

**Board Minutes**  
**Of the Pettis County Ambulance District**  
**May 23, 2017**

1. The meeting was called to order by Greg Nehring, Chairman at 6:00 PM. The following Board Members were present: Allan Rohrbach, Mike Layton, Greg Nehring, and Jim Bales. Les Harrell was absent. Also present were Eric Dirck Interim District Administrator, John Fluty PCAD Shift Supervisor, Emily Jarrett PCAD Public Relations, Roy Pennington PCAD Shift Supervisor and Ryan Newsom PCAD IT. Stan Davis was also present.
2. **Visitors.** None of the visitors wanted to comment.
3. **May 9, 2017 Open and Closed Board Meeting Minutes.** Jim Bales made and Mike Layton seconded a motion to approve the May 9, 2017 Open and Closed Meeting Board Minutes as presented. Motion carried (4-0).
4. **Treasurer's Report.** Jim Bales presented the Treasurer Report for May 23, 2017. Bales presented a list of checks to be approved (Check no. 4079 to 4082 and 4110 to 4131). Total bills paid by checks and liability check totaling \$221,202.44. Allan Rohrbach made and Mike Layton seconded a motion to pay the bills as presented. Motion carried (4-0).
5. **Administrator Report.** Eric Dirck gave a report on district activities since the last Board meeting. Dirck presented a copy of the advertisement that will be placed on the website and placed in the Sedalia Democrat to find a replacement for the District One Board Representative. Dirck also presented the new Organizational Structure that will appear in the Employee Handbook that should be ready to approve at the next Board meeting. The Administrator's Report is attached.
6. **Medical Director Report.** Dr. David Gustafson reported that employee morale is good and the District has a good pool of employee application to fill vacant positions. Some former employees are applying to return to the PCAD due to the changes in the administrative staff.
7. **DMAT Funding for the MSF.** No representative was present.
8. **Automated Phone Answering System.** Jim Bales made and Mike Layton seconded a motion to approve the purchase of an automated phone answering system from Socket at a cost of \$25.00 per phone per month with a minimum of 10 phones on the system. Motion carried (4-0).
9. **Employee Handbook.** Eric Dirck reported that the handbook is almost ready and he will get copies to board members for their review before the next meeting.
10. **Closed Meeting.** Allan Rohrbach made and Jim Bales seconded a motion to go into closed session per RSMo Section 620.21 (1), (3), (8) & (14) Legal action; Hiring, firing, disciplining of particular employees; welfare cases of identifiable individuals; & Records protected from disclosure by law. Roll call vote: Nehring-yes, Bales-yes, Rohrbach-yes, and Layton yes. Motion carried (4-0). The meeting adjourned to closed session at 6:22 PM.
11. The open meeting reconvened at 7:20 PM.
12. The next Regular Meeting will be Tuesday, June 13, 2017 at 6:00 PM. The meeting will be held at the PCAD Educational Building at Fourth and Kentucky, Sedalia, Missouri.

13. **Adjournment.** Jim Bales made and Mike Layton seconded a motion to adjourn. Motion carried (4-0). The meeting adjourned at 8:21 PM.

Respectfully submitted,

Allan E. Rohrbach, Secretary

Approved \_\_\_\_\_

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Greg Nehring-Chairman