

Pettis County Ambulance District
Meeting Minutes-Open

November 26, 2019

1. **Nick Gerke- 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, Roy Pennington-Assistant Chief, Jamie Luebbering, CFO, Eric Meyers-Battalion Chief, Dr. Gustafson, David Nieman (WAD) and PCAD Employees.

Visitors: Nicole Cooke-Sedalia Democrat.

2. **Approve the Agenda**

Motion by Greg Nehring, seconded by John Fritz to approve the agenda with after striking item 9f. Bad Debt/Write Offs from the agenda. Motion carried (6-0).

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

Motion by John Meehan, seconded by Mike Brown to approve the November 12, 2019 Open Board Meeting Minutes, motion carried (6-0).

4. **Visitors / Public Comments.** No comments made.

5. **CFO's Report:** Prepared and presented by Jamie Luebbering-CFO. Checking Account Register as of November 21, 2019 with debits of \$115,847.82 and credits of \$199,554.03, leaving a balance of \$1,752,436.88. Supporting documents provided.

6. **Approval of Outstanding Bills:** Motion by John Meehan, seconded by John Fritz to pay the bills as presented in the amount of \$50,197.35. Motion carried (6-0).

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

8. **Medical Director Report:** Dr. Gustafson spoke about CARES. The Cardiac Arrest Registry to Enhance Survival is a database that tracks cardiac arrest outcomes and performance measures from 911, 1st responders, fire departments and EMS, and links this data with hospitals. This allows for benchmarking and improvements in cardiac arrest care. Dr. Gustafson reported that in the preceding 12 months PCAD, along with other area responders, has achieved return of spontaneous circulation in 14 out of 34 patients experiencing cardiac arrest (41%) prior to hospital arrival.

9. **Open Issues**

a.) GEMT Participation-no action.

b.) Annual Health Insurance Renewal-No action

c.) Annual Insurance Renewal-Property & Casualty: Christian Delozier with Mike Keith Insurance was the only bidder and provided quotes from two carriers. The board requested a spreadsheet comparison of the two carriers for the next meeting. No action

- d.) Union Dues Processing: Greg Nehring made a motion, John Meehan seconded to allow voluntary union dues to be deducted out of employee's paychecks on the condition that the Districts legal council for labor matters approves. Motion carried (6-0)
- e.) Capital Project Fund Examples-reviewed examples of financials and budgets from other districts with capital project funds and discussed the pros and cons of establishing a capital projects fund. No action taken

10. New Business:

- a.) Amend Education Requirements Policy-reviewed the draft education requirements policy and requested Dr. Gustafson to review and bring back to the next meeting.
- b.) Windsor Ambulance District-John Meehan asked to speak on the WAD joint powers agreement. John Meehan gave a history of the previous contracts. John Fritz requested current contract negotiations be continued in closed session as allowed by law in RSMo. 610.021.12.

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 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.

(8) Welfare cases of identifiable individuals.

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

(13) Individually identifiable personnel records, performance ratings, or records pertaining to employees or applicants for employment.

(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 7:19 p.m.

Open meeting reconvened at 8:53 p.m.

13. Adjournment: Motion by John Meehan, seconded by Mike Layton to adjourn. Motion carried (6-0).

The meeting adjourned at 8:54 p.m.

14. Next Meeting

The next Regular Meeting will be Tuesday, December 10, 2019 at 6:00 p.m. at the PCAD Educational Building, 400 S Kentucky Street, Sedalia, Missouri.

Minutes submitted by Jamie Luebbering, CFO

Minutes approved by: _____

PCAD Board



Pettis County Ambulance District
EMS Chief Report

26 November 2019

1. Buildings: The Windsor Ambulance District board members did a walkthrough of the Windsor facility before their board meeting on the 19th. Both the ambulance bay and the crew quarters were in good shape with no major concerns found.
2. Equipment: LifePak15 ECG monitors received inspection / preventative maintenance last week; all monitors were serviced and passed with no major issues.
3. Operations: As of 11/21/2019 BRHC is an Acute Stroke Ready Certified Hospital.
4. Education: (agenda item) See attached policy draft regarding continuing educational requirements for field staff.
 - a. This was given to the board last month as supplemental material for review. The proposed policy addresses and defines continuing ed. requirements and clarifies disciplinary action for non-compliance for all PCAD EMTs and Paramedics.
5. Vehicles: Unit 7 had an owl impact the grill causing damage that appears isolated to the plastic grill components and possibly a small emergency light on the grill. Insurance / estimates not yet available as of this writing. The unit is drivable but has been backlined due to the damage for now.
6. Union news: nothing to report at this time

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."

Education, Licensure & Certifications – policy DRAFT

Pettis County Ambulance District

PURPOSE:

To provide guidelines for the continuing education program and to improve performance of EMS employees.

Guidelines:

The Division Chief of Training shall develop and implement a continuing education program for all EMT and Paramedic employees that will include both distributive and in person courses.

All EMT and Paramedic employees will be required to participate in monthly distributive education. Courses will be assigned the day of each month and will be due no later than the last day of that same month. All employees are expected to have 100% compliance with online education.

All EMT and Paramedic employees are required to attend mandatory training that is held quarterly throughout the year. Full Time employees are required to attend 75% of all mandatory trainings. Part Time employees are required to attend 50% of all mandatory trainings.

No on-duty personnel subject to calls will be permitted to attend for credit; they may attend as a supplement, but their attendance will cannot be counted towards their mandatory training.

All requirements of the State of Missouri Department of Health and Senior Services will be met.

Procedure:

Education and certification requirements

EMTs and Paramedics working under the direction of the Pettis County Ambulance District will be required to meet certain educational requirements.

- Maintain current AHA Basic Life Support (BLS) for the healthcare provider or equivalent.
- Maintain current EMT certification issued by the National Registry and/or the Missouri State Department of Health and Senior Services.
- Maintain current certification in PHTLS, AMLS, GEMS, and Safety within one year of their hire date.

Paramedics working under the direction of the Pettis County Ambulance District will be required to meet certain educational requirements.

- The Paramedic shall maintain current AHA BLS, ACLS, and PALS for the healthcare provider or equivalent
- Maintain current certification in PHTLS, AMLS, GEMS, and Safety within one year of their hire date.

Education, Licensure & Certifications – policy DRAFT

Pettis County Ambulance District

Verification of Current Required Licenses and Certifications

Policy

The Pettis County Ambulance District will verify that all medical staff members have current and valid licenses and/ or certifications as required by the Missouri State Bureau of Emergency Medical Services and any other applicable governing body. If a position requires licensure by the State or certification by a professional or governing agency, the employee is responsible for keeping the licensure and certification current and providing a copy to the Division Chief of Training by either email or delivery in person.

Procedure

Medical staff members must notify PCAD administration immediately if a license or certification is suspended, revoked, placed on probationary status, under investigation or has expired. A member that does not possess a valid Missouri license or other required certificate by the expiration date will not be permitted to work until the new and current license and /or certificate is obtained.

Medical staff applying for new or renewal licenses must copy the Division Chief of Training in all emails when submitting applications for EMS licensure renewal or new licensure (e.g. EMT transitioning to Paramedic). This must be received by the Division Chief of Training no later than 30 days prior to the expiration date, as required per 19 CSR 30-40.342(1)(A). Expirations are checked on the 1st day of each month. Employees will receive notification from PCAD Education approximately two months prior to expiration to allow for submission of all required documentation to the licensing agency in a timely manner. All staff members receiving these notifications will be required to verify receipt. If no verification of receipt is sent within five (5) days, the staff member will be contacted via phone or in person by PCAD Administrative staff to resolve the issue.

All employee expirations are monitored via a spreadsheet/ database as well as commercial scheduling software (Aladtec EMS Manager as of 23 July 2019) by the Division Chief of Training. All PCAD command staff is given access to this scheduling software and spreadsheet tracking as well. Any employee failing to meet the above submission requirements at least 30 days prior to license expiration per 19 CSR 30-40.342(1)(A) will face disciplinary action, up to and including possible suspension.

IT IS THE RESPONSIBILITY OF THE STAFF MEMBER TO MAINTAIN CURRENT REQUIRED LICENCES AND CERTIFICATIONS. FAILURE TO MAINTAIN REQUIRED LICENCES AND CERTIFICATIONS WILL RESULT IN DISCIPLINARY ACTION.

Education Disciplinary Action Policy

Policy:

The Pettis County Ambulance District is dedicated to providing quality pre-hospital patient care and education through its personnel whose performance and conduct are satisfactory. The process outlined within the Disciplinary Actions Policy (# _____) ensures the right of due process to all employees within the Pettis County Ambulance District. The process also allows for internal resolution of problems within the Pettis County Ambulance District primarily with the assurance of further consideration of the matter, if anyone should contest

Education, Licensure & Certifications – policy DRAFT

Pettis County Ambulance District

the initial decision and subsequent action.

Standards for disciplinary action for failure to maintain educational, licensure and certification requirements include:

- Failure to meet the education and training requirements prescribed by the Division Chief of Training
- Any violation of the Missouri Department of Health and Senior Services
- Failure to maintain proficiency in the provision of EMT- Basic, EMT- Paramedic
- Failure to comply with any provision of the Education Department approved by the Pettis County Ambulance District.