the Board of Directors will be held at 6:00 p.m. on Wednesday, February 28, 2018. The meeting will be conducted at House #4.

EXECUTIVE SESSION:

Chairperson Ruzicka motioned to enter closed session with a closed vote and closed record for the purpose of approval of the Executive Session Minutes from 12/27/2017, and discussion of litigation and personnel pursuant to Section 610.021 of the Revised Statutes of Missouri. 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.

The Board left open session at 6:59 p.m.

The Board returned to open session at 7:25 p.m.

ADJOURNMENT:

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

There being no discussion, a vote was taken, and the motion passed unanimously at 7:27



Mark Paul - Secretary of the Board

March 7, 2018
Dated