

**The Minutes of the 512th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
June 24, 2020**

OPEN MEETING:

The 512th regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairman Paul at 6:00 p.m. on Wednesday, June 24, 2020. The meeting was conducted at House #4.

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, Director Paul Horn, Chief Jerry Appleton, Deputy Chief Sheila Buchheit, Deputy Chief Andrew West, Office Manager Jennifer Ello, Ms. Jessica Mikale, Legal Counsel for the District, and Mr. Rick Rognan, Treasurer for the District, were all present.

It was noted that Directors Elect Ms. Lindsay Sleet and Mr. Jeremy Day were also in attendance.

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 511th Meeting Minutes from May 20, 2020 – Vice-Chairperson Ruzicka motioned to approve the last meeting minutes as presented. Director Gay seconded.

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

FINANCIALS:

May 2020 Treasurer's Report – Mr. Rognan reported that the District is approximately 3% over budget at this time. He reviewed the revenues and expenditures contained in the Treasurer's Report.

Vice-Chairperson Ruzicka motioned to approve the Treasurer's Report, to pay all bills, and to approve all payroll expenditures. Director Ott 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:

Several construction updates: Fenton project -Jefferson County Planning and Zoning has approved the driveway variance, and a retention pond will no longer be needed. Both variances will save the District money on the project. The abatement project has also been completed. Arnold Project – we broke ground at the property yesterday.

Mr. Jerrod Joggerst, of FGM Architects, will present project updates to the Board in the future.

The value engineering studies have been completed. Phase 1 savings will be about \$456,000.00 and Phase 2 savings will be about \$500,000.00.

Our new billing company, EMS Management and Consultants (EMS/MC), will begin servicing the District's accounts beginning with date of service July 1, 2020.

Call volume during the pandemic, was down to 18 to 20 calls, from 27, per day. It has now increased and is up to 45 a day.

The District received a one-time premium reduction, from United Healthcare, in the amount of \$13,417.66, applied to our July invoice.

Chief Appleton will be taking time off for vacation from July 6th through the 10th. He will be available, though, if needed.

Review Completed Patient Surveys – The Directors reviewed the surveys that were returned.

Union Business-Shop Steward, Kate Reed – Ms. Ashley Denman and Mr. Brandon Treiber were present. Ms. Denman notified the Board that Ms. Kate Reed had stepped down due to other commitments. Ms. Denman is now the Shop Steward and Mr. Brandon Treiber is the Co-Shop Steward.

OLD BUSINESS:

None

NEW BUSINESS:

Certification of Election Results – Chairman Paul read the Certification of Election Results received from the Jefferson County Election Authority: Lindsay Fry Sleet, 4,021; Jeremy Day, 3,047; Dean C. Meenach, 3,005; and Avery A. Fortenberry, 2,249.

Secretary Wooldridge made a motion to accept the Certification of Election Results. Director Ott seconded.

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

Swearing in of New Board Members – Chairman Paul told Director Wooldridge and Director Ott that it was great serving with them. He then led Director Sleet and Director Day in taking their Oaths of Office. The group welcomed them to the Board.

Reorganization of the Board – Chairman Paul opened nominations for Chairperson. Director Day nominated Director Ruzicka. Director Gay nominated Director Paul. Nominations were closed. Chairman Paul declined the nomination stating that he feels that the Board positions should be rotated.

There being no discussion, a roll call vote, for Director Ruzicka as Chairperson, was taken as follows: Chairman Paul, "Yes."; Vice-Chairperson Ruzicka, "Abstain."; Director Gay, "Yes."; Director Horn, "Nay."; Director Sleet, "Yes."; and Director Day, "Yes." The motion passed by majority, 4 to 0. Director Ruzicka becomes Chairperson.

Chairperson Ruzicka opened nominations for Vice-Chairperson. She nominated Director Paul. There were no other nominations. Nominations were closed.

There being no discussion, a roll call vote was taken as follows: Chairperson Ruzicka, "Yes."; Director Paul, "Abstain."; Director Gay, "Yes."; Director Horn, "Nay."; Director Sleet, "Yes."; and Director Day, "Yes." The motion passed by majority, 4 to 0. Director Paul becomes Vice-Chairman.

Chairperson Ruzicka opened nominations for Secretary. Vice-Chairman Paul nominated Director Gay.

Director Day motioned to close nominations. Vice-Chairman Paul seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0. Director Gay becomes Secretary by acclamation.

Chairperson Ruzicka opened nominations for Treasurer. Vice-Chairman Paul nominated Mr. Rognan.

Vice-Chairman Paul motioned to close nominations. Director Day seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0. Mr. Rognan maintains his position as Treasurer by acclamation.

Board Members' Verification Forms (HIPAA) – Chairperson Ruzicka requested that each Director review and sign the Board Member Verification. The members of the Board must comply with HIPAA. Each Director complied.

Board Members' Pay – Chairperson Ruzicka explained that this topic is reviewed annually. The District is not currently paying members of the Board for their service.

Director Gay made a motion to maintain the current practice of not paying the Directors. Vice-Chairman Paul seconded.

There being no discussion, a roll call vote was taken as follows: Chairperson Ruzicka, "Yes."; Vice-Chairman Paul, "Yes."; Secretary Gay, "Yes."; Director Horn, "Nay."; Director Sleet, "Yes."; and Director Day, "Yes." The motion passed by majority, 5 to 1.

Bank Signature Forms – Chief Appleton asked that this item be tabled until next month. Ms. Ello explained that the signature forms had not yet been completed by Commerce Bank. Discussion occurred.

Director Day motioned to table this item until the July 22, 2020 meeting. Director Sleet seconded.

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

SB 870 - Resolution #2020-01-Setting the Reimbursement Rate – Chief Appleton and Mr. Rogan explained that this resolution was passed by the Board of Directors last year, at the time that the tax rate was set. This year, it's being advised that it should be passed before July 1st, prior to the County Assessment. Discussion ensued.

Vice-Chairman Paul motioned to adopt Resolution #2020-01. Director Day seconded.

There being no further 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.

Selling of Ambulance – Purple Wave Auction Site – Chief Appleton explained that capital replacements being made by the bond proceeds are scheduled. The District kept one of the older ambulances, Medic One, through the winter in case it was needed. It is not needed. He then explained the Purple Wave Auction site. The District has been very successful in using the site. There is no cost to the District and the all of the advertising, collecting of money, etc., is done by Purple Wave. Director Day asked what other options were available. Chief Appleton gave a brief history on the difficulty in selling the ambulances, ourselves. Director Horn likes the idea of using a local newspaper to advertise so that the people in our county have a chance. Discussion occurred.

Vice-Chairman Paul made a motion authorizing the use of Purple Wave Auction Site to sell Medic One. Secretary Gay seconded.

Director Horn questioned the change of numbers on the ambulances. Discussion ensued.

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

Computer Server Replacement – Chief Appleton reported that the capital replacement schedule included computer servers. One of our three servers is obsolete and unable to accept updates. PC Tech, our IT vendor, obtained three (3) bids for a replacement, in addition, an extended warranty cost for each. Discussion ensued regarding the bid process. Chief Appleton informed the Board that PC Tech is a direct to the manufacturer vendor. The recommendation is for the Dell PowerEdge Server. It was also the lowest bid.

Vice-Chairman Paul motioned to approve the purchase of the Dell PowerEdge Server for \$4,985.63 and the 5-year Service Plan for \$718.47, totaling \$5,704.10. Secretary Gay seconded the motion.

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 June:

Full-Time: Mr. Mark Hunter, Paramedic/Lieutenant, six (6) years; Mr. Terry Machisen, Paramedic/Crew Chief, twenty (20) years; and Mr. Nick Farrel, Paramedic, twenty-two (22) years.

In addition, two part-time Paramedics were reclassified to full-time: Mr. Josue Murillo has been assigned to A Crew, and Ms. Chynna Tame has been assigned to C Crew.

CLOSING COMMENTS:

Vice-Chairman Paul welcomed the new members and said that he's looking forward to working with them.

Secretary Gay stated, "Ditto."

Chairperson Ruzicka said that she's happy that the meetings are being conducted in person again.

Director Day said that he was glad to be present.

NEXT MEETING:


The next regular monthly meeting will occur on Wednesday, July 22, 2020, at 6:00 p.m. It will be conducted at House #4.

EXECUTIVE SESSION: None

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 6:57p.m.


Christy Gay, Secretary of the Board



Board approved, signed, and sealed on:

22 Jul 20