

**The Minutes of the 523rd Meeting
of the ROCK TOWNSHIP AMBULANCE DISTRICT BOARD OF DIRECTORS
May 26, 2021**

OPEN MEETING:

The 523rd regular monthly meeting of the Rock Township Ambulance District Board of Directors was called to order by Chairperson Lynne Ruzicka at 6:01 p.m. on Wednesday, May 26, 2021. 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 Christy Gay, Director Lindsay Sleet, Director Tara Mueller, Chief Jerry Appleton, Deputy Chief Buchheit, Deputy Chief Hemmelman, 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.

PLEDGE OF ALLEGIANCE:

The group recited the Pledge of Allegiance.

VISITORS AND GUESTS:

Acknowledgement – Chairperson Ruzicka welcomed Mr. Ivan Schraeder to the meeting.

Public Comments – There were none.

EXECUTIVE SESSION:

Chairperson Ruzicka made a motion to enter into a closed session with closed vote and closed record for the purpose of approval of the last two (2) Executive Session Minutes, discussion of personnel and litigation pursuant to Section 610.021 of the Revised Statutes of Missouri. Vice-Chairman Paul seconded the motion.

There being no discussion, a roll call vote was taken as follows: Chairperson Ruzicka, “Yes.”; Vice-Chairman Paul, “Yes.”; Secretary Day, “Yes.”; Director Gay, “Yes.”; Director Sleet, “Yes.”; and Director Mueller, “Yes.” The motion passed unanimously, 6 to 0.

The Board left open session at 6:03 p.m.

The Board returned to open session at 6:55 p.m.

MINUTES:

Approval of the 522nd Meeting Minutes from April 28, 2021 –Director Gay motioned to approve the last meeting minutes as presented. Secretary Day seconded. There being no discussion, a vote was taken, and the motion passed by majority, 5 to 0, with Director Mueller abstaining.

Approval of the Special Meeting Minutes from May 12, 2021 –Director Gay motioned to approve the Special meeting minutes as presented. Director Sleet seconded. There being no discussion, a vote was taken, and the motion passed unanimously, 6 to 0.

FINANCIALS:

April 2021 Treasurer’s Report – Mr. Rognan reviewed the April financial report. Revenues and Expenses were reviewed. In addition, he explained that the Wayfair Tax bill that passed will go into effect in 2023. It is unknown how much sales tax revenue will be generated. Covid-19 funds and expenses were also discussed.

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, 6 to 0.

Cancelation Report Summary – The Directors reviewed the detailed report which represented May assignments to the collection agency by EMS/MC. There were 139 accounts, from 2020 and 2021, totaling \$75,540.88.

Vice-Chairman Paul motioned to approve the Cancelation Report Summary. Director Gay 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:

The second Bond issuance is complete. Everything is in place for Phase 5 of the master plan.

The District's telephone system has been upgraded and the new phones have all been installed.

Mr. Ivan Schraeder and Chief Appleton were in court last Friday, May 21, 2021, regarding the TIF case.

The software upgrades that were approved by the Board last month are in process.

Construction of the new House #1 is nearly complete. Tomorrow, May 27th, Chief will be going through the first punch list. Furniture and appliances are being delivered almost daily. We are expecting to move in mid-June.

Construction of the new House #2 is ongoing. Completion is now scheduled for the end of July.

Last week was EMS Week. Chief Appleton participated in a game of kickball with the crews and said that it was real fun.

Chief Appleton and Deputy Chief Buchheit signed three (3) checks for the Bond closing which was approved by Chairperson Ruzicka.

Review Completed Patient Surveys – There were none.

Union Business-Shop Steward, Ashley Denman – Ms. Denman stated that she had nothing to discuss and thanked the Board.

OLD BUSINESS:

None

NEW BUSINESS:

Bank Signature Cards – Chief Appleton explained that a new bank account was opened for the second bond issuance. In addition, the previous bank signature cards contained an error and will need to be signed again. Chairperson Ruzicka requested that each Director sign the Commerce Bank signature forms for the District's four (4) bank accounts. All forms were signed.

SB 870: Resolution 2021-03: Setting the Reimbursement Rate – Mr. Rick Rogan explained that this resolution must be adopted annually, to ensure that the District collects 100% of its tax revenue. He then gave a brief history of Senate Bill 870, which was signed into law in 2018. Mr. Bishop noted that a typographical error appears in paragraph two (2). The RSMo number should be "99.848."

Vice-Chairman Paul made a motion to adopt Resolution 2021-03, setting the Reimbursement rate, with the noted correction. Secretary Day seconded. There being no further discussion, a roll call vote was taken as follows:

Chairperson Ruzicka, "Yes."; Vice-Chairman Paul, "Yes."; Secretary Day, "Yes."; Director Gay, "Yes."; Director Sleet, "Yes."; and Director Mueller, "Yes." The motion passed unanimously, 6 to 0.

Policy Revision: 2.10b: Community Outreach Specialist – Chief Appleton explained that this revision makes changes to the Public Relations Coordinator position. There will be one Community Outreach Specialist on each crew. Payment will be for time spent on task. Discussion ensued. Director Gay questioned the pay for the position and if that pay had been budgeted. Deputy Chief Hemmelman responded about the time spent on task and that the budget will accommodate the changes.

Chairperson Ruzicka made a motion to approve the policy revision as presented. Vice-Chairman Paul seconded. There being no further discussion, a roll call vote was taken as follows: Chairperson Ruzicka, "Yes."; Vice-Chairman Paul, "Yes."; Secretary Day, "Yes."; Director Gay, "No."; Director Sleet, "Yes."; and Director Mueller, "Yes." The motion passed by majority, 5 to 1.

Policy Revision: 2.13b: Field Training Officer (FTO) – Chief Appleton stated that the position of Field Educator is being expanded to include reporting and training and will now be called Field Training Officer. Discussion occurred.

Director Gay made a motion to approve the policy revision as presented. Director Sleet seconded. There being no further discussion, a roll call vote was taken as follows: Chairperson Ruzicka, "Yes."; Vice-Chairman Paul, "Yes."; Secretary Day, "Yes."; Director Gay, "Yes."; Director Sleet, "Yes."; and Director Mueller, "Yes." The motion passed unanimously, 6 to 0.

Organizational Chart – Chief Appleton explained that changes to the Organizational Chart were needed to align with the policy revisions that were just approved. A brief discussion occurred.

Chairperson Ruzicka made a motion to approve the proposed changes to the Organizational Chart as presented. Secretary Day seconded. There being no further discussion, a roll call vote was taken as follows: Chairperson Ruzicka, "Yes."; Vice-Chairman Paul, "Yes."; Secretary Day, "Yes."; Director Gay, "Yes."; Director Sleet, "Yes."; and Director Mueller, "Yes." The motion passed unanimously, 6 to 0.

GOOD AND WELFARE:

Acknowledgement of employee promotion and service – Chief Appleton reported that two (2) new part-time paramedics have been hired and are going through orientation; four (4) additional applicants have been offered part-time employment; and several part-time paramedics have left the District, which leaves a total of twenty-nine (29) part-time paramedics.

Chief Appleton announced that Mr. Tony Guinn, Paramedic, and Ms. Nichole Stevison, Paramedic, have both been re-classified to full-time.

He then announced the following service anniversaries for May:

Full-Time: Mr. Brody Eller, Paramedic, one (1) year; and Ms. Dori Lennemann, Paramedic, fifteen (15) years.

There were no Part-Time anniversaries in May.

CLOSING COMMENTS:

Director Mueller said thank you to everyone and thanked the paramedics for keeping the community safe every day.

Vice-Chairman Paul stated, "Ditto."

Director Gay said that her thoughts will be with the crews during the upcoming Strawberry Festival. She also inquired about a ribbon cutting for the new House #1. Discussion occurred.

Director Sleet extended thanks to everyone.

NEXT MEETING:

The Board discussed their availability for the June meeting. Chief Appleton is attending a workers' compensation conference on June 23rd. Discussion occurred. The Board then set the next regular monthly meeting for Wednesday, June 23, 2021, at 6:00 p.m., to be conducted at House #4.

Chief Appleton announced that there will be a tour and open house of new House #1 with the Eagle Scouts presenting the District with a flag. The date has not yet been determined.

ADJOURNMENT:

There being no further business to come before the Board, Chairperson Ruzicka motioned to adjourn. Director Gay seconded. A vote was taken, and the motion passed unanimously, 6 to 0, at 7:37 p.m.



Jeremy Day - Secretary of the Board



Board approved, signed, and sealed on: _____

6/23/21