

**The Minutes of the 487th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
May 23, 2018**

OPEN MEETING:

The 487th regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Paul at 6:01 p.m. on Wednesday, May 23, 2018.

ROLL CALL:

Directors and Administrative Personnel – Chairperson Mark Paul conducted a roll call of those in attendance. In addition to himself, Vice-Chairperson Lynne Ruzicka, Secretary Cathy Wooldridge, Director Christy Gay, Director Alicia Ott, Director Paul Horn, Chief Jerry Appleton, Deputy Chief Sheila Buchheit, Deputy Chief Andrew West, Office Manager Jennifer Ello, Mr. Mark Bishop, Legal Counsel for the District, and Mr. Rick Rognan, Treasurer for the District, were present.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited.

VISITORS AND GUESTS:

Acknowledgement – Chairman Paul welcomed numerous guests and employees of the District, and thanked everyone for attending.

Public Comments – Chairman Paul announced that Mr. Alan Leaderbrand had completed a “Public Comment” form and was approved to speak for three (3) minutes.

Mr. Leaderbrand addressed the topics of a state audit and posting notices of meetings on the District website.

Chairman Paul thanked him for his comments.

MINUTES:

Approval of the 486th Meeting Minutes from May 2, 2018 –Director Ott motioned to approve the 486th Meeting minutes as presented. Vice-Chairperson Ruzicka seconded.

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

FINANCIALS:

April 2018 Treasurer’s Report – Mr. Rick Rognan, Treasurer for the District, presented the Financial Statements for April 2018.

Directors Ott and Horn questioned several line item expenses.

Vice-Chairperson Ruzicka made a motion to approve the April 2018 Treasurer's Report, to pay all bills, and to approve all payroll expenditures. Secretary Wooldridge seconded.

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

Cancellation Report Summary – The Directors reviewed the report which represented April assignments. 128 accounts, from 2016 and 2017, totaling \$66,379.91, were assigned to the collection agency. The Directors reviewed the detailed report.

Director Horn inquired about the report. Ms. Ello responded that there were 24 more accounts sent in April than in March.

Director Ott motioned to approve the Cancellation Report Summary. Secretary Wooldridge seconded.

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

Additional Item – Vice-Chairperson Ruzicka made a motion to amend the agenda to change the order of business to accommodate guests regarding insurance broker bids. Director Ott seconded.

Director Gay questioned if the union employees were okay with the order of business change. Mr. Ron Lipp, Shop Steward, stated they were.

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

OLD BUSINESS:

Bids for Insurance Broker of Record – Chief Appleton welcomed representatives from Custom Insurance Services, Inc. and Bridge Insurance Group, LLC.

Representatives from both agencies addressed the Board and presented information about their agency, experience, and services. Directors made inquiries and group discussions occurred.

Mr. Lipp stated that the union employees have been very satisfied with the services from Custom Insurance Services.

The Board of Directors thanked the insurance representatives for their presentations. The insurance representatives left the meeting.

Further discussion ensued.

Vice-Chairperson Ruzicka made a motion to continue to retain the services of Custom Insurance Services as the District's Insurance Broker of Record. Director Gay seconded.

There being no further discussion, a roll call vote was taken as follows: Chairman Paul, "Yes."; Vice-Chairperson Ruzicka, "Yes."; Secretary Wooldridge, "Yes." (Secretary Wooldridge explained that her vote was contingent on a one year limit to give the agency a chance to present different options); Director Gay, "Yes."; Director Ott, "No."; and Director Horn, "No." The motion passed by majority.

The group continued to discuss insurance options that will be investigated in the near future.

Chairman Paul returned the meeting to the regular order of business.

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported the following:

He wished everyone a "Happy EMS Week" and sent out a "Thank You" to all the employees.

Deputy Chief West reported that the regional lifesaving awards banquet was a well-attended and well done event.

Chief Appleton expressed his gratification with this afternoon's open house and live radio broadcast.

Chairman Paul commented that the Awards Banquet was well put together and thought the District should continue to hold it annually.

Chief Appleton reported that the Jefferson County Sheriff Department's annual Memorial Prayer Breakfast was well attended.

Review Completed Patient Surveys – There were none.

Additional Item – Director Horn questioned who makes updates to the District's website. Chief Appleton explained that no one person is assigned the task and that he, the Chief, normally takes care of it.

Union Business-Shop Steward, Ron Lipp – Mr. Lipp had already left the meeting and asked that Deputy Chief West express the shop's "thank you" to the District for the new BBQ grills.

NEW BUSINESS:

Resolution 2018-01: EMS Legal Services – Frank Foster – Chief Appleton explained that the annual fee for Mr. Foster's services has not increased.

Director Horn motioned to adopt Resolution 2018-01. Director Ott seconded.

There being no discussion, a roll call vote was taken as follows: Chairman Paul, "Yes."; Vice-Chairperson Ruzicka, "Yes."; Secretary Wooldridge, "Yes."; Director Gay, "Yes."; Director Ott, "Yes."; and Director Horn, "Yes." The motion passed unanimously.

State Audit – Chairman Paul stated, for the benefit of Director Horn, that this topic has been an ongoing discussion with the Board. Mr. Bishop reviewed the past history regarding a state audit. Chairman Paul said that Mr. Frank Kutilek had requested that the topic be discussed. Vice-Chairperson Ruzicka commented that even after a full year since the topic was discussed, no red flags have appeared. Mr. Rognan also stated that he has seen nothing to indicate the need for a state audit. The Board requested that the topic be removed from the agenda.

Stretcher Purchase/Bids – Chief Appleton informed the Board that the District's application for a grant was denied. He explained that one stretcher will need to be purchased at this time and that bids were obtained from two vendors. The "Stryker Auto Load" is being recommended for Board approval. The cost is \$39,970.40 and the company will provide interest free financing to the District for three years. Discussion ensued regarding ambulance replacements and stretcher replacements.

Vice-Chairperson Ruzicka motioned to purchase one Stryker stretcher for \$39,970.40 and accept their interest free financing for the term of three years. Director Gay seconded.

There being no further discussion, a roll call vote was taken as follows: Chairman Paul, "Yes."; Vice-Chairperson Ruzicka, "Yes."; Secretary Wooldridge, "Yes."; Director Gay, "Yes."; Director Ott, "Yes."; and Director Horn, "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 May: Ms. Jennifer (Dori) Lennemann, twelve (12) years; and Mr. Ian Ross, one (1) year.

NEXT MEETING:

The Directors reviewed their schedules. The next meeting of the Board will be a Board Work Session on Wednesday, June 20, 2018, at 6:00 p.m. and the next regular monthly meeting of the Board of Directors will be on Wednesday, June 27, 2018 at 6:00 p.m. Both meetings will be held at House #4.

Director Horn made a motion to hold the June 20th work session at House #1. The motion failed due to lack of a second.

EXECUTIVE SESSION:

Chairman Paul motioned to enter into an Executive Session with closed vote and closed record for the purpose of approval of the Executive Session Minutes from March 7, 2018, and discussion of personnel pursuant to Section 610.021 of the Revised Statutes of Missouri. Vice-Chairperson Ruzicka seconded.

There being no discussion, a roll call vote was taken as follows: Chairman Paul, "Yes."; Vice-Chairperson Ruzicka, "Yes."; Secretary Wooldridge, "Yes."; Director Gay, "Yes."; Director Ott, "Yes."; and Director Horn, "Yes." The motion passed unanimously.

The Board left open session at 7:55 p.m.

The Board returned to open session at 8:04 p.m.

ADJOURNMENT:

There being no further business to come before the Board, Vice-Chairperson Ruzicka motioned to adjourn. Director Horn seconded.

There being no discussion, a vote was taken, and the motion passed unanimously at 8:04 p.m.


Cathy Wooldridge - Secretary of the Board

6-27-18
Dated

