

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

June 25, 2019

**1. John Meehan-Chairman called the meeting to order at 6:02 p.m.**

**Attendance:**

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

PCAD Staff: Eric Dirck-Chief, Roy Pennington-Assistant Chief, Ryan Newsom-IT, Lance Dempsey-Battalion Chief, Eric Meyers-Captain, and one additional PCAD Crew Member.

Visitors: Nicole Cooke-Sedalia Democrat, Todd Tibbetts-Stryker and two Representatives of the Windsor Ambulance District.

**2. Approve the Agenda**

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

**3. Approve the previous Meeting Minutes**

Motion by John Fritz, seconded by Mike Layton to approve the June 11, 2019 Open Board Meeting Minutes, with a correction, motion carried (6-0).

Motion by Mike Layton, seconded by John Fritz to approve the Closed Board Meeting Minutes, motion carried (6-0).

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

- a) Todd Tibbetts with Stryker presented a 5-year maintenance plan for existing Stryker equipment with expiring or soon to expire factory supplied warranties. The board was also advised of an existing equipment issue which would be covered by Stryker if the maintenance plan was purchased.

- Motion by Mike Layton, seconded by John Fritz to approve the purchase of the plan to be billed annually, if there are enough remaining funds in the 2019 budget. Motion carried (6-0).

**5. CFO's Report:** Prepared by Jamie Luebbering-CFO and included in packets prior to the meeting due to her scheduled absence. Checking Account Register as of June 20, 2019 with debits of \$465,713.25 and credits of \$190,380.83, leaving a balance of \$1,524,157.09. Supporting documents provided. A question about a charge on the WEX Account was made and will be researched by PCAD-Staff for answering at the next meeting.

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

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

**8. Medical Director Report:** Absent.

**9. Open Issues**

- a.) **Parking Lot-Repair Update:** Construction began June 24, 2019.
- b.) **16th Street Property Update:** John Fritz spoke with PCAD legal counsel, reference the sale of the property. Fritz advises PCAD Legal Counsel was able to determine the property is classified as surplus based on a common points system and sees no problem with the steps PCAD is taking to sell the property.
- c.) **Missouri Bicentennial:** Tabled for future meeting.
- d.) **Special Duty Officer Job Descriptions:** Motion by Mike Layton, seconded by John Fritz to approve the descriptions as presented, motion carried (6-0).
- e.) **Board Secretary- Part-Time Recording Secretary:** Motion by Nick Gerke, seconded by Mike Brown to approve a pay rate of \$12.00 minimum to \$15.00 maximum per hour pay rate, which will be based on experience and the current Recording Secretary be paid at the maximum of the scale. Motion carried (6-0).

**10. New Business:**

- a) **Surety Bond:** No action needed, board advisement only.

**11. Closed Meeting Pursuant to RSMo. 610:021:** Motion by Mike Layton, seconded by Mike Brown 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.*

*(8) Welfare cases of identifiable individuals.*

*(12) Any documents related to a negotiated contract until a contract is executed.*

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

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 7:18 p.m.

**Open meeting reconvened at 8:25 p.m.**

**12. Adjournment:** Motion by Greg Nehring, seconded by John Fritz to adjourn. Motion carried (6-0).

The meeting adjourned at 8:25 p.m.

**13. Next Meeting**

The next Regular Meeting will be Tuesday, July 9, 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



Pettis County Ambulance District  
EMS Chief Report

25 JUNE 2019

1. Building:
    - a. Hose reels at HQ affixed to walls. This should prevent accidents and minimize rust caused by standing water in the bay.
  2. Vehicle / property information:
    - a. All vehicles are running with no major issues as of this report, 20 June 2019.
    - b. Poison Ivy along North side of 16<sup>th</sup> property is still an issue very large amount along entire fencerow. I will spray additional ivy herbicide after this board meeting if still an issue.
    - c. \*Open Issue item:
      - i. 16<sup>th</sup> street signage info (see pg 2)
  3. Operations:
    - a. Operations have been going well at PCAD with no incidents
    - b. Eric Meyers has been promoted to the C shift Battalion Chief position. Eric was serving as Captain on A shift and will be filling the position vacated by John Fluty. He brings previous EMS leadership experience as well as 16 years of EMS experience to the position.
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4. MARCER update (Friday 21 June 2019)
  5. Windsor:
    - a. The Windsor Board has agreed to purchase two new doors to replace the deteriorating 8x7 garage doors at the Windsor base – PCAD will be installing the doors. Note: *These are for the residential garage, not the ambulance bay.*
    - b. ***The next meeting of the Windsor Ambulance District has been moved to July 8<sup>th</sup> at 6 pm. Subsequent meeting of WAD will be held the 3<sup>rd</sup> MONDAY of each month at 6 pm (meetings previously held on 3<sup>rd</sup> Tuesdays)***

Respectfully –

Eric Dirck  
PCAD EMS Chief

25 JUNE 2019 --- E. Dirck



Pettis County Ambulance District  
EMS Chief Report

Open issue: 16<sup>th</sup> Street signage information

Missouri One Call:

Call 800.344.7483, reference ticket #191712318 if needed due to >10 days after notified of being clear to dig (or due to weather / other event that damaged or removed markings).

***Wait until after 8 am on June 25<sup>th</sup>, or until cleared via email message for all 8 entities to mark site:***

- Water Dept
- AT&T distribution
- Charter Cable
- Liberty (Empire) Utilities
- Amana
- KCP&L
- City of Sedalia (x2)

*Site will be marked with flag colors as follows:*

Red: Electric Power Lines, Cables, Conduit & Lighting Cables

Yellow: Gas, Oil, Steam, Petroleum or Gaseous Materials

Orange: Communication, Alarm or Signal Lines, Cables or Conduit

Blue: Potable Water

Green: Sewer and Drain Lines