

**The Minutes of the 533<sup>rd</sup> Meeting  
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS  
March 23, 2022**

***OPEN MEETING:***

The 533<sup>rd</sup> 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, March 23, 2022. The meeting was conducted at House #4.

***ROLL CALL:***

Directors and Administrative Personnel –Secretary Jeremy Day conducted a roll call of those in attendance. In addition to himself, Chairperson Lynne Ruzicka, Vice-Chairman Mark Paul, Director Christy Gay, Director Lindsay Sleet, Director Tara Mueller, Chief Jerry Appleton, Deputy Chief Sheila Buchheit, Deputy Chief Josh Hemmelman, Office Manager Jennifer Ello, and Mr. Mark Bishop, Legal Counsel for the District, were all present. Mr. Rick Rognan, Treasurer for the District, was expected to participate by telephone.

***PLEDGE OF ALLEGIANCE:***

The group recited the Pledge of Allegiance.

***VISITORS AND GUESTS:***

Acknowledgement – Chairperson Ruzicka welcomed everyone.

Public Comments – There were none.

Addition Item – Secretary Day made a motion to remove Item Number Two, under New Business (Planning and Zoning – Discussion). Vice-Chairman Paul seconded the motion. Vice-Chairman Paul then explained that he had heard some concerns regarding the planned storage units to be built on the vacant land off of St. Luke’s Church Road. There being no further discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

***MINUTES:***

Approval of the 532<sup>nd</sup> Meeting Minutes from February 23, 2022 – Vice-Chairman Paul motioned to approve the meeting minutes as presented. Director Mueller seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0, with Director Gay abstaining.

***FINANCIALS:***

February 2022 Treasurer’s Report – This item will be addressed after Mr. Rognan’s arrival.

Cancelation Report Summary – The Directors reviewed the detailed reports which represented February and March assignments to the collection agency by EMS/MC. There were 229 accounts, from 2020 and 2021, totaling \$208,831.62.

Vice-Chairman Paul motioned to approve the Cancelation Report Summaries. Director Sleet 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 financial audit went well. The draft was received today. An amended 2021 Budget is on the Agenda for this evening.

The IAFF #2665 insurance trust proposal has been delayed. A meeting is scheduled for this Monday. Chief Appleton, Ms. Ashley Denman, and Mr. Dave McKinney will be attending. There were no new deadlines given.

Covid-19 cases are down. Call Volume remains high. The District is running about 29 to 30 Calls per day.

The District's BNDD license has been renewed. Some years ago, the license was allowed to lapse. Chief Appleton forwarded the renewed license to all.

The District's State Ground Ambulance License and Training Entity License are up for renewal. The inspections will occur this coming June. Preparations are underway for a successful re-licensure.

FGM Architects, Inc. will be sending a photographer to the District's House #1 on Friday.

Review Completed Patient Surveys – The Directors reviewed a completed patient survey form.

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

### **OLD BUSINESS:**

Policies: Chapter 7 Clinical Considerations, 5.5a Duty to Act, 5.6a Forcible Entry and Forcible Entry Release Form – Chief Appleton reported that everyone is satisfied with the versions of the policies now being presented for Board approval. There were no major changes, only wording. Discussion ensued. Mr. Bishop has no issues, the policies are fine.

Chairperson Ruzicka made a motion to adopt the Chapter 7 Clinical Considerations Policy, Section 5.5a Duty to Act Policy, Section 5.6a Forcible Entry Policy, and Section 5.6a Forcible Entry Release Form. Ms. Denman said that the shop had concerns with the original wording as “you must” which has been changed to “you may.” Vice-Chairman Paul then seconded the motion. There being no further discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Request for Proposals - HVAC – Chief Appleton reported that Deputy Chief Buchheit re-contacted all the original vendors in addition to others. Only two (2) vendors submitted proposals. They were: Vogel Heating and Cooling and SMCI. Both vendors are qualified, both are Daikin system certified. SMCI is listed as a “Diamond Provider” by Daikin. A lengthy discussion ensued.

Vice-Chairman Paul made a motion to accept the 3-year proposal from SMCI with the “Annual Daikin Service Checker” option and to authorize Chief Appleton to execute all necessary agreements. Secretary Day seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

### **FINANCIALS continued:**

February 2022 Treasurer's Report – Mr. Rognan was present by telephone and reported on the finances of the District. The District is 2.07% under budget, approximately \$160,000.00, at the end of February. The costs of fuel, energy, etc. are all going up and inflation is a consideration as well. He then gave a review of Revenues and Expenditures.

Vice-Chairman Paul motioned to approve the Treasurer's Report, to pay all bills, and to approve all payroll expenditures. Director Mueller seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

### **OLD BUSINESS continued:**

Capital Purchase - Ambulances – Chief Appleton reported that he spoke with Pinnacle (regarding the possible price fluctuation in the sales contract) and our cost for the chassis is locked in. Shipping costs may increase however. The contract price for two (2) ambulances is \$461,098.00. Mr. Bishop stated that he would prefer no cost fluctuations in the agreement as there is some risk with the language. Discussion occurred.

Vice-Chairman Paul made a motion to accept the purchase agreement from Pinnacle for the purchase of two (2) 2023 Ford F-450 4x4 Demers MXP150 Type 1 Ambulances for \$230,549.00 each, totaling \$461,098.00 and authorizing Chief Appleton to execute all necessary documents. Director Mueller seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

**NEW BUSINESS:**

2021 Budget Amendment – Mr. Rognan explained that there is no deficit spending allowed in the budget. Due to the end of year litigation expense, the amendment is necessary. It is simply for housekeeping and auditing purposes. The amended budget shows the use of District Reserves in the amount of \$874,425.00.

Vice-Chairman Paul motioned to adopt the 2021 Amended Budget as presented. Director Mueller seconded. There being no 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 March:

Full-Time: Mr. Tim Conroy, Paramedic, four (4) years; Ms. Ashley Denman, Paramedic, four (4) years; Mr. Alex Lynn, Paramedic, four (4) years; Ms. Jessie Sutter, Paramedic, five (5) years; and Ms. Kris Lawshe, Administrative Assistant, nine (9) years.

Part-Time: Ms. Juliane Pritchett, Paramedic, one (1) year.

**CLOSING COMMENTS:**

Secretary Day spoke of a medical emergency that occurred while he was in attendance at an event in Arnold recently. He said thank you to all who were on the scene.

Vice-Chairman Paul stated that now that Spring has arrived, he hopes the snow if over, and expressed thanks to all.

Director Mueller said thank you to all and thanked Chief Appleton for inviting the Board to the State of the County Address. She enjoyed attending.

Director Gay thanked the Shop and Administration for working together to get the policies passed.

Chairperson Ruzicka thanked everyone for all they do.

**NEXT MEETING:**

The Board set the next monthly meeting for Wednesday, April 27, 2022, at 6:00 p.m., at House #4. Chief Appleton informed the Board that a Special Meeting may need to be held regarding the insurance proposal from the union.

**EXECUTIVE SESSION:**

Chairperson Ruzicka made a motion to enter into a closed session with a closed vote and closed record for the purpose of approval of Executive Session minutes, and consultation with counsel to discuss personnel, litigation, and real estate, pursuant to Section 610.021 of the Revised Statutes of Missouri. Vice-Chairman Paul seconded. There being no discussion, a roll call vote was taken as follows: Chairperson Ruzicka, "Yes."; Vice-Chairman Paul, "Yes."; Secretary Day, "Yes."; Director Gay, "Yes."; Director Sleet, "Yes."; and Director Mueller, "Yes." The motion passed unanimously, 6 to 0.

The Board left open session at 6:53 p.m.

The Board returned to open session at 7:16 p.m.

**ADJOURNMENT:**

There being no further business to come before the Board, Chairperson Ruzicka motioned to adjourn. Vice-Chairman Paul seconded. A vote was taken, and the motion passed unanimously, 6 to 0, at 7:16 p.m.

  
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**Jeremy Day - Secretary of the Board**

**Board approved, signed, and sealed on this date:** 4-27-22

