

NORTH JEFFERSON COUNTY AMBULANCE DISTRICT

Minutes of the Open Monthly Board Meeting

January 16, 2012

1. Call to Order

The regular monthly meeting of the North Jefferson County Ambulance District Board of Directors was called to order at 18:00 hours by Chairperson John Whitehead.

2. Roll Call

Present: Chairperson John Whitehead, Vice Chairperson Carla Hloben, Secretary Kathy Hennessey, Director Diana Davis and Director Julia Vessells.

Absent: N/A

Late Arrivals: N/A

Early Departures: N/A

In Attendance

Staff: Interim Chief Jamie Guinn, Business Manager Jennifer Wilson, Claims Representative Jennifer Coleman, Asst. Shop Steward Kyle Czarnecki, Paramedic Dorothy Colombo, Paramedic John Molkenbur.

Counsel: Bob Sweeney

Guests: Tasha Schriewer, John Scullin and Chief Margie Sammons.

3. Approval of Agenda

Chairperson Whitehead presented the agenda as posted. The agenda was amended to add Item 4a-Vote of Board Officers-Treasurer by Acclamation.

4. Board of Director Oath

Board of Director Oath of Office taken by Tasha Schriewer.

a. Vote of Officers-Treasurer by Acclamation

A motion was made by Vice Chairperson Hloben and seconded by Director Davis nominating Director Vessells for Treasurer. All in favor, motion passed as written.

Chairperson Whitehead – Yea
Director Vessells- Yea

Vice Chairperson Hloben – Yea
Director Davis- Yea

Secretary Hennessey – Yea
Director Schriewer- Yea

5. Approval of Minutes

Minutes from the November 28th, 2011 meeting were presented by Chairperson Whitehead; Motion was made by Treasurer Vessells and seconded by Secretary Hennessey. All in favor, motion passed as written.

Chairperson Whitehead – Yea
Treasurer Vessells- Yea

Vice Chairperson Hloben – Yea
Director Davis- Yea

Secretary Hennessey – Yea
Director Schriewer- Yea

Minutes from the December 2nd, 2011 meeting were presented by Chairperson Whitehead; Motion was made by Director Davis and seconded by Treasurer Vessells. All in favor, motion passed as written.

Chairperson Whitehead – Yea
Treasurer Vessells- Yea

Vice Chairperson Hloben – Yea
Director Davis- Yea

Secretary Hennessey – Yea
Director Schriewer- Yea

The January 3rd 2012 Work Session was rescheduled for January 16th at 5:00pm.

6. Public Forum-Public to address the Board of Directors

Chairperson Whitehead welcomed everyone to the meeting. Chief Margie Sammons presented an award to John Scullin.

7. Local 2665 - Union Update

Asst. Shop Steward Kyle Czarnecki stated the shop had taken a vote and have chosen to support Secretary Hennessey and Treasurer Vessells for the upcoming election in April 2012.

8. Chief's Report

- a. Communications
 - I. Complaint
- b. EMS Call Report and Statistics December & January
- c. Operations Reports: December & January
 - I. Maintenance
 - II. Education
 - III. Scheduling
 - IV. Public Relations

9. Old Business

- a. Building/Grounds Update-Nothing to report.
- b. Cardinal Door Photo Eye System Bid to be installed this month.
- c. Access Control/Security System Bids-Tabled
- d. Boulevard Sign Project Bids-Tabled

10. New Business

- a. Board of Directors Signature Cards & Certificate of Resolution (2012-01-16-001)

A motion was made by Secretary Hennessey and seconded by Treasurer Vessells approving Resolution number 2012-01-16-001. All in favor, motion passed as written.

Chairperson Whitehead – Yea
Treasurer Vessells- Yea

Vice Chairperson Hloben – Yea
Director Davis- Yea

Secretary Hennessey – Yea
Director Schriewer- Yea

- b. Safe Deposit Box Card signed by Interim Chief Guinn, Business Manager Wilson, Chairperson Whitehead and Secretary Hennessey.
- c. Corporate Resolution to Obtain Commercial Card Accounts signed.
- d. Election Resolution (2012-01-16-002)

A motion was made by Director Davis and seconded by Secretary Hennessey approving Resolution number 2012-01-16-002. All in favor, motion passed as written.

Chairperson Whitehead – Yea
Treasurer Vessells- Yea

Vice Chairperson Hloben – Yea
Director Davis- Yea

Secretary Hennessey – Yea
Director Schriewer- Yea

- e. Health Insurance Renewal

A motion was made by Secretary Hennessey and seconded by Treasurer Vessells approving the 12.6% premium increase for group medical insurance. All in favor, motion passed as written.

Chairperson Whitehead – Yea
Treasurer Vessells- Yea

Vice Chairperson Hloben – Yea
Director Davis- Yea

Secretary Hennessey – Yea
Director Schriewer- Yea

f. Auto/Work Comp/Liability/Employer Practice Liability Renewal

A motion was made by Director Schriewer and seconded by Secretary Hennessey approving the proposal from The Crane Agency for Auto/Liability and Workers Compensation Insurances, excluding Employer Practice Liability Insurance from the package do to increase in premium and deductible. All in favor, motion passed as written.

Chairperson Whitehead – Yea
Treasurer Vessells- Yea

Vice Chairperson Hloben – Yea
Director Davis- Yea

Secretary Hennessey – Yea
Director Schriewer- Yea

11. Business & Financial Reports

a. Account Listings:

- I. December Checking \$657,321.16
- II. December Investments \$0.00

- b. Balance Sheet: The current balance sheet was presented.
- c. Current Budget
- d. Lease Summary
- e. Accounts Receivable Report: Current AR report was presented.
- f. Uncollectible Reports:

- I. December \$3,107.80
- II. January \$19,112.64

Motion to approve the December Uncollectible Report in the amount of \$3,107.80 made by Treasurer Vessells and seconded by Director Davis. All in favor, motion passed as written.

Chairperson Whitehead – Yea
Treasurer Vessells- Yea

Vice Chairperson Hloben – Yea
Director Davis- Yea

Secretary Hennessey – Yea
Director Schriewer- Yea

Motion to approve the January Uncollectible Report in the amount of \$19,112.64 made by Secretary Hennessey and seconded by Treasurer Vessells. All in favor, motion passed as written.

Chairperson Whitehead – Yea
Treasurer Vessells- Yea

Vice Chairperson Hloben – Yea
Director Davis- Yea

Secretary Hennessey – Yea
Director Schriewer- Yea

g. Approval of District Bills December \$169,569.04

Motion to approve the December District bills in the amount of \$169,569.04 made by Secretary Hennessey and seconded by Director Schriewer. All in favor, motion passed as written.

Chairperson Whitehead – Yea
Treasurer Vessells- Yea

Vice Chairperson Hloben – Yea
Director Davis- Yea

Secretary Hennessey – Yea
Director Schriewer- Yea

h. Approval of District Bills December \$313,122.65

Motion to approve the January District bills in the amount of \$313,122.65 made by Treasurer Vessells and seconded by Director Schriewer. All in favor, motion passed as written.

Chairperson Whitehead – Yea
Treasurer Vessells- Yea

Vice Chairperson Hloben – Yea
Director Davis- Yea

Secretary Hennessey – Yea
Director Schriewer- Yea

12. Vote to Close Open Meeting – Executive Session

Motion made by Director Davis and seconded by Treasurer Vessells to close the open meeting. All in favor, motion passed as written.

Chairperson Whitehead – Yea

Vice Chairperson Hloben – Yea

Secretary Hennessey – Yea

Treasurer Vessells- Yea

Director Davis- Yea

Director Schriewer- Yea

13. Return to Open Meeting

Motion made by Vice Chairperson Hloben and seconded by Secretary Hennessey to open the regular open meeting. All in favor motion passed as written.

Chairperson Whitehead – Yea
Treasurer Vessells- Yea

Vice Chairperson Hloben – Yea
Director Davis- Yea

Secretary Hennessey – Yea
Director Schriewer- Yea

14. Report of Executive Session

Motion made Director Schriewer and seconded by Director Davis to appoint Jamie Guinn as Interim Chief. He will be compensated an additional \$1000 annually. All in favor, motion passed as written.

Chairperson Whitehead – Yea
Treasurer Vessells- Yea

Vice Chairperson Hloben – Yea
Director Davis- Yea

Secretary Hennessey – Yea
Director Schriewer- Yea

Motion made by Vice Chairperson Hloben and seconded by Secretary Hennessey to close executive session at 21:12. All in favor motion passed as written.

Chairperson Whitehead – Yea
Treasurer Vessells- Yea


Vice Chairperson Hloben – Yea
Director Davis- Yea

Secretary Hennessey – Yea
Director Schriewer- Yea

Counsel will be working on a draft proposal to offer John Scullin for consulting services.

15. Vote to Adjourn

Motion made by Vice Chairperson Hloben and seconded by Secretary Hennessey to adjourn the meeting at 21:15.

Attest 

(SEAL)

Attest 