

**The Minutes of the 486th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
May 2, 2018**

OPEN MEETING:

The 486th 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, May 2, 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, 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.

VISITORS AND GUESTS:

Acknowledgement – Chairperson Ruzicka recognized Director Elect Paul Horn, employees, and guests, and thanked everyone for attending.

Public Comments – There were none.

PLEDGE OF ALLEGIANCE:

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

MINUTES:

Approval of the 485th Meeting Minutes from March 28, 2018 – Vice-Chairman Kutilek made a motion to approve the 485th 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.”; Treasurer Gay, “Abstain.”; Director Wooldridge, “Yes.”; and Director Ott, “Yes.” The motion passed by majority.

FINANCIALS:

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

Treasurer Gay made a motion to approve the March 2018 Treasurer’s Report, to pay all bills, and to approve all payroll expenditures. 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.

Cancellation Report Summary – The Directors reviewed the report which represented March assignments. 104 accounts, from 2017, totaling \$58,043.90, were assigned to the collection agency. The Directors reviewed the detailed report.

Director Ott 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.”; 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 District received recognition, once again, for excellence in accident prevention from the Missouri Rural Service Workers’ Compensation Trust at their annual awards ceremony. Ms. Kathryn McClune, Paramedic/Public Relations Coordinator, accepted the award on behalf of the District.

The District will be hosting two, county wide, NIMS courses over the next several weeks.

The Jefferson County Sheriff’s office will be holding their annual Memorial Prayer Breakfast on Tuesday, May 15th. Please contact the Chief if you would like to attend.

The District’s Awards Banquet is this Saturday, May 5th, at the Arnold VFW beginning at 6:00 p.m. and everyone is welcome to attend.

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 looking forward to working with the configuration of the Board and thanked Mr. Kutilek for his service to the District.

OLD BUSINESS:

None

NEW BUSINESS:

Certification of Election Results – Chairperson Ruzicka stated the District received the “Certification of Election Results” for the April 3, 2018 election, from the Jefferson County Clerk. She announced the results as follows: Mark Paul, 4,632 votes, Paul D. Horn, 3,457 votes, and Frank Kutilek, Jr., 3,102 votes.

Secretary Paul made a motion to approve the Certification of Election Results. 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.

Additional Item - On behalf of the District, Chairperson Ruzicka presented Mr. Kutilek with a Certificate of Appreciation and a crystal paperweight for his service to the District. Mr. Kutilek expressed his gratitude during a brief farewell statement.

Swearing in of the Board Members – Chairperson Ruzicka requested Director Paul stand and Mr. Horn to join the Directors at the front of the room.

Chairperson Ruzicka swore in Mr. Paul and Mr. Horn as they took their Oaths of Office. The group congratulated both Directors.

Reorganization of the Board – Chairperson Ruzicka opened nominations for the position of Chairperson.

Director Horn nominated Director Wooldridge. Director Wooldridge declined the nomination.

Director Wooldridge nominated Director Paul.

Nominations were closed. A vote was taken. Director Wooldridge received one vote; and Director Paul received four votes. Director Paul becomes Chairperson.

Nominations for Vice-Chairperson were opened.

Director Paul nominated Director Ruzicka.

Director Horn nominated Director Wooldridge.

Nominations were closed. A vote was taken. Director Ruzicka received four votes; and Director Wooldridge received one vote. Director Ruzicka becomes Vice-Chairperson.

Nominations for Secretary were opened.

Director Paul nominated Director Wooldridge.

There were no other nominations.

Nominations were closed. Director Wooldridge becomes Secretary by acclamation.

Nominations for Treasurer were opened.

Director Ott inquired to Mr. Bishop if the Treasurer had to be a board member. Mr. Bishop said the position did not need to be filled by a Director. Discussion ensued.

Director Ott nominated Mr. Rick Rognan as Treasurer. Mr. Rick Rognan accepted.

There were no other nominations.

Nominations were closed. Mr. Rognan becomes Treasurer by acclamation.

The 2018-2019 Board organization became Chairperson Paul, Vice-Chairperson Ruzicka, Secretary Wooldridge, and Treasurer Rognan.

Board Members' Verification Forms (HIPAA) – Chief Appleton provided each of the Directors with a “Board of Director Verification” form to sign regarding acknowledgement and compliance with HIPAA laws.

Commerce Bank Signature Forms – The Directors each signed the District’s bank signature forms.

Board of Director Pay – Mr. Bishop stated that the Board has historically chosen not to be paid for their service.

Director Horn made a motion to pay the Directors \$150.00 per month for the meetings and work sessions. Discussion ensued. Mr. Bishop explained the monetary limits and payment restrictions per the statute.

Director Horn amended his motion to state \$100.00 per meeting. The motion died due to a lack of a second. Further discussion occurred.

Bids for Insurance Broker of Record – Chief Appleton reported that the Request for Qualifications (RFQ) was published. There were four inquires and only two Brokers returned RFQs. A group discussion regarding health insurance plan structures and the fees the brokers receive occurred. It was determined that both brokers will be invited to the May 23rd meeting to present their qualifications to the Board and answer any questions.

Director Horn inquired about the Beneflex plan. Mr. Bishop said he would forward information to him regarding legal advice and that discussion is limited to agenda items.

Director Horn asked if the District was dissatisfied with the current broker. Discussion occurred explaining that the District is going out of bid for numerous professional services on a rotating schedule. Discussion ensued.

GOOD AND WELFARE:

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

For April: Mr. Corey Golec, six (6) years; Ms. Nikki Bain, eight (8) years; Mr. Brian Mosier, sixteen (16) years; and Ms. Sheila Buchheit, twenty-seven (27) years.

NEXT MEETING:

The next regular monthly meeting of the Board of Directors will be held at 6:00 p.m. on Wednesday, May 23, 2018 at House #4.

EXECUTIVE SESSION:

None

Additional Item – Chairperson Paul requested that Mr. Bishop explain communication between directors. Mr. Bishop reviewed proper communication should be from the Chief to the Directors and that the Directors should communicate individually with the Chief. If Directors communicate with each other

regarding District business, notification of the meeting needs to be made to the public.

Director Horn made a motion to hold the next meeting at House #1. The motion failed due to lack of a second. Discussion ensued.

ADJOURNMENT:

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

There being no discussion, a vote was taken, and the motion passed unanimously at 6:56 p.m.

Cathy Wooldridge
Cathy Wooldridge - Secretary of the Board

5-23-18
Dated

