

**The Minutes of the 556th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
February 28, 2024**

OPEN MEETING:

The 556th 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, February 28, 2024. The meeting was conducted at Station 4.

ROLL CALL:

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

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited.

VISITORS AND GUESTS:

Acknowledgement – Chairperson Ruzicka welcomed everyone.

Public Comments – There were none.

MINUTES:

Approval of the 555th Meeting Minutes from January 31, 2024 – Director Paul motioned to approve the meeting minutes as presented. Vice-Chairman Day seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Approval of the Special Meeting Minutes from February 7, 2024 – Director West motioned to approve the meeting minutes as presented. Director Paul seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

FINANCIALS:

January 2024 Treasurer's Report – Mr. Rognan reported on the January financials. He reviewed the revenues and expenditures for the month. The District is approximately \$75,000.00 over budget due to the timing of annual payments.

Vice-Chairperson Day 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, 6 to 0.

February Cancellation Report – The Directors reviewed the detailed report which represented February assignments to the collection agency by EMS/MC. There were 103 accounts, from 2021, 2022, and 2023, totaling \$56,442.58.

Vice-Chairperson Day motioned to approve the Cancellation Report. Director West 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:

There has been no determination made about the grant application with the Department of Public Safety yet.

The annual financial audit has been completed and there were no issues.

There have been numerous construction meetings. Ground breaking will occur soon. Chief Appleton will keep everyone informed of the date.

He met with the County's storm water inspector regarding Station #2. There are several options regarding the mulched slope and we will continue working with the County and FGM regarding landscaping.

The State of the County was well attended.

Chief Appleton and Ms. Ello met with Mr. Jason Snow and Mr. Mike Pullium of Commerce Bank for a business lunch to discuss the District's investments.

There have been a lot of community events occurring. DC Hemmelman and CTO Golec just attended a Jeffco career event.

The Crews have been running a lot of calls; call volume is up.

The District is hosting its annual Spring Event at Detours this Friday at 6:00 p.m. The Board was encouraged to attend.

Chief Appleton and DC Hemmelman will be traveling to Jefferson City on March 12th & 13th for EMS Day at the Capitol.

The BackStoppers of Jefferson County is holding their bi-annual dinner and auction on March 16th at the Festus Elks.

Review Completed Patient Surveys – There were none.

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

OLD BUSINESS:

MEM Workers' Compensation Insurance – Broker of Record – Chief Appleton reached out to Custom Insurance Services and Mr. Becker stated that they could not offer what Assured Partners is offering. The services that Assured Partners is offering will promote long term savings.

Vice-Chairperson Day made a motion to make Assured Partners the Broker of Record for the District's workers' compensation insurance with Missouri Employer's Mutual (MEM) effective April 1, 2024. Director Paul seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

NEW BUSINESS:

2023 Annual Report (Audit) – Chief Appleton requested the Board to approve the annual report so that it could be forwarded to the State of Missouri.

Director Paul motioned to accept the 2023 Annual Report as presented. Vice-Chairperson Day seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Capital Expenditures & Asset Disposal Policy 4.4b – Chief Appleton explained that Mr. Spinner, our auditing CPA, recommended that we update our Capital Expenditure policy, raising the threshold for tracking capital from \$3,000.00 to \$10,000.00.

Director Paul motioned to adopt the Capital Expenditures and Asset Disposal Policy 4.4b as presented. Vice-Chairperson Day seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Clinical Site Agreement – Boone County – Chief Appleton reported that Boone County made some changes to their existing agreement. Mr. Bishop stated that they simply removed some wording and he has no issue with the agreement.

Director Paul motioned to accept the Boone County Fire Protection District Clinical Affiliation Agreement and to authorize Chief Appleton to execute it. Vice-Chairperson Day seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Jeffco Educational Agreement – Chief Appleton said that the only changes made to this agreement were personnel names.

Director Paul motioned to accept the Co-Operative Agreement between Jefferson College, Hillsboro, Missouri and Rock Township Ambulance District and to authorize Chief Appleton to execute it. Secretary Mueller seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Intergovernmental Agreement – Mr. Bishop stated that the contract is awaiting approval by the County Counsel. He then provided a synopsis of the provisions contained within the agreement. He will keep Chief Appleton apprised of the progress. A Special Meeting may need to be scheduled.

Emergency Lighting Proposals (Tahoes) – Chief Appleton explained that they are being proactive with the purchase of the equipment needed for the Tahoes. The vehicles are expected in late March to early in April. DC Hemmelman obtained three (3) proposals which have been provided to the Board. They are from Public Safety Upfitters (PSU), VIP Lighting, and Defender Products (DPS). DPS submitted the low bid. They are highly recommended and the company is owned by a local first responder. Discussion ensued.

Director Paul motioned to accept the bid from DPS for \$27,894.00 and to authorize Chief Appleton to execute any needed documents. Secretary Mueller seconded. 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 that Ms. Jackie Davis, Administrative Assistant, resigned her position to pursue new opportunities. Her service of 18 years is acknowledged and appreciated.

He then announced the following service anniversaries for February:

Mr. Nick Miller, Paramedic, two (2) years; Mr. Drew Mabrey, Paramedic, two (2) years; Mr. Tony Guinn, Paramedic, three (3) years; and Ms. Jennifer Ello, Office Manager, thirty-six (36) years.

CLOSING COMMENTS:

Director West spoke of a pilot who lost his life while serving in the military and he wanted everyone to remember the importance of safety while performing their duties.

Director Paul expressed the same.

Chairperson Ruzicka thanked everyone for everything.

NEXT MEETING:

The next regular monthly meeting date was set for Wednesday, March 27, 2024, at 6:00 p.m., at Station 4.

ADJOURNMENT:

There being no further business to come before the Board, Vice-Chairperson Day made a motion to adjourn. Secretary Mueller seconded. A vote was taken, and the motion passed unanimously, 6 to 0, at 6:41 p.m.


Tara Mueller - Secretary of the Board



Board approved, signed, and sealed on this date:

3/27/24