

**The Minutes of the 561st Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
July 24, 2024**

OPEN MEETING:

The 561st regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Vice-Chairperson Tara Mueller at 6:00 p.m. on Wednesday, July 24, 2024. The meeting was conducted at Station 4.

ROLL CALL:

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

Chairperson Jeremy Day and Mr. Rick Rognan, Treasurer for the District, were expected to arrive late.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited.

VISITORS AND GUESTS:

Acknowledgement – There were no visitors or guests acknowledged.

Public Comments – There were none.

MINUTES:

Approval of the 560th Meeting Minutes from June 26, 2024 – Director Paul motioned to approve the meeting minutes as presented. Director West seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 4 to 0, with Vice-Chairperson Mueller abstaining.

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported the following:

We have an insurance claim for damage to an ambulance (ambulance versus deer collision). The ambulance will be out of service for about one month and the estimate for repairs is \$4,500.00 to \$4,800.00.

Chief Appleton and Ms. Ello will be meeting with financial advisor Joy Howard tomorrow, regarding the final issuance of bond proceeds. Mr. Rognan suggested the issuance to occur sooner, than later. There are approximately \$2,000,000.00 remaining.

The auction on Purple Wave has concluded. The ambulance (\$28,000.00), Explorer (\$7,500.00), Stair chairs (\$3,600.00), and miscellaneous surplus equipment sold for a total of \$42,292.50.

The District is hosting a blood drive tomorrow, July 25th, from 1:00 p.m. to 4:00 p.m., here at Station 4.

The District is hosting Board of Directors Training on Saturday, August 24th, from 8:00 a.m. to 4:30 p.m. at Station 4. Mr. Monty Olsen will be the instructor.

Chief Travis Williams of the Jefferson County 9-1-1 Dispatch Center announced his retirement. The Center is seeking candidates from outside.

Jefferson County 9-1-1 is installing a new alert system (Phoenix system). The cost for each station is between \$25,000.00 and \$28,000.00. The approximate cost to RTAD would be \$150,000.00. The District chose not to participate at this time. About a third of the departments that they serve have agreed to go with it. A group discussion occurred.

If you follow the District's Facebook page, you may have read that the District has been awarded Gold Status by Mission Lifeline. Deputy Chief Hemmelman explained that the District participated for the very first time last year and was awarded Silver Status. This year, Gold. He is hoping we continue to be awarded Gold Status each and every year.

Mr. Rognan arrived at 6:12 p.m.

Review Completed Patient Surveys – The Directors reviewed several patient surveys.

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

FINANCIALS:

June 2024 Treasurer's Report – Mr. Rognan reviewed the revenues and expenditures for the month. The District is 3.44% under budget, approximately \$326,000.00, as of the end of June. He then reviewed the preliminary figures for the upcoming property tax rate hearing. A group discussion occurred regarding assessments, politics, trends, and logistics.

Director Paul motioned to approve the Treasurer's Report, to pay all bills, and to approve all payroll expenditures. Director Ruzicka seconded. There being no further discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

July Cancellation Report – The Directors reviewed the detailed report which represented July assignments to the collection agency by EMS/MC. There were 181 accounts, from 2022, 2023, and 2024, totaling \$76,903.24.

Director Paul motioned to approve the Cancellation Report. Director West seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

OLD BUSINESS:

Succession Plan – Chief Appleton reported that he, Secretary Dockery, Chairperson Day, Director West, Ashley Denman, Shop Steward, and Brandon Trieber, Co-Shop Steward, met and reviewed job descriptions and a timeline. He said that the meeting went well and expects the committee to be able to present something to the Board in about six (6) months. Discussion ensued.

The topic will be kept on the agenda so that updates may be presented monthly. The next committee meeting will be held August 19th at 11:00 a.m.

Station 5 Sewer Connection – Chief Appleton said that this topic could be removed from the agenda as Mr. Jerrod Joggerst, FGM Architects, no longer needs guidance from the Board; a solution has been reached at this point.

NEW BUSINESS:

2.14c – Part-Time/PRN Medical Staff Policy Update – Chief Appleton explained that this update is to clean up the policy. We have three (3) Part-Time employees that are permanently assigned to each of the three (3) shifts and work 8:00 a.m. to 8:00 p.m. on those shifts. This policy also provides for additional days off, without pay.

Director Paul motioned to adopt the updated policy, 2.14c Part-Time/PRN Medical Staff, as presented. Director West seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

Stryker Stair Chair PM Agreement – Chief Appleton reported that this preventive maintenance agreement is just like the LifePak agreement that was approved at last month's meeting. The agreement is due annually. When asked about a discount, Stryker could not offer a discount but they were willing to lock-in the current annual rate (\$2,440.00) if we agreed to a five-year agreement.

Director West motioned to accept the five-year stair chair PM agreement from Stryker and to authorize Chief Appleton to execute the agreement. Vice-Chairperson Mueller seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

7.2c – Patient Declination of Services Policy Update – Chief Appleton explained that this policy update is a result of the mental health diversion protocol enacted by the Jefferson County Sheriff's Department and the Jefferson County 9-1-1 Dispatch Center. A lengthy discussion ensued regarding who has the right to decline and who has the liability. The topic has been reviewed, investigated, and opinioned throughout the Missouri Ambulance Association, the American Ambulance Association, and our own legal counsel, Mr. Bishop.

Chairperson Day arrived, virtually, at 6:41 p.m.

Director Paul motioned to adopt the updated policy, 7.2c Patient Declination of Services, as presented. Director Ruzicka seconded. There being no further discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Station 3 Tree Removal – Bid Review – Chief Appleton informed the Directors that three (3) bids were received. These trees have been an issue for years and recently, mother nature dropped two of them for us. The bids are from Hanneke Tree Service (\$7,500.00), G & G Lawn Care & Tree Service (\$3,500.00), and Town & Country Grading (\$8,500.00). He suggests leaving the stumps to be removed later. Discussion occurred.

Chairperson Day arrived, in person, at 6:54 p.m.

Director Paul motioned to accept the bid from G & G Lawncare & Tree Service for \$3,500.00 and to authorize Chief Appleton to execute the agreement. 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 the following service anniversaries for the month of July:

Ms. Kris Lawshe, Administrative Assistant, sixteen (16) years.

Also, Dr. Jeffrey Siegler, Medical Director, has been with RTAD for five (5) years.

CLOSING COMMENTS:

Vice-Chairperson Mueller thanked everyone for doing what you do, each and every day.

Chairperson Day said that good progress was made by the committee.

Director Paul congratulated Vice-Chairperson Mueller on running a smooth meeting and said thank you to all.

NEXT MEETING:

The next regular monthly meeting date was set for Wednesday, August 28, 2024, at 6:00 p.m., at Station 4. Secretary Dockery reported that she will not be available for the next meeting.

EXECUTIVE SESSION:

None.

ADJOURNMENT:

There being no further business to come before the Board, Chairperson Day made a motion to adjourn. Director West seconded. A vote was taken, and the motion passed unanimously, 6 to 0, at 6:57 p.m.

 *Tana Mueller* Vice-Chair
Mandy Dockery - Secretary of the Board



Board approved, signed, and sealed on this date: 8/28/24