

**The Minutes of the 508th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
February 26, 2020**

OPEN MEETING:

The 508th regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairman Paul at 6:01 p.m. on Wednesday, February 26, 2020.

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, and Mr. Mark Bishop, Legal Counsel for the District, were present.

Mr. Rick Rognan, Treasurer for the District, was expected to arrive late.

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 507th Meeting Minutes from January 29, 2020 – Director Gay motioned to approve the last meeting minutes as presented. Director Ott seconded.

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

FINANCIALS:

January 2020 Treasurer's Report – This item was tabled until Mr. Rognan's arrival at the meeting.

Cancellation Report Summary – None

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported the following:

It's been a very busy month. The District held its first Labor-Management meeting. The objective of the meetings is to address both sides' concerns and goals.

A pre-bid meeting was held with contractors regarding the District's new construction projects. Seven (7) contractors attended.

The 2019 financial audit occurred yesterday and today.

The State of the County address was held in Festus and attended. Next year, the event will be held at Fox, in Arnold.

Construction bids were due and received today by 3:00 p.m.

Chief Appleton thanked the staff for being tolerant of the inability to use the gym during the audit. He also thanked Jennifer, Jackie, and Kris for their work during the audit. A draft copy is expected to be ready in a week or two, and the final report ready for the March Board meeting.

Testing for prospective part-time paramedics was conducted and two applicants have been offered part-time employment.

The District is hosting a three-day VFIS Driver training course. The course is designed to train instructors to train others in emergency vehicle driving.

In closing, Chief Appleton thanked all the staff for doing all that they do.

Review Completed Patient Surveys – There were none.

Union Business-Shop Steward, Kate Reed – Ms. Reed had nothing to present except to thank the Board for the opportunity.

OLD BUSINESS:

"Treat, No Transport" Fees – Chief Appleton reported that we still don't have all of the information that is needed to properly consider this topic. There is another webinar to be held on March 4th. He requested that this topic be carried to the March agenda with the expectation that more information would be available at that time. All agreed.

NEW BUSINESS:

Presentation of Construction Bids – Chief Appleton asked Mr. Jerrod Joggerst, of FGM, to address the group. Mr. Joggerst reported that six (6) bids were received for the projects. They were, by order of receipt: Brockmiller Construction, \$5,689,000.00, ICS Construction Services, \$5,697,000.00, Layneco Construction, \$5,750,524.00, Trico, Inc., \$5,720,000.00, Wachter Construction, \$5,693,940.00, and Wright Construction, \$5,894,000.00. All six bids were well over the 4.7 million dollar budget amount for the projects. The three (3) lowest bids (Brockmiller Construction, ICS Construction Services, and Wachter Construction) while being very competitive with each other, were still over budget. Mr. Joggerst suggested a meeting with those contractors to review their bids and analyze the figures. A special meeting of the Board will not be required. Awarding of the bid will occur at the regular monthly meeting of the Board on March 25th.

The Board thanked Mr. Joggerst for his presentation.

House #4 HVAC - Bids – Chief Appleton reported that two (2) bids were received for the repair of the House #4 HVAC unit. They were Coleman, \$6,703.00, and SMCI, \$6,104.00. Chief Appleton recommended SMCI. Discussion occurred.

Vice-Chairperson Ruzicka made a motion to accept the bid from SMCI. Director Gay seconded.

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

BeneFlex – Chief Appleton reminded the Board of the letter from Mr. Ron Lipp regarding the shop's request to allow the employees to join a flexible spending plan again. A lengthy discussion ensued regarding previous legal counsel's opinion, Mr. Bishop's opinion, the auditor's opinion, each Board Member's opinion, and Mr. Rognan's opinion.

Vice-Chairperson Ruzicka made a motion to authorize Administration to re-establish an FSA plan option for the employees of the District. Director Gay seconded.

There being no further discussion, a roll call vote was taken as follows: Chairman Paul, "Yes."; Vice-Chairperson Ruzicka, "Yes."; Secretary Wooldridge, "Yes."; Director Gay, "Yes."; Director Ott, "Yes."; and Director Horn, "Yes." The motion passed unanimously, 6 to 0.

Ambulance Billing Services – Chief Appleton told the Directors that representatives from MBM (Medical Billing Management) will be at the District on March 31st to do a review of their services. Chief Appleton would like the Board's direction to go out for bid for billing services for an effective July 1st date of service.

Vice-Chairperson Ruzicka motioned to direct Administration to go out for bid for ambulance billing services. Director Ott seconded.

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

FINANCIALS: (Continued)

January 2020 Treasurer's Report – Mr. Rognan reviewed the revenues and expenditures contained in the Treasurer's Report.

Director Gay 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.

NEW BUSINESS: *(Continued)*

Amend the 2019 Budget – Chief Appleton explained that following the 2019 annual audit, it is necessary to amend the budget for the District's Debt Service. Mr. Rognan explained further.

Secretary Wooldridge motioned to amend the 2019 Debt Service Budget as presented. Vice-Chairperson Ruzicka seconded.

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

GOOD AND WELFARE:

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

Full-Time service anniversaries in February: Mr. Brandon Treiber, Paramedic, three (3) years; and Ms. Jennifer Ello, Office Manager, thirty-two (32) years.

There were no Part-Time service anniversaries in February.

CLOSING COMMENTS:

Director Ott stated that she has two more meetings to attend.

Director Gay thanked the Board for coming together on the Beneflex topic.

Chairman Paul thanked everyone for doing everything that they do.

Director Horn inquired about receiving the vehicle mileage in a vehicle maintenance report and also a bulding maintenance report. Chief Appleton said that they could be prepared.

NEXT MEETING:

The next regular monthly meeting was set for Wednesday, March 25, 2020, at 6:00 p.m. at House #4.

EXECUTIVE SESSION: None

ADJOURNMENT:

There being no further business to come before the Board, Director Ott motioned to adjourn. Secretary Wooldridge seconded.

A vote was taken, and the motion passed unanimously, 6 to 0, at 7:15 p.m.

Cathy Wooldridge, Chief for the Secretary of the Board
Cathy Wooldridge - Secretary of the Board



Board approved, signed, and sealed on: 3/25/2020