

**The Minutes of the 558th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
April 24, 2024**

OPEN MEETING:

The 558th regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Lynne Ruzicka at 6:00 p.m. on Wednesday, April 24, 2024. The meeting was conducted at Station 4.

ROLL CALL:

Directors and Administrative Personnel – Secretary Tara Mueller conducted a roll call of those in attendance. In addition to herself, Chairperson Lynne Ruzicka, Vice-Chairperson Jeremy Day, Director Mark Paul, Director Andrew West, Director Mandy Dockery, Chief Jerry Appleton, Deputy Chief Sheila Buchheit, Chief Training Officer Corey Golec, Office Manager Jennifer Ello, and Ms. Jessica Mikale, Legal Counsel for the District, were present.

Deputy Chief Joshua Hemmelman and Mr. Rick Rognan, Treasurer for the District, were excused from the meeting.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited.

VISITORS AND GUESTS:

Acknowledgement – Chairperson Ruzicka welcomed everyone.

Public Comments – There were none.

MINUTES:

Approval of the 557th Meeting Minutes from March 27, 2024 – Vice-Chairperson Day motioned to approve the meeting minutes as presented. Director West seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Approval of the Executive Session Minutes from March 27, 2024 – Director West motioned to approve the meeting minutes as presented. Vice-Chairperson Day seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

FINANCIALS:

March 2024 Treasurer's Report – The Directors reviewed the end of month financial statements. Chief Appleton reported that the District is under budget at this time.

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

April Cancellation Report – The Directors reviewed the detailed report which represented April assignments to the collection agency by EMS/MC. There were 117 accounts, from 2020, 2021, 2022, and 2023, totaling \$66,552.22.

Secretary Mueller motioned to approve the Cancellation Report. Director West 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:
There have been a lot of meetings in the past month.

The narc boxes (safes) are being installed on the ambulances and in the stations. DC Buchheit and DC Hemmelman will be training the staff immediately.

The new ambulances are being prepared to be placed in service (auto-loads, radios, lights) along with the new duty vehicles.

The Crews have been busy with vacation season starting.

Chief took a few days of vacation and DC Buchheit and DC Hemmelman did a wonderful job while he was gone.

There are a lot of events coming up.

CTO Golec has been doing a lot of training.

The Sheriff's Prayer Breakfast is May 10th.

Our annual workers' compensation insurance audit is next month. Ms. Ello will be taking care of it. This will be the first virtual audit by MEM auditors.

A blood drive will be held here at Station #4 on May 3rd. It was going to be held at Antonia Fire but they had a conflict so the District is hosting it instead.

EMS/MC representatives will be in the St. Louis area on May 21st to hold a regional meeting with their clients.

Congratulations to the new Board Members.

A resident had expressed some concern with the Station #5 sewer and changes have already been made to alleviate their concerns.

Review Completed Patient Surveys – The Directors reviewed the patient surveys.

Union Business-Shop Steward, Ashley Denman – Ms. Denman had nothing to present at this time.

OLD BUSINESS:

Policy 7.17a – Mandatory Reporting – Chief Appleton reported that Mr. Bishop reviewed the policy and made several changes to match state laws. This is a new policy. Discussion was held.

Director West motioned to adopt Policy 7.17a Mandatory Reporter. Chairperson Ruzicka seconded. There being no further discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

NEW BUSINESS:

Certification of Election Results – Chairperson Ruzicka congratulated Ms. Mueller, with 3,465 votes, and Mr. Paul, with 3,388 votes.

Chairperson Ruzicka made a motion to accept the Jefferson County Election Authority's Certification of Election Results from the April 2, 2024 General Municipal Election. Director West seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

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

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

The Oaths of Office were duly executed.

Reorganization of the Board – Director Paul made a motion to appoint Director Day as Chairperson, Director Mueller as Vice-Chairperson, Director Dockery as Secretary, and Mr. Rognan as Treasurer. Chairperson Ruzicka seconded the motion. There being no discussion, a roll call vote was taken as follows: Chairperson Ruzicka, "Yes.";

Vice-Chairperson Day, "Yes."; Secretary Mueller, "Yes."; Director Paul, "Yes."; Director West, "Yes."; and Director Dockery, "Yes." The motion passed unanimously, 6 to 0.

Director Paul stated that he was very proud of what has been accomplished under Chairperson Ruzicka's tenure.

Board Members' Verification Forms (HIPAA) – Chief Appleton explained that these forms are required each year. Each Director executed their Verification Form.

Board Members' Pay – This topic is usually visited each year following the election. The Board is not currently being paid for their service. Discussion ensued.

Director Paul made a motion to pay each Director \$50.00 per meeting. Vice-Chairperson Mueller seconded. There being no further discussion, a roll call vote was taken as follows: Chairperson Day, "No."; Vice-Chairperson Mueller, "Yes."; Secretary Dockery, "No."; Director Ruzicka, "Yes."; Director Paul, "Yes."; and Director West, "No." The motion failed, 3 to 3.

Policy 7.18a – Mental Health Diversion – Chief Appleton gave an overview of this new policy. A lengthy discussion ensued.

Director West motioned to adopt Policy 7.18a Mental Health Diversion. Chairperson Day seconded. There being no further discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

2024 Ambulance Purchase Bid – Chief Appleton reported that he was notified by Pinnacle Emergency Vehicles representative that a 4% increase in prices will occur in May. Chief would like the Board to consider allowing the final ambulance to be ordered at this time to avoid the price increase. This bid is for the same ambulance as the two we just received with the same specifications, allowances, and warranties for \$310,322.00. Discussion occurred.

Director West made a motion to accept the bid from Pinnacle Emergency Vehicles as presented and to authorize Chief Appleton to execute the agreement. Vice-Chairperson Mueller seconded. There being no further discussion, a vote was taken and passed unanimously, 6 to 0.

Stryker - Auto Load – Chief Appleton explained that the auto load is the device that loads and unloads the stretcher into the ambulance. We have all the stretchers but will need one more auto load to complete the fleet. Stryker has bid it at \$37,723.67. The group discussed the auto load device.

Director Ruzicka made a motion to accept the bid from Stryker as presented and to authorize Chief Appleton to execute the agreement. There being no further discussion, a vote was taken and passed unanimously, 6 to 0.

GOOD AND WELFARE:

Acknowledgement of employee promotion and service – Chief Appleton announced the following service anniversaries for the month of April:

Mr. Rich Parks, Paramedic; Ms. Alison Holke, Paramedic; and Mr. Josh Hemmelman, Deputy Chief Medical Officer, three (3) years; Mr. Tim Conroy, Paramedic, eight (8) years; Mr. Jon Muller, Lieutenant, eleven (11) years; Ms. Nikki Bain, Paramedic, eighteen (18) years; and Ms. Sheila Buchheit, Deputy Chief Operations, thirty-three (33) years.

CLOSING COMMENTS:

Vice-Chairperson Mueller enjoyed the groundbreaking at the joint venture with the Sheriff's Department and was pleased to see all the leadership there.

Chairperson Day agreed with her and expressed what a great thing this is for the community.

Director Paul agreed with him and said that RTAD continues to be a visionary in our projects and practices. He would also like to see a vehicle report, possibly quarterly and to have discussions in the future regarding leadership continuity.

NEXT MEETING:

The next regular monthly meeting date was set for Wednesday, May 22, 2024, at 6:00 p.m., at Station 4.

ADJOURNMENT:

There being no further business to come before the Board, Director Paul made a motion to adjourn. Director West seconded. A vote was taken, and the motion passed unanimously, 6 to 0, at 6:48 p.m.



Mandy Dockery - Secretary of the Board

Board approved, signed, and sealed on this date: 05/22/24

