

**The Minutes of the 537th Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
July 27, 2022**

OPEN MEETING:

The 537th regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Lynne Ruzicka at 6:00 p.m. on Wednesday, July 27, 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 Lindsay Sleet, Director Tara Mueller, Chief Jerry Appleton, Deputy Chief Sheila Buchheit, Deputy Chief Josh Hemmelman, Chief Training Officer Corey Golec, Office Manager Jennifer Ello, and Mr. Mark Bishop, Legal Counsel for the District, were all present. Mr. Rick Rognan, Treasurer for the District, was expected to arrive late.

Chairperson Ruzicka made a motion to excuse Director Andrew West from the meeting. Secretary Day 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 536th Meeting Minutes from June 22, 2022 – Vice-Chairman Paul motioned to approve the meeting minutes as presented. Director Sleet seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

COMMUNICATIONS:

Chief's Comments – Chief Appleton reported the following:

The District will be participating in VFIS's voluntary risk management program.

Chief Appleton and Deputy Chief Hemmelman attended a U.S. Coast Guard training.

There have been a lot of Outreach events recently and Chief Appleton extended kudos to the Crews.

The District just completed the re-licensure process for our Ground Ambulance license and Training Entity license. The Bureau of EMS had great things to say about the District. Both licenses were renewed for five (5) years.

Both employee training and public training are ramping up. A lot of classes are being held.

Further landscaping has been completed at House #1.

House #2 has more issues yet to be resolved.

The Handtevy software setup is near completion. The Board will be provided a demonstration.

There are no updates to report on the two (2) new ambulances that were ordered.

Chief Appleton, Deputy Chief Buchheit, and Deputy Chief Hemmelman will be completing some upcoming trainings.

Two (2) District Paramedics will be attending Critical Care training soon.

The District is hosting nationwide trainings and would like to do more. Secretary Day inquired about the revenue being received for providing Public Training. Discussion occurred.

Review Completed Patient Surveys – The Directors reviewed the patient surveys that were presented. A brief general discussion occurred regarding one of the surveys.

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

OLD BUSINESS:

House #2 Retention Basin/Water Diversion Proposal – Chief Appleton reported that Brockmiller Construction is still under contract for the House #2 project. Mr. Jerrod Jokerst, FGM Architect, then explained two (2) proposals for work to be done to correct problems with the property. The first, Cost Proposal #23R1, is for the creation of a detention basin for \$63,541.00. The second, Cost Proposal #24, is for regrading ditches, redirecting stormwater, and installing Rip Rap, for \$7,739.00. A lengthy group discussion ensued. If approved, the work is anticipated to begin in August of this year.

Vice-Chairman Paul made a motion to approve Cost Proposal #23R1, not to exceed \$63,541.00, and to approve Cost Proposal #24, not to exceed \$7,739.00. Director Mueller seconded. There being no further discussion, a vote was taken, and the motion passed unanimously, 5 to 0. The group thanked Mr. Jokerst.

Mr. Rognan arrived at 6:22 p.m.

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

FINANCIALS:

June 2022 Treasurer's Report – Mr. Rognan provided everyone with preliminary tax rate information to prepare for the upcoming public hearing to set the District's property tax rate. He explained the data and reviewed some forecasting.

He then reported on the finances of the District. At the end of June, we are .51% under budget, approximately \$40,000.00. Revenues and Expenditures were reviewed at length.

Secretary Day motioned to approve the Treasurer's Report, to pay all bills, and to approve all payroll expenditures. Vice-Chairman Paul seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

Cancellation Report Summary – The Directors reviewed the detailed report which represented July assignments to the collection agency by EMS/MC. There were 124 accounts, from 2020, 2021, and 2022, totaling \$55,541.12.

Chairperson Ruzicka motioned to approve the Cancellation Report Summary. Director Mueller seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

NEW BUSINESS:

District Funding Options – Chief Appleton explained that the successful passage of our bond issue allowed the District to pay off the capital leases. However, after the tax rollback, \$691,000.00 was lost. He provided a brief history of the District's struggles to grow and meet the needs of our residents. This topic is on the agenda due to

previous Board discussions. If a November ballot issue is desired, the deadline is in August. Mr. Rognan explained how a sales tax increase would rollback property taxes. A general discussion occurred. The Board would like to see prospective ballot language ready by the next meeting. Mr. Bishop cautioned on using specific wording. Further discussion ensued.

Part-Time / PRN EMT Wages – Chief Appleton reported that the District does not have a pay scale for part-time EMTs. In a tiered response system, part-time EMT's will staff a part-time BLS Unit, they will not be used on our ALS Units. He is asking the Board to approve the pay scale presented for PRN/Per Diem EMTs and Part-Time EMTs. Ms. Denman explained the starting wages of Paramedics. Discussion ensued regarding a tiered response system, the number of BLS calls that are received, reducing work and the number of calls that ALS units respond to, preparing for the future by drawing in personnel at an EMT level who may continue on to become Paramedics.

Vice-Chairman Paul motioned to set and approve the Part Time EMT wage, for both PRN and Part-time, as presented. Secretary Day seconded. There being no further discussion, a vote was taken, and the motion passed by majority, 4 to 1.

Land Disturbance Permit Renewal – House #2 – Chief Appleton requested Board approval to renew the House #2 Permit that is already in place.

Vice-Chairman Paul motioned to approve the permit renewal and authorize the Chief to execute the documents needed. Chairperson Ruzicka seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 5 to 0.

Mutual Aid Agreement Renewals (Big River, North Jefferson, Joachim Plattin, Valle, Fenton Fire District, and Mehlville Fire District) – Chief Appleton reported that the Bureau of EMS recommends renewing mutual aid agreements every five (5) years. The current agreements are five years old.

Secretary Day made a motion to renew the mutual aid agreements with Big River Ambulance District, North Jefferson County Ambulance District, Joachim Plattin Ambulance District, Valle Ambulance District, Fenton Fire District, and Mehlville Fire District, and to authorize the Chairperson to execute said agreements. Director Sleet 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 July:

Full-Time: Mr. Adam Passer, Paramedic, one (1) year; Mr. Ron Lipp, Paramedic, seven (7) years; Mr. Jeff Cedra, Paramedic, seven (7) years; Ms. Jackie Davis, Administrative Assistant, seventeen (17) years; and Mr. Dennis Fouts, Paramedic, twenty-one (21) years.

There were no Part-Time anniversaries for July.

Our recent hiring process netted thirty applications; twenty-six applicants were tested; ten were offered, and accepted, part-time employment. Nine of the ten will be starting orientation in August.

NEXT MEETING:

The Board set the next monthly meeting for Wednesday, August 24, 2022, at 6:00 p.m., at House #4.

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 7:33 p.m.



Jeremy Day - Secretary of the Board

Board approved, signed, and sealed on this date: 8/24/22

