

**The Minutes of the 535<sup>th</sup> Meeting  
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS  
May 25, 2022**

***OPEN MEETING:***

The 535<sup>th</sup> regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Lynne Ruzicka at 6:02 p.m. on Wednesday, May 25, 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 Tara Mueller, Director Andrew West, Chief Jerry Appleton, Deputy Chief Sheila Buchheit, Deputy Chief Josh Hemmelman, Office Manager Jennifer Ello, and Mr. Rick Rognan, Treasurer for the District, were all present.

Director Lindsay Sleet, Chief Training Officer Corey Golec, and Mr. Mark Bishop, Legal Counsel for the District, were not expected to attend.

Secretary Day made a motion to excuse Director Sleet from the meeting. Vice-Chairman Paul seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

***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 534<sup>th</sup> Meeting Minutes from April 27, 2022 – Vice-Chairman Paul motioned to approve the meeting minutes as presented. Secretary Day seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

***FINANCIALS:***

April 2022 Treasurer's Report – Mr. Rognan reported on the finances of the District. The District is 3.36% over budget, approximately \$260,000.00, as of the end of April. Revenues and Expenditures were reviewed. General discussion occurred regarding the cost of various supplies, interest rates, the Wayfair tax, legislation, and a sales tax increase.

Chairperson Ruzicka 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, 5 to 0.

Cancelation Report Summary – The Directors reviewed the detailed report which represented May assignments to the collection agency by EMS/MC. There were 125 accounts, from 2021 and 2022, totaling \$59,041.71.

Secretary Day motioned to approve the Cancelation Report Summary. Vice-Chairman Paul seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

Additional Item – Chairperson Ruzicka motioned to amend the agenda by changing the order of business to address Item number 3, under New Business, next. Vice-Chairman Paul seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

**NEW BUSINESS:**

House #2 Retention Basin/Water Diversion Proposal – Chief Appleton explained that Mr. Jerrod Joggerst was present to explain FGM’s proposal for fixing the flooding issues at House #2. Photos depicting standing water were shown in addition to a drawing depicting a new retention basin and earthen berms to redirect water runoff. A lengthy discussion ensued. The estimated cost of the project is \$65,000.00. Bids are being obtained. Mr. Joggerst was thanked by the Directors.

**COMMUNICATIONS:**

Chief’s Comments – Chief Appleton reported the following:

The move to the health and welfare fund with Assured Partners is going well.

The two (2) new ambulance titles have been received.

Jefferson County 911 Dispatch Center held a lunch and learn to showcase the new radios that will be distributed.

The District’s 2021 Annual Report (audit) was received by the Missouri State Auditor.

The annual Sheriff’s Breakfast was well attended. Chief Appleton said it was nice and encouraged everyone to try to attend in the future.

Last week was EMS Week and the District Chiefs fixed breakfast for each crew.

Warranty issues at House #1 are being addressed. The warranty expires on June 3<sup>rd</sup>.

The Capital Projects 2019 checking account will be used to pay for the upcoming land purchase. The account will be closed after that.

The District had it’s annual Workers’ Compensation Audit last week. It went well.

SMCI, the District’s new HVAC provider for House #4, recently performed their first service. Several items of concern were brought to his attention. An estimate for repairs will be forthcoming.

Crews are running about 29 calls a day. He asked that everyone take care of each other.

Review Completed Patient Surveys – There were none.

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

**NEW BUSINESS (continued):**

Policy 4.27: Patient Hardship Requests and Attorney Requests for Billing Reductions – Chief Appleton explained that the policy was kept brief and represents the Board’s request.

Chairperson Ruzicka motioned to adopt Policy 4.27 as presented. Secretary Day seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

Policy Revision 7.16b: Documentation – Chief Appleton explained that this is only a revision to a current policy. NEMSIS is changing requirements for obtaining vitals. The policy revision aligns with the new standard.

Director West made a motion to adopt Revised Policy 7.16b as presented. Vice-Chairman Paul seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

Service Animals – A Preliminary Introduction – Chairperson Ruzicka made a motion to table this item until June. Vice-Chairman Paul seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

Resolution #2022-01: Setting the Reimbursement Rate – Chief Appleton stated that this resolution is prepared annually at Mr. Rognan’s suggestion. Mr. Rognan explained the three state statutes that are included in it.

Secretary Day made a motion to adopt Resolution 2022-01: A resolution of the Board of Directors of the Rock Township Ambulance District of Jefferson County, Missouri, setting a 100% reimbursement rate for property taxes of every type for the purposes of providing emergency services as authorized under three separate Missouri Statutes. Director Mueller seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

**GOOD AND WELFARE:**

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

Full-Time: Ms. Dori Lennemann, Paramedic, sixteen (16) years; and Mr. Tony Guinn, Paramedic, one (1) year.

Also, Ms. Rachel Ahrens, Paramedic, is being re-classified to full-time, as of June 3, 2022, and will be assigned to A Crew.

Part-Time: Mr. Brody Eller, Paramedic, three (3) years. Mr. Zac Collins, a newly hired part-time Paramedic, has begun his ride-a-longs.

**CLOSING COMMENTS:**

Vice-Chairman Paul inquired if the District has considered hiring EMTs due to the shortage of Paramedics. Chief Appleton replied that the District is holding open interviews, for all levels of EMT and Paramedics, next month. In addition, Dr. Siegler has suggested looking into a tiered response in the future. The concept is still in its infancy.

Secretary Day mentioned the Fox 2 News report featuring Ms. Jessica Clark, RTAD Paramedic. Deputy Chief Hemmelman explained that she had been nominated for, and awarded, a \$500.00 gift card for the Paramedic Outreach program. Great publicity for the program and the District.

Director West commended the crew that responded to the recent train accident, for getting the minor patient straight to Cardinal Glennon Hospital.

Director Mueller expressed her appreciation for all the District does.

Chief Appleton reported that Deputy Chief Hemmelman’s partner works for a dental office in West County, and the District recently provided training for their employees. In addition, the District provided training in Washington County and in Perryville. In helping out our community, EMS has no boundaries.

Deputy Chief Hemmelman reminded everyone that the Kimmswick Strawberry Festival is next weekend and hopes to see everyone there.

**NEXT MEETING:**

The Board set the next monthly meeting for Wednesday, June 22, 2022, at 6:00 p.m., at House #4.

**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 to discuss real estate and personnel, 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 Mueller, "Yes."; and Director West, "Yes." The motion passed unanimously, 5 to 0.

The Board left open session at 7:42 p.m.

The Board returned to open session at 7:56p.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, 5 to 0, at 7:56 p.m.

  
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Jeremy Day Secretary of the Board

Board approved, signed, and sealed on this date: 6/22/22

