

Pettis County Ambulance District Open Meeting Minutes

June 26, 2018

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

Attendance:

Board Members: Mike Brown, Nicholas Gerke, Les Harrell, Mike Layton and Greg Nehring. John Meehan was absent

PCAD Staff: Eric Dirck-EMS Chief, Jamie Luebbering-CFO, Roy Pennington-Assistant Chief, Ryan Newsom-IT, Florian Hammer-Battalion Chief, John Fleri-Captain, and several additional employees.

Visitors: Two Representatives of the Windsor Ambulance Board, Nicole Cooke-Sedalia Democrat, One associate with Wilson Toellner & Associates.

2. Approve the Agenda

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

3. Approve the June 8, 2018 Open and Closed Meeting Minutes

Les Harrell made, Mike Layton seconded a motion to approve the June 12th, 2018 Open and Closed Meeting Minutes as presented, motion carried (5-0), John Meehan absent.

4. Visitors / Public Comments. None made.

5. Treasurer's Report: Presented by Jamie Luebbering-PCAD CFO. Checking Account Register as of June 26, 2018 with debits of \$164,143.67, credits of \$238,039.72, leaving a balance of \$1,129,176. Luebbering also presented reports on the Account Balances, Accounts Payable Aging Summary and Profit & Loss Statements. Mike Layton made, Les Harrell seconded a motion to pay the bills as presented, motion carried (5-0), John Meehan absent.

6. EMS Chief's Report: Eric Dirck-EMS Chief, presented a report on district activities since the last Board meeting. Dirck reported 3,617 PCAD calls for service and 632 WAD calls for service since January 1, 2018 to June 25, 2018. Dirck advised the Board of an upcoming Multi Agency Active Shooter Exercise on July 9, 2018. Dirck reminded the board that the PCAD Medical Director will be out of town until late July and advised he is remaining in communication via e-mail and CQI communication. Dirck updated the board on continuing nationwide drug shortages. Dirck reported on a minor accident involving a PCAD Unit which was backed into while the PCAD Unit was parked. Dirck advised the damage is cosmetic only and a police report was taken.

7. Medical Director Report-Dr. David Gustafson continues his leave and was not present.

8. Open Issues

- a) **Evaluate the Windsor Ambulance District Contract:** Eric Dirck-EMS Chief presented statistics to the board referencing Windsor Call Volume. See attached report.
- b) **Medical Billing Request for Proposal Approval:** Jamie Luebbering-CFO presented the draft of

the Medical Billing RFP to the board for approval and described the RFP procedure. Greg Nehring requested modifications to add a point scoring system to the RFP. Luebbering advised they will be made prior to the RFP release on June 29, 2018. RFP responses will remain sealed until July 29, 2018 at 0900.

- c) **Results of Wilson Toellner & Associates Review:** Carmen Goss with Wilson Toellner & Associates presented a draft of the review and described attributes to the board. Due to pending information, the official review will be provided to the board on a later date.
- d) **PCAD Fleet Replacement Plan:** The plan proposed at the previous meeting was reviewed and a vote was made to approve the first item of the proposal which is as follows:

July 2018:

Place order for two 2019 Traumahawk AEV units, taking delivery in January 2019.

Les Harrell made, Mike Brown seconded a motion to place the order for two units, motion carried (5-0), John Meehan absent.

9. New Business

- a) **Resolution 2018-31:** Jamie Luebbering presented Resolution 2018-31 to amend the 2018 Budget referencing the OIG Settlement for \$33,290.05, Collection Fees to be raised to \$5,000 and that the meals / meetings line be increased to \$500.00.
Mike Layton made, Les Harrell seconded a motion to approve Resolution 2018-31, motion carried (5-0), John Meehan absent.
- b) **Budget Officer:** Jamie Luebbering presented RSMo. 67.020 and requested the official appointment of a budget officer.
Greg Nehring nominated, Nick Gerke seconded, Jamie Luebbering for the position of Budget Officer. Motion carried (5-0), John Meehan absent.
- c) **NIMS Training:** Eric Dirck advised the board of a need for NIMS Training to meet a federal requirement. Board Members were advised to contact Chief Dirck to get assistance with the training.
- d) **PCAD Headquarters Discussion:** Tabled for next meeting.

10. Adjournment

Greg Nehring made, Mike Layton seconded a motion to adjourn. Motion carried (5-0), John Meehan absent. The meeting adjourned at 6:53 PM.

11. Next Meeting

The next Regular Meeting will be Tuesday, July 10, 2018 at 6:00 PM. The meeting will be held at the PCAD Educational Building at 400 S Kentucky Street, Sedalia, Missouri.

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

Minutes approved by:

Greg Nehring, PCAD Board Chairman

