

**The Minutes of the 496th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
February 27, 2019**

OPEN MEETING:

The 496th regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairman Paul at 6:00 p.m. on Wednesday, February 27, 2019.

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, Chief Jerry Appleton, Deputy Chief Sheila Buchheit, Deputy Chief Andrew West, Office Manager Jennifer Ello, Mr. Mark Bishop, Legal Counsel for the District, and Mr. Rick Rognan, Treasurer for the District, were present. Director Paul Horn monitored the meeting by “GoToMeeting.”

Secretary Wooldridge made a motion to excuse Director Horn from the meeting. Director Gay seconded. A vote was taken, and the motion passed unanimously.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited.

VISITORS AND GUESTS:

Acknowledgement – Chairman Paul acknowledged guests were present and thanked everyone for attending the meeting.

Public Comments – There were none.

Additional Item – Vice-Chairperson Ruzicka motioned to amend the Agenda to change the order of business to move the executive session. Director Gay seconded.

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

EXECUTIVE SESSION:

Vice-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 1/23/2019 and consultation with counsel to discuss litigation pursuant to Section 610.021 of the Revised Statutes of Missouri. Director Gay seconded.

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

The Board left open session at 6:05 p.m.

The Board returned to open session at 6:53 p.m.

Director Horn participated, for the remainder of the meeting, by telephone.

MINUTES:

Approval of the 495th Meeting Minutes from January 23, 2019 – Vice-Chairperson Ruzicka made a motion to approve the minutes as presented. Director Gay seconded.

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

Approval of the Special Meeting Minutes from February 13, 2019 – Vice-Chairperson Ruzicka made a motion to approve the minutes as presented. Director Gay seconded.

There being no discussion, a vote was taken, and the motion passed by majority, with Secretary Wooldridge abstaining.

FINANCIALS:

January 2019 Treasurer's Report – Mr. Rick Rognan, Treasurer for the District, presented the Financial Statements for January 2019. He reviewed the income and expenditures.

Secretary Wooldridge made a motion to approve the January 2019 Treasurer's Report, to pay all bills, and to approve all payroll expenditures. Director Gay seconded.

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

Cancellation Report Summary – The Directors reviewed the report which represented January assignments. There were 228 accounts, from 2017 and 2018, that were assigned to the collection agency totaling \$113,486.20. The Directors reviewed the detailed report.

Vice-Chairperson Ruzicka motioned to approve the Cancellation Report Summary. Director Gay seconded.

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

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported the following:

It was a very busy month with several ice events. There were numerous vehicle incidents but no injuries and no insurance claims.

The annual elevator inspection at House #4 was recently completed with no issues found.

The Unified Command for Active Killer joint exercise was completed.

Sales for both of the out of service staff vehicles were completed.

The State of the County address, held at Festus High School, was well attended.

The steering committee has been busy touring houses and a survey has been distributed to the employees for giving feedback regarding new buildings.

Construction has begun on a 48 bed expansion on the grounds of the Woodlands in Arnold.

A new 58 bed facility, to be named Cedar Hurst, is still being planned for Arnold.

Discussion regarding other transit options will be discussed in the future.

Review Completed Patient Surveys – There were none.

Union Business-Shop Steward, Ron Lipp – He had no business to discuss.

OLD BUSINESS:

None

NEW BUSINESS:

Access to Medical Records Policy (fees charged) – Chief Appleton explained that the fees that may be charged to obtain medical records are regulated by state statute. These fees are reviewed each year and that amount has increased for 2019. The District is proposing increasing the fee in the District's Policy to match the allowable. Discussion ensued.

Vice-Chairperson Ruzicka made a motion to adopt the change to the Medical Records Policy as proposed. Director Gay seconded.

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

2019 Collective Bargaining Agreement Amendment – Chief Appleton reported that during the course of the District's annual audit, a recommendation was made to update the pay scale for EMTs in the CBA. Only one EMT is employed at the District and the pay scale does not match that employee's wage. Discussion occurred.

Secretary Wooldridge motioned to approve the recommended change to the CBA. Director Gay seconded.

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

2018 Annual Financial Report – Chief Appleton reported that the audit went very well.

Secretary Wooldridge made a motion to approve the 2018 Annual Financial Report. Director Gay seconded.

There being no discussion, a vote was taken, and the motion passed by unanimously.

Medical Billing Management (MBM) Master Agreement Revision – Chief Appleton explained that the Board of Directors approved to begin using Medical Billing Management (MBM) for its billing services last year. However, due to obligations with the current billing company, those services were delayed. The master agreement with MBM has been revised to reflect the current date of service as July 1, 2019. Discussion ensued.

Vice-Chairman Ruzicka made a motion to authorize the Chief to execute the revised Master Agreement with MBM effective July 1, 2019. Secretary Wooldridge seconded.

There being no further discussion, a vote was taken, and the motion passed by majority (5 to 1).

Board Use of District Stationary/Correspondence – Mr. Bishop requested that this topic be placed on the agenda. A Director had requested and obtained District stationary from Chief Appleton. Mr. Bishop explained that the Directors are elected “at large” versus individual representatives of a specific portion of the District. Directors are not individual representatives of the District, and as such, all correspondence from the District should be from the Chief of the District. A lengthy discussion ensued.

GOOD AND WELFARE:

Acknowledgement of employee promotion and service – Chief Appleton drew attention to a large “Thank you” poster board that Pack 412 presented to the District.

He then announced the following employees’ service anniversaries:

Full-Time in February: Mr. Brandon Treiber: two (2) years; and Ms. Jennifer Ello: thirty-one (31) years.

There were no Part-Time anniversaries in February.

CLOSING COMMENTS:

Director Horn questioned the new staff vehicle being driven to and from Deputy Chief Buchheit’s home. A brief discussion occurred.

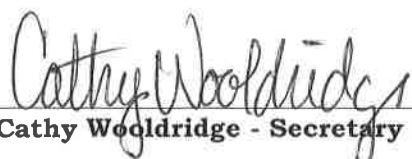
NEXT MEETING:

The next regular monthly meeting of the Board of Directors was set for Wednesday, March 27, 2019, at 6:00 p.m. at House #4.

ADJOURNMENT:

There being no further business to come before the Board, Vice-Chairperson Ruzicka motioned to adjourn. Director Ott seconded.

A vote was taken, and the motion passed by majority (5 to 1) at 7:38 p.m.


Cathy Wooldridge - Secretary of the Board



Board approved, signed, and sealed on: 3/27/19