

**The Minutes of the 562nd Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
August 28, 2024**

OPEN MEETING:

The 562nd regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Jeremy Day at 6:01 p.m. on Wednesday, August 28, 2024. The meeting was conducted at Station 4.

ROLL CALL:

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

Secretary Mandy Dockery was not expected to attend.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited.

Additional Item – Chairperson Day motioned to excuse Director Dockery from the meeting. Director West seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

VISITORS AND GUESTS:

Acknowledgement – There were no visitors or guests acknowledged.

Public Comments – There were none.

MINUTES:

Approval of the 561st Meeting Minutes from July 24, 2024 – Vice-Chairperson Mueller motioned to approve the meeting minutes as presented. Director West seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

FINANCIALS:

July 2024 Treasurer's Report – Mr. Rognan introduced the preliminary public hearing documents in preparation for setting the 2024 tax rate. He reviewed the calculations used to determine the proposed tax rates. A draft resolution was also presented.

Director Ruzicka made a motion authorizing Chief Appleton to post and publish the notice of public hearing. Director West seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

Mr. Rognan then reviewed the revenues and expenditures for the month July. The District is 1.74% under budget, approximately \$165,000.00, as of the end of July.

Director Paul motioned to approve the Treasurer's Report, 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, 5 to 0.

August Cancellation Report – The Directors reviewed the detailed report which represented August assignments to the collection agency by EMS/MC. There were 152 accounts, from 2021, 2023, and 2024, totaling \$70,218.88.

Chairperson Day motioned to approve the Cancellation Report. Vice-Chairperson Mueller seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported the following:

August has been a good month; business has been ramping up in preparation for the last few months of the year.

There were two motor vehicle accidents this month involving our ambulances. Both were minor, one involved a deer. Both trucks have been repaired and are back in service. No one was injured. Turk's Auto Body did a fantastic job on the repairs.

Great progress is being made on Station 5. They are working most every Saturday.

We received our CLIA (Clinical Laboratory Improvement Amendments) Certificate of Waiver from CMS/CDC.

The graphics and lighting on his duty vehicle, 7000, are now complete.

DC Hemmelman's duty vehicle, 7004, is in the process of being completed.

The District hosted Board training here, at Station 4, last Saturday. There were 17 attendees which included several of our employees.

St. Francois County Ambulance District toured one of our buildings, Station 1, and were very grateful. C Crew was great and had the station very clean for the tour.

Fifty-one (51) people applied for part-time positions during our recent testing/hiring process. Six (6) candidates were offered part-time positions with the District.

Review Completed Patient Surveys – There were none.

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

OLD BUSINESS:

Succession Plan – Chief Appleton reported that the committee held its second meeting. They reviewed and worked on job descriptions of chiefs' positions. A presentation for the Board may be ready by October. A group discussion occurred.

Station 5 Sewer Connection – Mr. Jerrod Joggerst of FGM Architects was welcomed to the meeting. He and Chief Appleton gave the Directors an overview of a problem regarding installing the sewer at Station 5. They detailed a solution and a lengthy group discussion then ensued.

Chairperson Day made a motion authorizing a survey of property for easement, drawings, engineering, and design for a projected cost of \$14,200.00, not to exceed \$15,000.00. Director West seconded. There being no further discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

NEW BUSINESS:

4.24c Quality Management Policy Update – Chief Appleton explained that this update is to clean up the policy regarding updates to NEMSIS and updating terminology. Mr. Bishop has reviewed the policy.

Director Paul motioned to adopt Policy 4.24c Quality Management, as presented. Director Ruzicka seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

5.15b Ride-Along Program Policy Update – Chief Appleton reported that Deputy Chief Hemmelman re-did the entire policy. We used to have only EMT and Paramedic students. We now have physicians, nurses, etc. The policy has been updated to reflect the language of what is actually occurring. Mr. Bishop has reviewed the policy. Discussion occurred.

Director Ruzicka motioned to adopt Policy 5.15b Ride-Along Program, as presented. Chairperson Day seconded. There being no further discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

7.16c Patient Care Report Documentation Policy Update – Chief Appleton explained that this policy update follows the same course; the updates regard changes in NEMESIS and terminology and current practices. Mr. Bishop has reviewed this policy.

Director Ruzicka motioned to adopt Policy 7.16.c Patient Care Report Documentation, as presented. Vice-Chairperson Mueller seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

Final Bond Issuance – Chief Appleton reported that he and Ms. Ello met with Ms. Joy Howard of WM Financial Strategies at Mr. Rognan’s suggestion. We have about \$2,000,000.00 remaining for the final bond issuance. Mr. Rognan suggested that a 2025 issuance was needed to keep the Debt Service tax rate at 10 cents. Discussion occurred.

Director Paul made a motion authorizing Chief Appleton to proceed with the final bond issuance. Director Ruzicka seconded. There being no further discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

GOOD AND WELFARE:

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

Mr. CJ Wallweber, Paramedic, Mr. Kyle Moyers, Paramedic, and Mr. Nathan Baird, Paramedic, two (2) years; and Ms. Jessie Sutter, Paramedic, and Mr. Mike Moormann, Paramedic, nine (9) years.

CLOSING COMMENTS:

Director Ruzicka thanked everyone and said that she was glad that the weather broke.

NEXT MEETING:

The next regular monthly meeting date was set for Wednesday, September 25, 2024, immediately following a 6:00 p.m. Public Hearing, at Station 4.

EXECUTIVE SESSION:

Chairperson Day motioned to enter into a closed session with closed vote and closed record for the purpose of consultation with counsel to discuss litigation pursuant to Section 610.021 of the Revised Statutes of Missouri. Director Paul seconded. There being no discussion, a roll call vote was taken as follows: Chairperson Day, “Yes.”; Vice-Chairperson Mueller, “Yes.”; Director Ruzicka, “Yes.”; Director Paul, “Yes.”; and Director West, “Yes.” The motion passed unanimously, 5 to 0.

The Board left open session at 7:01 p.m.

The Board returned to open session at 7:08

ADJOURNMENT:

There being no further business to come before the Board, Director Ruzicka made a motion to adjourn. Director West seconded. A vote was taken, and the motion passed unanimously, 5 to 0, at 7:08 p.m.


Mandy Dockery - Secretary of the Board



Board approved, signed, and sealed on this date: 09/25/24