

**The Minutes of the 517th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
December 2, 2020**

OPEN MEETING:

The 517th regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Vice-Chairman Mark Paul at 6:01 p.m. on Wednesday, December 2, 2020. The meeting was conducted at House #4. Vice-Chairman Paul announced that he would be conducting the evening's meeting.

ROLL CALL:

Directors and Administrative Personnel – Secretary Christy Gay conducted a roll call of those in attendance. In addition to herself, Vice-Chairman Mark Paul, Director Jeremy Day, Chief Jerry Appleton, Deputy Chief Sheila Buchheit, Deputy Chief Andrew West, Mr. Mark Bishop, Legal Counsel for the District, and Mr. Rick Rognan, Treasurer for the District, were all present. Chairperson Lynne Ruzicka and Director Lindsay Sleet attended audio visually; Director Paul Horn and Office Manager Jennifer Ello participated without video.

PLEDGE OF ALLEGIANCE:

The group recited the Pledge of Allegiance.

VISITORS AND GUESTS:

Acknowledgement – Vice-Chairman welcomed everyone to the meeting.

Public Comments – There were none.

MINUTES:

Approval of the 516th Meeting Minutes from October 28, 2020 – Director Day motioned to approve the last meeting minutes as presented. Secretary Gay seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Approval of the Work Session Minutes from November 11, 2020 – Director Day motioned to approve the Work Session minutes as presented. Secretary Gay seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

FINANCIALS:

October 2020 Treasurer's Report – Mr. Rognan reviewed the income and expenses for October. He stated that the District is 3.12% under budget, as of the end of October, which equates to approximately \$203,000.00. The group discussed future sales tax revenues, specifically, internet sales tax and the status of legislation regarding it. Vice-Chairman Paul inquired about the Board's approval, versus its acceptance, of the monthly Treasurer's Report due to a comment made during the recent Board training session. Mr. Bishop advised that there is no reason to change the current procedure.

Secretary Gay motioned to approve the Treasurer's Report, to pay all bills, and to approve all payroll expenditures. Director Sleet seconded. There being no discussion, a vote was taken, and the motion unanimously, 6 to 0.

Cancelation Report Summary – Chief Appleton reported that two (2) accounts on the Cancelation Report Summary had been updated since the Board received their copy. The Directors reviewed the detailed report which represented November assignments. There were 45 accounts, from 2020, that were assigned to the collection agency totaling \$35,596.96.

Secretary Gay motioned to approve the Cancelation Report Summary. Chairperson Ruzicka seconded. There being no discussion, a vote was taken, and the motion by majority, 5 to 0, with Director Horn abstaining.

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported the following:

The District had ten (10) employee cases of Covid-19. Everyone has returned to duty. There were tough decisions to make and we got through it. He asked to keep everyone in our hearts and prayers. He commended the District's Leadership with doing a remarkable job.

The District sponsored the November Board training and just held a drive-through flu clinic with the Jefferson County Health Department.

The District just received confirmation that Jefferson County approved CARES ACT funding for the District. The items that the Board approved for purchase have now been ordered.

New House #1 (Arnold) update: The project is ahead of schedule and should be complete in May of next year. The expectation is that the building will be under roof by late December.

New House #2 (Fenton) update: Excavation of the site created a bowl which retained water. Work has resumed and completion is now slated for September of next year. Mr. Jerrod Jokerst, of FGM Architects, will attend the January Board meeting to review the project budget and update the Board on construction progress.

Vice-Chairman Paul asked about testing of Covid-19. Chief Appleton replied that, early on in the pandemic, the District was assured by several sources that the District would receive priority testing. That did not occur. Discussion ensued regarding the paramedics not having access to rapid test results. Chief Appleton reported that the District just purchased ninety (90) test kits and the machine to process the tests for \$3,300.00. In closing, Chief Appleton stated that in the early stages of the pandemic, other ambulance districts had agreed to "staff sharing" if the need arose, that did not happen either.

Review Completed Patient Surveys – There were none.

Union Business-Shop Steward, Ashley Denman – Ms. Denman read a letter from the union employees. The letter addressed the employee cases of Covid-19 and that family members have now contracted the virus. The paramedics are routinely being exposed to this deadly virus and taking it home. The employees would like the Board to please consider all of this when they are deciding on the health insurance and the contract. Vice-Chairman Paul stated that those items are tough decisions and letters like theirs help. The Board thanked Ms. Denman for her time.

OLD BUSINESS:

Covid-19 Stimulus/CARES Act Funding – This item was discussed under "COMMUNICATIONS: Chief's Comments."

NEW BUSINESS:

Healthcare Insurance Renewal – Mr. David McKinney, of Custom Insurance Services, Inc., distributed materials that were presented at the work session. He thanked everyone for keeping us and our families safe. He then reiterated the good news that the District received a rate freeze on premiums from both our life insurance and dental insurance carriers. He asked if anyone had questions regarding the information that was presented at the work session regarding the health insurance renewal options. There were none. Our proposed plan renewal will benefit the employees with lower deductibles and lower out of pocket maximums. The premium increase, on the proposed plan, is just under 10%. Vice-Chairman Paul inquired about thoughts of the proposal to both Chief Appleton and to Ms. Denman. The consensus was that there were no big complaints. The costs of prescription drugs are substantial but the FSA plan helps with that. A group discussion occurred. The group thanked Mr. McKinney.

Vice-Chairman Paul motioned to renew the District's health insurance coverage with the proposed replacement plan offered by United Healthcare and to authorize Chief Appleton to execute all documents pertaining to the renewal. Director Day seconded. There being no further discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

2021 Operating Budget – Mr. Rognan said labor and management did a great job putting the draft operating budget together. The draft will only be reviewed this evening in preparation for approval and adoption by the Board at the end of the month. He then proceeded with a detailed review of anticipated revenues (a 7.07% increase over 2020) and then each expense was reviewed in detail. The group thanked Mr. Rognan.

Vacation – Unused Days – Chief Appleton explained that many employees had canceled their vacation days due to Covid. He is requesting the Board to approve, for 2020 only, employees to be paid for their unused vacation time. He does not want anyone to lose their vacation benefit. Discussion ensued. Mr. Bishop recommended that this should be voted on by the Board. Further discussion occurred.

Secretary Gay motioned to allow the employees to cash out their unused vacation days, for the year 2020 only. Director Sleet seconded the motion. 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 for November: Full-Time: Mr. Joe Haack, Paramedic, one (1) year; Ms. Kathryn McClune, Paramedic/Public Relations Coordinator, nineteen (19) years; Mr. Mark Liston, Paramedic, thirty-two (32) years; and Mr. Jerry Appleton, Paramedic/Chief, twenty-eight (28) years. There were no Part-Time anniversaries for November.

Trends and Statistics – There was nothing to present. Deputy Chief West reported that there will be something presented at the next meeting, however.

CLOSING COMMENTS:

Secretary Gay thanked Mr. McKinney and thanked the employees for the letter that they submitted.

NEXT MEETING:

Chief Appleton mentioned that Mr. Tony Becker from Custom Insurance Service may have something to present before the next scheduled meeting. He asked that the Board consider holding a virtual work session on either the 9th or the 16th of this month. He will keep the Board updated.

The Board set the next regular monthly meeting for Wednesday, December 23, 2020, at 6:00 p.m., at House #4.

EXECUTIVE SESSION:

Vice-Chairman Paul made a motion to enter into a closed session with closed vote and closed record for the purpose of approval of the last Executive Session Minutes and labor contract discussions pursuant to Section 610.021 of the Revised Statutes of Missouri. Secretary Gay seconded the motion. There being no discussion, a roll call vote was taken as follows: Chairperson Ruzicka, "Yes."; Vice-Chairman Paul, "Yes."; Secretary Gay, "Yes."; Director Horn, "Yes."; Director Sleet, "Yes."; and Director Day, "Yes." The motion passed unanimously, 6 to 0.


The Board left open session at 7:30 p.m.

The Board returned to open session at 8:07 p.m.

ADJOURNMENT:

There being no further business to come before the Board, Vice-Chairman Paul motioned to adjourn. Director Day seconded.

A vote was taken, and the motion passed unanimously, 6 to 0, at 8:07 p.m.


Christy Gay - Secretary of the Board



Board approved, signed, and sealed on: 23 Dec 2020