

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

December 11, 2018

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

### **Attendance:**

Board Members: Mike Brown, Mike Layton, John Meehan (Greg Nehring and Nick Gerke Absent)

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

Newsom-IT, 8 additional PCAD-EMS Crew Members.

Visitors: Nicole Cooke-Sedalia Democrat, John Fritz, Bill Griffith

## **2. Approve the Agenda**

John Meehan made, Mike Brown seconded a motion to approve the agenda as presented with the addition of item 8.b. Motion carried (3-0) Greg Nehring and Nick Gerke Absent.

## **3. Approve the November 27, 2018 Open and Closed Meeting Minutes**

Mike Brown made, Mike Layton seconded a motion to approve the November 27, 2018 Meeting Minutes as presented, motion carried (3-0) Greg Nehring and Nick Gerke Absent.

**3.a** John Meehan requested a copy of a study performed by him to be attached to the previous minutes. Mike Brown made, Mike Layton seconded a motion to attach Meehan's study to the previous meeting notes.

Motion carried (3-0) Greg Nehring and Nick Gerke absent. A redacted copy was provided by Meehan for the board report records which will be attached as requested.

**4. Visitors / Public Comments.** PCAD-Employee Jerrad Kelly and his family were in attendance and thanked the board for the approval of continuing family health insurance at the previous meeting.

**5. Treasurer's Report:** Presented by Jamie Luebbering-CFO. Checking Account Register as of December 11, 2018 with debits of \$398,436.42, and credits of \$410,032.58, leaving a balance of \$1,215,921.07. Supporting Documents Provided. John Meehan made, Mike Brown seconded a motion to pay the bills as presented, motion carried (3-0) Greg Nehring and Nick Gerke Absent.

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

**7. Medical Director Report-**Dr. Gustafson was absent but had provided Chief Dirck with in PCAD looking at policies regarding inclement weather transports and patient transfer critical care guidelines.

## **8. Open Issues**

- a.) **Board Vacancy-District 4:** Two letters of interest were submitted for the vacant District 4 seat, to be filled in an interim capacity through the end of the current term in April 2019. John Fritz and Bill Griffith Sr. had submitted the letters and attended the meeting. The board conducted interviews on both candidates by question and answer. Additional interview and voting on the replacement will take place during the December 18<sup>th</sup> meeting.

- b.) **Real Estate Update:** John Meehan provided an update on the state of the real estate transaction to purchase property located at 210 W. 4<sup>th</sup> Street, Sedalia, Mo. 65301. Meehan advised he had delivered the check and a follow up will be needed at the title office. Mike Brown suggested Meehan continue with the follow up, due to previously dealing with the title company during this process. Meehan will follow up.

**9. New Business:**

- a.) **2019 Budget Discussion-Preliminary:** CFO Luebbering presented the budget prepared with involvement of all members of the PCAD Administration. Presentation only, will be discussed additionally and tabled for next meeting.
- b.) **2019 Board Member Filing:** CFO Luebbering advised the board of the deadlines for candidate filing for the April 2019 Election.
- c.) **Colonial Life:** CFO Luebbering presented a service provided by Colonial Life for Employees to obtain virtual medical care 24/7 via phone or video at no cost to the district for the first year.
- d.) **HIPAA Training for PCAD Board Members:** The board was advised of annual HIPAA Training.

**Closed Meeting Pursuant to RSMo. 610.021**

Mike Brown made, Mike Layton seconded a motion to adjourn to closed session per RSMo 610.021 Section (8) Welfare cases of identifiable individuals, (13) Individually identifiable Personnel Records, (14) Records which are protected from disclosure by law. Roll Call Vote: Brown-Yes, Gerke-Absent, Layton-Yes, Meehan-Yes, Nehring-Absent. The meeting adjourned to Closed Session at 7:26 PM.

**Open meeting reconvened at 8:02 PM**

- 10. Adjournment:** John Meehan made, Mike Brown seconded a motion to adjourn. Motion carried (3-0) Greg Nehring and Nick Gerke Absent. The meeting adjourned at 8:08 PM.

**11. Next Meeting**

The next Regular Meeting will be Tuesday, December 18th, 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 Member



Pettis County Ambulance District  
EMS Chief Report

**11 December 2018**

EMS Chief's Report

1. November Vehicle Maintenance report (attached)
2. November call volume information (attached)
3. Training: PCAD holding American Heart Association course *Advanced Cardiac Life Support ("ACLS")* on December 18<sup>th</sup> at PCAD Education Building.
4. Operations:
  - a. No major problems or operational issues to report.
5. DMAT funding update:
  - a. DMAT team is under SEMA but is strictly paid for by the *Hospital Preparedness Grant*, which doesn't allow grant money for this type of training. DMAT does not get any direct STATE funds.
6. Missouri Ethics Commission: Personal Financial Disclosures distributed to board members
7. Medical Director:
  - a. Currently reviewing proposed protocols for high acuity transfers and inclement weather procedures.

Respectfully,

Eric W. Dirck



## Vehicle maintenance report: November 2018

Command 1: No scheduled maintenance  
764 miles / 122.696 / \$321.38

Command 3: No scheduled maintenance  
175 miles / 26.500 / \$55.62

Unit 1: Oil lube and filter, spark plug replacement, air filter replaced, bushing sway bar repair, alignment.  
Maint. cost \$716.29  
424 miles / 70.800 / \$165.55

Unit 2: Oil lube and filter, front wheel alignment, 2 new front tires mounted and balanced.  
Maint. cost \$331.25  
3,521 miles / 512.363 / \$1,192.62

Unit 3: Repairs on SCR converter and NOX sensor, Right inner dual replacement, Left headlight replacement.  
Maint. cost \$3,401.06  
2,331 miles / 133.591 / \$409.28

Unit 4: Oil lube and filter, fuel filter replacement, coolant system flush, tire replacement, headlight repair.  
Maint. cost \$1,962.47  
2,054 miles / 167.447 / \$509.67

Unit 5: No scheduled maintenance  
440 miles / 82.097 gals / \$187.33

Unit 6: No scheduled maintenance  
2,599 miles / 357.251 / \$811.92

Unit 7: No scheduled maintenance  
2,791 miles / 436.258 / \$1,011.52

Unit 8: No scheduled maintenance  
2,741 miles, / 225.802 / \$527.23

Unit 9: No scheduled maintenance  
3,095 miles, / 241.991 / \$553.41

Unit 10: No scheduled maintenance  
2,382 miles, / 401.455 / \$929.84

Unit 11: No scheduled maintenance.  
2,446 miles, / 364.657 / \$843.68

900: no scheduled maintenance.  
577 miles, / 46.465 / \$105.79

Total repairs for November 2018	\$6,411.07
Total fuel	\$7,915.74
<b>Vehicle report total</b>	<b>\$14,326.81</b>

Pettis County Ambulance District

CALL VOLUME REPORT

													2018
<b>PETTIS</b>	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	<b>YTD TOTALS</b>
TRANSPORTS	458	455	437	454	451	439	406	432	402	443	410	0	4787
NON-TRANSPORTS	153	154	166	189	188	165	163	212	175	189	193	0	1947
<b>TOTAL CALL VOLUME</b>	<b>611</b>	<b>609</b>	<b>603</b>	<b>643</b>	<b>639</b>	<b>604</b>	<b>569</b>	<b>644</b>	<b>577</b>	<b>632</b>	<b>603</b>	<b>0</b>	<b>6734</b>
<i>TRANSPORTS:</i>													
TRANSFERS	126	127	130	143	141	101	109	110	112	115	115		1329
911	332	328	307	311	310	338	297	322	290	328	295		3458
<b>TOTAL TRANSPORTS</b>	<b>458</b>	<b>455</b>	<b>437</b>	<b>454</b>	<b>451</b>	<b>439</b>	<b>406</b>	<b>432</b>	<b>402</b>	<b>443</b>	<b>410</b>	<b>0</b>	<b>4787</b>
FLIGHTS (# INCLUDED IN 911 ABOVE)		6	4	6	7	4	4	1		1	1		34
<i>NON-TRANSPORTS:</i>													
CANCELLED	36	29	34	30	36	30	20	36	19	26	29		325
INVALID	11	21	12	14	21	19	25	22	15	15	17		192
REFUSED or NO CARE NEEDED	101	95	116	140	129	114	113	149	134	132	139		1362
STAND BY	5	9	4	5	2	2	5	5	7	16	8		68
<b>TOTAL NON TRANSPORTS</b>	<b>153</b>	<b>154</b>	<b>166</b>	<b>189</b>	<b>188</b>	<b>165</b>	<b>163</b>	<b>212</b>	<b>175</b>	<b>189</b>	<b>193</b>	<b>0</b>	<b>1947</b>
													2017 YTD total call volume as of 11/30: 6529
													2018
<b>WINDSOR</b>	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	<b>YTD TOTALS</b>
TRANSPORTS	90	73	82	67	75	86	69	80	85	79	59	0	845
NON-TRANSPORTS	28	29	29	33	27	31	36	30	27	34	29	0	333
<b>TOTAL CALL VOLUME</b>	<b>118</b>	<b>102</b>	<b>111</b>	<b>100</b>	<b>102</b>	<b>117</b>	<b>105</b>	<b>110</b>	<b>112</b>	<b>113</b>	<b>88</b>	<b>0</b>	<b>1178</b>
<i>TRANSPORTS:</i>													
TRANSFERS FROM BRHC	24	22	22	19	16	5	18	10	9	4	10		159
TRANSFERS FROM GVMH						16		17	19	22	9		83
911	66	51	60	48	59	65	51	53	57	53	40		603
<b>TOTAL TRANSPORTS</b>	<b>90</b>	<b>73</b>	<b>82</b>	<b>67</b>	<b>75</b>	<b>86</b>	<b>69</b>	<b>80</b>	<b>85</b>	<b>79</b>	<b>59</b>	<b>0</b>	<b>845</b>
FLIGHTS (# INCLUDED IN 911 ABOVE)				0	1		1	0		1	1		4
<i>NON-TRANSPORTS:</i>													
CANCELLED	8	4	5	5	4	5	7	4	3	7	5		57
INVALID	6	5	5	5	1	3	6	3	2	3	2		41
REFUSED or NO CARE NEEDED	14	20	18	21	21	21	22	21	19	21	22		220
STAND BY	0	0	1	2	1	2	1	2	3	3	0		15
<b>TOTAL NON TRANSPORTS</b>	<b>28</b>	<b>29</b>	<b>29</b>	<b>33</b>	<b>27</b>	<b>31</b>	<b>36</b>	<b>30</b>	<b>27</b>	<b>34</b>	<b>29</b>	<b>0</b>	<b>333</b>
													2017 YTD total call volume as of 10/31: 1048