

**The Minutes of the 521st Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
March 24, 2021**

OPEN MEETING:

The 521st regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Lynne Ruzicka at 6:01 p.m. on Wednesday, March 24, 2021. The meeting was conducted at House #4.

ROLL CALL:

Directors and Administrative Personnel – Secretary Christy Gay conducted a roll call of those in attendance. In addition to herself, Chairperson Lynne Ruzicka, Vice-Chairman Mark Paul, Director Paul Horn, Director Lindsay Sleet, Director Jeremy Day, Chief Jerry Appleton, Office Manager Jennifer Ello, and Mr. Mark Bishop, Legal Counsel for the District, and 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 to the meeting. Director Horn asked a guest to introduce herself. Ms. Tara Mueller, a resident and candidate for the Board, introduced herself, and her daughter. They were welcomed.

Public Comments – There were none.

MINUTES:

Approval of the 520th Meeting Minutes from February 24, 2021 – Vice-Chairman Paul motioned to approve the last meeting minutes as presented. Director Day seconded. There being no discussion, a vote was taken, and the motion passed by majority, 5 to 0, with Secretary Gay abstaining.

The Board postponed review of Financials, awaiting Mr. Rognan, and continued with the rest of the Agenda topics.

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported the following:

Call volume is averaging 27 calls per day.

Construction of new House #1 in Arnold is in the finishing phase. Completion should be at the end of April or the beginning of May. New House #2 should be under roof by next week, with completion scheduled for September.

Chief Appleton and other EMS Chiefs have been meeting with Jefferson College in an attempt to save the Jefferson College EMS Program. It appears that the program will be saved; however, details regarding financial commitments, manpower, etc. have yet to be determined. Discussion followed.

Meetings have been occurring regarding the second bond issuance. The next Board action, choosing the Underwriter, will occur at the April meeting. This is issuance #2 of 3.

Leadership development class scheduling is occurring. Deputy Chief Hemmelman may be assisting with this.

Performance reviews update: an outline is being drafted per policy. The outline will be sent to the Board for review. The performance reviews will occur at every level of employment and every rank. Discussion occurred.

There were three property damage claims resulting from the last snow. There were no injuries.

Review Completed Patient Surveys – There were none.

Union Business-Shop Steward, Ashley Denman – Ms. Denman read a letter from the shop thanking the Board and Administration for letting them take part in the process of choosing the new Deputy Chief and addressing the amount of un-scheduled overtime that is being worked. The Board thanked her and asked if the shop had suggestions. She replied that the shop thinks a tax increase is needed. Chief Appleton replied that the District is increasing part-time staff, and that there is currently legislation being considered regarding internet sales tax collection and a one (1) cent sales tax which would eliminate property taxes altogether. A lengthy group discussion ensued.

FINANCIALS:

February 2021 Treasurer's Report – Mr. Rognan reviewed the February financial report. Revenues and Expenses were reviewed.

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

Cancellation Report Summary – The Directors reviewed the detailed report which represented March assignments by EMS/MC. There were 142 accounts, from 2020 and 2021, that were assigned to the collection agency totaling \$69,993.61.

Vice-Chairman Paul motioned to approve the Cancellation Report Summary. Secretary Gay seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

OLD BUSINESS:

None

NEW BUSINESS:

Check Signing – Procedure and Board Availability – Chief Appleton explained that he pages out the need for Directors to sign checks and Chairperson Ruzicka is generally the only person to respond and to make herself available. He would like to know if the Board would like to make changes to this procedure. Secretary Gay believes she, and the other Directors, can do better. A brief discussion followed. Everyone agreed that each Director will respond to Chief's requests in the future, whether they are available or not. The topic will be visited again in the future.

ePCR Software Bids – Chief Appleton provided a brief review of how the District came to have the AmbuPro ePCR software. The program is working well but the District isn't getting everything that it was promised and the customizing is expensive. The District obtained bids from three (3) companies for their software: ESO EHR, Image Trend Elite EPCR, and AmbuPro EMS. ESO's EHR program is being recommended. The software demo was well received by the crews, and other Districts that have the program are pleased with it. Mr. Corey Golec, Paramedic/Training Coordinator, supplied the Directors with statistics regarding survey results from the employees. A lengthy discussion occurred.

Vice-Chairman Paul motioned to authorize Chief Appleton to enter into a three (3) year agreement with ESO for their EHR program for the cost of \$22,030.50 for the first year, and \$19,650.50 for the following two years, and to execute all necessary documents. Secretary Gay seconded.

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

Telephone System Bids – Chief Appleton reported that the District’s current telephone system is obsolete and will not work with the voice over IP service at the new buildings. Bids for telephone systems were obtained from CTI UCLOUD, Zultys, and GoToConnect. The District is recommending the CTI UCLOUD system. Discussion ensued.

Director Day motioned to authorize Chief Appleton to enter into an agreement with CTI for the UCLOUD system at the price of \$9,248.00 and to execute all necessary documents. Vice-Chairman Paul seconded.

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

Non-Binding 2021 Estimated Property Tax Rates – Treasurer Rognan explained that this State requirement came into play about 10 years ago. Jefferson County has been unable to supply the District with assessments at this time. However, he is recommending that the District submit to the County it’s estimated, non-binding preliminary 2021 tax rates. Discussion occurred.

Vice-Chairman Paul made a motion to authorize Chief Appleton to submit the District’s “2021 Preliminary Estimated Non-Binding Tax Rates” to Ms. Jeannie Goff, Jefferson County Chief of Staff, as discussed this evening. Secretary Gay seconded the motion.

There being no discussion, a vote was taken, and the motion passed by majority, 5 to 1, with Director Day voting “No.”

GOOD AND WELFARE:

Acknowledgement of employee promotion and service – Chief Appleton reported that the District just hired eight (8) part-time paramedics, and more will be hired in April.

He then announced the following service anniversaries for February:

Full-Time: Ms. Jessie Sutter, Paramedic, four (4) years; Mr. Tim Conroy, Paramedic, three (3) years; Ms. Ashley Denman, Paramedic, three (3) years; Mr. Alex Lynn, Paramedic, three (3); and Ms. Kris Lawshe, Administrative Assistant, eight (8) years.

Part-Time employees with anniversaries in March were: Mr. Mitch Gartner, Paramedic; Mr. Jon Rinehart, Paramedic; and Mr. Jim Bierman, Paramedic.

Chief Appleton then introduced Mr. Josh Hemmelman as the District’s new Deputy Chief-Medical Officer. Mr. Hemmelman addressed the group audio visually, and was welcomed by the Board. Mr. Hemmelman will begin his duties on April 5th.

CLOSING COMMENTS:

Vice-Chairman Paul thanked everyone for all they do.

Secretary Gay thanked Ms. Denman and the employees for their letter to the Board, Mr. Golec, Training Coordinator, and expressed her gratitude that the District is still sponsoring community events like the recent blood drive.

NEXT MEETING:

The Board confirmed their availability, and set the next regular monthly meeting for Wednesday, April 28, 2021, at 6:00 p.m., at House #4. Discussion occurred regarding upcoming Special Meetings that will be needed to implement the second bond issuance.

EXECUTIVE SESSION:

Chairperson Ruzicka made a motion to enter into a closed session with closed vote and closed record for the purpose of approval of the last Executive Session Minutes, personnel, and contract negotiations pursuant to Section 610.021 of the Revised Statutes of Missouri. Secretary Gay seconded the motion.

There being no 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.

The Board left open session at 7:16 p.m.

The Board returned to open session at 8:15 p.m.

ADJOURNMENT:

There being no further business to come before the Board, Vice-Chairman Paul motioned to adjourn. Secretary Gay seconded. A vote was taken, and the motion passed unanimously, 6 to 0, at 8:15 p.m.



Christy Gay - Secretary of the Board



Board approved, signed, and sealed on: 28 Apr 2021