

**The Minutes of the 519<sup>th</sup> Meeting  
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS  
January 27, 2021**

***OPEN MEETING:***

The 519<sup>th</sup> 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, January 27, 2021. The meeting was conducted through video conferencing.

***ROLL CALL:***

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

***VISITORS AND GUESTS:***

Acknowledgement – Chairperson Ruzicka welcomed everyone to the meeting.

Public Comments – There were none.

***MINUTES:***

Approval of the 518<sup>th</sup> Meeting Minutes from December 23, 2020 – Director Day motioned to approve the last meeting minutes as presented. Director Sleet seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

***FINANCIALS:***

December 2020 Treasurer's Report – Mr. Rognan reviewed the December financial report. He stated that the District is closing the year 1.93% under budget, equaling approximately \$125,668.00. Revenues and Expenses were reviewed. The District had a good year, all things considered, and our reserves equal 10.74 months' worth of expenditures. General discussion occurred regarding Sales Tax, Ambulance Fees, and Property Tax revenues to be expected in 2021.

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

Cancelation Report Summary – The Directors reviewed the summary report which represented January assignments by EMS/MC. There were 197 accounts, from 2020, that were assigned to the collection agency totaling \$110,499.33.

Secretary Gay motioned to approve the Cancelation Report Summary. Vice-Chairman Paul seconded. There being no discussion, a vote was taken, and the motion passed by majority, 5 to 0, with Director Day abstaining.

***COMMUNICATIONS:***

Chief's Comments – Chief Appleton reported the following:

Call Volume is up, Covid-19 cases are up. Our crews are seeing this every day.

The new building in Arnold is in the finishing stage. We expect completion in April.

The new building in Fenton should be complete in August.

The second bond issuance has begun. Ms. Joy Howard is in the process of soliciting bids at this time.

The re-classification of part-time employees to full-time has been completed.

The District has received 14 applications for the position of Deputy Chief-Medical Officer. Most of them have been through the Indeed website. Working on the review of the applicants will be Chief Appleton, Deputy Chief Buchheit, two (2) people from the Shop, and two (2) Directors (Chairperson Ruzicka and Vice-Chairman Paul).

Work has begun with the transition into new roles: The Crew Chiefs into a more supervisory role and Deputy Chief Buchheit is taking on the logistics of building maintenance, supplies, and vehicle maintenance.

We have had another employee contract Covid-19. Our employees have begun receiving the vaccine at this point.

The annual audit will be occurring the first week of February. Due to the pandemic, it will be conducted off site.

Director Day inquired if the Covid testing machine caught the positive case? Chief Appleton replied that it did not. The machine showed negative and then the employee re-tested off site and showed positive.

Review Completed Patient Surveys – There were none.

Union Business-Shop Steward, Ashley Denman – Ms. Denman thanked the Board for signing the contract and approving the benefits.

#### **OLD BUSINESS:**

*None*

#### **NEW BUSINESS:**

Receipt of Donations - Policy – Chief Appleton told the Directors that Mr. Bishop drafted this policy according to the Board's discussion after receiving a donation of PPE from Rotary. Mr. Bishop said that the policy is fairly consistent to others.

Vice-Chairman Paul motioned to adopt the Receipt of Donations policy as written. Director Day seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Water District Contract – Arnold and Water District Contract - Fenton – Mr. Bishop explained that the two water district contracts are fairly standard agreements. There will be a tap on fee, and then the District will pay for service. Chief Appleton said that there are two (2) agreements for Arnold: one for the sprinkler system and one for the tap on.

Vice-Chairman Paul motioned to adopt the agreements and to authorize Chief Appleton to execute all documents necessary to the complete the transactions. Director Sleet seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Appliance Purchases for the New Buildings – Chief Appleton reported that the committee met and solicited bids for the appliances needed. He explained the types of appliances that were chosen and the reasons they were chose. Bids were received from Slyman Brothers, Genuine Maytag, Goedeckers, and Home Depot. The committee is recommending purchasing them through Goedeckers.

Director Day cautioned about purchasing extended warranties and would like to wait a month to obtain more pricing. Chief Appleton explained that he was told that there are delays in obtaining the appliances and in order to have them by April, they need to be ordered now. A lengthy group discussion ensued with Directors giving their opinions and Mr. Bishop rendering advice.

Director Horn motioned to table this item until next month. Director Day seconded. Discussion occurred.

There being no further discussion, a vote was taken, and the motion failed, 4 to 2.

Discussion resumed. Director Day would like to assist the Chief in choosing appliances.

Vice-Chairman Paul made a motion to authorize Chief Appleton to spend up to \$22,550.00 for the appliances at the Genuine Maytag store. Further discussion occurred. Vice-Chairman Paul amended his motion by removing the words "Genuine Maytag store." Secretary Gay seconded the motion. Further discussion ensued.

There being no further discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Leadership Development and Training – Chairperson Ruzicka reported that Chief Appleton looked into this topic years ago. She believes that the District needs leadership training and questioned whether the District has reviews of employees. Chief Appleton replied that employee evaluations are no longer occurring. Performance reviews have been discussed but not yet implemented. He said that he has been looking into leadership courses through EMS Leadership Academy and the University Extension Service. A group discussion followed. Chief Appleton will continue to investigate leadership training opportunities.

**GOOD AND WELFARE:**

Acknowledgement of employee promotion and service – Chief Appleton announced the following service anniversaries for January: Full-Time: Ms. Jessica Clark, Paramedic, five (5) years; and Mr. Dale McCarthy, Paramedic/Lieutenant, four (4) years. There were no Part-Time anniversaries for December.

Chief Appleton welcomed Paramedics Ashley Baird, Cody Bishop, Ken Berkel, and Nick Marty as newly re-classified full-time employees. They are great people and we are excited to have them.

Trends and Statistics – Mr. Ian Ross presented a PowerPoint presentation of year end call volume statistics. He will be providing this information on a quarterly basis in the future.

**CLOSING COMMENTS:**

Vice-Chairman Paul thanked everyone for all they do and encouraged everyone to keep up the good work.

**NEXT MEETING:**

The Board confirmed their availability, and set the next regular monthly meeting for Wednesday, February 24, 2021, at 6:00 p.m., at House #4.

**EXECUTIVE SESSION:**

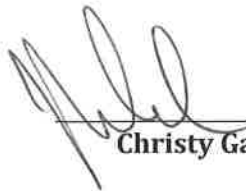
Chairperson Ruzicka made a motion to enter into a closed session with closed vote and closed record for the purpose of personnel pursuant to Section 610.021 of the Revised Statutes of Missouri. Vice-Chairman Paul seconded the motion. There being no discussion, a roll call vote was taken as follows: Chairperson 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 7:36 p.m.

The Board returned to open session at 7:56 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 7:57 p.m.

 Christy Gay - Secretary of the Board



Board approved, signed, and sealed on: 2-24-21