

**The Minutes of the 549th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
July 26, 2023**

OPEN MEETING:

The 549th regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Lynne Ruzicka at 6:04 p.m. on Wednesday, July 26, 2023. The meeting was conducted at Station 4.

ROLL CALL:

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

PLEDGE OF ALLEGIANCE:

The group recited the Pledge of Allegiance.

VISITORS AND GUESTS:

Acknowledgement – Chairperson Ruzicka welcomed everyone.

Public Comments – There were none.

MINUTES:

Approval of the 548th Meeting Minutes from June 28, 2023 – 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, 3 to 0, with Vice-Chairperson Day abstaining.

Director Dockery began participating by audio at 6:06 p.m.

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported the following:

The First Arriving service is up and running at all stations now. It was finally installed at Station 3. It is proving to be a good communication tool.

The Nitronox System has arrived. It is getting set up, and then training will occur.

There are updates coming from the DEA regarding how controlled substances are purchased, stored, and tracked. The topic will be covered more succinctly later in the meeting.

Secretary Mueller arrived at 6:08 p.m.

Chief Appleton and Ms. Ello had a virtual meeting with our new EMS/MC Client Specialist, Ms. Emily Eckhoff. Ms. Eckhoff is planning an on-site visit to the District later this year.

There are changes coming to the Jefferson College EMS Program. Chief Appleton will be meeting with Chief Training Office Golec to review them.

Chief Appleton met with a representative of the Jefferson County Stormwater Division. We are close to completion with regard to issues at Station 2.

Missouri House Bill 1118 specifies that any notice required by law to be published in a newspaper instead must be published on the Secretary of State's website. However, the website is not yet available.

Review Completed Patient Surveys – There were no patient surveys to review.

Union Business-Shop Steward, Ashley Denman – Ms. Denman stated she had no union business to present at this time.

OLD BUSINESS:

Cyber Security Endpoint Detection and Responsive Software – Capital Projects 2021 – Chief Appleton introduced Mr. Jeff Rose; owner-operator of PC Tech. Mr. Rose gave an overview of the services his company is providing to the District and described them as a layering of defenses. The last several years have shown quite a change with the types of attacks that systems are receiving. His proposal is for an additional piece of defensive software. A group discussion ensued.

Treasurer Rognan arrived at 6:17 p.m.

Director Paul motioned to authorize Chief Appleton to enter into an agreement with PC Tech for the acquisition of the Cyber Security Endpoint Detection and Responsive Software. Vice-Chairperson Day seconded. There being no more discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

FINANCIALS:

June 2023 Treasurer's Report – Mr. Rognan reported that the District is 1.04% under budget, approximately \$92,000.00. He then reviewed the income and expenditures through the end of June.

Mr. Rognan then reviewed the preliminary Public Hearing Notice which will set the tax rate for 2023. Discussion ensued.

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.

Cancelation Report Summary – The Directors reviewed the detailed report which represented July assignments to the collection agency by EMS/MC. There were 183 accounts, from 2021, 2022, and 2023, totaling \$78,822.19.

Vice-Chairperson Day motioned to approve the Cancelation Report Summary. Secretary Mueller seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

NEW BUSINESS:

Ordinance 2023-01: Conflict of Interest – Mr. Bishop explained that the ordinance has not changed and it is necessary to adopt it every other year.

Director Paul 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." Director Paul made a motion to accept the first reading. Director West seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Director Paul then read again, "An ordinance of Rock Township Ambulance District, Missouri, to establish a procedure to disclose potential conflicts of interest and substantial interests for certain officials." Director Paul motioned to adopt Ordinance 2023-01. Director West seconded. There being no discussion, a roll call vote was taken as follows: Chairperson Ruzicka, "Yes."; Vice-Chairperson Day, "Yes."; Secretary Mueller, "Yes."; Director Paul, "Yes."; Director West, "Yes."; and Director Dockery, "Abstain." The motion passed unanimously, 5 to 0, with Director Dockery abstaining.

Missouri Senate Bill 190 – Mr. Rognan explained that the varying types of language used in the bill will make it challengeable in many ways. Nonetheless, the bill will have little impact on the District’s budget. The upside for our retiring employees is that pension funds cannot be taxed. Mr. Bishop also gave his impression and stated that due to the bill being such a mess, it may never be implemented. Discussion occurred.

Director Dockery left the meeting at 6:57 p.m.

Capital Projects 2021 – DEA Compliance Software Solutions – Chief Appleton reported that DEA compliance laws are changing regarding how we purchase, store, and track controlled substances. Deputy Chief Buchheit, Deputy Chief Hemmelman, and Chief Training Officer Golec have garnered information about the options the District has to comply with the new regulations. The current system, Operative IQ, works very well for tracking, but that’s all it does. Only one of the four bids received does everything needed. The system, from EMS Logik, includes the safes and software. It also integrates tracking into our patient care reports (PCRs). The bid includes software licensing for 11 units for five years. The cost of \$29,969.00 would be covered by Capital Projects funds. A lengthy discussion ensued.

Secretary Mueller made a motion to table the topic until the August meeting. Vice-Chairperson Day seconded. There being no further discussion, a vote was taken, and the motion to table failed, 2 to 3.

Director Paul made a motion authorizing Chief Appleton to purchase the EMS Logik system for \$29,969.00. Director West seconded. There being no further discussion, a vote was taken, and the motion passed by majority, 4 to 1.

Policy 3.8 Substance Abuse - Update – Mr. Bishop explained that the updated policy is for discussion only at this time. Due to the change in laws in Missouri, regarding marijuana, the policy has been updated for the Board’s review and discussion. The policy, as written at this time, treats marijuana like alcohol. He needs guidance about prohibiting it all together. Chief Appleton stated that Ms. Denman, Shop Steward, was informed that the policy being presented is for discussion. The group discussed the policy and marijuana use in general. Ms. Denman said that the shop feels very strongly that what they do off-duty is their business. Further discussion ensued.

Vice-Chairman Day motioned to table this item until the August meeting. Secretary Mueller seconded. There being no further discussion, a vote was taken, and the motion to table passed unanimously, 5 to 0.

GOOD AND WELFARE:

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

Dr. Jeffry Siegler, Medical Control, four (4) years; Ms. Kris Lawshe, Administrative Assistant, fifteen (15) years; and Ms. Jackie Davis, Administrative Assistant, eighteen (18) years.

CLOSING COMMENTS:

Director Paul gave a shout out to Chief Appleton. Director Paul and Vice-Chairperson Day recently spoke with the Sheriff and he indicated he was very pleased with the Station 5 project.

Director Paul read a letter that was received by a resident of the District.

Director Paul also thanked everyone.

Chairperson Ruzicka also thanked everyone.

Secretary Mueller said that her affiliation with the District is a point of pride and thanks to all.

Vice-Chairperson Day said that he works in the District and sees our ambulances all the time.

NEXT MEETING:

The Board set the next meeting date for Wednesday, August 23, 2023, at 6:00 p.m., at Station 4.

Additional Item - Deputy Chief Hemmelman announced that the District received a "Mission: Lifeline 'SILVER' Achievement Award" from the American Heart Association. Initially, we were awarded the BRONZE but were upgraded to the SILVER. This means that our demonstrated care for heart attack and stroke patients has been recognized as exceptionally better. This was the first year that we tried for it and received the highest level. No other Jefferson County ambulance district was awarded this. Congratulations were given.

ADJOURNMENT:

There being no further business to come before the Board, Chairperson Ruzicka motioned to adjourn. Vice-Chairperson Day seconded. A vote was taken, and the motion passed unanimously, 5 to 0, at 7:44 p.m.


Tara Mueller - Secretary of the Board

Board approved, signed, and sealed on this date:  August 23, 2023

