

**The Minutes of the 557th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
March 27, 2024**

OPEN MEETING:

The 557th regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Lynne Ruzicka at 6:03 p.m. on Wednesday, March 27, 2024. The meeting was conducted at Station 4.

ROLL CALL:

Directors and Administrative Personnel – Secretary Tara Mueller conducted a roll call of those in attendance. In addition to herself, Chairperson Lynne Ruzicka, Vice-Chairperson Jeremy Day, Director Mark Paul, Director Andrew West, Director Mandy Dockery, 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. Mr. Rick Rognan, Treasurer for the District, participated by telephone.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited.

VISITORS AND GUESTS:

Acknowledgement – Chairperson Ruzicka welcomed everyone.

Public Comments – There were none.

MINUTES:

Approval of the 556th Meeting Minutes from February 28, 2024 – Chairperson Ruzicka motioned to approve the meeting minutes as presented. Director Paul seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

The Order of Business was changed. Financials were discussed following Communications.

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported the following:

He thanked all who attended the spring event. It was well attended.

There has been no news regarding our grant application.

The BNDD and DEA Certificates were forwarded to the Directors so everyone is aware that the renewal of the licenses has been completed.

The final pre-construction meeting was held. Final permits are pending.

A ground-breaking ceremony is scheduled for Thursday, April 11th at 6:00 p.m. at the building site on Lion's Den Road, followed by a social reception at Station 4.

EMS Legislative Day at the Missouri Capital was attended by Chief Appleton and Deputy Chief Hemmelman. Topics addressed were the FRA Program and the Wayfair tax.

The two (2) new Tahoes were delivered and the electronics for them have been ordered.

The two (2) new ambulances, that were ordered two (2) years ago, will be delivered next week.

We have a lot of educational conferences and opportunities for leadership coming up in the next few months. Chief Appleton listed many of them for the group.

The Crews have been busy with call volume and doing a great job.

Review Completed Patient Surveys – The group discussed a patient survey.

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

FINANCIALS:

February 2024 Treasurer's Report – Mr. Rognan reported on the February financials. He reviewed the revenues and expenditures for the month. The District is approximately \$94,000.00 under budget as of the end of February.

Vice-Chairperson Day 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.

March Cancellation Report – The Directors reviewed the detailed report which represented March assignments to the collection agency by EMS/MC. There were 143 accounts, from 2021, 2022, and 2023, totaling \$67,877.49.

Director West motioned to approve the Cancellation Report. Vice-Chairperson Day seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

OLD BUSINESS:

Intergovernmental Agreement – Jefferson County – Mr. Bishop explained that there are two (2) agreements regarding Station 5. The first covers the design and construction phase. That agreement is complete and went smoothly. The second addresses the building lease. He then gave an overview of the second agreement. A lengthy discussion ensued.

Vice-Chairperson Day motioned to adopt the Intergovernmental Agreement with Jefferson County and to authorize Chief Appleton to execute it. Secretary Mueller seconded. There being no further discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

NEW BUSINESS:

EMS Legal Services Agreement (Frank Flaspohler) – Chief Appleton explained some of the services that Mr. Flaspohler provides the District with, which is all covered by the \$950.00 annual fee. He stated that he hopes the Board will approve the agreement for his services for another year.

Director Paul motioned to continue with EMS Legal Services and to authorize the Chairperson and the Secretary to execute the agreement. Chairperson Ruzicka seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

MEM/Workers' Compensation Deductible – Mr. Steve Kickham, from Assured Partners, presented information regarding how placing deductibles into the workers' compensation policy and utilizing the services of Medcor would save the District money in the long-term. They are suggesting a \$2,500.00 claim deductible. Discussion occurred.

Director Paul motioned to authorize the broker to put deductibles in place in the policy beginning April 1, 2024. Vice-Chairperson Day seconded. There being no further discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Policy – 4.25c Controlled Substances – Chief Appleton reminded the Directors that several months ago he reported that the DEA was making changes to the way narcotics were to be kept and tracked. The safes have arrived and DC Hemmelman and DC Buchheit are getting them set up and installed. The Controlled Substance policy has now been updated, and Mr. Bishop and the shop have reviewed it.

Vice-Chairman Day motioned to adopt Policy 4.25c Controlled Substances as presented. Secretary Mueller seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

Policy – 7.17a Mandatory Reporting – Chief Appleton explained that he disbursed the Mental Health Diversion policy instead of the Mandatory Reporting policy by mistake. Both of these policies will be placed on the April meeting agenda for the Board’s consideration.

GOOD AND WELFARE:

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

Mr. Adam Passer, Paramedic, three (3) years.

CLOSING COMMENTS:

Director Paul thanked the visitors for attending.

NEXT MEETING:

The next regular monthly meeting date was set for Wednesday, April 24, 2024, at 6:00 p.m., at Station 4.

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 Executive Session Minutes from 12/27/2023 and to discuss litigation pursuant to Section 610.021 of the Revised Statutes of Missouri. Director Paul 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, “Yes.” The motion passed unanimously, 6 to 0.

The Board left open session at 7:00 p.m.

The Board returned to open session at 7:12 p.m.

ADJOURNMENT:

There being no further business to come before the Board, Chairperson Ruzicka made a motion to adjourn. Director Paul seconded. A vote was taken, and the motion passed unanimously, 6 to 0, at 7:13 p.m.



Tara Mueller - Secretary of the Board

Board approved, signed, and sealed on this date:

4/24/24

