

**The Minutes of the 555th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
January 31, 2024**

OPEN MEETING:

The 555th regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Lynne Ruzicka at 6:00 p.m. on Wednesday, January 31, 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, Ms. Bianca Eden, 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 554th Meeting Minutes from December 27, 2023 – 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, 5 to 0, with one abstention.

FINANCIALS:

December 2023 Treasurer's Report – Mr. Rognan reported on the December financials. He reviewed the revenues and expenditures for the year. The District is approximately \$33,000.00 under budget and call volume increased 4.5% over last year.

Director Paul 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.

January Cancellation Report – The Directors reviewed the detailed report which represented January assignments to the collection agency by EMS/MC. There were 118 accounts, from 2022 and 2023, totaling \$59,780.72.

Vice-Chairperson Day motioned to approve the Cancellation Report Summary. Secretary Mueller 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 completed a grant application with the Department of Public Safety for regional training equipment. If received, it would be for matching funds of \$20,000.00, just like the last grant.

Multiple meetings were held with the Sheriff to discuss procedural changes their department is making which will affect EMS, throughout the county. Discussions are being had with solution-based discourse. Our crews will be safe and our patients will get the help they need.

The 2024/2025 CBA is still pending signatures.

The PTO calculations appear to have been fixed.

Our annual census for the third-party administrator of our retirement plan has been completed.

Our annual Ethics Disclosure filing has been completed.

The Sheriff's department received a donation of exercise equipment which they, in return, donated to the Station 5 project. We are storing it in the basement of Station 4.

Our annual financial audit is occurring tomorrow and Friday.

Chief Appleton attended "Storm Water Training" recently. Escrow is still being held for Station 2 but progress is being made.

There is an opportunity available regarding our broker of record for our Missouri Employer's Mutual (MEM) Workers' Compensation policy. A special board meeting may be in order next week.

The State of the County is February 19th at 7:00 a.m. Please see Chief Appleton for further information.

Review Completed Patient Surveys – There were none.

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

OLD BUSINESS:

None.

NEW BUSINESS:

RFP-Accounting Services – Chief Appleton reported that Mr. Rognan submitted his agreement for services at the last meeting. However, it was not on the agenda. The District advertised requests for RFPs and Mr. Rognan was the only submission. Discussion ensued.

Director West motioned to approve the agreement with Mr. Rognan, and authorize Chairperson Ruzicka to execute the agreement. Director Paul seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

RFP-Trash (Station 2) – Chief Appleton reported that DC Buchheit was notified by Arnold Legacy Hauling that they would no longer be servicing our Station 2 area. An RFP was issued and only two (2) services replied (Waste Management and Waste Connections). Waste Connections is the cheapest by \$20.00 per month. Discussion occurred.

Director Paul motioned to approve the 3-year agreement with Waste Connections and to authorize Chief Appleton to execute the agreement. Vice-Chairperson Day seconded. There being no further discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Station 5: Bid Presentation and Recommendations (FGM & Mr. Colin Rodgers, CMAR) – The Board welcomed Mr. Rodgers and Mr. Jerrod Joggerst to the meeting. Mr. Rodgers explained the process regarding local contractors and their scope of work packages. Sixty-one (61) bids were received and were reviewed in full. Mr. Joggerst explained that, based on square footage, RTAD will be paying 62% and the Jefferson County Sheriff's Department (Jefferson County) will be paying 38%. A lengthy discussion occurred.

Director Paul motioned to authorize our CMAR and FGM to award the bids according to the lowest and best contractors. Vice-Chairperson Day 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 there are no service anniversaries in January.

He also announced that Mr. Drew Mabrey has been re-classified to full-time, effective February 6th, and is being assigned to A Shift.

CLOSING COMMENTS:

Director Paul expressed thanks to everybody.

NEXT MEETING:

The Board set a Special virtual meeting for next Wednesday, February 7, 2024, at 6:00 p.m. The meeting link will be forwarded soon. The next regular monthly meeting date was set for Wednesday, February 28, 2024, at 6:00 p.m., at Station 4.

ADJOURNMENT:

There being no further business to come before the Board, Chairperson Ruzicka made a motion to adjourn. Secretary Mueller seconded. A vote was taken, and the motion passed unanimously, 6 to 0, at 7:10 p.m.



Tara Mueller - Secretary of the Board

Board approved, signed, and sealed on this date:

2/28/24

