

Pettis County Ambulance District
Meeting Minutes-Open

August 27, 2019

1. **John Meehan-Chair 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, Justin Cross- Division Chief of Training, Ryan Newsom-IT, Nine PCAD Employees.

Visitors: Nicole Cooke-Sedalia Democrat.

2. **Approve the Agenda**

Motion by John Fritz, seconded by Mike Brown to approve the agenda striking item 10a. Motion carried (6-0).

3. **Approve the previous Open Meeting Minutes**

Motion by John Fritz, seconded by Mike Layton to approve the August 13, 2019 Open Board Meeting Minutes, motion carried (6-0).

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

5. **CFO's Report:** Prepared by Jamie Luebbering-CFO. Checking Account Register as of August 8, 2019 with debits of \$115,523.85 and credits of \$305,606.07, leaving a balance of \$1,543,706.88. Supporting documents provided.

6. **Approval of Outstanding Bills:** Motion by John Fritz, seconded by Nick Gerke to pay the bills as presented in the amount of \$49,471.08. Motion carried (6-0).

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

- a) Assistant Chief Pennington provided a report on EMS activities at the State Fair.

- 168 calls for service
- 124 were medical calls
- 46 were non-transport
- No major issues occurred during the State Fair

8. **Medical Director Report:** Dr. Gustafson reported on an issue which occurred with a ventilator during the transport of a patient. Corrective actions already in progress with the assistance of the PCAD- Division Chief of Training. Dr. Gustafson also advised the board of an upcoming training and a water rescue course with Sedalia Fire Department.

9. **Open Issues**

- a.) **MoDot Easement (16th Street Property):** John Meehan advised the three existing driveways currently on the property will remain after all construction is completed by MoDot per that agency's response.

- b.) **July 4th, 2019 MVC Insurance Claim Update- Christian Delozier & Mike Keith:** The board was advised that around August 14, 2019 there was a breakdown in

communications between Mike Keith Insurance (MKI) and the claims adjuster. On August 23rd, 2019, it was determined the Vehicle involved was a total loss. Based off determinations by MKI, a check will be issued in the amount of \$191,000.00. Item 10e was added to the agenda and voted on at this time in the meeting.

- c.) **Roof Repair Update:** No update. Weather still an issue.
- d.) **Budget Amendment Resolution 2019-05:** Mike Layton made, Mike Brown seconded a motion to amend the budget as below, motion carried (6-0).
- Medical Supplies be decreased to \$205,395.66
 - EMS Equipment Maintenance line be raised to \$45,000.00
 - Election costs expense line be increased to \$6,200.00
 - Donations expense line be raised to \$5,000.00
- e.) **Temporary Credit Line Increases:** After discussion the Board agreed to allow the CFO to temporarily raise all PCAD issued Credit Devices except her own as needed, in order to raise the Credit Device issued to the CFO requires 2 Board Members Approval.

10. New Business:

- a) **Transparency:** Struck from the meeting prior to the approval of the agenda.
- b) **Performance Review Process:** John Fritz advised he would like to see an objective review process. Fritz asked the board to take some time to consider the review process.
- c) **Tablet Device for Board Usage:** Ryan Newsom- PCAD-IT was asked to evaluate and present options at a future meeting.
- d) **Labor Union – IAFF Local 5229:** Tabled for future meeting.
- e) **Replacement Ambulance:** Motion by John Fritz, seconded by Nick Gerke to approve starting the purchase process approving the total amount of \$229,000.00. Motion carried (6-0).

11. A short recess was held prior to the planned closed meeting section.

12. **Closed Meeting Pursuant to RSMo. 610:021:** Motion by Greg Nehring, seconded by Nick Gerke 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.*
- (2) *Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor.*
- (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 7:11 p.m.

Open meeting reconvened at 8:15 p.m.

13. **Adjournment:** Motion by John Fritz, seconded by Nick Gerke to adjourn. Motion carried (6-0).

The meeting adjourned at 8:23 p.m.

14. Next Meeting

The next Regular Meeting will be Tuesday, September 10, 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

27 August 2019

1. Buildings:
 - a. 1/HQ: no new issues
 - b. 2/TT: Roof cap shingles awaiting repair. The cap has been visually inspected and does not present any immediate leak hazard.
 - c. 5/Windsor: Windsor crews were quick to identify and take action on a flooding issue in the basement. After two days of torrential rain it appears water was coming down the exterior basement stairs and overflowing into the basement. There was also a significant amount of dirt washed away from the foundation which we repaired with fill dirt and better downspout attachment. Only damage was to a few sheets of drywall stored in the basement. Garage doors have arrived and will be installed within the next few weeks.
2. Vehicles:
 - a. Unit 5 accident: *See Open Issues.*
 - b. Unit 2 transmission repaired + two front tires & alignment. Unit is in service.
3. Operations: Missouri State Fair report (Pennington)
4. Education: Recently completed 2nd NAEMT Safety class; CQI, in-services and regular shift safety briefings continue.
5. Windsor: Next meeting is September 17th at the Windsor ambulance base.

Respectfully –

Eric Dirck
PCAD EMS Chief

PCAD Mission Statement: "To promote the efficient delivery of high-performance pre-hospital emergency services and inter-facility transfers that remain responsive to the patients' medical needs. Our commitment is to the provision of professional and compassionate care while providing excellence in service."