

**The Minutes of the 485th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
March 28, 2018**

OPEN MEETING:

The 485th regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Ruzicka at 6:02 p.m. on Wednesday, March 28, 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, Secretary Mark Paul, 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. Meagan Tongue, Legal Counsel for the District, were present. Treasurer Christy Gay was not present.

PLEDGE OF ALLEGIANCE:

Chairperson Ruzicka led the group in the Pledge of Allegiance.

VISITORS AND GUESTS:

Acknowledgement – Chairperson Ruzicka thanked everyone for attending and welcomed them to the meeting.

Public Comments – There were none.

MINUTES:

Approval of the 484th Meeting Minutes from March 7, 2018 – Vice-Chairman Kutilek made a motion to approve the 484th Meeting minutes as presented. 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.”; Director Wooldridge, “Yes.”; and Director Ott, “Yes.” The motion passed unanimously.

Additional Item – Chairperson Ruzicka made a motion to excuse Treasurer Gay from the meeting. Vice-Chairman Kutilek seconded.

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

Approval of the Work Session Minutes from March 14, 2018 – Secretary Paul made a motion to approve the Work Session minutes as presented. 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.”; Director Wooldridge, “Yes.”; and Director Ott, “Yes.” The motion passed unanimously.

FINANCIALS:

February 2018 Treasurer’s Report – Mr. Rick Rognan presented the Financial Statements for February 2018.

Vice-Chairman Kutilek made a motion to approve the February 2018 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."; Director Wooldridge, "Yes."; and Director Ott, "Yes." The motion passed unanimously.

Cancellation Report Summary – The Directors reviewed the report which represented February assignments. 180 accounts, from 2016 and 2017, totaling \$101,265.29, were assigned to the collection agency. The Directors reviewed the detailed report.

Secretary Paul motioned to approve the Cancellation Report Summary. 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."; Director Wooldridge, "Yes."; and Director Ott, "Yes." The motion passed unanimously.

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported that it has been a good month with not a lot of issues.

Three District Paramedics have been nominated for the annual Life Saver Award by the East Central EMS Committee. They are Mr. Brian Mosier, Mr. Jeff Cedra, and Ms. Katherine Dell.

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

Union Business-Shop Steward, Ron Lipp – Mr. Lipp addressed the group stating that the shop is not concerned with the District's use of Mr. Bockman's retirement services, the union employees are endorsing Mr. Kutilek and Mr. Paul in the upcoming election, and he offered congratulations to Steve Wray on his retirement.

OLD BUSINESS:

None

NEW BUSINESS:

2017 Annual Report (Audit) – Chief Appleton reported that the 2017 audit was reviewed by the Board and Administration during the March 14th work session. Mr. Rognan recommended approval of the audit.

Director Ott made a motion to approve the 2017 Annual Audit Report. 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."; Director Wooldridge, "Yes."; and Director Ott, "Yes." The motion passed unanimously.

Ambulance Purchase-Savvik Buying Group – Chief Appleton reported that the bid amount, for the Demers ambulance, came in slightly higher than was discussed at the work session. It is still \$39,000.00 less than the Lifeline ambulance. The cost for the Demers will be \$182,985.00. Approximately \$5,000.00 more will be needed to complete the graphics. Discussion ensued. The ambulance purchase was approved in the 2018 Budget.

Vice-Chairman Kutilek motioned to approve the purchase of the Demers ambulance. Director Ott seconded.

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

The schedule for manufacturing the ambulance is stated as 120 days.

GOOD AND WELFARE:

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

For March: Ms. Kris Lawshe, five (5) years; and Ms. Jesse Sutter, one (1) year.

NEXT MEETING:

The next regular monthly meeting of the Board of Directors will be held at 6:00 p.m. on Wednesday, May 2, 2018 at House #4.

EXECUTIVE SESSION:

None.

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 6:18 p.m.



Mark Paul - Secretary of the Board



May 2 2018
Dated