

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

September 11, 2018

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

**Attendance:**

Board Members: Mike Brown, Nick Gerke, Les Harrell, Mike Layton, John Meehan, Greg Nehring

PCAD Staff: Eric Dirck-Chief, Roy Pennington- Assistant Chief, Jamie Luebbering-CFO, Ryan

Newsom-IT, Dr. David Gustafson-Medical Director, Florian Hammer- Battalion Chief

Visitors: Nuria Martinez-Keel-Sedalia Democrat, Sandy Gustafson

- 2. Approve the Agenda**

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

- 3. Approve the August 28, 2018 Open and Closed Meeting Minutes**

Les Harrell made, Mike Layton seconded a motion to approve the August 28, 2018 Meeting Minutes as presented, motion carried (6-0).

- 4. Visitors / Public Comments.** No public comments were made.

- 5. Treasurer's Report:** Presented by Jamie Luebbering-CFO. Checking Account Register as of September 11, 2018 with debits of \$436,007.91, and credits of \$176,178.76, leaving a balance of \$1,327,721.76, Supporting Documents Provided. Mike Layton made, John Meehan seconded a motion to pay the bills as presented, motion carried (6-0).

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

- 7. Medical Director Report-**Dr. Gustafson briefed the board on Pediatric Equipment deployed on the Ambulances, and the general decrease of the number of pediatric seizure calls ran by PCAD. Dr. Gustafson also reported on participating in ride a longs with PCAD EMS Crew, and the continued display of excellent care provided by PCAD Employees.

- 8. Open Issues**

- a) Request of Explanation of CC Machine Fees-** Jamie Luebbering-CFO, explained the CC Machine Fees shown on the Treasurers Report to the board as well as outlining alternate ways of collecting credit card transaction fees. After some Board discussion of the information provided by Luebbering, the Board decided no modifications to the current process would be necessary. No vote required.
- b) Presentation of NBC Collections Letter:** A revised collections letter template was presented to the Board by Chief Dirck. Use of new template was approved without objections. No vote required.

- 9. New Business**

- a.) Office Copier Failure:** Chief Dirck advised the board of the recent failure of a copy machine (Machine purchased in 2012). A quote was obtained from the regular PCAD Supplier to obtain a replacement device at the cost of \$1,195.00. Mike Layton made, Les Harrell seconded a motion to approve purchasing the replacement printer. Motion Carried (6-0).

**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 (3) Leasing / Purchasing / Selling Real Estate, Section (8) Welfare cases of identifiable individuals and Section (14) Records which are protected from disclosure by law. Roll Call Vote: Brown-yes, Gerke-yes, Harrell-yes, Layton-yes, Meehan-yes, Nehring-yes. The meeting adjourned to Closed Session at 6:44 PM.

**Open meeting reconvened at 7:30 PM**

**11. Adjournment:** Mike Layton made, John Meehan seconded a motion to adjourn. Motion carried (6-0). The meeting adjourned at 7:31 PM.

**12. Next Meeting**

The next Regular Meeting will be Tuesday, September 25th, 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-IT / Board Rapporteur / Archivist

**Minutes approved by:**

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PCAD Board



Pettis County Ambulance District  
EMS Chief Report

**11 September 2018**

EMS Chief's Report

1. August 2018 call volume:
  - **PCAD 644**
    - Transports: 432
      - Transfers: 110
      - 911: 322 (includes 1 flight)
    - Not transported: 212
      - Cancelled: 36
      - Invalid: 22
      - Refused / no care needed: 149
      - Stand-by: 5
  - **Windsor 110**
    - Transports: 80
      - Transfers: 27 (10 from BRHC + 17 GVMH)
      - 911: 53 (0 flights)
    - Not transported: 30
      - Cancelled: 4
      - Invalid: 3
      - Refused / no care needed: 21
      - Stand-by: 2
2. Year-to-date call volume (thru 09 Sept, 2018):
  - PCAD
    - i. 2018: 5101
    - ii. 2017: 4904
    - iii. 2016: 4352
  - Windsor
    - i. 2018: 907
    - ii. 2017: 801
3. Maintenance report for August (attached)
4. Unit 9 struck a raccoon and sustained damage to brakes and drop-down chains. Unit back in service today w/ estimate being sent to insurance company.
5. New reporting format working very well for both CQI and billing
6. PCAD EMT class completed – graduates will be taking their practical and cognitive exams shortly
7. Handtevy Pediatric Bags are in service on all PCAD units and functioning well.
8. Fall Safety Fair reminder: **10AM – 2PM, Saturday, September 22<sup>nd</sup>** at the Missouri State Fairgrounds behind MSHP building. Please come out and support PCAD and many other local agencies.

Respectfully,

Eric W. Dirck



Pettis County Ambulance District  
EMS Chief Report

**Vehicle Maintenance and Fuel Usage Report: August 2018**

Command 1: Oil change, tire rotation and vehicle latch lubrication \$82.38  
1,305 miles with a fuel usage of 96.795 gals cost of fuel \$243.07

Command 3: Oil change, two new batteries replaced, vehicle latch lubrication \$371.22  
No reported mileage or fuel usage.

Unit 1: Transmission oil pan and gasket, vacuum check valve and storage canister for AC, scene light replaced,  
vehicle latch lubrication \$1,289.70  
2,131 miles with a fuel usage of 301.342 gals cost of fuel \$761.96

Unit 2: Oil change performed, vehicle latch lubrication, brake belts and spark plug inspection \$38.60  
3,348 miles with a fuel usage of 519.240 gals cost of fuel \$1,298.44

Unit 3: Oil lube and filter, headlight fixed, engine oil cooler removed and replaced to fix oil leak, clean intake  
manifold and intake ports of carbon buildup, brake and belt inspection, vehicle latch lubrication \$2,503.35  
1,318 miles with a fuel usage of 119.411 gals cost of fuel \$348.41

Unit 4: No scheduled maintenance.  
3,567 miles with a fuel usage of 266.488 gals cost of fuel \$772.29

Unit 5: Vehicle latch and lubrication performed by PCAD maintenance  
2,400 miles with a fuel usage of 380.718 gals cost of fuel \$957.95

Unit 6: Vehicle latch and lubrication performed by PCAD maintenance  
3,379 miles with a fuel usage of 435.756 gals cost of fuel \$1,093.84

Unit 7: Vehicle latch and lubrication performed by PCAD maintenance  
2,119 miles with a fuel usage of 352.031 gals cost of fuel \$885.91

Unit 8: Two new tire replacement, brake shoes and pads, front end alignment \$713.81  
3,514 miles, with a fuel usage of 271.955 gals cost of fuel \$690.04

Unit 9: Lube oil and filter, air filter, rear differential service and gear oil. Check engine light caused by PCV valve,  
cleaned and reset \$333.54  
2,375 miles, with a fuel usage of 187.911 gals cost of fuel \$474.30

Unit 10: Vehicle latch lubrication performed by PCAD maintenance  
109 miles, with a fuel usage of 18.941 gals cost of fuel \$48.66

Unit 11: Oil change, vehicle latch lubrication performed by PCAD maintenance \$35.41  
3,357 miles, with a fuel usage of 488.850 gals cost of fuel \$1,226.30

900: Vehicle latch and lubrication performed  
949 miles, with a fuel usage of 70.148 gals cost of fuel \$175.60

Total cost of ambulance repair for June 2018	\$5,368.01
Total cost of fuel usage for ambulances	\$8,558.10
Command vehicle fuel usage	\$418.67

Vehicle report total	\$14,344.78
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