

# **Pettis County Ambulance District Open Meeting Minutes**

August 14, 2018

**1. The meeting was called to order by Mike Layton Vice Chairman at 6:00 PM.**

**Attendance:**

Board Members: Mike Brown, Les Harrell, Mike Layton, John Meehan. Greg Nehring & Nick Gerke were absent

PCAD Staff: Jamie Luebbering-CFO, Eric Dirck, Chief, John Fluty BC, Dalton Sidebottom, Katie Stock

Visitors: Nuria Martinez-Keel-Sedalia Democrat.

**2. Approve the Agenda**

Les Harrell made, John Meehan seconded a motion to approve the agenda as presented. Motion carried (4-0) Gerke & Nehring absent.

**3. Approve the July 24, 2018 Open Meeting Minutes**

Les Harrell made, John Meehan seconded a motion to approve the July 10, 2018 Open Meeting Minutes as presented, motion carried (4-0) Gerke & Nehring absent.

**4. Visitors / Public Comments.** None made.

**5. Treasurer's Report:** Presented by Jamie Luebbering-PCAD CFO. Bank Balances Checking Account Register as of August 14, 2018 with debits of \$347,388.73, and credits of \$332,335.29, leaving a balance of \$1,252,510.39, Accounts Payable Aging Summary, Sales Tax Receipts, and NBC Summary Reports. John Meehan made, Mike Brown seconded a motion to pay the bills as presented, motion carried (4-0) Gerke & Nehring absent.

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

**7. Medical Director Report-**Dr. David Gustafson was absent.

**8. Open Issues**

- a) **Meeting with Pettis County GIS-**tabled until next meeting
- b) **Award Medical Billing Contract-**tabled until next meeting
- c) **ADAM Membership:** Tabled item until next meeting
- d) **Insurance Claim Discussion:** Jamie Luebbering presented the opportunity to file a claim on the faithful performance of duty coverage the board carries for the OIG penalties assessed the district. John Meehan made, Les Harrell seconded a motion to approve filing the claim, motion carried (4-0) Gerke & Nehring absent.

**9. New Business**

- a.) **Billing Training:** Jamie Luebbering requested the board approve Luebbering & Dirck become certified ambulance coders to assist the district in its responsibility to ensure proper billing practices and implement an internal audit process for billing. The training and certification are recommended for all upper level management of an ambulance service. The cost of the training is \$1,095 per person for the online training and certification for a total of \$2,190. John Meehan made, Mike Layton seconded a

- motion to approve the training for Dirck & Luebbering, motion carried (4-0) Gerke & Nehring absent.
- b.) **Sales Tax Holidays:** Luebbering presented information on the sales tax holidays (Show-Me Green & Back to School) and how the board can opt-in or opt-out of participating. No action taken
  - c.) **Community Outreach:** Katie Stock presented information regarding funding a community Public Safety Fair. Stock requested the board approve \$2,000 in funds to cover incidental and promotional costs associated with the safety fair. Luebbering informed the board that there was \$1,000 budgeted for community outreach and \$2,500 budgeted for public relations to cover the requested cost. John Meehan made, Mike Brown seconded a motion to approve funding the \$2,000 for the safety fair and promotional items as presented, motion carried (4-0) Gerke & Nehring absent.
  - d.) **Air Scrubbers:** Eric Dirck presented a proposal from Home Heating to purchase two additional air scrubbers to disinfect the ambulances. Mike Brown made, Les Harrell seconded the motion to purchase the two air scrubbers at a total cost of \$1900.00, motion carried (4-0) Gerke & Nehring absent.
  - e.) **Parking Lot Repairs:** Doug Tillman with the Elks Lodge (Lessor of the PCAD HQ building) presented quotes to repair the parking lot at 210 W. 4<sup>th</sup> Street location. No action taken

**10. Closed Meeting Pursuant to RSMo. 610.021**

Mike Layton made, Les Harrell seconded a motion to adjourn to closed session per RSMo 610.021 Section (8) Welfare cases of identifiable individuals, Section (13) Individually identifiable personnel records, and Section (14) Records which are protected from disclosure by law. Roll Call Vote: Meehan-yes, Brown-yes, Harrell-yes, Layton-yes. The meeting adjourned at 7:36 PM.

**Open meeting reconvened at 7:44 PM**

- 11. **Adjournment:** Mike Layton motioned, John Meehan seconded the motion to adjourn. Motion carried (4-0) Gerke & Nehring absent. The meeting adjourned at 8:01 PM.
- 12. **Next Meeting**

The next Regular Meeting will be Tuesday, August 28, 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