

**The Minutes of the 510th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
April 22, 2020**

OPEN MEETING:

The 510th 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, April 22, 2020. The meeting was conducted through video conferencing.

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, and Director Paul Horn, all participated audio-visually. 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, participated without video.

MINUTES:

Approval of the 509th Meeting Minutes from March 25, 2020 – Secretary Wooldridge motioned to approve the last meeting minutes as presented. Director Gay seconded.

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

FINANCIALS:

March 2020 Treasurer’s Report – Mr. Rognan reported that the District is about 3.76% over budget at this time. He explained the trends for revenues and expenses and reminded everyone how helpful the bond is (thanking the Residents) and the HHS Stimulus money that was just received. Mr. Rognan then reviewed the revenues and expenditures contained in the Treasurer’s Report.

Director Ott motioned to approve the Treasurer’s Report, to pay all bills, and to approve all payroll expenditures. Director Gay seconded.

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

Cancelation Report Summary – None

COMMUNICATIONS:

Chief’s Comments – Chief Appleton reported the following:

HHS Stimulus money has been received, in addition, FEMA and SEMA may be reimbursing at 75%. Receipts are being kept for auditing, for expenses for the UV lights, PPE, wages, etc.

Serve Pro of Arnold cleaned all of the buildings and ambulance last week for free.

RTAD Administration has been staffing the Jefferson County EOC every week. The center is closing down now and will be continuing to monitor the pandemic electronically.

One of the four UV lights was delivered today.

The Crews are doing well. PPE supply is good, for the most part, with the exception of gowns.

Review Completed Patient Surveys – There were none.

Union Business-Shop Steward, Kate Reed – Ms. Reed had nothing to present.

OLD BUSINESS:

New House #2 Asbestos Abatement – Chief Appleton reported that four (4) bids were received: Stan Morris Construction LLC, \$10,250.00; AG Environmental, Inc., \$9,723.14; Brock Industrial Service, \$7,740.00; and Thornburgh Companies, \$5,250.00. He is recommending awarding the bid to Thornburgh Companies.

Vice-Chairperson Ruzicka made a motion to award the bid to Thornburgh Companies, for \$5,250.00, with the additional allowance of \$475.00 for air clearances by a third party. Director Ott seconded.

Director Horn inquired as to the location of the asbestos. Chief Appleton replied that there is vermiculite in the attic and window glazing. Discussion ensued. The project costs are covered by the bond.

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

NEW BUSINESS:

Ambulance Billing Services - Bids – Chairman Paul stated that the situation with the current billing company is not working. The system must work for the residents and the staff. Chief Appleton explained that the District has been working to get the issues resolved to no avail.

Three bids were received: Omni Billing, 4%; EMS/MC, 4.75%; and MBM, 4.94%. A spread sheet complete with details was provided to the Directors. He is requesting the Board's approval to return to EMS/MC and accept their bid for billing services. Discussion ensued.

Chairman Paul made a motion to accept EMS/MC's bid for billing services beginning with date of service July 1, 2020, to authorize the Chief to enter into the agreement and execute any agreement needed, pending approval of legal counsel's review of said agreement. Director Ott seconded.

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

Operative IQ – Narcotics Tracking and Accountability – Chief Appleton explained the current processes involved with documentation and tracking of narcotic usage. There have been no issues but there are better ways of doing this now. The proposed product meets all State and DEA standards and guidelines. The \$4,720.00 investment was planned for as part of the technology updates through the bond. A lengthy discussion occurred.

Secretary Wooldridge motioned to approve the \$4,720.00 purchase of Operative IQ through EMS Technology Solutions, Inc. Director Ott seconded.

There being no further 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 following service anniversaries:

Full-Time: Mr. Corey Golec, Paramedic/Training Officer, eight (8) years; Ms. Nikki Bain, Paramedic/STARS Coordinator, ten (10) years; Mr. Brian Mosier, Paramedic, eighteen (18) years; and Ms. Sheila Buchheit, Paramedic/Deputy Chief-Operations, twenty-nine (29) years.

Part-Time: Mr. Mitch Swaringim, Paramedic, two (2) years; and Ms. Reannon Lowery, Paramedic, seven (7) years.

Chief Appleton also announced that Mr. Jake Laurell, Paramedic, is resigning his full-time position to work at RCFPD. Mr. Brody Eller, Paramedic, has been re-classified to full-time. Congratulations were extended to Mr. Eller.

CLOSING COMMENTS:

Director Ott stated that she is really proud of everyone right now, just really proud.

Secretary Wooldridge congratulated Ms. Buchheit on twenty-nine years of service to the District. She also encouraged everyone to just hang in there.

Director Horn expressed his admiration to those people working for the District, going through all the current difficulties, and doing great with it.

Chairman Paul "seconded" everything everyone else said.

Vice-Chairperson Ruzicka expressed thanks to all, and to stay well, and safe.

NEXT MEETING:

The next regular monthly meeting, scheduled for Wednesday, May 27th, was discussed. It was determined, due to the availability of the Directors, the meeting date to be changed. The next monthly meeting will be held on Wednesday, May 20, 2020, at 6:00 p.m. It will be conducted using the GoToMeeting site again.

EXECUTIVE SESSION: None

ADJOURNMENT:

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

A vote was taken, and the motion passed unanimously, 6 to 0, at 6:50 p.m.


Cathy Wooldridge - Secretary of the Board

Board approved, signed, and sealed on: 5/21/2020

