

**The Minutes of the 494th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
December 26, 2018**

OPEN MEETING:

The 494th regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairman Paul at 6:01 p.m. on Wednesday, December 26, 2018.

ROLL CALL:

Directors and Administrative Personnel – Secretary Cathy Wooldridge conducted a roll call of those in attendance. In addition to herself, Chairman Mark Paul, Vice-Chairperson Lynne Ruzicka, Director Christy Gay, Director Alicia Ott, Director Paul Horn, Chief Jerry Appleton, Deputy Chief Sheila Buchheit, Office Manager Jennifer Ello, and Mr. Mark Bishop and Ms. Megan Tongue, Legal Counsel for the District, were present.

Mr. Rick Rognan, Treasurer for the District, is expected to arrive late.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited.

VISITORS AND GUESTS:

Acknowledgement – Chairman Paul thanked everyone for attending the meeting.

Public Comments – There were none.

Additional Item – Chairman Paul announced that he would be allowing Secretary Wooldridge to record the motions and votes during the meetings. In addition, he would like to encourage good, healthy discussions while keeping a sense of professionalism. There will be no discussion during a vote.

MINUTES:

Approval of the 493rd Meeting Minutes from November 28, 2018 – Vice-Chairperson Ruzicka made a motion to approve the minutes as presented. Secretary Wooldridge seconded.

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

Approval of the Special Meeting Minutes from December 12, 2018 – Vice-Chairperson Ruzicka made a motion to approve the minutes as presented. Secretary Wooldridge seconded.

There being no discussion, a vote was taken, and the motion passed by majority with Director Gay abstaining from the vote.

Approval of the Work Session Minutes from December 12, 2018 – Director Ott made a motion to approve the minutes as presented. Secretary Wooldridge seconded.

There being no discussion, a vote was taken, and the motion passed by majority with Director Gay abstaining from the vote.

FINANCIALS:

November 2018 Treasurer's Report – Mr. Rick Rognan, Treasurer for the District, presented the Financial Statements for November 2018. He stated that the District was under budget and then proceeded to review the income and expenditures line items. A brief discussion occurred regarding several employee incentives.

Secretary Wooldridge made a motion to approve the November 2018 Treasurer's Report, to pay all bills, and to approve all payroll expenditures. Director Gay seconded.

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

Cancellation Report Summary – The Directors reviewed the report which represented November assignments. There were 547 accounts, from 2017 and 2018, that were assigned to the collection agency totaling \$326,133.23. The Directors reviewed the detailed report. Discussion ensued regarding the large amount of

accounts turned over to collection, possible ways to reduce the amount of bad debt, and future decisions regarding billing and non-payment.

Director Gay motioned to approve the Cancellation Report Summary. Vice-Chairperson Ruzicka seconded.

There being no further discussion, a roll call vote was taken as follows: Chairman Paul, "Yes."; Vice-Chairperson Ruzicka, "Yes."; Secretary Wooldridge, "Yes."; Director Gay, "Yes."; Director Ott, "No."; and Director Horn, "No." The motion passed by majority.

Additional Item - Vice-Chairperson Ruzicka made a motion to amend the order of business and move next to item number one (1), under New Business, "General Liability Insurance Renewal." Director Gay seconded the motion.

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

NEW BUSINESS:

General Liability Insurance Renewal – Mr. Don Becker – The group welcomed Mr. Don Becker of Custom Insurance Services. Mr. Becker reviewed the VFIS insurance policy renewal for the group. Discussion ensued regarding other bids, other insurance carriers, types of coverage, and auto deductible amounts. Mr. Becker will obtain new rates for increased auto deductibles and present them at the next meeting of the Board.

Director Gay motioned to renew the insurance policy as presented. Secretary Wooldridge seconded.

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

The group thanked Mr. Becker for his presentation.

Additional Item - Vice-Chairperson Ruzicka made a motion to amend the order of business and move next to item number four (4) under New Business, "LED Lighting Upgrades." Director Gay seconded the motion

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

NEW BUSINESS:

LED Lighting Upgrades (H#1, H#3, & H#4) – Chief Appleton introduced Mr. Jeff Branson of Exceptional Energy Solutions and explained that Ameren offers rebates to consumers if energy efficient upgrades are made. Three (3) companies were contacted and only one complete proposal was received. The other two companies would not submit documentation for processing the rebate and/or would not install the new fixtures. Mr. Branson's company will install the upgrades and process the rebate with Ameren.

Mr. Branson explained the project, gave projections of savings, and provided the names of other Districts he has completed. The group discussed the upgrades to be made at Houses #1, #3, & #4. Chief Appleton explained why House #2 fixtures would not be upgraded. Further discussion occurred.

Vice-Chairperson Ruzicka made a motion to accept the bid from Exceptional Energy Solutions for \$12,642.80 to upgrade the lighting at Houses #1, #3, & #4. Director Gay seconded.

There being no further discussion, a vote was taken, and the motion passed by majority with Director Horn voting no.

The group thanked Mr. Branson for his presentation.

(The meeting returned to the regular order of business.)

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported the following:

It has been a busy month.

Mr. Jon Muller, Paramedic, is being promoted to the position of Lieutenant, filling the vacancy created by Mr. Salzman's resignation.

Ms. Kate Reed, Paramedic, is being reclassified to full-time, filling the vacancy created by Ms. Bullock's resignation.

The two (2) out of service staff vehicles are being stripped of lettering and equipment in preparation for sale.

The Arnold City Council has rejected the proposal for the Cedar Hurst facility to be built.

Review Completed Patient Surveys – There were none.

Union Business-Shop Steward, Ron Lipp – Due to Mr. Lipp responding to an emergency call, Director Gay made a motion to move this item to the end of the meeting. Vice-Chairperson Ruzicka seconded.

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

OLD BUSINESS:

Board of Directors Bylaws Update – Mr. Bishop explained that the updated Bylaws, and letter explaining the changes and corrections to them, have now been provided. It was determined that the Board will review the documents and discuss them at the January meeting.

NEW BUSINESS:

Municipal Advisory Services – Chief Appleton reported that three (3) proposals were received. They were from Hilltop Securities, WM Financial Strategies, and Stifel.

Mr. Rognan was asked his opinion. His response was that all three are good and capable of providing the services necessary. WM Financial Strategies submitted the lowest bid. Discussion ensued.

Secretary Wooldridge motioned to retain the services of WM Financial Strategies. Director Ott seconded.

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

Architectural Design Services – Chief Appleton reported that three (3) proposals were received. They were from Archimages, KRJ Architecture, and FGM Architects.

Chief Appleton said that the committee met and reviewed the proposals at length. Their recommendation is to use FGM Architects. North Jefferson County Ambulance District has used them and they have a real good design that would work well for the District. Discussion occurred.

Vice-Chairperson Ruzicka motioned to retain the services of FGM Architects. Director Ott seconded.

There being no further discussion, a vote was taken, and the motion passed by majority with Secretary Wooldridge abstaining from the vote and Director Horn voting no.

Staff Vehicle Purchase – Chief Appleton explained that the 2018 Ford Explorer that was originally bid is no longer available. A new bid has been submitted by Auto Plaza Ford, Inc., for a 2019 Ford Explorer under the Ford Fleet Pricing program for \$28,951.73. Discussion occurred.

Director Gay motioned to purchase the 2019 Ford Explorer from Auto Plaza Ford for \$28,951.73. Secretary Wooldridge seconded.

There being no further discussion, a vote was taken, and the motion passed by majority with Director Horn voting no.

2019 Operating Budget – Mr. Rognan reported that no changes have been made to the proposed 2019 Budget since it was presented and reviewed at the Board Work Session. It was noted that the budget does include a 2.1% cost of living allowance for employees.

Director Gay made a motion to approve the 2019 Operating Budget as presented. Director Ott seconded.

There being no further discussion, a vote was taken, and the motion passed by majority with Director Horn voting no.

GOOD AND WELFARE:

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

Full-Time in December: Ms. Mary Ann Cody: ten (10) years.

There were no Part-Time anniversaries in December.

CLOSING COMMENTS FROM RESIDENTS:

No residents had anything to add.

Director Gay wanted to be sure that Mr. Lipp was able to address the Board upon his return from the emergency call.

Director Ott inquired about the 2019 Board meeting dates. They are on the fourth Wednesday of each month.

Director Horn inquired about the website being updated. Chief Appleton replied that no individual is responsible at this time, it’s a group effort. His goal is to appoint an individual to take care of it in the future.

NEXT MEETING:

The next regular monthly meeting of the Board of Directors was set for Wednesday, January 23, 2019, at 6:00 p.m. at House #4.

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 11/28/2018 and consultation with counsel to discuss personnel, litigation, and labor contract discussions 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.”; Director Ott, “Yes.”; and Director Horn, “Yes.” The motion passed unanimously.

The Board left open session at 7:44 p.m.

The Board returned to open session at 8:53 and immediately returned to closed session; then returned to open session once again at 8:54 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 8:54 p.m.


Cathy Wooldridge - Secretary of the Board



Board approved, signed, and sealed on: 1/23/19