

**The Minutes of the 546<sup>th</sup> Meeting  
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS  
April 26, 2023**

**OPEN MEETING:**

The 546<sup>th</sup> 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, April 26, 2023. The meeting was conducted at Station 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 Lindsay Sleet, Director Tara Mueller, Director Andrew West, Chief Jerry Appleton, Deputy Chief Sheila Buchheit, Deputy Chief Josh Hemmelman, Chief Training Officer Corey Golec, Office Manager Jennifer Ello, and Mr. Mark Bishop, Legal Counsel for the District, were present. Mr. Rick Rognan, Treasurer for the District, was not expected.

**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 545<sup>th</sup> Meeting Minutes from March 22, 2023 –Vice-Chairman Paul motioned to approve the meeting minutes as presented. Director Sleet seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0, with Director West abstaining.

**FINANCIALS:**

March 2023 Treasurer's Report –Chief Appleton reported that the March Treasurer's report was not available. Mr. Rognan will have it ready for the May meeting. Ms. Ello reported that EMS/MC collected a record \$417,065.35 in ambulance fees in March.

Vice-Chairman Paul motioned to pay all bills and to approve all payroll expenditures. Director West 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 April assignments to the collection agency by EMS/MC. There were 105 accounts, from 2020, 2021, and 2022, totaling \$53,538.74.

Vice-Chairman Paul motioned to approve the Cancelation Report Summary. Director Sleet 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:

The Medicare Cost Data Collection project was tedious and has been completed.

We are in the process of finalizing the plan for the joint project at Lion's Den Road. Soil testing to begin soon. We are projecting to present to the Board at the July meeting to get approval to go out for bid.

Landscaping at Station 1 and Station 2 should be finalized this Spring. Additional plants are needed at Station 1 per the City of Arnold so that they may release our escrow funds. Jefferson County wants there to be more grass at Station 2.

The application process has begun for the new six (6) full-time paramedic positions. Forty-six (46) applicants responded and twenty-six (26) of them are seeking a full-time position. Chief Appleton wished everyone good luck.

BackStoppers of Jefferson County is holding a fundraising event on May 5<sup>th</sup> at Quonset Lanes in Crystal City.

The Jefferson College Paramedic Program is holding a trivia night on May 12<sup>th</sup> at Hillsboro Civic Center.

The District did receive the Missouri Department of Public Safety Grant. More information later in the meeting.

Review Completed Patient Surveys – The patient surveys were available for the Directors to review.

Union Business-Shop Steward, Ashley Denman – Ms. Denman thanked Director Sleet for her service and said that they are looking forward to working with the two new Board members.

#### **OLD BUSINESS:**

Fire Alarm Inspection Services Proposals – Chief Appleton reported that two (2) bids were received. The bids were from Tech Electronics and Cintas. Tech Electronics offers more services and is our current vendor. He is recommending to stay with Tech Electronics. Discussion occurred.

Director West motioned to accept the bid from Tech Electronics and to authorize Chief Appleton to execute the agreement. Vice-Chairman Paul seconded. There being no further discussion, a vote was taken, and the motion passed unanimously, 5 to 0, with Chairperson Ruzicka abstaining.

#### **NEW BUSINESS:**

Certification of Election Results – Chairperson Ruzicka read from the Certification of Election Results, “Jeremy Day, 2,657.” And, “Mandy Dockery, 3,450.”

Vice-Chairman Paul motioned to accept the Certification of Election Results. Secretary Day seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Swearing in of New Board Members – Chairperson Ruzicka led Ms. Mandy Dockery in taking her Oath of Office. Director Dockery was congratulated by the group.

Chairperson Ruzicka then led Mr. Jeremy Day in taking his Oath of Office. Director Day was congratulated by the group.

Reorganization of the Board – A brief discussion was held regarding the reorganization of the Board.

Vice-Chairman Paul made a motion for Director Ruzicka to remain Chairperson, Director Day to become the Vice-Chairperson, Director Mueller to become Secretary, and to Mr. Vest to remain Treasurer. Director Mueller seconded. There being no discussion, a roll call vote was taken as follows: Chairperson Ruzicka, “Yes.”; Vice-Chairman Paul, “Yes.”; Secretary Day, “Yes.”; Director Mueller, “Yes.”; Director West, “Yes.”; and Director Dockery, “Yes.” The motion passed unanimously, 6 to 0.

Board Members’ Verification Forms (HIPAA) – Chairperson Ruzicka explained the annual Verification Forms. Each Director executed their Verification Form.

Board Members’ Pay – Chairperson Ruzicka explained that this topic is normally discussed each year following the April election. Discussion ensued.

Director Paul made a motion to pay each Director fifty-dollars (\$50.00) per meeting. Secretary Mueller seconded. Discussion occurred. A vote was taken, and the motion failed, 3 to 3.

Mr. Bishop explained what the statute allows, and suggested that the Board clarify its position on the matter.

Vice-Chairperson Day motioned to not pay Directors for their service through April 2024. Director West seconded. There being no further discussion, a vote was taken and the motion passed by majority, 5 to 1.

Bank Signature Cards – Ms. Ello explained that the District has four (4) checking accounts and that each Director needed to sign each of the four (4) signature cards. The documents were signed by the Directors and Administrative employees.

Resolution #2023-03: Missouri Department of Public Safety Grant – Chief Appleton explained that we applied for the grant to get the nitrous system. It has been discussed for more than a year. Dr. Siegler is in support of this, as well. The grant will cover half of the purchase price, \$20,000.00.

Vice-Chairperson Day motioned to adopt Resolution #2023-04 with regard to the Missouri Department of Public Safety Grant. Secretary Mueller seconded. There being no discussion, a vote was taken, and passed unanimously, 6 to 0.

Nitronox System – Savvik Contract – Chief Appleton reported that Savvik has bid this product and garnered the best price that can be attained. The administration of nitrous is an alternative to opioids, and can be self-administered, by our patients, for pain management.

Director West made a motion to accept the Savvik obtained bid from Henry Schein for \$40,000.00 for a Nitronox system. Director Paul seconded the motion. 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 and congratulated Ms. Lara Eppel, Paramedic; Mr. Adam Passer, Paramedic; and Mr. Rich Parks, Paramedic, for having attained their Field Training Officer (FTO) certification.

He then announced the following service anniversaries for April:

Full-Time: Ms. Alison Holke, Paramedic; Mr. Rich Parks, Paramedic; and Mr. Josh Hemmelman, Paramedic/Deputy Chief- Medical Officer, two (2) years; Mr. Tim Conroy, Paramedic, seven (7) years; Mr. Jon Muller, Paramedic/Lieutenant, ten (10) years; Ms. Nikki Bain, Paramedic, seventeen (17) years; and Ms. Sheila Buchheit, Paramedic/Deputy Chief-Operations, thirty-two (32) years.

There were no Part-Time anniversaries in April.

**CLOSING COMMENTS:**

Secretary Mueller thanked Ms. Sleet for her service.

Director Paul thanked Ms. Sleet and welcomed Director Dockery, stating that new ideas and new thoughts are always welcomed.

Vice-Chairperson Day welcomed Director Dockery and wished Ms. Sleet well.

Chairperson Ruzicka said thank you to everyone.

Director Dockery said thank you for the welcome.

**NEXT MEETING:**

The Board set the next meeting date for Wednesday, May 24, 2023, at 6:00 p.m., at Station 4.

**ADJOURNMENT:**

There being no further business to come before the Board, Chairperson Ruzicka motioned to adjourn. Director Paul seconded. A vote was taken, and the motion passed unanimously, 6 to 0, at 6:40 p.m.



**Tara Mueller - Secretary of the Board**

Board approved, signed, and sealed on this date: 5-24-23

