

Pettis County Ambulance District Open Meeting Minutes

July 24, 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, John Meehan, and Greg Nehring.

PCAD Staff: Jamie Luebbering-CFO and Ryan Newsom-IT.

Visitors: Nicole Cooke-Sedalia Democrat.

2. Approve the Agenda

Nick Gerke made, Les Harrell seconded a motion to approve the agenda as presented. Motion carried (6-0).

3. Approve the July 10, 2018 Open and Closed Meeting Minutes

Les Harrell made, Mike Layton seconded a motion to approve the July 10, 2018 Open Meeting Minutes as presented, motion carried (6-0).

4. Visitors / Public Comments. None made.

5. Treasurer's Report: Presented by Jamie Luebbering-PCAD CFO. Checking Account Register as of July 24, 2018 with debits of \$106,680.22, credits of \$262,192.26, leaving a balance of \$1,237,426.95 Luebbering also presented reports on the Account Balances, Accounts Payable Aging Summary, Balance Sheet, Statements of Revenues, Expenses, and Changes in Net Position-Modified Cash Basis, Statement of Revenues, Expenses, Changes in Net Position-Modified Cash Basis by Class, and Budget Performance. John Meehan made, Les Harrell seconded a motion to pay the bills as presented, motion carried (6-0).

6. EMS Chief's Report: EMS Chief Dirck was absent but provided a report on district activities. See attached.

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

8. Open Issues

- a) **RFP Medical Billing:** Jamie Luebbering presented the proposals submitted and the process that her and Chief Dirck went through to rank the bidders and provided the Chief and CFO recommendation. The awarding of the contract was tabled until next meeting.
- b) **Adjustments, Discounts, & Write-off Draft Presentation:** The board reviewed the policy and updated the discount amount to 10% to match the Resolution 2018-32.
- c) **Resolution 2018-32:** Resolution 2018-32 Guidelines for Adjustments, Discounts, and Write-offs of Medical Service Bills was presented. Roll Call Vote: Brown-Yes, Gerke-Yes, Harrell-Yes, Layton-Yes, Meehan-Yes, Nehring-Yes
- d) **Surety Bond Update:** Jamie Luebbering presented the information requested regarding surety bonds for the district. Mike Keith Insurance provided a quote of \$90 to provide bonds for the signors on the checking account, Chief, & CFO in the amount of \$5,000 and directed Jamie Luebbering to bind coverage as the amount was below required board approval.
- e) **ADAM Membership:** Tabled item until next meeting

9. New Business

- a) **Board Archivist/Rapporteur Proposed Change:** Ryan Newsom requested that Jamie Luebbering CFO assist with the duties of board archivist/rapporteur.

10. Adjournment

Les Harrell made, Mike Layton seconded a motion to adjourn. Motion carried (6-0). The meeting adjourned at 7:07 PM.

11. Next Meeting

The next Regular Meeting will be Tuesday, August 14, 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: Jamie Luebbering, CFO

Minutes approved by:

PCAD Board



Pettis County Ambulance District
EMS Chief Report

24 July 2018

EMS Chief's Report

1. Year-to-date call volume (thru 23 July 2018):
 - PCAD 4136
 - i. 2017: 3945
 - ii. 2016: 3538
 - Windsor 729
 - i. 2017: 680
2. Chief and Assistant Chief attending the Missouri EMS Conference this week.
3. Operations running smoothly at all PCAD bases.
4. SEMA/DMAT (State Emergency Management Agency / Disaster Medical Assistance Team) will be attending this year's Missouri State Fair.
5. Operational and Mutual Aid Agreements with the State Fair Fire Department are updated for 2018. SFFD will manage medical operations at the Fairgrounds under PCAD's state license as per usual.
6. I will be present at the next regularly scheduled PCAD Board Meeting; should any items in this report need clarification please feel free to contact me via phone or email.

Respectfully,

A handwritten signature in black ink, appearing to read "E. Dirck".

Eric W. Dirck