

**The Minutes of the 518th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
December 23, 2020**

OPEN MEETING:

The 518th 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, December 23, 2020. The meeting was conducted at House #4.

ROLL CALL:

Directors and Administrative Personnel – Secretary Christy Gay conducted a roll call of those in attendance. In addition to herself, Chairperson Lynne Ruzicka, 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. Director Lindsay Sleet attended audio visually, Office Manager Jennifer Ello participated without video, and Director Paul Horn participated by telephone.

PLEDGE OF ALLEGIANCE:

The group recited the Pledge of Allegiance.

VISITORS AND GUESTS:

Acknowledgement – Chairperson Ruzicka welcomed everyone to the meeting.

Public Comments – There were none.

MINUTES:

Approval of the 517th Meeting Minutes from December 2, 2020 – Vice-Chairman Paul motioned to approve the last meeting minutes as presented. Director Day seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

FINANCIALS:

November 2020 Treasurer's Report – Mr. Rognan reviewed the income and expenses for November. The District is 2.97% under budget, which equates to approximately \$193,000.00. Several of the expenses are over budget, and those items were reviewed.

Vice-Chairman Paul motioned to approve the Treasurer's Report, to pay all bills, and to approve all payroll expenditures. Director Day seconded. There being no discussion, a vote was taken, and the motion passed by majority, 5 to 0, with Director Horn abstaining.

Cancellation Report Summary – Chief Appleton explained to the Directors that Ms. Ello continuously tried to get MBM to submit accounts to collection on a regular basis. They did not. As a result, they submitted only once, which is reported on the Cancellation Report Summary.

The Directors reviewed the detailed report which represented December assignments, by EMS/MC, and one large assignment, by MBM. There were 1,812 accounts, from 2019 and 2020, that were assigned to the collection agency totaling \$1,017,459.72.

Secretary Gay motioned to approve the Cancellation Report Summary. Vice-Chairman Paul 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 District has been working on year end projects, planning for next year, and getting all of the Cares Act equipment.

The Mobil Data Terminals (MDTs) from Jefferson County 911 Dispatch Center have all been installed now and training is occurring.

The retirement census requirements, from our third party administrator, Benefit Plans Plus, have all been completed. In addition, the GEMT cost reports are being completed.

Ms. Joy Howard has begun the process for the District's second sale of bonds. We should expect at least one special meeting to be held to approve the sale.

The District received a donation of personal protection equipment (PPE) from the Arnold Rotary Club.

He reported that EMS is not considered high risk according to those distributing the Covid-19 vaccine. We have no idea when, how, etc. we will be able to receive the vaccine.

The crews are working hard to keep up with the call volume.

Director Day brought up a recent Leader newspaper article, appearing on the front page, regarding the District's personnel contracting the virus. Discussion occurred.

The group also discussed updating the Policy and Procedure Manual regarding a donation policy.

Review Completed Patient Surveys – There were none.

Union Business-Shop Steward, Ashley Denman – Ms. Denman addressed the Directors on behalf of the Shop. They appreciate the contract and the 2021 health insurance. She stated that Andrew will be missed and the shop would like to participate in the search for a new Deputy Chief-Medical Officer. The Board thanked Ms. Denman for her time.

OLD BUSINESS:

2021 Operating Budget – The Directors, having already reviewed the proposed 2021 Operating Budget, had no comments or concerns this evening.

Director Day motioned to adopt the 2021 Operating Budget as presented. Vice-Chairman Paul seconded. There being no discussion, a vote was taken, and the motion passed by majority, 5 to 0, with Director Horn abstaining.

NEW BUSINESS:

Property and Casualty Insurance Renewal – Mr. Tony Becker, of Custom Insurance Services, Inc., was welcomed to the meeting. Mr. Becker explained that VFIS is still offering the best rates and service for the District. He reviewed some changes that were made regarding coverage amounts which reduced the proposed premium. He also explained that the two new buildings will be added once construction is complete. The VFIS proposal is for \$142,696.00. The group thanked Mr. Becker.

Chairperson Ruzicka motioned to renew the District's property and casualty insurance coverage with VFIS and to authorize Chief Appleton to execute all documents pertaining to the renewal. Director Day seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Ambulance Fees Increase – Chief Appleton reminded the Directors that the District just initiated a new fee, the Treat, No Transport fee, in July of 2020. Due to that, and the current economic climate, he is recommending no increase in ambulance fees for 2021. Discussion occurred. The Board was in agreement.

#2665 Collective Bargaining Agreement – Chief Appleton informed the Board that all of the discussed changes had been made and the Shop has approved it.

Vice-Chairman Paul motioned to approve the Collective Bargaining Agreement and to authorize Chief Appleton to execute the agreement. Secretary Gay seconded the motion. There being no discussion, a vote was taken, and the motion passed by majority, 5 to 0, with no vote being made by Director Horn.

Capital Expense – Training/Airway Trainer – Chief Appleton reminded the Board that the budget allowed for training and technology upgrades. Deputy Chief West explained the training mannequin, a Partial Size Airway Trainer from 7-Sigma. The group discussed the equipment.

Vice-Chairman Paul made a motion authorizing the expenditure of \$3,363.00. Director Day seconded. There being no discussion, a vote was taken, and the motion passed by majority, 5 to 0, with no vote being made by Director Horn.

GOOD AND WELFARE:

Acknowledgement of employee promotion and service – Chief Appleton announced the following service anniversaries for December: Full-Time: Ms. Kate Reed, Paramedic, two (2) years; and Ms. Mary Anne Cody, Paramedic, twelve (12) years. There were no Part-Time anniversaries for December.

Trends and Statistics – There was nothing to present.

CLOSING COMMENTS:

Secretary Gay inquired about the vacation buyout. Chief Appleton replied that he and Deputy Chief Buchheit believe that there are at least three employees who will be taking advantage of the opportunity.

Vice-Chairman Paul stated that he was very appreciative of everything that is brought to the District and the Board.

Chairperson Ruzicka agreed with that and said she very much appreciates everything.

Director Day concurred and inquired about the District's Covid-19 testing machine. Chief Appleton stated the machine was working fine and so far, everyone has tested negative.

Director Sleet thanked everyone and wished everyone Happy Holidays.

Director Horn thanked everyone who dedicates their lives, days in and days out. And he wished everyone a Merry Christmas.

NEXT MEETING:

The Board confirmed their availability for, and set the next regular monthly meeting for Wednesday, January 27, 2021, at 6:00 p.m., at House #4.

EXECUTIVE SESSION:


Chairperson Ruzicka 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 personnel pursuant to Section 610.021 of the Revised Statutes of Missouri. Director Day 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 6:58 p.m.

The Board returned to open session at 7:41 p.m.

ADJOURNMENT:

There being no further business to come before the Board, Secretary Gay motioned to adjourn. Vice-Chairman Paul seconded. A vote was taken, and the motion passed unanimously, 6 to 0, at 7:41 p.m.

 Chief for Secretary Gay
Christy Gay - Secretary of the Board

Board approved, signed, and sealed on: 1-27-21

