

**Board Minutes  
Of the Pettis County Ambulance District  
January 9, 2018**

1. The meeting was called to order by Greg Nehring Chairman at 6:00 PM. The following Board Members were present: Allan Rohrbach, Nicholas Gerke, Jim Bales, Mike Layton, Greg Nehring and Les Harrell. Also present were Eric Dirck PCAD EMS Chief, Jamie Luebbering PCAD CFO, Ryan Newsom PCAD IT, Roy Pennington PCAD EMS Assistant Chief, and Justin Cross PCAD Division Chief of Training.
2. **Visitors.** No comments from visitors.
3. **December 26, 2017 Open Meeting Minutes.** Les Harrell made and Jim Bales seconded a motion to approve the December 26, 2017 Opened Meeting Minutes as presented. Motion carried (6-0).
4. **Treasurer's Report.** Jamie Luebbering PCAD CFO presented check numbers 10474 to 10493 and liability checks for payment. The PCAD bills were presented and reviewed by the Board. Allan Rohrbach made and Mike Layton seconded a motion to pay the bills as presented. Motion carried (6-0).
5. **EMS Chief Report.** Eric Dirck gave a report on district activities since the last Board meeting. Dirck reported 7,153 total runs for the PCAD and 1149 total runs for the WAD for 2017. Dirck reported 171 runs for the PCAD and 34 runs for the WAD since January 1, 2018. He also reported that the IV Pumps and Mechanical Ventilators have been program and placed in service. Dirck gave a Vehicle Maintenance report. A safety rail has been constructed at Station 2 and minor light switch and outlet replacement have been conducted at the Windsor Station..
6. **Employee Vacation (10.8), Sick Leave (10.8) and Absenteeism (5.1) Policy.** Mike Layton made and Nick Gerke seconded a motion to amend the vacation and sick leave policy (10.8) and absenteeism (5.1) policy as presented. Motion carried (6-0).
7. **Uniform Dress Code & Personal Appearance Policy (2.17).** Allan Rohrbach made and Mike Layton seconded a motion to amend the Uniform Dress Code & Personal Appearance Policy (2.17) as presented. Motion carried (6-0).
8. **Bill.com.** Jamie Luebbering PCAD CFO gave a presentation on Bill.com and how it could be used in conjunction with the PCAD's QuickBooks software. Les Harrell made and Nick Gerke seconded a motion to start using Bill.com to keep track of invoices and paying bills for the PCAD. Motion carried (6-0).
9. **Shred-It Onsite Pickup.** Mike Layton made and Les Harrell seconded a motion to award the paper shredding contract for the PCAD to Shred It at a cost of \$80.00 per each on-site pickup. Motion carried (6-0).
10. **Garnishment Payments.** Jamie Luebbering explained the three day garnishment payments due after each pay check would be easily accomplished with the Bill.com system approved earlier.
11. **2018 Sales Tax Rate.** Allan Rohrbach made and Les Harrell seconded a motion to maintain the sales tax rate at one half percent. Roll Call Vote: Nehring-yes, Bales-yes, Rohrbach-yes, Harrell-yes, Layton-yes and Gerke-yes. Motion carried (6-0).
12. **Outstanding Checks.** Jamie Luebbering presented five un-cleared checks for 2016 to 2017. The four of the checks will be voided and one will be re-issued.
13. **New Business.** Jamie Luebbering announced she would be bidding workmen's compensation insurance for the PCAD. Luebbering also stated that the bank credit card needs to be updated and cards need to be issued to individuals who are making purchases for the district.
14. **Closed Meeting.** Allan Rohrbach made and Greg Nehring seconded a motion to go into Closed Session per RSMo Section 610.021 (1) Legal Action and (13) individually identifiable personnel

records. Roll Call Vote: Nehring-yes, Bales-yes, Rohrbach-yes, Harrell-yes, Layton-yes and Gerke-yes. Motion carried (6-0). The Meeting Adjourned to Closed Session at 6:52 PM.

15. The meeting reconvened at 8:40 PM.

16. The next Regular Meeting will be Tuesday, January 23, 2018 at 6:00 PM. The meeting will be held at the PCAD Educational Building at Fourth and Kentucky, Sedalia, Missouri.

17. **Adjournment.** Allan Rohrbach made and Greg Nehring seconded a motion to adjourn. Motion carried (6-0). The meeting adjourned at 8:41 PM.

Respectfully submitted,

Allan E. Rohrbach, Secretary

Approved \_\_\_\_\_

\_\_\_\_\_  
Greg Nehring-Chairman