

**The Minutes of the 488th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
June 27, 2018**

OPEN MEETING:

The 488th regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Paul at 6:00 p.m. on Wednesday, June 27, 2018.

ROLL CALL:

Directors and Administrative Personnel – Chairman 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. (Ms. Megan Tongue arrived at 6:07.)

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 – There were none.

MINUTES:

Approval of the 487th Meeting Minutes from May 23, 2018 – Secretary Wooldridge motioned to approve the 487th Meeting minutes as presented. 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.

FINANCIALS:

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

Director Horn inquired about TIF. Mr. Bishop advised that it is a closed session topic.

A lengthy discussion occurred regarding sales tax and internet purchases.

Secretary Wooldridge inquired about the checks paid for union dues.

Secretary Wooldridge made a motion to approve the May 2018 Treasurer's Report, to pay all bills, and to approve all payroll expenditures. 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.

Cancellation Report Summary – The Directors reviewed the report which represented May assignments. There were 161 accounts, from 2016, 2017, and 2018, totaling \$92,561.76, that were assigned to the collection agency. The Directors reviewed the detailed report.

Secretary Wooldridge motioned to approve the Cancellation Report Summary. Director Gay 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.

Additional Item – Vice-Chairperson Ruzicka made a motion to amend the agenda to change the order of business to accommodate guests regarding Ambulance Billing Services Bids. Chairman Paul seconded.

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

NEW BUSINESS:

Ambulance Billing Services Bids – Chairman Paul welcomed Ms. Erika Sanders and Ms. Kate Pruitt from EMS Management and Consultants (EMS/MC) and Ms. Mary Tower and Ms. Nancy Moglia from Medical Billing Management (MBM). EMS/MC was asked to make their presentation first.

Ms. Pruitt and Ms. Sanders from EMS/MC reviewed a power point presentation which highlighted the business' attributes and then reviewed the District's business association with EMS/MC and their performance with the account during the last four years. Discussion ensued.

Ms. Tower and Ms. Moglia from MBM were asked to make their presentation. They did not have a presentation but expressed their ability and desire to work with the District. Discussion ensued.

A group discussion occurred regarding internal processes and the upcoming change to AmbuPro ePCR software. Mr. Rognan recommended that the District make arrangements to set up a lock box.

The representatives from EMS/MC and MBM were thanked for their proposals and attendance as they left the meeting.

Chairman Paul called for a short recess at 7:38 p.m.

The Board returned to the meeting at 7:44 p.m. and continued with a lengthy discussion of the Ambulance Billing Services Bids.

Secretary Wooldridge made a motion to go with MBM for a period of one year. Discussion ensued. Secretary Wooldridge amended her motion to include "after legal review." Director Gay seconded the motion. Discussion occurred.

After all 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 returned to the regular order of business.

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported the following:

Mr. Dean Meenach, a past employee, presented the District with a plaque containing an article about the District which Chief Appleton had present for the Board to see.

The Public Water Supply District #1 sent notification that they will be increasing water fees to its customers due to Missouri American Water increasing their fees by 30%.

The Jefferson County Health Department will be performing free health screenings to employees of the District. The health screenings are at the suggestion of VFIS.

The District received refunds from the Jefferson County Election Authority and Custom Insurance Services.

Eight (8) new part-time paramedics have been hired.

A meeting was held with a representative from AT&T Wireless regarding a new no cost Federal program that may save the District money.

Review Completed Patient Surveys – There were none.

Union Business-Shop Steward, Ron Lipp – Mr. Lipp said that he had nothing to report.

Chairman Paul said that Director Horn had a topic for communication. Director Horn inquired if the District could cut down all the trees at House #3. Discussion ensued regarding which trees are the District's and which aren't. Chief Appleton will reach out to the subdivision committee.

Further discussion occurred regarding getting quarterly reports from the Building Maintenance Officer and the Vehicle Maintenance Officer, having the July checks and invoices at the July meeting, and having only the Chief and a Board member sign checks.

OLD BUSINESS:

None

NEW BUSINESS:

Ambulance Financing Proposals – Chief Appleton informed the Board that the new ambulance should be ready in August.

He provided a spread sheet showing the terms, rates, down payments, fees, payment terms, and penalties from the following five (5) banks: Commerce Bank, Busey Bank, U.S. Commerce Financial, Peoples National Bank, and The Business Bank.

Vice-Chairperson Ruzicka motioned to use Commerce Bank to finance the new ambulance purchase. 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 June: Mr. Nick Farrel, twenty (20) years; Mr. Terry Machisen, eighteen (18) years; and Mr. Mark Hunter, four (4) years.

NEXT MEETING:

The Directors reviewed and discussed their schedules. The next meeting of the Board will be a work session to review a capital needs assessment with Mr. Rognan, on Wednesday, July 11, 2018, at 7:00 p.m. The next regular monthly meeting of the Board of Directors will be on Wednesday, July 25, 2018 at 6:00 p.m. Both meetings will be held at House #4.

Director Horn made a motion to hold an emergency Executive Session. Mr. Bishop explained that there was no real emergency and that he would object to it occurring because it would violate the Sunshine Law.

No one seconded the motion.

ADJOURNMENT:

There being no further business to come before the Board, Vice-Chairperson Ruzicka motioned to adjourn. Director Gay 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, "No." The motion passed by majority at 8:29 p.m.

Cathy Wooldridge
Cathy Wooldridge - Secretary of the Board

7/25/18
Dated

