

NORTH JEFFERSON COUNTY AMBULANCE DISTRICT

Minutes of the Open Monthly Board Meeting

April 16th, 2012

1. **Call to Order**

The regular monthly meeting of the North Jefferson County Ambulance District Board of Directors was called to order at 6:040pm by Vice-Chairperson Hloben.

2. **Roll Call**

Director's Present: Vice-Chairperson Carla Hloben, Secretary Kathy Hennessey, Treasurer Julia Vessells, and Director Diana Davis.

Late Arrival: Director Tasha Schriewer arrived at 6:19pm.

Absent: Chairperson John Whitehead

In Attendance:

Staff: Interim Chief Guinn, Business Manager Wilson, Paramedic/Shop Treasurer Czarnecki, Lt. Limberg, and Legal Counsel Bob Sweeney.

3. **Pledge of Allegiance**

4. **Approval of Agenda**

Vice-Chairperson Hloben presented the agenda as posted. Motion made by Secretary Hennessey and seconded by Director Davis to approve the posted agenda. All in favor, motion passed as written.

5. **Board of Director Oaths to Director Hennessey & Director Vessells**

a. Vote of Officers

Motion made by Director Vessells and seconded by Director Hennessey to nominate Director Whitehead for position of Chairperson. Motion failed to pass.

Director Hloben-Nay Director Hennessey-Nay Director Vessells-Yea Director Davis-Nay

Motion made by Director Davis and seconded by Director Hennessey to nominate Director Hloben for position of Chairperson. Motion passed as written.

Director Hloben-Yea Director Hennessey-Yea Director Vessells-Yea Director Davis-Yea

Motion made by Director Davis to nominate Director Hennessey for position of Vice-Chairperson. Director Hennessey declined nomination. Motion failed to pass.

Motion made Vessells and seconded by Director Davis to nominate Director Whitehead to Vice-Chairperson. All in favor, motion passed as written.

Vice Chairperson Hloben –Yea Secretary Hennessey-Yea Treasurer Vessells-Yea
Director Davis-Yea

Motion made by Director Davis and seconded by Director Hennessey to nominate Director Vessells to position of Treasurer. All in favor, motion passed as written.

Vice Chairperson Hloben –Yea
Director Davis-Yea

Secretary Hennessey-Yea

Treasurer Vessells-Yea

Motion made by Director Vessells and seconded by Director Davis to nominate Director Hennessey to the position of Secretary. All in favor, motion passed as written.

Vice Chairperson Hloben –Yea
Director Davis-Yea

Secretary Hennessey-Yea

Treasurer Vessells-Yea

6. Approval of Minutes

a. Regular Meeting Open Minutes for March 19th, 2012

Upon motion made by Secretary Hennessey and seconded by Director Davis to approve the Regular Meeting Open Minutes for March 19th, 2012. Motion passed as written.

Vice Chairperson Hloben –Yea
Director Davis-Yea

Secretary Hennessey-Yea

Treasurer Vessells-Abstention

b. Regular Meeting Closed Executive Minutes for March 19th, 2012

Upon motion made by Director Davis and seconded by Secretary Hennessey to approve the Regular Meeting Closed Executive Minutes for March 19th, 2012. Motion passed as written.

Vice Chairperson Hloben –Yea
Director Davis-Yea

Secretary Hennessey-Yea

Treasurer Vessells-Abstention

7. Public Forum – Public to address the Board of Directors

Nothing to report.

8. Local 2665 – Union Update

Treasurer/Paramedic Czarnecki thanked everyone for the election support and looks forward to working with the board on future projects.

9. Chief's Report

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

10. Old Business

- a. AFG Grant Update

11. New Business

- (a) Policy Renewals for Dental, Vision, Short-Term Disability, Long-Term Disability, Life/AD&D. The dental insurance premium will increase by 2.9%. Vision, Short-Term Disability, Long-Term Disability and Life/AD&D do not have a premium increase. Motion made by Director Davis and seconded by Treasurer Vessells to renew all listed policies as stated above for budget year 2012-2013. All in favor, motion passed as written.

Vice Chairperson Hloben –Yea
Director Davis-Yea

Secretary Hennessey-Yea
Director Schriewer-Yea

Treasurer Vessells-Yea

- (b) Mandated Board Member Training & HIPAA
- (c) Board Application & Reimbursement
- (d) NJCAD Website Overview

12. Business & Financial Reports

- (a) Account Listings
 - (i) Checking: \$255,416.39
 - (ii) Investments: \$898,019.10
- (b) Balance Sheet
- (c) Investment Schedule
- (d) Current Budget
- (e) Lease Summary
- (f) Accounts Receivable Reports
- (g) Uncollectible Reports - March \$14,011.05

Upon motion made by Director Schriewer and seconded by Director Davis to approve the Uncollectible Report for March in the amount of \$14,011.05. All in favor, motion passed as written.

Vice Chairperson Hloben –Yea	Secretary Hennessey-Yea	Treasurer Vessells-Yea
Director Davis-Yea	Director Schriewer-Yea	

- (h) Approval of District Bills - \$174,204.46

Upon motion made by Treasurer Vessells and seconded by Director Davis to approve the bills for March in the amount of \$174,204.46. All in favor, motion passed as written.

Vice Chairperson Hloben –Yea	Secretary Hennessey-Yea	Treasurer Vessells-Yea
Director Davis-Yea	Director Schriewer-Yea	

13. Executive Session

Upon motion made by Treasurer Vessells and seconded by Director Schriewer the open meeting was closed and the closed meeting was opened at 7:20pm. All in favor, motion passed as written.

Vice Chairperson Hloben –Yea	Secretary Hennessey-Yea	Treasurer Vessells-Yea
Director Davis-Yea	Director Schriewer-Yea	

14. Return to Open Session- Report from Executive Session

Motion made by Treasurer Vessells and seconded by Director Schriewer accepting the employment agreement for Chief Guinn, with the exception of pay proposal. Roll call vote:

Vice Chairperson Hloben –Nay	Secretary Hennessey-Yea	Treasurer Vessells-Yea
Director Davis-Yea	Director Schriewer-Yea	

Motion made by Treasurer Vessells and seconded by Director Davis to pay Chief Guinn 72,500 immediately, with increase to \$75,000 annually effective November 12, 2012 with 5 weeks vacation. Roll call vote:

Vice Chairperson Hloben –Nay	Secretary Hennessey-Yea	Treasurer Vessells-Yea
Director Davis-Yea	Director Schriewer-Yea	

Upon motion made by Director Schriewer and seconded by Director Davis and seconded by Director Davis the return to open session. Roll call vote:

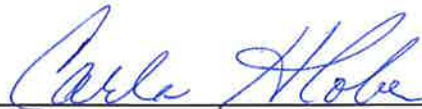
Vice Chairperson Hloben –Yea Secretary Hennessey-Yea Treasurer Vessells-Yea
Director Davis-Yea Director Schriewer-Yea

15. Adjournment

Upon motion made by Director Schriewer and seconded by Secretary Hennessey the meeting was closed. All in favor, motion passed as written. Meeting was adjourned at 7:58pm. Roll call vote;

Vice Chairperson Hloben-Yea Secretary Hennessey-Yea Treasurer Vessells-Yea
Director Davis-Yea Director Schriewer-Yea

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