

NORTH JEFFERSON COUNTY AMBULANCE DISTRICT

Minutes of the Open Monthly Board Meeting

February 25, 2013

1. **Call to Order**

The regular monthly meeting of the North Jefferson County Ambulance District Board of Directors was called to order at 6:38 pm by Chairperson Hloben.

2. **Roll Call**

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

Late Arrival:

Absent: Treasurer Julia Vessells

In Attendance:

Staff: Chief Jamie Guinn, Legal Counsel Bob Sweeney, LT. Jessica Maddock, Capt. Bill O'Hara, Dottie Colombo, Nick Greffet, John Herr, Cynthia Franz, Eric Dethlefsen.

Guests: N/A

3. **Pledge of Allegiance**

Chairperson Hloben led the Pledge of Allegiance

4. **Approval of Agenda**

Chairperson Hloben presented the agenda

Motion made by Director Schriewer and Seconded by Vice-Chair Hennessey to approve the amended agenda replacing November & December with January on Monthly Bills.

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

Chairperson Hloben –Yea

Secretary Hennessey – Yea

Director Schriewer-Yea

Director Davis -Yea

Director Cowley - Yea

5. **Approval of Minutes**

a. **Regular Meeting Open Minutes January 21, 2013**

Motion made by Vice –Chair Hennessey and Seconded by Director Cowley to approve the Regular Meeting Open Minutes for January 21, 2013.

Motion passed as written. Roll call vote;

Chairperson Hloben –Yea

Secretary Hennessey-Yea

Director Schriewer-Yea

Director Davis-Yea

Director Cowley- Yea

b. **Executive Minutes January 21, 2013**

Upon motion made by Director Cowley and seconded by Director Schriewer to approve the Executive minutes for January 21, 2013.

Motion passed as written. Roll call vote;

Chairperson Hloben –Yea

Secretary Hennessey-Yea

Director Schriewer-Yea

Director Davis-Yea

Director Cowley -Yea

c. Executive Minutes February 13, 2013

Upon motion made by Vice Chair Hennessey and seconded by Director Cowley to approve the Executive minutes for February 13, 2013.

Motion passed as written. Roll call vote;

Chairperson Hloben –Abstain

Secretary Hennessey-Yea

Director Schriewer-Yea

Director Davis-Yea

Director Cowley-Yea

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

Nothing to report

7. Local 2665 – Union Update

Shop Steward Jessica Maddock advised relations between the shop and district is going well and they are working on the upcoming election in support of Diana Davis and Rebecca Cowley. Steward Maddock requested to open contract negotiations in March. It was advised per Legal Counsel Negotiation need to be in an executive work session.

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

- a. Drive Camera Update
- b. Election 2013 Update
- c. MEM Workers Compensation Refund
- d. Board Member HIPAA Training Dates

10. New Business

- a. Presentation & Vote to Amend Board By-Laws to Reflect Carver Module
Discussion was had, Chairperson Hloben had concerns this could take the power away from the members. District Counsel Sweeney advised this module secures stability board wide and further ensures all members are aware of any situation that may arise to be investigated. Chief Guinn advised NJCAD currently operates under these guidelines and by amending Board By-Laws ensures accountability and consistency outlined for future Board Members and whoever is in the Chiefs position.
Motion by Director Schriewer and Seconded by Director Cowley
All in favor, motion passed as written. Roll call vote:

Chairperson Hloben –Ney

Vice-Chairperson Hennessey-Yea

Director-Schriewer-Yea

Director Davis-Yea

Director Cowley-Yea

b. Presentation of Charter Service Upgrade

Discussion was had surrounding U-Verse verses Charter with a difference of approximately \$350.00 per month increase in internet/phone service. Chief Guinn advised a meeting was held with NJCAD data max IT representative Bob Hutchins and Charters representative surrounding this proposal. Per Mr. Hutchins

NJCAD current service is coming in on cooper line and with current software utilized by NJCAD to conduct daily business NJCAD is at maximum capacity for our cooper service line of 4 GB. Discussion was had between Chief Guinn and Mr. Hutchins surrounding options of U-Verse compared to Charter, Mr. Hutchins advised against U-Verse for several reasons. After discussion by NJCAD Board Chief Guinn advised he would further investigate the options and report back at the March 18th, 2013 meeting.

- c. Presentation & Vote to approve Amended 2012-2013 Budget as presented
Motion by Director Davis and Seconded Director Cowley to approve the Amended 2012-2013 Budget as presented: All in favor, motion passed as written.

Chairperson Hloben –Yea	Vice-Chairperson Hennessey-Yea	Director-Schriewer-Yea
Director Davis-Yea	Director Cowley-Yea	

11. **Business & Financial Reports**

- a. Account Listings
(i) Checking: \$407,925.24
(ii) Investments:\$497,972.12
b. Balance Sheet
c. Investment Schedule
d. Current Budget
e. Lease Summary
f. Accounts Receivable Reports
g. Uncollectible Reports – February 2013 **\$12,623.02**

Motion made by Director Davis and seconded by Directed Cowley to approve the Uncollectible Report for February 2013. All in favor, motion passed as written.

Chairperson Hloben –Yea	Vice-Chairperson Hennessey-Yea	Director-Schriewer-Yea
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Director Davis-Yea	Director Cowley-Yea
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- h. Approval of District Bills –January 2013 Total **\$206,313.09**

Motion made by Director Schriewer and seconded by Director Cowley to approve the bills for January 2013 in the amount of **\$206,313.09** All in favor, motion passed as written. Roll call vote:

Chairperson Hloben –Yea	Vice-Chairperson Hennessey-Yea	Director-Schriewer-Yea
Director Davis-Yea	Director Cowley-Yea	

12. **Motion to close open session**

Motion made at 7:45 by Director Schriewer and Seconded by Director Cowley motion passed as written.

Chairperson Hloben –Yea	Vice-Chairperson Hennessey-Yea	Director-Schriewer-Yea
Director Davis-Yea	Director Cowley-Yea	

Motion to open Executive session

Motion made at 7:45 by Director Davis and Seconded by Director Cowley motion passed as written.

Chairperson Hloben –Yea	Vice-Chairperson Hennessey-Yea	Director-Schriewer-Yea
Director Davis-Yea	Director Cowley-Yea	

Motion to close Executive

Motion made at 8:03 by Director Davis and Seconded by Director Schriewer to close Executive motion passed as written.

Chairperson Hloben –Yea	Vice-Chairperson Hennessey-Yea	Director-Schriewer-Yea
Director Davis-Yea	Director Cowley-Yea	

13. **Report of Executive Session**

Nothing to Report

14. **Adjournment**

Upon motion at 8:03 made by Director Davis and seconded by Director Cowley to adjourn. All in favor, motion passed as written. Meeting was adjourned at 8:03 Roll call vote;


Chairperson Hloben -Yea
Director Davis-Yea

Vice-Chairperson Hennessey-Yea
Director Cowley-Yea

Director-Schriewer-Yea

(SEAL)

ATTEST



ATTEST



ORIGINAL