

Board Minutes
Of the Pettis County Ambulance District
April 10, 2018

1. The meeting was called to order by Greg Nehring Chairman at 6:00 PM. The following Board Members were present: Nicholas Gerke, Mike Layton, Les Harrell, and Greg Nehring. Also present were Eric Dirck PCAD EMS Chief, Jamie Luebbering PCAD CFO, Ryan Newsom PCAD IT, Roy Pennington PCAD EMS Assistant Chief, and Dr. David Gustafson PCAD Medical Director.
2. **March 27, 2018 Open Meeting Minutes.** Les Harrell made, and Mike Layton seconded a motion to approve the March 27, 2018 Open & Closed Board Meeting Minutes as presented. Motion carried (4-0).
3. **Approve the Agenda.** Nick Gerke made, and Mike Layton seconded a motion to approve the agenda as presented. Motion carried (4-0).
4. **Visitors-Public Comment.** No public comments.
5. **Treasurer's Report.** Jamie Luebbering PCAD CFO presented the Bank Balances, Checking Account Register for 3/28/18 to /10/18 with debits of \$401,626.57 and credits of \$232,204.42 leaving a balance of \$1,140,541.65 The PCAD bills were presented for a total of \$191,633.61, reviewed and will be approved on bill.com by Greg Nehring and Mike Layton. Luebbering also presented a Balance Sheet (12/31/17), Balance Sheet (12/31/16 and 12/31/17), a Profit and Loss (12/31/2017), a Profit and Loss (12/31/16 and 12/31/17), NBC Summary Reports on billing and receipts for March 2018 for both Pettis & Windsor. Mike Layton made, and Les Harrell seconded a motion to pay the bills as presented. Motion carried (4-0).
6. **EMS Chief's Report.** Eric Dirck gave a report on district activities since the last Board meeting. Dirck reported 2,033 runs for the PCAD and 357 runs for the WAD since January 1, 2018. Dirck reported that several of the command staff attended an active shooter tabletop exercise, the new policies on breakdowns, flag downs, and APOD are still in draft stage. The ECG Monitors for the new ambulances have arrived and are in service and will be ordering (1) ventilator and (2) IV pumps as approved in October of 2017. Dirck also reported on changes in call/transfer rotations as well as the change to a central supply. New larger maps for the county have been acquired for all stations as well. Dirck's full report is attached.
7. **Medical Director Report.** Dr. Gustafson informed the Board of an incident regarding a patient who was resuscitated after a cardiac arrest. There was a physician concerned that the patient was not transported to Bothwell. Dr. Gustafson explained to the board that these patients, require time-critical interventional cardiac services not available locally, and that PCAD protocol was followed. Dr. Gustafson has attempted to contact the physician; as of this Board meeting has not heard back.
8. **Approve Bill 2018 #19: District 3 & District 6 Elections** Mike Layton made and Les Harrell seconded the motion to adopt Bill 2018 #19 as Ordinance 19. Roll call vote: Gerke-yes, Harrell-Yes, Layton-yes, Nehring-yes. Motion carried (4-0) Ordinance 19 is adopted. New board members John Meehan (District 6) and Mike Brown (District 3) were welcomed to the board. Mike Brown did not take his position at the table and did not participate in voting.
9. **Approve Bill 2018 #20 Conflict of Interest** Mike Layton made, and Nick Gerke seconded the motion to adopt Bill 2018 #20 as Ordinance 20. Motion carried (4-0, with John Meehan abstaining).
10. **Board Election of Officers:** Les Harrell nominated Greg Nehring for Chair and Mike Layton seconded. Motion carried (4-1). Les Harrell nominated Mike Layton for Vice-Chair, Nick Gerke seconded the motion. Motion carried (4-1). Greg Nehring nominated John Meehan as

Treasurer and Les Harrell seconded the motion. Motion carried (5-0). The secretary position was tabled pending research of the bylaws.

11. **Approve Resolution 2018-27:** Signing District Documents and Checks-tabled
12. **Approve Resolution 2018-28:** District Safety Deposit Box-tabled
13. **Approve Resolution 2018-29:** Viewing District Electronic Banking Records-tabled
14. **New Business.** No new business
15. **Closed Meeting.** made and seconded a motion to go into Closed Session per RSMo Section 610.021 (1) Legal action & (14) Records which are protected by law. Roll Call Vote: Nehring-yes, Layton-yes, Meehan-yes, Gerke-yes, Harrell-yes. Motion carried (5-0). The Meeting adjourned to Closed Session at 6:38 PM.
16. The Meeting reconvened at 7:15 PM.
17. John Meehan inquired regarding the request for proposal for financial statement review for 2016 and 2017 and why the board was not having a financial statement audit for 2017. Luebbering explained that due to the misappropriation of funds by the former administrator that went up to March 2017 professional standards prohibit a certified public accounting practice to perform a financial statement audit on an organization when there is known fraud. The board also discussed the discovery process for appointing a secretary and gave the new board members a history on the involvement with the Windsor Ambulance District.
18. The next Regular Meeting will be Tuesday, April 24, 2018 at 6:00 PM. The meeting will be held at the PCAD Educational Building at Fourth and Kentucky, Sedalia, Missouri.
19. **Adjournment.** **Les Harrell** made, and **Mike Layton** seconded a motion to adjourn. Motion carried (6-0). The meeting adjourned at 7:41 PM.

Respectfully submitted,

Jamie Luebbering, CFO

Approved _____

Greg Nehring-Chairman