

**The Minutes of the 526th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
August 25, 2021**

OPEN MEETING:

The 526th regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Lynne Ruzicka at 6:01 p.m. on Wednesday, August 25, 2021. The meeting was conducted at House #4.

ROLL CALL:

Directors and Administrative Personnel – Secretary Jeremy Day conducted a roll call of those in attendance. In addition to himself, Chairperson Lynne Ruzicka, Vice-Chairman Mark Paul, Director Christy Gay, Director Lindsay Sleet, Director Tara Mueller, Chief Jerry Appleton, Deputy Chief Hemmelman, Office Manager Jennifer Ello, Mr. Mark Bishop, Legal Counsel for the District, and Mr. Rick Rognan, Treasurer for the District, were all present.

PLEDGE OF ALLEGIANCE:

The group recited the Pledge of Allegiance.

VISITORS AND GUESTS:

Acknowledgement – Chairperson Ruzicka welcomed everyone.

Public Comments – There were none.

MINUTES:

Approval of the 525th Meeting Minutes from July 28, 2021 – Vice-Chairman Paul motioned to approve the last meeting minutes as presented. Director Gay seconded.

There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

FINANCIALS:

July 2021 Treasurer's Report – Mr. Rognan reviewed the July financial report. Revenues and Expenses were reviewed. He reported that the District is 5.56% over budget.

Vice-Chairman Paul motioned to approve the Treasurer's Report, to pay all bills, and to approve all payroll expenditures. Director Sleet seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Cancelation Report Summary – The Directors reviewed the detailed report which represented August assignments to the collection agency by EMS/MC. There were 176 accounts, from 2020 and 2021, totaling \$95,572.35.

Secretary Day motioned to approve the Cancelation Report Summary. Director Mueller seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported the following:

Everyone has been working on current projects and really missing Deputy Chief Buchheit. Chief Appleton expressed his appreciation of everyone stepping up to help during her absence.

A dumpster is scheduled to be placed at 1800 Lonedell Road for final cleanup.

Chief Appleton is meeting with Mr. David McKinney next week to begin the process for next year's health insurance review.

A meeting was held with several fire chiefs and the Jefferson County Sheriff to discuss a joint project for House #5.

New House #1 still needs a few odds and ends for completion.

New House #2 is still not ready. Chief Appleton is forecasting an October 1st completion at this time.

Landscaping of House #1 will begin the first week of September, if the weather cooperates.

The Crews have been keeping busy with call volume and handling it well.

Review Completed Patient Surveys – The Directors reviewed the Patient Survey that was completed.

Union Business-Shop Steward, Ashley Denman – Ms. Denman stated that the shop is looking forward to working with the Board during negotiations and she thanked the Board for all that they are doing.

OLD BUSINESS:

None

NEW BUSINESS:

Preliminary Tax Rate Discussion – Prepare for Public Hearing – Mr. Vest verified that the Board will hold the Public Hearing on September 22, 2021. They confirmed. He then went through the process for determining the Debt Service tax amount and the General tax amount. Discussion occurred.

Chairperson Ruzicka made a motion to publish and to post the Debt Service Levy at \$.10. Secretary Day seconded. There being no further discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Responses to RFQs/Attorney Services – Chairperson Ruzicka requested Mr. Bishop to leave the meeting during discussion of this item. Mr. Bishop excused himself from the meeting.

Two (2) responses to the RFQ for Attorney Services were received; Lashly & Bair, P.C. and Wegmann Law Firm. The Board reviewed and discussed the qualifications and fees of each. Several Directors voiced their opinions.

Director Gay motioned to retain the services of Wegmann Law Firm and authorized Chief Appleton to enter into an agreement with the Firm and to execute all necessary documents. Director Mueller seconded.

There being no further discussion, a roll call vote was taken as follows: Chairperson Ruzicka, "Yes."; Vice-Chairman Paul, "Yes."; Secretary Day, "Yes."; Director Gay, "Yes."; Director Sleet, "Yes."; and Director Mueller, "Yes." The motion passed unanimously, 6 to 0.

Mr. Bishop was invited to return to the meeting and was congratulated. He thanked the Board for their support.

Responses to RFQs/Realtor Services – Chief Appleton reported that two (2) responses to the RFQ for Realtor Services were received; Ms. Jennifer Jones and Mr. Paul Mayer, The Jones Group, of Realty Executives Five Star Homes and Ms. Michelle Terry of Exit Elite Realty.

The group discussed the qualifications and fees of the realtors. Mr. Bishop provided legal advice regarding retaining, and not retaining, the services of a realtor for the sale of District properties. Further discussion ensued.

Vice-Chairman Paul made a motion to retain the services of The Jones Group and authorizing Chief Appleton to enter into an agreement with the Group, and authorizing him to execute all documents pending review by legal counsel. Director Sleet seconded.

There being no further discussion, a vote was taken, and the motion passed by majority, 5 to 1, with Secretary Day voting "No."

Policy 4.24b: Quality Management – Chief Appleton explained that the District currently has a QA/QI Policy and this proposal is an amendment to the existing policy. Deputy Chief Hemmelman reviewed the new ESO ePCR program and this update better reflects the District's processes.

Chairperson Ruzicka motioned to approve the amendment to Policy 4.24 Quality Management. Vice-Chairman Paul seconded.

There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Capital 2021-PFD (Personal Floatation Devices) – Chief Appleton stated that the District is continuing to improve equipment for the Crews. The District does not have any PFDs at this time. There are many waterways in our District and PFDs are needed. A group discussion occurred regarding specialty training and the expectation of the District's Crews in waterway rescues.

Three (3) bids were obtained for PFDs: Sentinel Fire Equipment, NRS.com, and The Fire Store. The District is advocating for Sentinel Fire Equipment (low bid).

Vice-Chairman Paul motioned to approve the purchase of twenty-five (25) PFDs from Sentinel for the price of \$5,450.06 and to authorize Chief Appleton to execute all documents necessary. Director Mueller seconded.

There being no further discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Capital 2021-Emergency Child Restraint – Chief Appleton reported that the District's current child restraint is a "one size fits all" model and quite old. The District obtained three (3) bids for Emergency Child Restraints: Henry Schein via Savvik, Feld Fire, and The Fire Store/EMS Store. Deputy Chief Hemmelman also stated that the District is responsible for safe transport per Missouri State Guidelines. Personnel are recommending the proposal received through Savvik, Henry Schein (low bid). Discussion ensued.

Vice-Chairman Paul motioned to approve the purchase of ten (10) sets of Emergency Child Restraints from Henry Schein for the price of \$7,435.90, and authorizing Chief Appleton to execute all documents necessary. Director Sleet seconded.

There being no further discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Covid Expense – Hamilton T-1 Mounting Bases – Chief Appleton reported that the District purchased ventilators with Covid Cares Act funds but still needs the mounting brackets to secure the ventilators. Only two (2) bids were obtained due to the item being so specialized: Pinnacle Emergency Vehicles and American Response Vehicles. The recommendation is for Pinnacle (low bid). A demonstration of the equipment and the type of bracket needed was given for the Directors.

Director Gay motioned to approve the purchase of nine (9) mounts from Pinnacle for the price of \$12,555.00, and authorizing Chief Appleton to execute all documents necessary. Secretary Day seconded.

There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

GOOD AND WELFARE:

Acknowledgement of employee promotion and service – Chief Appleton announced the promotion of Ms. Kate Reed, Paramedic, to Lieutenant. Ms. Reed was present and was congratulated.

He then announced the following service anniversaries for July:

Full-Time: Mr. Michael Moorman, Paramedic, four (4) years; Mr. Jon Muller, Paramedic/Lieutenant, six (6) years; Ms. Pamela Maness, Paramedic/Crew Chief, seventeen (17) years; Mr. Patrick DeClue, Paramedic/Crew Chief, seventeen (17) years; and Ms. Kymberly Bartlett, Paramedic, seventeen (17) years.

There were no Part-Time anniversaries in July.

CLOSING COMMENTS:

Director Mueller thanked the Paramedics for all their work during the pandemic and encouraged everyone to get vaccinated.

Vice-Chairman Paul thanked the Paramedics for working in the heat.

Chairperson Ruzicka expressed thanks to everyone for working so hard.

Director Gay inquired to the crew members that were present what they thought of the new House #1. Those present stated they liked it very much. Director Gay then inquired if there had been any issues with the additional boats docking at the Kimmswick Port. There were none that the District is aware of.

Director Sleet thanked everyone.

NEXT MEETING:

The Board set the next regular monthly meeting for Wednesday, September 22, 2021, immediately following a 6:00 p.m. Public Hearing, at House #4.

EXECUTIVE SESSION:

Chairperson Ruzicka 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 5/26/2021, and to discuss personnel and litigation pursuant to Section 610.021 of the Revised Statutes of Missouri. Vice-Chairman Paul seconded the motion.

There being no discussion, a roll call vote was taken as follows: Chairperson Ruzicka, "Yes."; Vice-Chairman Paul, "Yes."; Secretary Day, "Yes."; Director Gay, "Yes."; Director Sleet, "Yes."; and Director Mueller, "Yes." The motion passed unanimously, 6 to 0.

The Board left open session at 7:14 p.m.

The Board returned to open session at 7:56 p.m.

ADJOURNMENT:

There being no further business to come before the Board, Chairperson Ruzicka motioned to adjourn. Vice-Chairman Paul seconded. A vote was taken, and the motion passed unanimously, 6 to 0, at 7:56 p.m.



Jeremy Day - Secretary of the Board



Board approved, signed, and sealed on: 9/22/21