

**The Minutes of the 498th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
April 24, 2019**

OPEN MEETING:

The 498th regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairman Paul at 6:10 p.m. on Wednesday, April 24, 2019.

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, Director Christy Gay, Director Paul Horn, Chief Jerry Appleton, Deputy Chief Sheila Buchheit, Deputy Chief Andrew West, Office Manager Jennifer Ello, and Mr. Mark Bishop, Legal Counsel for the District, were present.

Secretary Cathy Wooldridge is expected to arrive late. Director Alicia Ott and Mr. Rick Rognan, Treasurer for the District, will not be in attendance.

Director Gay motioned to excuse Director Ott from the meeting. Vice-Chairperson Ruzicka seconded.

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

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited.

VISITORS AND GUESTS:

Acknowledgement – Chairman Paul acknowledged there were employees present, and thanked everyone for attending the meeting.

Public Comments – There were none.

MINUTES:

Approval of the 497th Meeting Minutes from March 27, 2019 – Director Gay made a motion to approve the minutes as presented. Director Horn seconded.

Director Horn noted a correction to the minutes in that he was not noted to be present during roll call. Ms. Ello will make that correction. In addition, Director Horn stated that the motion made by Secretary Wooldridge regarding Board Communications was incorrect. Discussion occurred.

Secretary Wooldridge arrived at 6:19 p.m.

Director Horn stated that he had recorded the meeting in which the motion was made. A lengthy discussion ensued. Mr. Bishop suggested that Director Horn locate that portion of the recording and present it to Chief Appleton.

Director Gay withdrew her motion to approve the minutes. Director Horn withdrew his second of the motion.

Director Gay then motioned to table the approval of the minutes until the next monthly meeting. Secretary Wooldridge seconded.

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

Approval of the Special Meeting Minutes from April 10, 2019 – Vice-Chairperson Ruzicka made a motion to approve the minutes as presented. Director Gay seconded.

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

FINANCIALS:

March 2019 Treasurer's Report – Chief Appleton reported that the District is trending for March just like last year. If the Directors have any questions for Mr. Rognan, the Chief will forward them on. There were none.

Vice-Chairperson Ruzicka made a motion 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.

Cancellation Report Summary – The Directors reviewed the report which represented March assignments. There were 153 accounts, from 2017 and 2018, that were assigned to the collection agency totaling \$69,747.39. The Directors reviewed the detailed report.

Director Gay 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:

He had a good vacation.

The subdivision, where House #3 is located, petitioned the county to take over street maintenance. The county approved and the District will not be required to pay the special assessment that was previously reported.

The County Council will be hearing a proposal regarding a new apartment complex to be built at Imperial Main and the Outer Road. The District has remained neutral on the subject.

The bond funding has been completed. Capital Improvements plans have been moving forward.

Four of the six stretchers have been received. Two of them have been placed and the other two will be placed in the two new ambulances once delivery of them is complete.

Mr. Curt Anderson and the Sales Director of Medical Billing Management (MBM) will be at the District in a couple of weeks.

Chief Appleton and Mr. Patrick DeClue, Crew Chief/Building Maintenance Officer, will be attending a building design conference in Chicago Illinois the week of May 14th.

The 2013 International Terrastar ambulance, Medic 9, has had major repair problems. Mr. Terry Machisen, Crew Chief/Vehicle Maintenance Officer, explained the issues and the professional advice received from mechanics. This ambulance was already scheduled to be replaced. It has been taken out of service permanently and no further repairs will be made. The vehicle will be sold.

The bay floor at House #1 has been dropping for some time and has now caused extensive electrical problems. A conduit carrying electrical lines is located under the bay floor and has failed. The emergency repairs were reported to Chairman Paul. The best bid received was from Schaeffer Electric. The repair work has been completed.

Review Completed Patient Surveys – There were none.

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

OLD BUSINESS:

None

NEW BUSINESS:

Certification of Election Results – The District received the Jefferson County Clerk's Certification of Election results from the General Municipal Election which was held on April 2, 2019. Chairman Paul read, "Lynne Ruzicka, 6,367; Christy Gay, 5,451; and Avery A. Fortenberry, 2,804."

Secretary Wooldridge made a motion to accept the Certification of Election Results. Chairman Paul seconded.

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

Directors Ruzicka and Gay were congratulated.

Swearing In of the Board Members – Chairman Paul led Director Ruzicka and Director Gay in taking their Oaths of Office.

Reorganization of the Board – Director Gay made a motion to maintain the current organization of the Board of Directors. 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.”; and Director Horn, “Yes.” The motion passed unanimously.

Board Members’ Verification Forms (HIPAA) – Chairman Paul requested that each Director read and sign the District’s “Policy on Confidentiality and Dissemination of Patient Information and Board of Director Verification.” Each Director complied.

Part-Time Wages and Scheduling – Chief Appleton gave an overview of the District’s part-time staffs’ wages and scheduling. He explained the need to staff more efficiently and surely. He is suggesting creating a new position within the part-time staff, so that there will be both part-time employees and P.R.N. employees. A lengthy discussion occurred. The Board directed Chief Appleton to draft a policy for legal counsel to review, and then present it at the next monthly Board meeting.

GOOD AND WELFARE:

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

Full-Time service anniversaries in April: Mr. Corey Golec: Seven (7) years; Mr. Brian Mosier, seventeen (17) years; Ms. Nikki Bain: nine (9) years; and Ms. Sheila Buchheit, twenty-eight (28) years.

There were no Part-Time service anniversaries in April.

Chief Appleton then introduced the employees who were present to the Directors.

CLOSING COMMENTS:

Director Gay extended her thanks to the employees for the election results.

Ms. Ashley Denman, F.T. Paramedic, announced that the Paramedic Outreach program will be donating an AED to a local business and invited everyone to give suggestions.

Vice-Chairperson Ruzicka thanked the employees for the election results.

Chairman Paul also thanked the employees for the election results.

Secretary Wooldridge apologized for her late arrival.

Director Horn inquired about the topic of pay for the Directors. This topic will be placed on the next meeting agenda.

Director Horn thanked all the employees who were recognized for their service anniversaries. He then asked about the cedar trees at House #3. Chief Appleton explained that the trees were not on District property. A brief discussion occurred about the trees.

NEXT MEETING:

The next regular monthly meeting will be Wednesday, May 22, 2019, at 6:00 p.m., at House #4.

The old iPads will be available for the Directors soon. A brief discussion occurred.

EXECUTIVE SESSION:

Vice-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 3/27/2019 and 4/10/2019, and consultation with counsel to discuss litigation 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."; and Director Horn, "Yes." The motion passed unanimously.

The Board left open session at 7:02 p.m.

The Board returned to open session at 7:30 p.m.

ADJOURNMENT:

There being no further business to come before the Board, Vice-Chairperson Ruzicka motioned to adjourn. Director Gay seconded.

A vote was taken, and the motion passed unanimously at 7:31 p.m.


Cathy Wooldridge - Secretary of the Board

Board approved, signed, and sealed on: 5/22/19

