

**The Minutes of the 499<sup>th</sup> Meeting  
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS  
May 22, 2019**

**OPEN MEETING:**

The 499<sup>th</sup> regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairman Paul at 6:02 p.m. on Wednesday, May 22, 2019.

**ROLL CALL:**

Directors and Administrative Personnel – Secretary Cathy Wooldridge conducted a roll call of those in attendance. In addition to herself, Chairman Mark Paul, Vice-Chairperson Lynne Ruzicka, 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 thanked everyone for attending.

Public Comments – There were none.

**EXECUTIVE SESSION:**

Director Gay 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 4/24/2019, and consultation with counsel to discuss litigation and the possibility of real estate acquisition pursuant to Section 610.021 of the Revised Statutes of Missouri. 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 Board left open session at 6:04 p.m.

The Board returned to open session at 7:05 p.m.

Additional Item – Vice-Chairperson Ruzicka made a motion to amend the agenda to change the order of business to discuss Item #7 under New Business. Director Gay seconded. There being no discussion, a vote was taken, and the motion passed unanimously.

**NEW BUSINESS:**

Purchase of Monitors – Chief Appleton reminded the Directors of the intention to replace the monitors as part of the District’s capital improvements plan. Deputy Chief West then introduced Ms. Christina Elias, Sales Representative from Stryker, and then explained the following: the current monitors had a life expectancy of 8 years and, only by following a thorough maintenance plan, we’ve been able to keep them in use for 10 years; the Savvik Buying Group has already conducted a bid and awarded it to Stryker, who sells Physio Control LifePaks 15 monitors; and, a multi-District purchase has been coordinated which allows each District a significant savings. \$400,000.00 was budgeted for monitor replacements. The current quote, for nine (9) new monitors, soft add-ons, and maintenance plans is \$266,878.03.

Director Ott motioned to purchase nine (9) LifePak 15 monitors, per the quote, for \$266,878.03, and to authorize Chief Appleton to execute all needed documents for the purchase. Director Gay seconded.

There being no discussion, a vote was taken, and passed by majority, 5 to 1, with Director Horn voting “No.”

**MINUTES:**

Approval of the 497<sup>th</sup> Meeting Minutes from March 27, 2019 – Chief Appleton reported that the Minutes were amended to add Director Horn to the roll call portion of the March meeting minutes. Director Horn stated that he reviewed his tape recording of the March meeting and the minutes are accurate regarding the motion made about Board communications.

Director Horn motioned to approve the minutes as presented. Secretary Wooldridge seconded.

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

Approval of the 498<sup>th</sup> Meeting Minutes from April 24, 2019 – Director Gay made a motion to approve the minutes as presented. Secretary Wooldridge seconded.

There being no discussion, a vote was taken, and the motion passed by majority, 5 to 0, with Director Ott abstaining.

**FINANCIALS:**

April 2019 Treasurer's Report – Mr. Rognan, Treasurer for the District, reviewed the year to date revenues and expenditures, noting the first payment from the GEMT program, and the District's reserves balance.

Director Gay motioned to approve the Treasurer's Report, to pay all bills, and to approve all payroll expenditures. Secretary Wooldridge seconded.

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

Cancellation Report Summary – The Directors reviewed the report which represented April assignments. There were 213 accounts, from 2017, 2018, and 2019, that were assigned to the collection agency totaling \$119,291.81. The Directors reviewed the detailed report.

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

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

**COMMUNICATIONS:**

Chief's Comments – Chief Appleton reported the following:

It's been a busy month with increased call volume and the capital improvements projects.

During this EMS Week, he extended a "Thank you" to all the employees.

He and Lieutenant DeClue attended the station design conference. They received a lot of information and learned a lot about the new trends in design and building.

Orientation for the eight (8) new part-time employees is occurring.

The two (2) new Demers ambulances are expected to be delivered on Friday, the 31<sup>st</sup>. Radios and vinyl wrap will follow.

Another ambulance is out of service and requires a new transmission.

The District is in the process of compiling an inventory of surplus property (radios, light bars, etc.) to place on the District's website.

The transition to the new billing company, MBM, is occurring. They will begin billing with Date of Service July 1. Representatives from MBM have said that they can improve upon the 64% collection rate.

FGM Architects will begin meetings with the design team.

Review Completed Patient Surveys – There were none.

Union Business-Shop Steward, Ron Lipp – He had no business to discuss.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

Board of Director Pay – This topic is generally discussed annually, following the April election.

Director Horn made a motion to pay each Director \$100.00 per meeting. Discussion ensued.

There being no second to the motion, the motion failed.

Part-Time PRN Job Description Policy & Pay – Chief Appleton explained the creation of a second “part-time” position. The “part time” employee will receive an increase in hourly wage with built in step increases. They will be required to work a minimum of twenty-four (24) hours per week. The “PRN” employee will have a different hourly wage and will also receive step increases in pay and will be required to work a minimum of twenty-four (24) hours per month. Discussion ensued.

Vice-Chairperson Ruzicka motioned to adopt the “Part Time/PRN Paramedic” policy. Director Ott seconded. There being no further discussion, a vote was taken, and the motion passed unanimously.

Chief Appleton then introduced a pay scale for both the “Part Time” and “PRN” positions. Discussion occurred.

Vice-Chairperson Ruzicka made a motion to adopt the pay scale as presented. Secretary Wooldridge seconded. There being no further discussion, a vote was taken, and the motion passed unanimously.

Resolution – Arnold Area Property – Chief Appleton explained that the two (2) Resolutions regarding land purchases are required by the title company.

Vice-Chairperson Ruzicka motioned to adopt the Resolution authorizing the Chief of the Rock Township Ambulance District to execute and sign any documents necessary to effectuate the purchase of real estate located in Arnold, Missouri. Secretary Wooldridge seconded.

There being no discussion, a vote was taken, and the motion passed by majority, 5 to 1, with Director Horn voting “No.”

Resolution – Fenton Area Property – Vice-Chairperson Ruzicka motioned to adopt the Resolution authorizing the Chief of the Rock Township Ambulance District to execute and sign any documents necessary to effectuate the purchase of real estate located in Fenton, Missouri. Secretary Wooldridge seconded.

There being no discussion, a vote was taken, and the motion passed by majority, 5 to 1, with Director Horn voting “No.”

Utility Task Vehicle (UTV) Bids – Chief Appleton explained that throughout the years, the District has borrowed the UTVs of other Districts when needed. With the acquisition of its own UTV, the District could use it for many other occasions, like search and rescue, not just public relations events. The purchase was part of the capital improvements plan. He thanked Deputy Chief West and Deputy Chief Buchheit for their efforts in researching the purchase. Deputy Chief West explained that bids were obtained for three different models. The recommended model is a 2019 Polaris Ranger 1000. The bid from Abernathy’s in Tennessee, which includes an extended warranty, winch, and brush guard, is about \$4,000.00 less than Surdyke Motorsports of Festus. Discussion ensued.

Director Ott made a motion authorizing the Chief to purchase a 2019 Polaris Ranger 1000 not to exceed \$17,000.00, and to execute all documents pertaining to the purchase. Director Gay seconded.

There being no further discussion, a vote was taken, and the motion passed by majority, 5 to 1, with Director Horn voting “No.”

Chief Appleton made the Board aware that Deputy Chief West is loaning the District the use of his trailer for the time being and that the District will need to acquire a trailer in the future.

Medical Control Options – Chief Appleton told the Directors that Mercy gave the doctors at St. Anthony’s Medical Center an option to join Mercy or move on. Dr. Gibson, our current Medical Control, has chosen to leave the facility. An interim is in place.

Deputy Chief West explained that the District's goal was to have its own Medical Control. He then presented an overview of the four (4) options the District has to choose from: stay with Mercy-South, move to SSM-St. Clare, obtain an independent Medical Control doctor (Dr. Keddy), or move to Washington University/Division of Emergency Medicine. His presentation included the positives and negatives of each choice. He recommends Washington University first, Dr. Keddy second, and Mercy or SSM as his third choice. A lengthy discussion followed.

The Board authorized the District to pursue getting the necessary documents from Washington University, forward to legal counsel for review, and to place it on the next agenda.

**GOOD AND WELFARE:**

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

Full-Time service anniversaries in April: Mr. Ian Ross, two (2) years; and Ms. Dori Lennemann, thirteen (13) years.

Part-Time service anniversaries in April: Mr. Jason Lampe, fourteen (14) years; and Ms. Mary Bryant, twelve (12) years.

**CLOSING COMMENTS:**

Director Gay appreciates all the hard work of the employees.

Director Ott will be unable to attend the June meeting in person but will attend electronically.

Vice-Chairperson Ruzicka reiterated Director Gay's comment.

Director Horn questioned what he had missed during his short absence from the meeting. He also inquired about the trees located next to House #3. Chief Appleton explained that the owner of the trees will take care of them.

**NEXT MEETING:**

The next regular monthly meeting will be Wednesday, June 26, 2019, at 6:00 p.m., at House #4. Directors Ott and Horn will not be in attendance.

**ADJOURNMENT:**

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

A vote was taken, and the motion passed unanimously at 8:26 p.m.

  
Cathy Wooldridge - Secretary of the Board



Board approved, signed, and sealed on: 6/26/19