

**The Minutes of the 532nd Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
February 23, 2022**

OPEN MEETING:

The 532nd regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Lynne Ruzicka at 6:05p.m. on Wednesday, February 23, 2022. The meeting was conducted by video conferencing.

ROLL CALL:

Directors and Administrative Personnel –Secretary Jeremy Day conducted a roll call of those in attendance. In addition to himself, Chairperson Lynne Ruzicka, Vice-Chairman Mark Paul, Director Lindsay Sleet, Director Tara Mueller, Chief Jerry Appleton, Deputy Chief Sheila Buchheit, Deputy Chief Josh Hemmelman, Chief Training Officer Corey Golec, Office Manager Jennifer Ello, and Mr. Mark Bishop, Legal Counsel for the District, were all present. Mr. Rick Rognan, Treasurer for the District, was expected to participate later.

Secretary Day motioned to excuse Director Christy Gay from the meeting. Vice-Chairman Paul seconded. There being no discussion, a vote was taken, and passed unanimously, 5 to 0.

VISITORS AND GUESTS:

Acknowledgement – Chairperson Ruzicka welcomed everyone.

Public Comments – There were none.

MINUTES:

Approval of the 531st Meeting Minutes from January 26, 2022 –It was noted that Page 2 contained an error. Mr. Rognan's last name was not properly listed. This will be corrected.

Secretary Day motioned to approve the meeting minutes with the correction noted. Director Mueller seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

FINANCIALS:

January 2022 Treasurer's Report – This item will be addressed after Mr. Rognan's arrival.

Cancelation Report Summary – Director Day requested to review the detailed report, which was not available to them during the virtual meeting, prior to approving the report.

Chairperson Ruzicka motioned to table the approval of the report until the March meeting. Secretary Day 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:

The Crews did well through the storms; call volume went down and then went back up.

Everyone has been busy, but not a lot to report this month.

Chairperson Ruzicka inquired about the policies that were tabled at last month's meeting. Chief Appleton explained that Management met with Labor. The meeting went well, some changes were made. The Shop Steward and Co-Shop Steward, Ms. Ashley Denman and Mr. Brandon Treiber, respectively, will review the changes with members of the Shop and then the updated policies will be forward to Mr. Bishop for his review.

Review Completed Patient Surveys – There were none.

Union Business-Shop Steward, Ashley Denman – This item was covered later in the meeting.

OLD BUSINESS:

Policy: Chapter 7 Clinical Considerations – Chairperson Ruzicka made a motion to table discussions on the Chapter 7 Clinical Considerations Policy, Section 5.5a Duty to Act Policy, Section 5.6a Forcible Entry Policy, and Section 5.6a Forcible Entry Release Form until the March Board of Directors meeting. Director Sleet seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

Policy: 5.5a Duty to Act – Tabled.

Policy: 5.6a Forcible Entry – Tabled.

Policy: 5.6a Forcible Entry Release Form – Tabled.

NEW BUSINESS:

Square (Credit Card Processing) Fee Increase – Chief Appleton reminded the Directors that they had approved for the District to utilize the product Square to process credit card payments for training after Mr. Rognan had suggested it. The motion was made to pass the 3% processing fee to the credit card user. For full transparency, the processing fee is actually slightly more than 3%. Chief Appleton would like the Board's direction on whether the District will incur the approximate \$.27 per \$200.00 transaction or charge the actual full amount to the user. Discussion ensued. Mr. Bishop suggested choosing a flat fee or percentage. Further discussion ensued.

Vice-Chairman Paul motioned to adjust the fees charged to the user to match the fees that Square is charging the District. Director Mueller seconded. There being no further discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

Memorandum of Understanding – Washington University – Chief Appleton explained that the current Memorandum of Understanding that is in place lists only a Medical Director, which is Dr. Siegler. Washington University would like to add an "Assistant Medical Director" to the contract in the event that the Medical Director is not available. Mr. Bishop has reviewed the amended memorandum. There are no changes in terms, just the addition of the Assistant Medical Director.

Director Mueller motioned to approve the amendment to the Memorandum of Understanding and to authorize Chief Appleton to execute the agreement. Chairperson Ruzicka seconded. There being no discussion, a vote was taken, and passed unanimously, 5 to 0.

Request for Proposals - HVAC – Chief Appleton explained that the HVAC service company, Coleman Heating and Sheet Metal, has announced they will no longer be servicing Daikin products, which is the House #4 system. Deputy Chief Buchheit reported that she submitted RFPs to seven or eight companies and only received one proposal. It was from Vogel Heating and Cooling. She then contacted each of them again, with no response. Discussion ensued. The group was in agreement that more bids should be received prior to making a decision.

Director Mueller made a motion to table review of the HVAC proposals until the March meeting. Vice-Chairman Paul seconded.

It was then clarified that Coleman has already ceased servicing the units but there is no current problem or issue being experienced at this time.

There being no further discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

Capital Purchase - Ambulances – Chief Appleton reported that there are two (2) ambulances left to purchase in the Capital Improvements schedule. Pinnacle has reported a twelve to eighteen month delivery time. Each is priced at \$229,449.00 and includes all applicable modifications and an eight year warranty. Discussion occurred regarding the possible cost fluctuation for the chassis that is contained in quote. Chief Appleton addressed this by stating that Pinnacle has not seen any price variance and that Ford has been honoring the quoted price. Discussion continued. Mr. Bishop expressed his concern with the language, regarding pricing, as well.

Vice-Chairman Paul made a motion to purchase the two (2) new ambulances and authorizing Chief Appleton to execute the sales agreement after review by legal counsel. Secretary Day seconded.

Further discussion occurred. Vice-Chairman Paul rescinded his motion; and Secretary Day rescinded his second of that motion.

Vice-Chairman Paul then motioned to table this item until the next meeting of the Board. Secretary Day seconded. There being no further discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

FINANCIALS:

January 2022 Treasurer's Report – Mr. Rognan reviewed the January financial report. The District is 1.85% over budget, approximately \$143,000.00. He then gave a review of Revenues and Expenditures.

Director Mueller 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 passed unanimously, 5 to 0.

GOOD AND WELFARE:

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

Full-Time: Mr. Brandon Treiber, Paramedic, five (5) years; and Ms. Jennifer Ello, Office Manager, thirty-four (34) years.

There were no Part-Time anniversaries in February.

The District is hosting a retirement party for Mr. Mark Liston and Ms. Stephanie Franklin on February 25th.

IAFF Local #2665 is exploring forming a trust for insurance coverage. Chief Appleton will keep the Directors informed of the progress and if a special meeting of the Board will be needed.

CLOSING COMMENTS:

Director Mueller inquired about the need to reimburse employees for time off due to Covid-19. Chief Appleton did not feel it was needed at this time. Director Mueller asked to be given the amount of time off used due to Covid-19.

Chairperson Ruzicka inquired if the union had anything to add since that topic was skipped over earlier in the meeting. Ms. Ashley Denman, Shop Steward, expressed thanks to the Chief and the Board for meeting with the Shop to review the new policies.

Vice-Chairman Paul stated that he hopes everyone stays safe during this inclement weather.

NEXT MEETING:

The Board set the next monthly meeting for Wednesday, March 23, 2022, at 6:00 p.m., at House #4.

ADJOURNMENT:

There being no further business to come before the Board, Chairperson Ruzicka motioned to adjourn. Director Mueller seconded. A vote was taken, and the motion passed unanimously, 5 to 0, at 7:07 p.m.



Jeremy Day Secretary of the Board

Board approved, signed, and sealed on this date: 3/23/22

