

**The Minutes of the 509<sup>th</sup> Meeting  
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS  
March 25, 2020**

**OPEN MEETING:**

The 509<sup>th</sup> regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairman Paul at 6:06 p.m. on Wednesday, March 25, 2020. The meeting was conducted through video conferencing.

**ROLL CALL:**

Directors and Administrative Personnel – Chairman Mark Paul conducted a roll call of those in attendance. In addition to himself, Vice-Chairperson Lynne Ruzicka, Secretary Cathy Wooldridge, Director Christy Gay, Director Alicia Ott, and Chief Jerry Appleton, all participated audio-visually. Deputy Chief Sheila Buchheit, Deputy Chief Andrew West, Office Manager Jennifer Ello, and Mr. Mark Bishop, Legal Counsel for the District, participated without video. Director Paul Horn participated by telephone.

Mr. Rick Rognan, Treasurer for the District, was expected to participate by telephone later in the meeting.

**MINUTES:**

Approval of the 508<sup>th</sup> Meeting Minutes from February 26, 2020 – Vice-Chairperson Ruzicka motioned to approve the last meeting minutes as presented. Secretary Wooldridge seconded.

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

**FINANCIALS:**

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

Cancelation Report Summary – None

2019 Annual Report – Chief Appleton reported that he and Ms. Ello had reviewed the audit. It is a clean report and looks good.

Secretary Wooldridge made a motion to accept and approve the 2019 Annual Report. Director Ott seconded.

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

**COMMUNICATIONS:**

Chief's Comments – Chief Appleton reported the following:

Covid-19 precautions are in place. The buildings are closed to the public and all employees are being screened before entering each day. Supplies are critically low.

A Request for Proposals has been issued for the asbestos abatement.

The RFP for ambulance billing services has been issued.

Call volume is increasing.

Review Completed Patient Surveys – There were none.

**FINANCIALS:**

February 2020 Treasurer's Report – Mr. Rognan reported that expenses are up which is understandable due to the current conditions. He then reviewed the revenues and expenditures contained in the Treasurer's Report.

Vice-Chairperson Ruzicka 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.

Union Business-Shop Steward, Kate Reed – Ms. Reed had nothing to present.

**OLD BUSINESS:**

“Treat, No Transport” Fees – Chief Appleton reported that after further research, Missouri Medicaid will reimburse \$152.00 for a qualified “treat, no transport” call. There are also several large commercial insurance carriers that will also reimburse for those calls. Discussion ensued.

Chairman Paul motioned to approve the billing of “Treat, no transport” calls beginning with date of service July 1, 2020. Vice-Chairperson Ruzicka seconded.

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

Awarding of Construction Bid – Chief Appleton and Mr. Jerrod Joggerst, of FGM, explained that the value engineering meetings were held and resulted in approximately \$480,000.00 in cost reductions so far. Mr. Joggerst recommended approval of the original base bid amount and then issue change orders. Chief Appleton stated that, after the cost reductions, the bid is now within \$200,000.00 of the budgeted amount. Discussion ensued. Mr. Joggerst was asked if there was a recommendation. He replied that he is comfortable with any of the companies that submitted the low bids (Brockmiller, Wachter, and ICS). He stated that Brockmiller submitted the low bid. Once the Board awards the bid, contract negotiations can be initiated.

Vice-Chairperson Ruzicka made a motion to accept Brockmiller Construction’s base bid of \$5,689,000.00 with change orders to be issued for the Arnold and Fenton projects. Secretary Wooldridge seconded.

There being no further discussion, a vote was taken. The motion passed by majority, 5 to 1, with Director Horn voting “No.”

BeneFlex – Chief Appleton reported that two quotes were received for establishing an FSA plan, Paylocity (formerly known as BeneFlex) and Infinisource. Both quotes were reviewed. There are fewer fees associated with Paylocity. In addition, the District currently uses Paylocity as its COBRA administrator.

Vice-Chairperson Ruzicka made a motion to approve the Paylocity bid and to authorize the Chief to execute all necessary documents. Director Ott seconded.

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

**NEW BUSINESS:**

Temporary Employee Policy – Chief Appleton explained that the proposed policy was needed prior to the Covid-19 situation, and even more so now. The policy will allow current part-time employees to work full-time hours with no increase or award of any full-time benefits. The policy has been reviewed by legal counsel.

Secretary Wooldridge made a motion to adopt the Temporary Employee Policy. Director Gay seconded.

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

New House #2 Asbestos Abatement – Chief Appleton reported that only one bid had been received so far. The bid amount is over \$5,000.00. He is expecting to have more bids by the next Board meeting. He requested that this item be tabled until the April meeting.

**GOOD AND WELFARE:**

Acknowledgement of employee promotion and service – Chief Appleton will announce the March anniversaries at the next meeting.

He acknowledged that many of the employees have canceled their vacations and volunteered to help in many ways. He stated that the District has a great group of people and is very proud of all of them.

Chief Appleton announced that Dr. Siegler was participating in the meeting and asked if the Directors has anything for him. They did not.

**CLOSING COMMENTS:**

Chairman Paul, referring to a news story regarding exposures and quarantines of first responders, asked about the District’s protocols. Chief Appleton provided an overview of the preventative measures being taken, and the protocols that are in place.

Director Ott inquired about temporarily changing the check signing procedure. Discussion ensued.

Chairman Paul made a motion to allow for two (2) members of Administration to review and sign checks due to the pandemic. This exception will apply through June 30<sup>th</sup>. Director Ott seconded.

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

Director Ott then questioned the April meeting. The group decided to conduct it through video conference again.

Secretary Wooldridge thanked everyone for pulling together through this and hopes everyone will stay positive.

Vice-Chairperson Ruzicka stated "ditto" to Secretary Wooldridge's comments.

Chairman Paul agreed, and issued a thank you to all those working on the front line.

**NEXT MEETING:**


The next regular monthly meeting was set for Wednesday, April 22, 2020, at 6:00 p.m. It will be conducted using the GoToMeeting site again.

**EXECUTIVE SESSION:** None

**ADJOURNMENT:**

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

A vote was taken, and the motion passed unanimously, 6 to 0, at 7:10 p.m.

 Chief (for the Secretary)  
Cathy Wooldridge - Secretary of the Board



Board approved, signed, and sealed on: April 22, 2020