

**The Minutes of the 489th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
July 25, 2018**

OPEN MEETING:

The 489th 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, July 25, 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 and Ms. Megan Tongue, 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 everyone to meeting.

Public Comments – There were none.

EXECUTIVE SESSION:

Director Ott motioned to enter into a closed session with closed vote and closed record for the purpose of approval of the Executive Session Minutes from 5/23/2018 and consultation with counsel to discuss personnel and litigation pursuant to Section 610.021 of the Revised Statutes of Missouri. Director Horn 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 6:02 p.m.

The Board returned to open session at 7:57 p.m.

MINUTES:

Approval of the Work Session Minutes from June 20, 2018 – Director Wooldridge motioned to approve the minutes as presented. Director Ott seconded.

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

Approval of the 488th Meeting Minutes from June 27, 2018 – Vice-Chairperson Ruzicka motioned to approve the minutes as presented. Director Gay seconded.

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

Approval of the Work Session Minutes from July 11, 2018 – Director Ott motioned to approve the minutes as presented. Director Gay seconded.

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

FINANCIALS:

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

Secretary Wooldridge initiated discussion regarding approval of invoicing and description of receipts. Chief Appleton will confer with Mr. Rognan.

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

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

Cancellation Report Summary – The Directors reviewed the report which represented June assignments. There were 140 accounts, from 2017 and 2018, totaling \$70,519.35, that were assigned to the collection agency. The Directors reviewed the detailed report.

Vice-Chairperson Ruzicka motioned to approve the Cancellation Report Summary. Director Gay seconded.

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

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported the following:

He has been communicating with Mr. David McKinney, Custom Insurance Services, regarding the healthcare options and target dates for each step in the process. Custom Insurance Services will be attending the August Board meeting to give updates.

The Directors have notecards which were forwarded from representatives from Kromm, Rikimaru & Johansen Architecture (KRJ).

The transmission in the washer at House #1 has failed. There was some minor flooding. A new washer has been purchased.

The employees requested to create a lip synch video. Chief Appleton approved and the video has been posted on Facebook. It's getting a lot of positive attention.

Review Completed Patient Surveys – The patient survey was reviewed.

Union Business-Shop Steward, Ron Lipp – Mr. Lipp provided the Board and Administration with a letter in support of placing a bond issue on the November ballot.

OLD BUSINESS:

None

NEW BUSINESS:

Capital Improvements Planning – Chief Appleton presented a chart, prepared by Mr. Rognan, which lists the proposed bond issue costs to homeowners. In order to meet the deadline for filing for the November ballot, the Board will need to make a decision at the August 22nd meeting.

Discussion ensued regarding the cost to place the issue on the ballot, obtaining bond counsel, and holding another work session so that the public may become informed.

Mr. Bishop advised the group to use the wording “bond issue” on the work session and Board meeting agendas.

Accounts Payables Check Signing Procedures – Chief Appleton explained that Chairman Paul requested this topic be placed on the agenda. The group discussed who should be signing checks and it what combination (Chief, Deputy Chiefs, and Board members), the frequency in which Board signatures are needed, and the procedure recommended by Mr. Rognan.

Chairman Paul made a motion specifying that one member of administration and one Board member will sign each check unless no Board member is available. (The motion failed due to lack of a second).

Further discussion ensued. Mr. Bishop will draft a policy for the Board's review at the August meeting.

Ambulance Graphics Proposal – Chief Appleton presented the Board with the proposed graphic design for the ambulances for the District's new branding. In addition, he supplied them with a bid sheet listing five (5) companies that were contacted to present a bid. Only two (2) of those submitted bids (Piros Signs of Barnhart: \$5,800.00; and Cool Touch of St. Charles: \$5,500.00). Chief Appleton noted that Piros Signs had completed the entire design process for the District at no cost. The Chief Officers are recommending using the local company for this project and asking the Board to approve their bid. Discussion occurred.

Vice-Chairperson Ruzicka motioned to approve the graphic design as presented and accept the bid from Piros Signs. Secretary Wooldridge seconded.

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

GOOD AND WELFARE:

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

For July: Mr. Ron Lipp, three (3) years; Mr. Jeff Cedra, three (3) years; Ms. Jackie Davis, thirteen (13) years; and Mr. Dennis Fouts, seventeen (17) years.

NEXT MEETING:

The next regular monthly meeting of the Board of Directors will be on Wednesday, August 22, 2018 at 6:00 p.m. The meeting will be held at House #4.

Director Horn motioned to begin the meeting at 7:00 p.m. (The motion failed due to lack of a second).

The group discussed their availability for an August Work Session. A Board Work Session will be held on Wednesday, August 8, 2018 at 6:00 p.m. at House #4.

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 vote was taken, and the motion passed unanimously at 8:34 p.m.


Cathy Wooldridge - Secretary of the Board




Dated