

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

June 11, 2019

1. John Meehan-Chairman called the meeting to order 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, Roy Pennington-Assistant Chief, Ryan Newsom-IT, Dr. David Gustafson-Medical Director, Dalton Sidebottom-Captain, and four additional PCAD Crew Members.

Visitors: Nicole Cooke-Sedalia Democrat, Sandy Gustafson, Ben Dierkes-Wilkerson and Reynolds.

2. Approve the Agenda

Motion by John Fritz, seconded by Nick Gerke to approve the agenda. Motion carried (6-0).

3. Approve the previous Meeting Minutes

Motion by Mike Layton, seconded by Mike Brown to approve the May 28, 2019 Open Board Meeting Minutes, motion carried (6-0).

4. Visitors / Public Comments. None made.

- a) Ben Dierkes with Wilkerson & Reynolds made a presentation reference a change in provider of the PCAD retirement planning service.
 - Motion by Mike Layton, seconded by John Fritz to change provider from John Hancock to Lincoln Financial Group.
- b) Greg Nehring read aloud and signed his Oath of Office.
- c) A draft of the Audit Report was presented to the board by a representative of Cochran, Head, Vick. Final will be presented at next meeting.

5. CFO's Report: Presented by Jamie Luebbering-CFO. Checking Account Register as of June 6, 2019 with debits of \$88,414.79 and credits of \$182,082.01, leaving a balance of \$1,248,824.67. Supporting documents provided. John Fritz made a recommendation to increase the current 3-month cash reserve to at least 6-months to 1-year of reserve funding.

- a.) **Approval of Outstanding Bills:** Motion by Mike Brown, seconded by John Fritz to pay the bills as presented. Motion carried (6-0).

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

7. Medical Director Report: Dr. Gustafson advised of an upcoming Stroke Center Certification Review in July at Bothwell Regional Health Center. Dr. Gustafson also advised of the content of a meeting on May 29, 2019 at BRHC.

8. Open Issues

- a.) **Parking Lot-Repair Update:** Still pending.
- b.) **16th Street Property Update:** No Updates.
- c.) **WAD Contract Negotiation Committee-Update:** Tabled for future meeting.
- d.) **Board Secretary-Part Time Recording Secretary:** Tabled for future meeting.
- e.) **Annual Bylaw Review:** Tabled for future meeting.
- f.) **Hardship Policy:** Motion by John Fritz, seconded by Mike Brown to approve the presented Hardship Policy. Motion carried (5-1) Meehan-No.
- g.) **Special Duty Officer Job Descriptions:** Tabled for future meeting.

9. New Business-None

- 10. Closed Meeting Pursuant to RSMo. 610:021:** Motion by Greg Nehring, seconded by Mike Layton to adjourn to Closed Session per RSMo. 610.021, Sections:

(1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

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

(21) Records that identify the configuration of components or the operation of a computer, computer system, computer network, or telecommunications network, and would allow unauthorized access to or unlawful disruption of a computer, computer system, computer network, or telecommunications network of a public governmental body.

Roll Call Vote: Brown-Yes, Fritz-Yes, Gerke-Yes, Layton-Yes, Meehan-Yes, Nehring-Yes. Motion carried (6-0). The meeting adjourned to Closed Session at 8:15 p.m.

Open meeting reconvened at 9:07 p.m.

- 11. Adjournment:** Motion by Mike Brown, seconded by Nick Gerke to adjourn. Motion carried (6-0).

The meeting adjourned at 9:09 p.m.

12. Next Meeting

The next Regular Meeting will be Tuesday, June 25, 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:

PCAD Board



Pettis County Ambulance District
EMS Chief Report

11 JUNE 2019

1. Building:
 - a. Ramey Construction still on weather delay.
 - b. We are doing some extra weed control at all stations as well as the land on 16th street. Poison Ivy has started growing into neighboring fencerows along the north end of the lot.
2. Vehicle information
 - a. Donnie Morehead has accepted the Fleet Maintenance Officer position and will be submitting his detailed monthly reports beginning in July.
 - b. Medic 6 is in the shop with a “grinding noise” above 3000 RPM.
 - c. The 110v inverter issue mentioned in previous meeting has been resolved (warranty) on Unit 3
 - d. We are looking into a service / preventative maintenance contract for the Stryker power cot / load system as several units are coming out of warranty. More information will be available at the next PCAD Board meeting.
3. Operations:
 - a. Operations have been going well at PCAD with no major incidents
 - b. One crew familiar with the area was sent to cover 911 in Lexington last week during flooding / sandbagging efforts. No calls were responded to; Lexington crews were able to clean up and get back in service while our crew remained available in the area.
 - c. The “Operative IQ” software application is being discontinued at PCAD; replacing with “Slack” application to improve communications amongst PCAD staff and handle fleet maintenance tickets as well as other features at no additional cost to district compared to Operative IQ.
4. Windsor
 - a. The Windsor Board meets next week; I anticipate having information on the contract after that meeting.
5. Call Volume Information (attached)
6. Education:
 - a. Pediatric Life Support (“PALS”) was taught last Thursday here at PCAD for staff.

Respectfully –

Eric Dirck
PCAD EMS Chief

11 JUNE 2019 - - - E. Dirck

Pettis County Ambulance District

CALL VOLUME REPORT

													2019
PETTIS 2019	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD TOTALS
TRANSPORTS	422	369	457	412	453								2113
NON-TRANSPORTS	178	149	159	162	182								830
TOTAL CALL VOLUME	600	518	616	574	635	0	0	0	0	0	0	0	2943
<i>TRANSPORTS:</i>													
TRANSFERS	105	101	144	131	131								612
911	317	268	313	281	322								1501
TOTAL TRANSPORTS	422	369	457	412	453	0	0	0	0	0	0	0	2113
FLIGHTS (# INCLUDED IN 911 ABOVE)	1	1	2	2	1								7
<i>NON-TRANSPORTS:</i>													
CANCELLED	30	25	26	25	27								133
INVALID	19	17	18	14	13								81
REFUSED or NO CARE NEEDED	124	99	112	115	138								588
STAND BY	5	8	3	8	4								28
TOTAL NON TRANSPORTS	178	149	159	162	182	0	0	0	0	0	0	0	830
													2018 YTD total call volume as of 05 /31: 3110
													2019
WINDSOR 2019	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD TOTALS
TRANSPORTS	63	63	59	76	65								326
NON-TRANSPORTS	22	30	28	30	39								149
TOTAL CALL VOLUME	85	93	87	106	104	0	0	0	0	0	0	0	475
<i>TRANSPORTS:</i>													
TRANSFERS FROM BRHC	10	14	4	6	8								42
TRANSFERS FROM GVMH	10	6	13	13	9								51
911	43	43	42	57	48								233
TOTAL TRANSPORTS	63	63	59	76	65	0	0	0	0	0	0	0	326
FLIGHTS (# INCLUDED IN 911 ABOVE)	0	1	2	1	0								4
<i>NON-TRANSPORTS:</i>													
CANCELLED	4	5	7	4	5								25
INVALID	2	6	5	3	4								20
REFUSED or NO CARE NEEDED	16	18	14	23	28								99
STAND BY	0	1	2	0	2								5
TOTAL NON TRANSPORTS	22	30	28	30	39	0	0	0	0	0	0	0	149
													2018 YTD total call volume as of 05 /31: 533