

**The Minutes of the 493rd Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
November 28, 2018**

OPEN MEETING:

The 493rd regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairman Paul at 6:01 p.m. on Wednesday, November 28, 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 thanked everyone for attending the meeting. He also expressed his gratitude to all those who worked so hard to get the bond passed, many of whom were present.

Public Comments – There were none.

MINUTES:

Approval of the 493rd Meeting Minutes from October 24, 2018 – Director Gay made a motion to approve the minutes as presented. Secretary Wooldridge 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.

Approval of the Work Session Minutes from November 14, 2018 – Director Gay made a motion to approve the minutes as presented. Secretary Wooldridge 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:

October 2018 Treasurer’s Report – Mr. Rick Rognan, Treasurer for the District, presented the Financial Statements for October 2018 and gave a brief overview of income and expenses. Discussion occurred.

Secretary Wooldridge made a motion to approve the October 2018 Treasurer's Report, to pay all bills, and to approve all payroll expenditures. Director Ott 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. (During the roll call vote, Director Horn expressed his displeasure regarding approving the bill payments without the bills being present. Bills are reviewed by the Directors when signing checks. It was determined that the invoices will be present at the next meeting for all the Directors to view.)

Cancellation Report Summary – The Directors reviewed the report which represented October assignments. There were 209 accounts, from 2016, 2017, and 2018, that were assigned to the collection agency totaling \$118,816.38. The Directors reviewed the detailed report. Director Ott inquired about performing non-emergency transfers and not getting paid. A group discussion occurred regarding the District's Sole Provider Ordinance. It was determined that a future agenda will include the ordinance for review.

Secretary Wooldridge motioned to approve the Cancellation Report Summary. 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.

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported the following:

Crews attended several Veterans Appreciation events recently.

Medic 5, which is the unit that was involved in the MVA, has been repaired and returned and looks great.

Chief Appleton attended a recent subdivision meeting (H#3) regarding increasing subdivision dues. Annual dues will increase from \$500.00 to \$600.00, and there will be a one-time assessment of \$800.00, for repairs to the subdivision streets.

Chief Appleton requested approval to allow administrative personnel of North Jefferson County Ambulance District to utilize office space at House #4 while their new facility is being completed. The Board agreed.

Jefferson County 911 Dispatch will be holding their December 20th Board meeting at our House #4 due to construction that is occurring at their facility.

Mr. Rognan and District Leadership held a meeting to work on the 2019 Budget.

Reporting for GEMT (Ground Emergency Medical Transportation Uncompensated Cost Reimbursement Program) has begun and the District should be able to recoup additional Medicare and Medicaid funds through the program.

Director Horn questioned the House #3 subdivision dues. Chief Appleton reiterated that the annual dues have been \$500.00 and will now go up to \$600.00. In addition, the District, and all residents of the subdivision, will be assessed a one-time fee of \$800.00. He explained that Chairman Paul directed him to abstain from the vote, which he did.

Review Completed Patient Surveys – There were none.

Union Business-Shop Steward, Ron Lipp – Mr. Lipp explained that the insurance renewal is weighing heavy on the employees. The HSA plan is not liked and the employees would very much like to keep the current plan with the current level of benefits.

OLD BUSINESS:

Bond Issue/Capital Improvements Planning – Chief Appleton reported that the RFP for Municipal Advisor will be published next week, the RFQ for Architectural Services is in the works, and preliminary quotes for ambulances and equipment are being obtained.

Healthcare Options Update – Custom Insurance – David McKinney – The group welcomed Mr. McKinney. He reviewed the results from the November 14th Work Session. A discussion occurred regarding ERISA and non-ERISA plans. Director Ott inquired to Mr. Rognan, in his experience, if other districts have level funded plans. He replied that some do but he cannot say if they are in compliance. Further discussion ensued.

Director Gay made a motion to stay with Anthem for health insurance coverage and to accept the renewal for the same plan the District currently has. Secretary Wooldridge seconded.

Discussion continued. Chief Appleton said that the HSA plan is not conducive for our group and that the District will continue to investigate other insurance options in the future.

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.

Vice-Chairperson Ruzicka made a motion to accept the renewals from our current carriers for life insurance and dental insurance. Secretary Wooldridge 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 Directors authorized Chief Appleton to conduct all business needed regarding the renewals.

Tattoo Policy – The Board of Directors reviewed the revised “Uniforms & Dress Code” policy which reflects previous Board discussions. Chief Appleton reported that the employees would appreciate the changes.

Secretary Wooldridge motioned to adopt the updated policy. Director Ott seconded.

Director Horn feels the policy gives the Chief too much authority in the matter. Chief Appleton said that there is a grievance policy. Mr. Bishop explained that the policy does not allow for an appeal. Discussion ensued.

Secretary Wooldridge amended her motion to include the removal of the last sentence of paragraph three, which read, “The approval or disapproval by the Chief is the final authority on this decision and cannot be appealed.” Director Ott seconded the revision to the motion.

With 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, “No.” The motion passed by majority.

Mercy-South Pre-Hospital Guidelines – Chief Appleton explained that after review and agreement with Mr. Bishop, the District is under the medical control of Dr. Gibson of Mercy-South and as such, the Board does not need to approve changes to the pre-hospital guidelines.

NEW BUSINESS:

Certification of Election Results – Chairman Paul read from the “Certification of Election Results” received from Mr. Randy Holman, County Clerk, regarding the November 6, 2018, election, “Proposition Ambulance: Yes, 22,896; No, 12,509.”

Director Ott made a motion to accept the Certification of Election Results. Secretary Wooldridge 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, “Abstain.” The motion passed by majority.

Policy: Scene Safety and Staging – Chief Appleton reported that a meeting was conducted last month to discuss unnecessary staging throughout the county. He went on to explain the need for staging and scene safety. A new policy was drafted which gives discretion to the dispatchers and employees.

Director Ott made a motion to adopt the policy as written. Secretary Wooldridge 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.

Board of Directors Bylaws Update – Chief Appleton reported that he and Mr. Bishop have been working on updating the bylaws since last year. Several errors were located and discussed. The Directors will continue to review the document, Mr. Bishop will make corrections, and the topic will be revisited at the December monthly meeting.

Staff Car – Repair/Purchase – Chief Appleton explained that the District has two older staff vehicles. One is not being driven and needs mechanical repairs and the other was recently hit by a deer and requires body and mechanical repairs. He is requesting Board approval to sell both vehicles in "as is" condition. The Board agreed.

The budget includes the purchase of a new staff vehicle. Bids were obtained for two models of a Ford Explorer: one for an XLT trim level and one base level trim package. He is recommending the base level trim vehicle. The emergency lighting bids were also provided. Discussion occurred.

Vice-Chairperson Ruzicka made a motion to accept the bid from Plaza Ford for a 2018 Ford Explorer 4WD for \$28,919.00 and to allow up to \$3,400.00 for the emergency lighting. Director Gay seconded.

Director Horn expressed concern over the money being used to buy a vehicle when it was said that money shouldn't be spent on purchasing a gavel. He would like to wait a month. Discussion occurred.

With 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, "No." The motion passed by majority. (During the roll call vote, Director Horn inquired who would be driving the new vehicle to which he was told the staff would be.)

GOOD AND WELFARE:

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

Full-Time in November: Ms. Kathryn McClune: seventeen (17) years; Mr. Jerry Appleton: twenty-six (26) years; and Mr. Mark Liston, thirty (30) years.

There were no Part-Time anniversaries in November.

Chief Appleton announced that Mr. Jeff Cedra, Full-Time Paramedic, was chosen as the KSHE-95/Budweiser "Hero of the Day" recently.

CLOSING COMMENTS FROM RESIDENTS:

No residents had anything to add.

Director Gay thanked the Shop Steward and the employees for completing the insurance EasyApps for the renewal process and offered congratulations on the passage of the bond issue.

Director Horn wants his Board packets delivered. Chief Appleton explained that the meeting documents are emailed to each Director through their Rock Township email accounts. Director Horn insisted that his packet be delivered. A discussion ensued.

NEXT MEETING:

The next regular monthly meeting of the Board of Directors is scheduled for Wednesday, December 26, 2018. A Board Work Session is also needed prior to the monthly meeting. The Directors and Administration reviewed their schedules.

The group determined that a Work Session will be held at 6:00 p.m. on Wednesday, December 12, 2018, at House #4, to review the 2019 Budget, Municipal Advisor RFPs, and Architectural Services RFQs.

The next regular monthly meeting of the Board of Directors was set for Wednesday, December 26, 2018, at 6:00 p.m. at House #4.

EXECUTIVE SESSION:

Secretary Wooldridge made a motion to enter into a closed session with closed vote and closed record for the purpose of approval of the Executive Session Minutes from 10/24/2018 and consultation with counsel to discuss personnel and labor contract discussions pursuant to Section 610.021 of the Revised Statutes of Missouri. 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.

The Board left open session at 7:47 p.m.

The Board returned to open session at 8:11 p.m.

ADJOURNMENT:

There being no further business to come before the Board, a motion was made and seconded to adjourn.

A vote was taken, and the motion passed unanimously at 8:11 p.m.


Cathy Wooldridge - Secretary of the Board



Board approved, signed, and sealed on: 12/26/18