

NORTH JEFFERSON COUNTY AMBULANCE DISTRICT

Minutes of the Open Monthly Board Meeting

March 19th, 2012

1. **Call to Order**

The regular monthly meeting of the North Jefferson County Ambulance District Board of Directors was called to order at 6:20pm by Chairperson Whitehead.

2. **Roll Call**

Director's Present: Chairperson John Whitehead, Vice-Chairperson Carla Hloben, Secretary Kathy Hennessey, Director Diana Davis, Director Tasha Schriewer.

Late Arrival: Director Tasha Schriewer arrived at 6:20pm.

Absent: Treasurer Julia Vessells

In Attendance:

Staff: Interim Chief Guinn, Business Manager Wilson, Shop Steward/Paramedic Calvert, Paramedic Maddock, Paramedic Hutchinson, Lt. Siebert, Paramedic Thomas.

3. **Pledge of Allegiance**

4. **Approval of Agenda**

Chairperson Whitehead presented the agenda as posted. The agenda was amended to add item 10k-Quote for Replacement of Ice Machine. Motion made by Vice- Chairperson Hloben and seconded by Director Davis to approve the amended agenda. All in favor, motion passed as written.

5. **Approval of Minutes**

This item was moved to 11i to give the board time to review the minutes.

6. **Public Forum – Public to address the Board of Directors**

Nothing to report.

7. **Local 2665 – Union Update**

Shop Steward Calvert stating that the shop is gearing up for the election and there are no problems or complaints.

8. **Chief's Report**

- (a) Communications
- (b) EMS Call Report and Statistics
- (c) Operations Reports
 - (i) Maintenance
 - (ii) Education
 - (iii) Scheduling
 - (iv) Public Relations

9. **Old Business**

N/A

10. New Business

- (a) AFG Grant Update
- (b) Quote presentation for cardiac monitors
- (c) Quote presentation of powered stretcher
- (d) Quote presentation & board vote for thermometers
Upon motion made by Vice-Chairperson Hloben and seconded by Director Schriewer the quote from Bound Tree Medical, to replace thermometers on the ambulances, was approved in the amount of \$1,541.72. All in favor, motion passed as written.
- (e) Health & Wellness Committee Update
- (f) Finance & Benefit Committee Update
- (g) Retirement Committee Update
- (h) Offer to purchase emergency equipment installed in John Scullin's private vehicle
Upon motion made by Director Davis and seconded by Vice-Chairperson Hloben it was approved to allow John Scullin to purchase the emergency lights already installed on his personal vehicle in the amount of \$300.00. All in favor, motion passed as written.
- (i) Resolution Number 2012-03-19-001 Custodian of Records
Upon motion made by Director Schriewer and seconded by Secretary Hennessey Resolution Number 2012-03-19-001 was approved. All in favor, motion passed as written.
- (j) Mutual Aid Agreement – Valle Ambulance District
The mutual aid agreement between North Jefferson County Ambulance District & Valle Ambulance District was signed by Chairperson Whitehead and Secretary Hennessey.
- (k) Quote for Replacement Ice Machine
Upon motion made by Secretary Hennessey and seconded by Director Davis the quote from Vivian Ice, to replace the crew ice machine, for the amount of \$1,725.00 was approved. All in favor, motion passed as written.

11. Business & Financial Reports

- (a) Account Listings
 - (i) Checking: \$314,358.50
 - (ii) Investments: \$898,000.00
- (b) Balance Sheet
- (c) Investment Schedule
- (d) Current Budget
- (e) Lease Summary
- (f) Accounts Receivable Reports
- (g) Uncollectible Reports
 - (i) February \$15,560.56
Upon motion made by Vice-Chairperson Hloben and seconded by Director Davis to approve the Uncollectible Report for February in the amount of \$15,560.56. All in favor, motion passed as written.

Chairperson Whitehead-Yea
Director Davis-Yea

Vice Chairperson Hloben –Yea
Director Schriewer-Yea

Secretary Hennessey-Yea

- (ii) March \$ 14,798.06

Upon motion made by Vice-Chairperson Hloben and seconded by Director Davis to approve the Uncollectible Report for March in the amount of \$14,798.06. All in favor, motion passed as written.

Chairperson Whitehead-Yea	Vice Chairperson Hloben –Yea	Secretary Hennessey-Yea
Director Davis-Yea	Director Schriewer-Yea	

(h) Approval of District Bills

(i) February \$248,715.33

Upon motion made by Secretary Hennessey and seconded by Director Davis to approve the bills for February in the amount of \$248,715.33. All in favor, motion passed as written.

Chairperson Whitehead-Yea	Vice Chairperson Hloben –Yea	Secretary Hennessey-Yea
Director Davis-Yea	Director Schriewer-Yea	

(ii) March \$562,388.20

Upon motion made by Secretary Hennessey and seconded by Director Davis to approve the bills for March in the amount of \$562,388.20. All in favor, motion passed as written.

Chairperson Whitehead-Yea	Vice Chairperson Hloben –Yea	Secretary Hennessey Yea
Director Davis-Yea	Director Schriewer-Yea	

(i) Special Meeting Closed Executive Minutes for November 8th 2011

Upon motion made by Vice Chairperson Hloben and seconded by Chairperson Whitehead to approve the Special Meeting Closed Executive Minutes for November 8th 2011. All in favor, motion passed as written.

Chairperson Whitehead-Yea	Vice Chairperson Hloben –Yea	Secretary Hennessey-Yea
Director Davis-Abstain	Director Schriewer-Abstain	

(j) Regular Meeting Open Minutes for January 16th 2012

Upon motion made by Vice Chairperson Hloben and seconded by Director Davis to approve the Regular Meeting Open Minutes for January 16th 2012. All in favor, motion passed as written.

Chairperson Whitehead-Yea	Vice Chairperson Hloben –Yea	Secretary Hennessey Yea
Director Davis-Yea	Director Schriewer-Yea	

(k) Regular Meeting Closed Executive Minutes for January 16th 2012

Upon motion made by Treasurer Hennessey and seconded by Director Schriewer to approve the Regular Meeting Closed Executive Minutes for January 16th 2012. All in favor, motion passed as written.

Chairperson Whitehead-Yea	Vice Chairperson Hloben –Yea	Secretary Hennessey Yea
Director Davis-Yea	Director Schriewer-Yea	

(l) Regular Meeting Open Minutes for February 22th, 2012

No Quorum present , therefore no vote required for this meeting, so the minutes were signed and put into record without a board approval vote.

12. Executive Session

Upon motion made by Vice Chairperson Hloben and seconded by Director Davis the open meeting was closed and the closed meeting was opened at 7:10pm. All in favor, motion passed as written.

Chairperson Whitehead-Yea	Vice Chairperson Hloben –Yea	Secretary Hennessey Yea
Director Davis-Yea	Director Schriewer-Yea	

13. Return to Open Session- Report from Executive Session

Upon motion made by Treasurer Hennessey and seconded by Director Davis the closed meeting was adjourned at 7:48pm.

14. Adjournment

N/A

(SEAL)

ATTEST Carla Hober

ATTEST K Hennessey