

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

May 14, 2019

**1. John Meehan-Chairman called the meeting to order at 6:01 p.m.**

**Attendance:**

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

PCAD Staff: Eric Dirck-Chief, Jamie Luebbering-CFO, Roy Pennington-Assistant Chief, Ryan Newsom-IT, Justin Cross-Division Chief of Training, Lance Dempsey-Battalion Chief, Eric Meyers-Captain, and 5 additional PCAD Crew Members.

Visitors: Nicole Cooke-Sedalia Democrat

**2. Approve the Agenda**

Mike Brown made, Nick Gerke seconded a motion to approve the agenda with the addition of a short break proceeding the closed meeting and the addition of item 8. F. Board Training Update.

Motion carried (4-0) Mike Layton and Greg Nehring Absent.

**3. Approve the previous Meeting Minutes**

Nick Gerke made, John Fritz seconded a motion to approve the April 23, 2019 Open Board Meeting Minutes, Motion carried (4-0) Mike Layton and Greg Nehring Absent.

John Fritz made, Nick Gerke seconded a motion to approve the April 23, 2019 Closed Board Meeting Minutes, Motion carried (4-0) Mike Layton and Greg Nehring Absent.

**4.Visitors / Public Comments.** None made.

**5. CFO's Report:** Presented by Jamie Luebbering-CFO. Checking Account Register as of March 21, 2019 with debits of \$374,954.50 and credits of \$348,202.52, leaving a balance of \$1,451,284.75. Supporting documents provided. John Fritz made, Mike Brown seconded a motion to pay the bills as presented. Motion carried (4-0) Mike Layton and Greg Nehring Absent.

**6.EMS Chief's Report:** EMS Chief Dirck provided his report, see attached.

- a) **Doppler Device Purchase:** John Fritz made, Nick Gerke seconded a motion to approve the purchase of 11 of the Doppler Devices for patient care usage, motion carried (4-0) Mike Layton and Greg Nehring Absent.

**7. Medical Director Report**

Dr. Gustafson was absent but had sent his support for PCAD EMS to purchase doppler devices for patient care usage. (This was mentioned during the Chiefs Report).

**8. Open Issues**

- a.) **Board Oaths:** Each member of the board present read their Oath of Office aloud and signed the document in front of a notary.

- b.) **Parking Lot-Repair Update:** Chief Dirck reported the metal platform was removed from the lot at the request of the construction company. Mike Brown and John Fritz will be looking at the sidewalk in front of the building, for possible updates and repairs.
- c.) **16th Street Property Update:** John Fritz reported the property was listed at the Board Designated asking price of \$1.2 million dollars. Pictures were obtained. Fritz stated he wished to put a 4' by 8' for sale sign on the property.
- d.) **WAD Contract Negotiation Committee-Update:** Tabled for future meeting. Meehan encouraged the board members to familiarize themselves with the previous and upcoming contracts prior to negotiation.
- e.) **Board Secretary-Part Time Recording Secretary:** The job description was presented to the board. One change was requested, to remove the EMT / Paramedic Requirement.

Nick Gerke made, Mike Brown seconded a motion to approve the job description with the above change, motion carried (4-0) Mike Layton and Greg Nehring Absent.

At this point in the meeting John Fritz asked the PCAD-System Administrator a question regarding website security. The System Administrator declined to answer in open session, a closed session will be added to next meeting to answer the questions.

- f.) **Oxygen Bids:** Tabled for future meeting.
- g.) **Hardship Policy:** Policy presented to the board for review. Tabled for future meeting.
- h.) **Annual Bylaw Review Date:** Tabled for future meeting.

## 9. New Business

- a.) **Board Confidentiality Policy:** Provided to the Board for review.
- b.) **ABC 360:** Information provided to the Board reference Compliance Officer Training.

## 10. Short Recess from 7:58 p.m. to 8:03 p.m.

## 11. Closed Meeting Pursuant to RSMo. 610.021

Nick Gerke made, Mike Brown seconded a motion to adjourn to closed session per RSMo 610.021

Section (8): Welfare cases of identifiable individuals

Section (14): Records which are protected from disclosure by law.

Roll Call Vote: Brown-Yes, Fritz-Yes, Gerke-Yes, Layton-Absent, Meehan-Yes, Nehring-Absent.  
Motion carried (4-0) Mike Layton and Greg Nehring Absent. The meeting adjourned to Closed Session at 8:04 p.m.

## 12. Open Meeting Reconvened 8:29 p.m.

- 13. **Adjournment:** John Fritz made, Nick Gerke seconded a motion to adjourn. Motion carried (4-0) Mike Layton and Greg Nehring Absent. The meeting adjourned at 8:30 p.m.

## 14. Next Meeting

The next Regular Meeting will be Tuesday, May 28, 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** Ryan Newsom-PCAD-IT / Board Rapporteur / Archivist

**Minutes approved by:**

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PCAD Board Member



Pettis County Ambulance District  
EMS Chief Report

**14 MAY 2019**

1. Call Volume Information for April 2019 (attached)
2. Buildings
  - a. Education Building:
    - i. All projector work was completed in-house by PCAD staff
    - ii. PCAD rec'd notice Sedalia began water line work in the area on 5/9
  - b. HQ:
    - i. Metal Loading dock on NE corner of lot was cut out by PCAD staff to allow Ramey Concrete Construction to begin work on parking lot. PO sent to Ramey for them to complete bonding and begin work.
3. Operations
  - a. Recently began planning Mass Casualty / Active Shooter exercise w/ area Emergency Services for summer exercise. Date / Time / Location will be announced shortly before exercise.
  - b. Status level zero events for April (attached)
4. Windsor: WAD board meeting May 21<sup>st</sup> to go over contract with PCAD Chief – intend to have draft available for PCAD board review at May 28<sup>th</sup> meeting.
5. Education
  - a. Mandatory training completed last week: Airway skills lab
6. IT
  - a. Phones for units in service
7. Equipment for units: Doppler units for each truck
  - a. Doppler units use amplified audio signals to locate pulses on OB patients (fetal heart tones), LVAD (mechanical heart pump), and other patients with extremely weak pulses. These inexpensive units would be very useful equipment for our units and require very little training. See attached information.

Respectfully –

Chief Eric 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	412									1660
NON-TRANSPORTS	178	149	159	162									648
<b>TOTAL CALL VOLUME</b>	<b>600</b>	<b>518</b>	<b>616</b>	<b>574</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>2308</b>
<i>TRANSPORTS:</i>													
TRANSFERS	105	101	144	131									481
911	317	268	313	281									1179
<b>TOTAL TRANSPORTS</b>	<b>422</b>	<b>369</b>	<b>457</b>	<b>412</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>1660</b>
FLIGHTS (# INCLUDED IN 911 ABOVE)	1	1	2	2									6
<i>NON-TRANSPORTS:</i>													
CANCELLED	30	25	26	25									106
INVALID	19	17	18	14									68
REFUSED or NO CARE NEEDED	124	99	112	115									450
STAND BY	5	8	3	8									24
<b>TOTAL NON TRANSPORTS</b>	<b>178</b>	<b>149</b>	<b>159</b>	<b>162</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>648</b>
													2018 YTD total call volume as of 4/30: 2469
													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	76									261
NON-TRANSPORTS	22	30	28	30									110
<b>TOTAL CALL VOLUME</b>	<b>85</b>	<b>93</b>	<b>87</b>	<b>106</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>371</b>
<i>TRANSPORTS:</i>													
TRANSFERS FROM BRHC	10	14	4	6									34
TRANSFERS FROM GVMH	10	6	13	13									42
911	43	43	42	57									185
<b>TOTAL TRANSPORTS</b>	<b>63</b>	<b>63</b>	<b>59</b>	<b>76</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>261</b>
FLIGHTS (# INCLUDED IN 911 ABOVE)	0	1	2	1									4
<i>NON-TRANSPORTS:</i>													
CANCELLED	4	5	7	4									20
INVALID	2	6	5	3									16
REFUSED or NO CARE NEEDED	16	18	14	23									71
STAND BY	0	1	2	0									3
<b>TOTAL NON TRANSPORTS</b>	<b>22</b>	<b>30</b>	<b>28</b>	<b>30</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>110</b>
													2018 YTD total call volume as of 4/30: 432

Report - Status Level Zero	Column1	Column2	Column3	Column4	Column5	Column6	Column7
Date/Time Submitted	Submitted By	Date	Time	Duration	Location	Mutual Aid	Narrative
Apr 28, 2019 at 23:30	Hammer, Flo	4/27/19	1300	30 minutes	PCAD	Windsor	Several 911 calls came out at once. MVC with multiple patients and 1 truck down at station 2
Apr 26, 2019 at 01:59	Meyers, Eric	4/25/19	1755	1.5	Windsor	PCAD	Only one truck in Windsor. 51 ran a 911 call. M10 went to cover and ran a GVMH mutual aid call in Deepwater. M12 moved to cover Windsor.
Apr 25, 2019 at 16:58	Meyers, Eric	4/25/19	1400	1.5 hours	Windsor	PCAD	Only one truck staff for the day. Med 51 ran a 911 call, covered by HQ Med 10.
Apr 25, 2019 at 16:57	Meyers, Eric	4/25/19	1115	1.5	Windsor	PCAD	Only one truck staffed in Windsor. Med 51 ran a 911 call, covered by HQ Med 12.
Apr 25, 2019 at 07:34	Fluty, John	4/24/19	1400	1.5 h	Windsor	PCAD	911 calls kept. Windsor at SLZ. PCAD covered.
Apr 23, 2019 at 22:27	Fluty, John	4/23/19	1730	1.5 hours	Windsor	NONE	TCD, then back to back 911 calls kept both trucks out of district. Unable to provide mutual aid with PCAD as resources are low.
Apr 23, 2019 at 07:38	Hammer, Flo	4/22/19	2000	30 Minutes	PCAD	Windsor	2 transfers from HQ, Rollover accident at BB transport straight from scene, truck short at station 2
Apr 20, 2019 at 21:57	Meyers, Eric	4/20/19	2041	1.75 hours	Windsor	PCAD	Only one trucked staffed due to call outs. Med 51 ran 911 call covered by PCAD HQ Med 13.
Apr 20, 2019 at 21:52	Meyers, Eric	4/20/19	1230	2.5 hours	Windsor	PCAD	Only one truck staffed for the day due to call outs. Windsor truck had 911 call. Covered by Med 12 from HQ.
Apr 19, 2019 at 22:44	Meyers, Eric	4/19/19	2015	2.25 hours	Windsor	PCAD	Medic 50 on GVMH LDT Medic 51 had a 911 call. Covered by PCAD HQ Med 10. Med 10 ran no calls
Apr 19, 2019 at 22:42	Meyers, Eric	4/19/19	1057	1.5 hours	Windsor	PCAD	Only one truck staffed at the time in Windsor. Medic 51 ran 911 call covered by PCAD HQ med11.
Apr 18, 2019 at 17:07	Fluty, John	4/18/19	1240	45	Windsor	NONE	Two 911 calls in Windsor. Did not have the resources at PCAD to cover Windsor
Apr 16, 2019 at 18:42	Hammer, Flo	4/16/19	1830	1 hour	Windsor	PCAD	Windsor crew returned to district and 911 call came out as soon as they went back in service.
Apr 16, 2019 at 18:40	Hammer, Flo	4/16/19	1630	2 hours	Windsor	PCAD	911 calls in Windsor left district uncovered.
Apr 16, 2019 at 18:39	Hammer, Flo	4/16/19	1200	30 Minutes	Windsor	PCAD	Two 911 calls went out at Windsor.
Apr 16, 2019 at 18:36	Hammer, Flo	4/15/19	1700	2 hours	Windsor	PCAD	Transfer GVMH to Women's and Childrens plus 911 left Windsor uncovered
Apr 14, 2019 at 16:48	Meyers, Eric	4/14/19	1515	1.5 hours	Windsor	PCAD	One Windsor truck on LDT another on 911 call. Covered by HQ Med 10.
Apr 13, 2019 at 23:39	Meyers, Eric	4/13/19	1105	1.5	Windsor	PCAD	Both Windsor trucks on 911 calls. Medic 10 covered Windsor for 1.5 HRS. No calls ran by coverage truck.
Apr 12, 2019 at 12:03	Fluty, John	4/11/19	2130	1hr	Windsor	PCAD	One truck on transfer one 911 call.
Apr 11, 2019 at 16:15	Fluty, John	4/11/19	1025	1.5	Windsor	PCAD	One Windsor truck was at the education building teaching CPR. The one left Windsor truck took a TCD from scene.
Apr 11, 2019 at 08:40	Hammer, Flo	4/10/19	2220	2 hours	Windsor	PCAD	Transfer and 911 call at Windsor sent Medic 10 to cover. Medic 10 ran call while there
Apr 5, 2019 at 21:39	Hammer, Flo	4/5/19	1900	45	Windsor	NONE	Windsor ambulance was out on LDT transfer and other unit responded to a 911 call
Apr 5, 2019 at 15:58	Hammer, Flo	4/4/19	1750	4.5 hours	Windsor	NONE	Windsor went Status 0. PCAD covered district until crew returned.

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- Battery allows 13 hours of continuous use or about a little less than a thousand 1 minute sessions; Auto Shut Off after 1 minute of no operation or no signal
- Adjustable Volume; Listen to the Doppler through Headphones
- Package Contents: 1x SonoTrax Fetal Doppler Lite LCD Display ( Approved), 1 x 3 MHz Waterproof Obstetrical Probe, 1x Carrying Case with zipper and handle, 1 x Water Soluble, 1x User Manual

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Brand Name	Edan Instruments
EAN	0897429002100
Height	1.4 inches
Item Weight	9.6 ounces
Length	6.0 inches
Model Number	Sonotrax 3MHZ
Number of Items	1
Part Number	Sonotrax 3MHZ

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# Oath of Office

Pettis County Ambulance District Board Member



I, **Greg Nehring**, as a Board Member of the Pettis County Ambulance District, hereby unconditionally agree to support the Constitution of the United States and the Constitution of the State of Missouri, and further agree to abide by all applicable Federal and State laws and regulations, District ordinances, bylaws and policies, and to further devote sufficient time and effort to my office so as to faithfully conduct myself in this office with an undivided loyalty to the District.

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**Greg Nehring, Board Member**

State of Missouri

County of Pettis

Subscribed and sworn before me, Ryan W. Newsom, a notary public for the State of Missouri, on this 14th day of May 2019

(Seal)

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Ryan W. Newsom Exp. 04-03-2021



# Oath of Office

Pettis County Ambulance District Board Member



**I, Mike Brown, as a Board Member of the Pettis County Ambulance District, hereby unconditionally agree to support the Constitution of the United States and the Constitution of the State of Missouri, and further agree to abide by all applicable Federal and State laws and regulations, District ordinances, bylaws and policies, and to further devote sufficient time and effort to my office so as to faithfully conduct myself in this office with an undivided loyalty to the District.**

---

**Mike Brown, Board Member**

State of Missouri

County of Pettis

Subscribed and sworn before me, Ryan W. Newsom, a notary public for the State of Missouri, on this 14th day of May 2019

(Seal)

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Ryan W. Newsom Exp. 04-03-2021

# Oath of Office

Pettis County Ambulance District Board Member



I, **Mike Layton**, as Vice-Chairman of the Pettis County Ambulance District, hereby unconditionally agree to support the Constitution of the United States and the Constitution of the State of Missouri, and further agree to abide by all applicable Federal and State laws and regulations, District ordinances, bylaws and policies, and to further devote sufficient time and effort to my office so as to faithfully conduct myself in this office with an undivided loyalty to the District.

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**Mike Layton, Vice-Chairman**

State of Missouri

County of Pettis

Subscribed and sworn before me, Ryan W. Newsom, a notary public for the State of Missouri, on this 14th day of May 2019

(Seal)

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Ryan W. Newsom Exp. 04-03-2021

# Oath of Office

Pettis County Ambulance District Board Member



I, John Meehan, as Board Chairman of the Pettis County Ambulance District, hereby unconditionally agree to support the Constitution of the United States and the Constitution of the State of Missouri, and further agree to abide by all applicable Federal and State laws and regulations, District ordinances, bylaws and policies, and to further devote sufficient time and effort to my office so as to faithfully conduct myself in this office with an undivided loyalty to the District.

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**John Meehan, Board Chairman**

State of Missouri

County of Pettis

Subscribed and sworn before me, Ryan W. Newsom, a notary public for the State of Missouri, on this 14th day of May 2019

(Seal)

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Ryan W. Newsom Exp. 04-03-2021

# Oath of Office

Pettis County Ambulance District Board Member



I, **Nick Gerke**, as Board Secretary of the Pettis County Ambulance District, hereby unconditionally agree to support the Constitution of the United States and the Constitution of the State of Missouri, and further agree to abide by all applicable Federal and State laws and regulations, District ordinances, bylaws and policies, and to further devote sufficient time and effort to my office so as to faithfully conduct myself in this office with an undivided loyalty to the District.

---

**Nick Gerke, Board Secretary**

State of Missouri

County of Pettis

Subscribed and sworn before me, Ryan W. Newsom, a notary public for the State of Missouri, on this 14th day of May 2019

(Seal)

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Ryan W. Newsom Exp. 04-03-2021

# Oath of Office

Pettis County Ambulance District Board Member



**I, John Fritz, as Board Treasurer of the Pettis County Ambulance District, hereby unconditionally agree to support the Constitution of the United States and the Constitution of the State of Missouri, and further agree to abide by all applicable Federal and State laws and regulations, District ordinances, bylaws and policies, and to further devote sufficient time and effort to my office so as to faithfully conduct myself in this office with an undivided loyalty to the District.**

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**John Fritz, Board Treasurer**

State of Missouri

County of Pettis

Subscribed and sworn before me, Ryan W. Newsom, a notary public for the State of Missouri, on this 14th day of May 2019

(Seal)

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Ryan W. Newsom Exp. 04-03-2021