

# **Pettis County Ambulance District Meeting Minutes-Open**

April 9, 2019

## **1. The meeting was called to order by Greg Nehring-Chairman at 6:00 p.m.**

### **Attendance:**

Board Members: Mike Brown, John Fritz, Nick Gerke, Mike Layton, John Meehan, Greg Nehring.

PCAD Staff: Eric Dirck-Chief, Jamie Luebbering-CFO, Florian Hammer-Battalion Chief, additional PCAD Crew Members.

Visitors: Nicole Cooke-Sedalia Democrat, Matthew Ohrenburg,

## **2. Approve the Agenda**

Nick Gerke made, John Fritz seconded a motion to approve the agenda with additions of 8c) 16 Street Property, d) PCAD agreement with Windsor Ambulance District, e) Update on sales tax resolution f) Board Training. Motion carried (6-0).

## **3. Approve the March 26, 2019 Open Meeting Minutes**

John Meehan made, John Fritz seconded a motion to approve the March 26, 2019 Open Board Meeting Minutes with addition of an attachment of Parking Lot Repair Bid prices, motion carried (6-0).

## **4. Visitors / Public Comments.** Matt Orenburg addressed his concerns with the board regarding the roll back of the sale tax and the financial ability to build satellite stations to timely respond to areas outside of the City of Sedalia

## **5. CFO's Report:** Presented by Jamie Luebbering-CFO. Checking Account Register as of April 4, 2019 with debits of \$123,273.28, and credits of \$172,979.17, leaving a balance of \$1,216,292.36. Supporting documents provided. Mike Layton made, John Meehan seconded a motion to pay the bills as presented. Motion carried (6-0). Jamie Luebbering also requested that Eric Dirck, Lance Dempsey, & Jamie Luebbering credit card purchase limits be increased to \$1,500, \$1,000, & \$1,500 respectively for the week of April 13-19 to cover expenses at the abc360 conference. John Fritz made and Nick Gerke seconded a motion to approve increasing purchase limits as requested. Motion carried (6-0).

## **6. EMS Chief's Report:** EMS Chief Dirck provided a report on district activities. See attached.

## **7. Medical Director Report-**Dr. Gustafson was absent

## **8. Open Issues**

- a.) **Concrete Replacement Bids (210 W. 4<sup>th</sup> Street):** Three bids were submitted by Ramey Construction Co. Inc. (\$41,604.55), Septagon Construction (\$72,749.00) and Spalding Constructors LLC. (\$39,998.00). John Fritz moved and Mike Brown seconded a motion to award the project to Ramey Construction Co., Inc. Motion Carried (6-0)
- b.) **Declaration of Election Results Ordinance 20:** Greg Nehring read the election results certified by Nick La Strada, County Clerk of Pettis County. John Meehan made, Mike Layton seconded a motion to approve Ordinance 20 Declaring the results of the election of April 2, 2019. Roll call vote: Gerke-Yes, Brown-Yes, Fritz-Yes, Layton-Yes, Meehan-Yes, Nehring-Yes Motion carried (6-0) Ordinance 20 is adopted.
- c.) **16<sup>th</sup> Street Property:** John Meehan updated the board on the appraisal of the 16<sup>th</sup> Street Property. Appraised value of \$615,000. No action taken

- d.) **PCAD Windsor Ambulance District Agreement:** Discussed need to negotiate contract with WAD as voters approved increase of tax levy rate. Fritz requested forming a standing committee to work on WAD agreement. No action taken.
- e.) **Sales Tax Rate Resolution Update:** Meehan requested an update on sales tax rollback resolution. Nehring updated the board that the resolution was signed and sent into Missouri Department of Revenue. Meehan requested Luebbering to call and check status and report back next meeting. No action taken
- f.) **Board Training:** Meehan reminded the board of FFAM board training on April 12<sup>th</sup> at Lowell Mohler Assembly Hall from 8-4.

**9. Board Officer Elections-Resolution 2019-1:** Nehring requested nominations for Chair. John Fritz nominated John Meehan, Greg Nehring seconded. Motion carried (6-0). Greg Nehring then turned over Chair duties to John Meehan. Meehan called for Vice Chair nominations. Mike Brown made, Nick Gerke seconded the nomination of Mike Layton as Vice Chair. Motion carried (6-0). John Fritz nominated Nick Gerke as Secretary. Nick Gerke accepted nomination with the stipulation that the board hires a part-time recording secretary to delegate some duties to. John Fritz seconded, Motion carried (6-0). John Meehan made, Greg Nehring seconded John Fritz for Treasurer. Motion carried (6-0). After some discussion of Budget Officer duties and designation. John Fritz made, Mike Layton seconded appointing Jamie Luebbering, CFO as Budget Officer. Motion carried (6-0). Nick Gerke made, John Fritz seconded motion to approve Resolution 2019-1 appointing John Meehan, Chair, Mike Layton, Vice-Chair, Nick Gerke Secretary, John Fritz Treasurer, and Jamie Luebbering, CFO as Budget Officer. Motion carried Roll Call Vote: Gerke-Yes, Brown-Yes, Fritz-Yes, Layton-Yes, Meehan-Yes, Nehring-Yes.

**10. New Business**

- a. **Ordinance 21-Conflict of Interest Policy:** Tabled
- b. **Resolution 2019-2 Authorize Officer to Sign certain Bank Documents and Checks:** John Fritz made, Mike Layton seconded a motion to approve John Meehan, Chair, Mike Layton, Vice-Chair, John Fritz-Treasurer as signers for bank documents and checks. Motion Carried Roll Call Vote: Gerke-Yes, Brown-Yes, Fritz-Yes, Layton-Yes, Meehan-Yes, Nehring-Yes.
- c. **Resolution 2019-3 Authorize Officers to view electronic bank records:** Nick Gerke made, Mike Brown seconded a motion to approve John Meehan, Chair, Mike Layton, Vice Chair, John Fritz, Treasurer, Jamie Luebbering, CFO, Eric Dirk, Chief to view electronic banking records for all PCAD checking and saving accounts. Motion carried Roll Call vote: Gerke-Yes, Brown-Yes, Fritz-Yes, Layton-Yes, Meehan-Yes, Nehring-Yes.
- d. **Resolution 2019-4 to Authorize Officers to access Safety Deposit Box:** John Fritz made, Mike Layton seconded a motion to authorize John Meehan, Chair, Nick Gerke, Secretary, and Eric Dirk, Chief to have access to the safety deposit box. Motion Carried Roll Call Vote: Gerke-Yes, Brown-Yes, Fritz-Yes, Layton-Yes, Meehan-Yes, Nehring-Yes.
- e. **ACE Gold Subscription:** Jamie Luebbering, CFO presented information on Ambulance Cost Education subscription through American Ambulance Association to keep administration abreast of the federally mandated cost data collection requirements that go into effect January 1, 2020. John Fritz made, Nick Gerke seconded a motion to approve the subscription for Ace Gold membership. Motion carried (6-0).

**11. Adjournment:** John Meehan made, and Mike Layton seconded a motion to adjourn. Motion carried (6-0) The meeting adjourned at 7:27 p.m.

**12. Next Meeting**

The next Regular Meeting will be Tuesday, April 23, 2019 at 6:00 p.m. The meeting will be held at the PCAD Educational Building at 400 S Kentucky Street, Sedalia, Missouri.

**Minutes submitted by Jamie Luebbering, CFO**

**Minutes approved by:**

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PCAD Board Member



Pettis County Ambulance District  
EMS Chief Report

**09 April 2019**

1. Buildings:
  - a. Education Building:
    - i. 2 - 12" soffit end pieces need replaced - - will repair in-house
    - ii. Purchased two push mowers for lawn care at the Education Building and the Windsor Station.
    - iii. HQ: Replaced damaged / non-functioning fluorescent fixture in office restroom with LED fixture. Raynor has completed the improvements to the 2 SW overhead doors which are functioning fine.
2. Dispatch
  - a. Command Staff has been meeting with Dispatch management in regards to communications and procedures. As the 911 fee passed these meetings will of course continue; prior topics have included prioritizing high-acuity transfers, types of response vehicles & departments sent to particular scenes, and raising crew's awareness of active communication on other channels which can potentially delay traffic.
3. Education
  - a. Working w/ Sedalia Fire Department departmental protocols and procedures to streamline scene operations/
4. There have been two minor work comp injuries recently, both involving falls. Both individuals were allowed to return to work immediately without restrictions
5. Recent firewall changeover - Ryan Newsom update
6. Employment update:
  - a. Lindsay Willis, Paramedic hired PRN February 14
  - b. Joe Bunch, EMT hired PRN February 20
  - c. Allan Kjenaas, Paramedic, PRN. Start date April 15<sup>th</sup>
  - d. Kaleef Gant-Wheeler, Paramedic resigned his full time position on B shift, remains PRN. Kaleef's last full-time shift was March 11
  - e. Logan McCubbin, EMT PRN since June 22, 2017 is filling the vacated FTE B shift position; started April 3<sup>rd</sup>.

Respectfully –

Chief Eric Dirck

09 April 2019 - - - E. Dirck

Pettis County Ambulance District

CALL VOLUME REPORT

													2019
<b>PETTIS 2019</b>	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	<b>YTD TOTALS</b>
TRANSPORTS	422	369	457										1248
NON-TRANSPORTS	178	149	159										486
<b>TOTAL CALL VOLUME</b>	<b>600</b>	<b>518</b>	<b>616</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1734</b>
<i>TRANSPORTS:</i>													
TRANSFERS	105	101	144										350
911	317	268	313										898
<b>TOTAL TRANSPORTS</b>	<b>422</b>	<b>369</b>	<b>457</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1248</b>
FLIGHTS (# INCLUDED IN 911 ABOVE)	1	1	2										4
<i>NON-TRANSPORTS:</i>													
CANCELLED	30	25	26										81
INVALID	19	17	18										54
REFUSED or NO CARE NEEDED	124	99	112										335
STAND BY	5	8	3										16
<b>TOTAL NON TRANSPORTS</b>	<b>178</b>	<b>149</b>	<b>159</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>486</b>
													2018 YTD total call volume as of 3/31: 1824
													2019
<b>WINDSOR 2019</b>	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	<b>YTD TOTALS</b>
TRANSPORTS	63	63	59										185
NON-TRANSPORTS	22	30	28										80
<b>TOTAL CALL VOLUME</b>	<b>85</b>	<b>93</b>	<b>87</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>265</b>
<i>TRANSPORTS:</i>													
TRANSFERS FROM BRHC	10	14	4										28
TRANSFERS FROM GVMH	10	6	13										29
911	43	43	42										128
<b>TOTAL TRANSPORTS</b>	<b>63</b>	<b>63</b>	<b>59</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>185</b>
FLIGHTS (# INCLUDED IN 911 ABOVE)	0	1	2										3
<i>NON-TRANSPORTS:</i>													
CANCELLED	4	5	7										16
INVALID	2	6	5										13
REFUSED or NO CARE NEEDED	16	18	14										48
STAND BY	0	1	2										3
<b>TOTAL NON TRANSPORTS</b>	<b>22</b>	<b>30</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80</b>
													2018 YTD total call volume as of 3/31: 331