

# **Pettis County Ambulance District Meeting Minutes**

**April 24, 2018**

**1. The meeting was called to order by Greg Nehring-Chairman at 6:00 PM.**

**2. Attendance / Roll Call**

- a. Board Members: Nicholas Gerke, Les Harrell, Mike Layton, John Meehan and Greg Nehring. Mike Brown was absent.
- b. PCAD Staff: Eric Dirck-EMS Chief, Jamie Luebbering-CFO, Roy Pennington-EMS Assistant Chief, Justin Cross-Division Chief of Training, Ryan Newsom-IT, Lance Dempsey-Battalion Chief, Dr. David Gustafson-Medical Director
- c. Visitors: Nicole Cooke-Sedalia Democrat

**3. April 10, 2018 Open & Closed Meeting Minutes**

- a. Les Harrell made, Mike Layton seconded a motion to approve the April 10, 2018 Open & Closed Meeting Minutes as presented, motion carried (5-0). Mike Brown Absent.

**4. Approve the Agenda**

- a. Les Harrell made, Mike Layton seconded a motion to approve the agenda as presented. Motion carried (5-0). Mike Brown absent.

**5. Open Issues**

- a. Board Secretary Election: John Meehan made, Les Harrell seconded the nomination of Nick Gerke to fill the open position of Board Secretary. Ryan Newsom will assist Gerke with the documentation & record keeping aspect of the position, motion carried (5-0). Mike Brown absent.
- b. Approve Resolution 2018-27: Signing District Documents and Checks: John Meehan made, Les Harrell seconded a motion to approve Resolution 2018-27, motion carried (5-0). Mike Brown absent.
- c. Approve Resolution 2018-28: District Safety Deposit Box: John Meehan made, Les Harrell seconded a motion to approve Resolution 2018-28, motion carried (5-0). Mike Brown absent.
- d. Approve Resolution 2018-29: Viewing District Electronic Banking Records: John Meehan made, Mike Layton seconded a motion to approve Resolution 2018-29. Motion carried (5-0). Mike Brown absent.
- e. Approve Financial Statement Review Proposal: Two bids were received and opened at this time. Matter will be tabled until next meeting to allow the CFO to verify and evaluate the bids.

## 6. Reports

- a. Treasurer's Report: Jamie Luebbering-PCAD CFO presented the Checking Account Register for as of April 24, 2018 with debits of \$721,798.11, credits of \$309,269.56, leaving a balance of \$1,551,986.93. Luebbering also presented an Aging Summary of Payables (04.23.2018), Balance Sheet (03.31.2018), Profit and Loss Statement (01.01.2018 to 03.31.2018), Profit and Loss Statement by Class (01.01.2018 to 03.31.2018), and Profit and Loss Budget Performance Statement (01.01.2018 to 03.31.2018). John Meehan made, Mike Layton seconded a motion to pay the bills as presented, motion carried (5-0). Mike Brown absent.
- b. EMS Chief's Report: Eric Dirck gave a report on district activities since the last Board meeting. Dirck reported 2,280 PCAD calls for service and 312 WAD calls for service since January 1, 2018. Dirck reported on attending the Mid America Regional Council meeting, minor damage to the Windsor Base, Ambulance Breakdown Policy, Board Member Training, Sunrise & Noonday Optimist Club Appreciation Banquet May 10, 2018 and Windsor Ambulance sustainability were discussed. It was also announced that Justin Cross-PCAD Training Division has been able to get the PCAD EMT Class approved for GI Bill Education Benefits. Chief Dirck advised of being unable to attend next meeting due to a scheduling conflict with a training opportunity. Dirck's complete report is attached.
- c. Medical Director Report: Dr. Gustafson reported on the benefits of bystander training in bleeding control and possible community training for the District. Dr. Gustafson implied that a course could be taught within a 30-60-minute time frame.

## 7. New Business

- a. Greg Nehring presented a document he was mailed referencing a 3rd amendment to the TIF Plan. Nehring reminded the board that the District does not participate in the TIF, so the document is not applicable.
- b. John Meehan informed the board of the EMS Chief and his visit with Windsor Ambulance Board where he met many good people.
- c. After some discussion by the board, Nehring made a recommendation for the board to evaluate the WAD contract. Nehring advised that this discussion should wait until the 2nd meeting in May, for full attendance.
- d. Mike Layton expressed interest in obtaining Brush Guards for the Ambulance Fleet.
- e. Jamie Luebbering advised that she would be unable to attend the next meeting due to a scheduling conflict.

## 8. Next Meeting

- a. The next Regular Meeting will be Tuesday, May 8, 2018 at 6:00 PM. The meeting will be held at the PCAD Educational Building at 400 S Kentucky Street, Sedalia, Missouri.

## 9. Adjournment

- a. John Meehan made, Mike Layton seconded a motion to adjourn. Motion carried (5-0).  
Mike Brown Absent. The meeting adjourned at 7:06 PM.

**Minutes submitted by:** Ryan Newsom-PCAD Systems Administrator/ Interim Board Rapporteur/  
Archivist

**Minutes approved by:** Greg Nehring-Chairman

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Greg Nehring, PCAD Board Chairman



Pettis County Ambulance District  
EMS Chief Report

**24 April 2018**

EMS Chief's Report

1. Year-to-date call volume (as of 09:30, 23 April 2018):
  - PCAD: 2280
  - Windsor: 399
2. Last week Battalion Chief Hammer and I attended the Mid-America Regional Council (MARC) meeting which featured a presentation from American Medical Response (AMR) about the 01 October 2017 Las Vegas shooting. There were many valuable lessons learned, several of which could also be applied for a local weather-related disaster. Battalion Chief Hammer is distributing a report to PCAD staff.
3. Windsor Ambulance District:
  - The Windsor Ambulance District Board is looking at revenue for their district; there was some discussion of ways to assure sustainability of EMS in the Windsor area. There is some damage to the NW soffit of the Windsor crew quarters, we are looking at options to get this minor repair completed.
4. The ambulance breakdown policy draft previously discussed is included below
5. New Board Members:
  - Missouri Ambulance Association is offering training for new board members. This is required training for all ambulance district board members. I will arrange accommodations and registration fees for board members attending this training.
  - The course will be held at The Lodge of the Four Seasons in Lake Ozark, MO on June 20<sup>th</sup> from 0700 to 1700.
  - Discounted room and seminar registration are available until May 29<sup>th</sup>.
6. Asst. Chief Pennington and I will not be available for the first PCAD Board meeting in May due to the ASM course in Kansas City. I will be submitting my written report prior to that meeting and will be available by cell during the meeting if needed.
7. The Sunrise & Noonday Optimist club Respect for Law Banquet is scheduled for Thursday, May 10, 2018 at 6:30 p.m. at the Sedalia Country Club. This banquet has been attended each year by PCAD; one PCAD EMT will receive the "EMT of the Year" award at this event. Battalion Chief John Fluty will be introducing the recipient from his shift.
8. Thanks to the hard work of Division Chief of Training Justin Cross, PCAD's EMT program is now approved for GI Bill education benefits from the Department of Veterans Affairs. There is already one student in our EMT course benefitting from this; PCAD hopes to see more veterans take advantage of this in future courses.

Eric W. Dirck  
EMS Chief, Pettis County Ambulance District



Pettis County Ambulance District  
EMS Chief Report

## **DRAFT: Ambulance Break Down Procedure: Patient on Board**

Despite daily care and maintenance, units may experience mechanical difficulty while transporting a patient.

### **If the ambulance is running but has issues:**

Try to determine what the problem might be by checking your gauges. See if the gauges which monitor electrical/charging, temperature, transmission, fuel, and oil pressure are in their appropriate ranges.

### **If problem requires pulling over and discontinuing transport:**

Determine present location

Determine patient condition

Contact Dispatch and advise present location, patient condition, intended destination, and condition of the ambulance.

Contact the on-duty Battalion Chief at the earliest convenience by phone or radio and await further instructions.

### **Electrical/charging:**

Electrical problems usually present as a strange, plastic-like smell of wires burning. PCAD vehicles are all 12-volt systems, and generally electrical problems are more of an inconvenience than a threat to safety. *Should there be visible smoke, assume there is a fire.*

If there is a smell, but no visible smoke, shut down all non-essential electrical draw.

### **Fire / Smoke:**

For visible smoke and concern of fire danger, get the ambulance off the road to a safe location if possible. Prepare to evacuate the ambulance.

Avoid proximity to other vulnerable structures, vehicles or other environmental dangers, e.g. dry vegetation.

Prepare to remove the patient to a safe location and environment.

Avoid patient exposure as much as possible.

Attendant: rapidly gather any spare monitor batteries, O2 and spare blankets.

Driver: put the vehicle in park, gather portable radios, jackets or other gear as possible.

Quickly unload the patient and move to safety / shelter as available. Do not return to the ambulance to retrieve other articles unless certain there is no risk of injury or death in doing so.

### **Charging issues:**

Charging issues are the most common problem faced with an ambulance. Often times the driver will not notice dropping volt or amp gauges until the battery light comes on or the lights dim. In the event of a charging issue, shut down all non-essential electrical draw.

The Ambulance is equipped with dual batteries and can run for quite some time without the charging system working appropriately. It is key to notice charging issues quickly, and promptly cut all unnecessary power usage, as it may be possible to reach your destination.

### **Temperature:**

Temperature problems are less common in the diesel engines. However, they can and do occur. Drivers should regularly make cursory glances of all gauges during travel.

### **Overheating problem:**



## Pettis County Ambulance District EMS Chief Report

Slow the vehicle down to generate less heat. Turn off the air conditioning system.  
Get off at the next exit or safe area.

### **Transmission:**

Transmissions can fail slowly or all at once. If the transmission completely fails, see *"If an Ambulance stops running altogether"* below.

If the transmission is still working, but acting inappropriately, slow the vehicle down.

Once at a slower speed, try down-shifting to a lower gear. This may enable you reach the receiving hospital if nearby.

### **Fuel:**

There is no acceptable excuse for running out of fuel. Ambulances should be refueled after each use, prior to being put back in service. However, fuel can have issues with moisture which can cause freezing or other engine problems. A "WATER IN FUEL" light will warn of this problem. Other times the engine will run rough.

Slow the vehicle down, this will reduce the fuel demand, possibly allowing enough fuel to run through the water separator and allow you to reach your destination if nearby.

### **Oil Pressure:**

If there is a sudden drop in oil pressure, it is likely it is a sensor or gauge issue.

Check the engine temperature, if the temp is high, pull the vehicle over to a safe location, shut the engine down and see *"If Ambulance stops running altogether."*

If the temperature appears fine, and the motor is running fine, pull the vehicle over to a safe location.

Shut down the engine

Put on Flashers

Check the oil level

Smell the oil on the dipstick for a burnt smell

If the oil level seems fine, it does not smell burnt and the temperature is OK, restart the engine and continue to your destination.

Notify Command at the earliest convenience.

If the oil is low, or not showing on the dip stick, smells burnt or the temp is rising, see *"If Ambulance stops running altogether."*

### **If Ambulance stops running altogether:**

Make every effort to get the ambulance off the road to as safe a location as possible.

Determine if the crew and patient can safely remain in the vehicle or must evacuate (fire hazard, fuel leak, traffic, etc.)

If you can safely remain in the vehicle, turn on Emergency Flashers if possible and contact Command.

### **Evacuation:**

If you cannot remain in the vehicle, prepare to remove the patient to a safe location.

The attendant should rapidly gather the spare defibrillator batteries, O2 and spare blankets.

The driver should put the vehicle in park, gather removable cell phone, and gather jackets or sweatshirts.

Unload the patient quickly and move to safety / shelter as available. Do not go back to the ambulance to retrieve other articles unless you are certain there is no risk of injury or death in doing so.

### **Dispatchers:**



Pettis County Ambulance District  
EMS Chief Report

Preferred towing service / fleet maintenance notification.

Use location of unit to determine if appropriate to send another PCAD unit or mutual aid unit based on location, needs (ALS/BLS), and destination.