

**The Minutes of the 501st Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
July 24, 2019**

OPEN MEETING:

The 501st regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairman Paul at 6:02 p.m. on Wednesday, July 24, 2019.

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, Chief Jerry Appleton, Deputy Chief Sheila Buchheit, Deputy Chief Andrew West, Office Manager Jennifer Ello, and Mr. Mark Bishop, Legal Counsel for the District, were present.

Director Paul Horn participated by telephone. Mr. Rick Rognan, Treasurer for the District, was expected to arrive late.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited.

VISITORS AND GUESTS:

Acknowledgement – Chairman Paul welcomed everyone to the meeting.

Public Comments – There were none.

MINUTES:

Approval of the 500th Meeting Minutes from June 26, 2019 – Director Ott motioned to approve the minutes as presented. Director Gay seconded.

There being no discussion, a vote was taken, and the motion passed by majority, 5 to 0, with Director Horn abstaining.

FINANCIALS:

Cancellation Report Summary – The Directors reviewed the report which represented June assignments. There were 178 accounts, from 2017, 2018, and 2019, that were assigned to the collection agency totaling \$94,550.09. The Directors reviewed the detailed report.

Director Gay motioned to approve the Cancellation Report Summary. Director Ott seconded.

There being no discussion, a vote was taken, and the motion passed by majority, 5 to 0, with Director Horn abstaining.

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported the following:

It has been very busy, with the crews running over 30 calls a day. The District should run well over 10,000 calls this year.

The passing of Ms. Carol Wagner, Assistant Chief of Big River Ambulance District, was announced.

Medical Billing Management (MBM), the new billing company, is completing some mapping details in the software program.

Mr. Rick Rognan met with District leadership and Ms. Ello to review preparation for tax rate setting and next year's budget.

Deputy Chief West reported that the switch to our new medical director with Washington University is going better than anticipated. Dr. Jeffrey Siegler plans to attend a Board meeting in the near future to introduce himself to the Directors.

(Mr. Rick Rognan arrived.)

FINANCIALS:

June 2019 Treasurer's Report – Mr. Rognan, Treasurer for the District, reviewed the year to date revenues and expenditures, and stated that the District is just slightly over budget at this time.

Director Ott motioned to approve the Treasurer's Report, to pay all bills, and to approve all payroll expenditures. Director Gay seconded.

There being no discussion, a vote was taken, and the motion passed by majority, 5 to 0, with Director Horn abstaining.

COMMUNICATIONS:

Review Completed Patient Surveys – There were none.

Union Business-Shop Steward, Ron Lipp – He had no business to discuss.

OLD BUSINESS:

None

NEW BUSINESS:

Selling of Ambulances – Mr. Terry Machisen, Crew Chief/Paramedic, presented the Directors with information regarding three avenues the District could use to sell the older ambulances that have been placed out of service. He gave an overview of each (APGAR Ambulance Sales, Ambulance Trader, and Purple Wave). His recommendation is to use Purple Wave. Discussion ensued.

Vice-Chairperson Ruzicka made a motion to utilize the services of Purple Wave auction site and to authorize Chief Appleton to execute all documents necessary. Director Ott seconded.

There being no further discussion, a vote was taken, and the motion passed by majority, 5 to 1, with Director Horn voting "No."

Conflict of Interest Ordinance – Chief Appleton explained that this Ordinance needs to be adopted every two years. Mr. Bishop further explained that without this Ordinance, each Director would need to file a personal disclosure form with the Ethics Commission each year.

Vice-Chairperson Ruzicka read, "An Ordinance of Rock Township Ambulance District, Missouri, to establish a procedure to disclose potential conflicts of interest and substantial interests for certain officials."

Secretary Wooldridge made a motion to accept the first reading. Director Ott seconded.

There being no discussion, a vote was taken, and the motion passed by majority, 5 to 0, with Director Horn abstaining.

Chairperson Paul then read, "An Ordinance of Rock Township Ambulance District, Missouri, to establish a procedure to disclose potential conflicts of interest and substantial interests for certain officials."

Vice-Chairperson Ruzicka made a motion to accept the second reading. Director Ott seconded.

There being no discussion, a vote was taken, and the motion passed by majority, 5 to 0, with Director Horn abstaining.

Director Ott made a motion to adopt the Ordinance as read. Secretary Wooldridge 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, "Abstain." The motion passed by majority.

The Ordinance was executed.

Comprehensive Injury Prevention and Injury Management Policy – Chief Appleton explained that this policy has been in place for years, nothing has changed. The policy was mistakenly omitted when the new policy and procedure manual was adopted.

Secretary Wooldridge made a motion to adopt the Policy as presented. Director Gay seconded.

There being no discussion, a vote was taken, and the motion passed by majority, 5 to 0, with Director Horn abstaining.

GOOD AND WELFARE:

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

Full-Time service anniversaries in July: Mr. Ron Lipp, Paramedic/Shop Steward, four (4) years; Mr. Jeff Cedra, Paramedic, four (4) years; Ms. Jackie Davis, Administrative Assistant, fourteen (14) years; and Mr. Dennis Fouts, Paramedic, eighteen (18) years.

There were no Part-Time service anniversaries in July.

CLOSING COMMENTS:

Vice-Chairperson Ruzicka appreciates that everything is running smoothly.

Chairman Paul gave applause to the employees of the District.

NEXT MEETING:

The next regular monthly meeting will be Wednesday, August 28, 2019, at 6:00 p.m., at House #4.

EXECUTIVE SESSION:

Director Gay 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 May 22, 2019, and consultation with counsel to discuss personnel pursuant to Section 610.021 of the Revised Statutes of Missouri. Secretary Wooldridge 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 6:38 p.m.

The Board returned to open session at 6:59 p.m.

ADJOURNMENT:

There being no further business to come before the Board, Chairperson Paul motioned to adjourn. Director Ott seconded.

A vote was taken, and the motion passed unanimously at 7:00 p.m.


Cathy Wooldridge - Secretary of the Board

Board approved, signed, and sealed on:

8/28/2019

