

NORTH JEFFERSON COUNTY AMBULANCE DISTRICT

Minutes of the August 19, 2013

1. **Call to Order**

The regular monthly meeting of the North Jefferson County Ambulance District Board of Directors was called to order at 6:01 pm by Chairperson Hloben.

2. **Roll Call**

Director's Present: Chairperson Carla Hloben, Treasurer Kathy Hennessey, Secretary Rebecca Cowley and Director Diana Davis

Late Arrival: Vice Chairperson Tasha Schriewer 6:28, Director Julia Vessells 6:03

Absent:

In Attendance:

Staff: Jamie Guinn, Nick Greffet, Bill O'Hara, Norm Corley, Dottie Colombo, Ryan Kenney

Guests: District Counsel Sweeney

3. **Pledge of Allegiance**

Chairperson Hloben led the Pledge of Allegiance

4. **Approval of Agenda**

Chairperson Hloben presented the agenda with amendments per Chief Guinn adding E. SAMC/SSM Medical Control to New Business

Motion made by Director Davis and Seconded by Secretary Cowley to approve the agenda as presented with amended adding E. SAMC/SSM Medical Control

All in favor, motion passed as written. Roll call vote;

Chairperson Hloben –Yea

Treasurer Hennessey– Yea

Director Davis -Yea

Secretary Cowley - Yea

5. **Approval of Minutes**

a. **Regular Meeting Open Minutes July 15, 2013**

Motion made by Director Davis and Seconded by Secretary Cowley to approve the Regular Open Minutes for July 15, 2013.

Motion passed as written. Roll call vote;

Chairperson Hloben –Yea

Treasurer Hennessey – Yea

Director Vessells - Abstain

Director Davis -Yea

Secretary Cowley – Yea

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

A officer from Jefferson County Sheriff's Department was present and obtained a copy of the agenda

Executive Session - The tentative agenda of this meeting also includes a vote to close part of this meeting pursuant to RSMo 610.021 subsections:

(9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups

(13) Individually identifiable personnel records, performance ratings or records pertaining to employees.

Personnel/Litigation

Motion made to close open and open the executive session at 6:05 pm by Director Davis and Seconded by Treasurer Hennessey

All in favor, motion passed as written. Roll call vote;

Chairperson Hloben –Yea

Treasurer Hennessey – Yea

Director Vessells - Yea

Director Davis -Yea

Secretary Cowley – Yea

7. **Close Executive Session and return to open**

Motion made by Director Davis and Seconded by Director Vessells to close executive session and return to regular open session at 6:43

All in favor, motion passed as written. Roll call vote;

Chairperson Hloben –Yea

Treasurer Hennessey – Yea

Director Vessells - Yea

Director Davis -Yea

Secretary Cowley – Yea

Vice Chairperson Schriewer – Yea

Report from Executive Session

Chairperson Hloben report out of executive session the board voted to give the Chief's position a \$20,000 per year raise. The board also discussed the 2013-2014 budget and has agreed the initial reading will be read as presented with 1.7% COLA across the board at this time. Further discussion is open at a later date pertaining to the 1.7%.

8. **Local 2665 – Union Update**

Captain O'Hara represented the Union and advised everything is going well with nothing to report at this time.

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. Chief Guinn advised the Health and Wellness program is going well.

11. **New Business**

- a. Chief Guinn presented a quote to install three air conditioning units in the bay. He advised they chose to stay with one company since they did the installation of the heaters. The bidding was waved for this project to limit complications of different technicians working on an already outlined project. Motion made by Secretary Cowley and Seconded by Vice- Chairperson Schriewer to approve the project of installation of three air conditioning units in the amount of \$15,045.00 to Weis Heating and Cooling. All in favor, motion passed as written. Roll call vote;

Chairperson Hloben –Yea

Treasurer Hennessey – Yea

Director Vessells - Yea

Director Davis -Yea

Secretary Cowley – Yea

Vice Chairperson Schriewer – Yea

- b. Chief Guinn presented a recommended GASB fund balance policy as prepared by our accountant Greg Spinner to adopt by NJCAD Board of Directors. Motion made by Director Davis and Seconded by Secretary Cowley to adopt/approve the GASB fund policy as presented. All in favor, motion passed as written. Roll call vote;

Chairperson Hloben –Yea

Treasurer Hennessey – Yea

Director Vessells - Yea

Director Davis -Yea

Secretary Cowley – Yea

Vice Chairperson Schriewer – Yea

- c. Chairperson Hloben presented the 2013-2014 budget with a 1.7% across the board raise and a \$20,000 yearly raise for the Chiefs position. Let it be noted the 1.7% is open for further discussion at a later date. The budget was read line by line by Chairperson Hloben with the above changes. Motion made by Vice Chairperson Schriewer and Seconded by Director Davis to approve the 1st reading of the 2013-2014 budget as outlined above. All in favor, motion passed as written. Roll call vote;

Chairperson Hloben –Yea

Treasurer Hennessey – Yea

Director Vessells - Yea

Director Davis -Yea

Secretary Cowley – Yea

Vice Chairperson Schriewer – Yea

- d. Chief Guinn presented the option to change the Board Meeting start time from 6:00pm to 6:30pm. Motion made by Vice-Chairperson Schriewer and Seconded by Director Davis to change the Board Meeting start time to 6:30 effective September 16, 2013.

All in favor, motion passed as written. Roll call vote;

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

- e. Chief Guinn advised the Board of Directors after investigation NJCAD will be switching medical control from St. Anthony's Medical Center over to SSM (St. Claire).

12. **Business & Financial Reports**

- a. Account Listings
(i) Checking: **\$170,349.67**
(ii) Investments: **\$747,000.00**

- b. Balance Sheet
c. Investment Schedule
d. Current Budget
e. Lease Summary
f. Accounts Receivable Reports
g. Uncollectible Reports – **July \$13,400.58**

Motion made by Vice-Chairperson Schriewer and seconded by Treasurer Hennessey to approve the Uncollectible Report for July 2013

All in favor, motion passed as written.

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

- h. Approval of District Bills – Total **\$164,904.85**

Motion made by Secretary Cowley and Seconded by Director Davis to approve the bills for July in the amount of **\$164,904.85**

All in favor, motion passed as written. Roll call vote:

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

13. **Adjournment**

Motion made by Vice-Chairperson Schriewer and Seconded by Director Davis to Adjourn at 7:21 pm

All in favor, motion passed as written.

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

(SEAL)

ATTEST



ATTEST


