

**NOTICE OF MEETING**

*Public notice is hereby given that a public meeting of the Board of Directors of the St. Charles County Ambulance District will be held at the District's Offices, 4169 Old Mill Parkway in St. Peters, Missouri, on Thursday January 10, 2019 at 7:00 p.m., to consider and act upon the matters on the following tentative agenda and such other matters as may be presented at the meeting and determined to be appropriate for discussion at that time.*

**7:00 P.M. –BOARD MEETING**

- I CALL TO ORDER
- II PLEDGE OF ALLEGIANCE
- III PUBLIC COMMENTS
- IV AWARDS & ANNOUNCEMENTS
- V CONSENT AGENDA
  - A. January 10th Agenda Approval
  - B. December 27th Approval of Meeting Minutes
- VI STAFF REPORTS
  - A. Q4 Community Relations Report
- VII OLD BUSINESS
  - A.
- VIII NEW BUSINESS
  - A. Board Meeting Date(s) Discussion
    - February 14<sup>th</sup> to February 7<sup>th</sup>
    - November 28<sup>th</sup> (Thanksgiving)
    - December 26<sup>th</sup> (day after Christmas)
  - B. Controlled Substance POA – Resolution 19-01
- IX ADJOURNMENT

Raymond Bauer  
Secretary of the Board of Directors

Date/Time Posted: 1.09.2019 @ 12 noon

By:



**NOTICE OF MEETING**

*Public notice is hereby given that a public meeting of the Board of Directors of the St. Charles County Ambulance District will be held at the District's Offices, 4169 Old Mill Parkway in St. Peters, Missouri, on Thursday January 10, 2019 at approximately 7:00 p.m., to consider and act upon the matters set forth below and such other matters as may be presented at the meeting and determined to be appropriate for discussion at that time.*

- I CALL TO ORDER – PUBLIC PORTION
- II MOTION TO CLOSE MEETING – PUBLIC PORTION  
Pursuant to: A. Attorney Client Sec.610.021 (1)RSMo (1986), Personnel Sec. 610.021(3) RSMo(1986)
- III ADJOURNMENT - PUBLIC PORTION

Raymond Bauer  
Secretary of the Board of Directors

Date/Time Posted: 1.09.2019 @ 12 noon

By: 

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
BOARD MEETING MINUTES  
THURSDAY December 27<sup>th</sup> 2018**

**I. CALL TO ORDER**

Mark Fenton called the meeting to order at headquarters at 7:00 p.m. In attendance were Mark Fenton, Raymond Bauer, James Cooke, Teresa Reynolds and Ronald Reguly.

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC COMMENTS**

A. Mr. Timothy Dolan addressed the Board.

B. Arnie Dienoff addressed the Board.

**IV. AWARDS AND ANNOUNCEMENTS**

**V. CONSENT AGENDA**

A. Agenda Approval

Raymond Bauer moved to approve the agenda as amended to include Approval of Moody's invoice under new business and updated KRONOS invoice to consent agenda for Thursday, December 27<sup>th</sup>. Teresa Reynolds seconded, the motion carried 5 to 0.

B. Meeting Minute Approval

Raymond Bauer moved to approve the Board Minutes from Thursday, December 13<sup>th</sup>, 2018. Teresa Reynolds seconded, the motion carried 5 to 0.

C. Approval of Kronos Invoice

Raymond Bauer moved to approve the updated Kronos Invoice in the amount of \$20,701.64, which represents a correction of \$3.82, Teresa Reynolds seconded, the motion carried 5 to 0.

**VI. STAFF REPORTS**

A. November 2018 Financial Statement

Rick Rognan presented the November 2018 Financial Statement.

**VII. OLD BUSINESS**

A. 2019 Proposed Budget

Ronald Reguly moved to adopt Resolution #18-06 Adoption of 2019 Budget. Raymond Bauer seconded, the motion carried 5 to 0.

Roll call vote was taken; Mark Fenton –yea, Teresa Reynolds – yea, Ronald Reguly – yea, Raymond Bauer-yea, James Cooke- yea

B. Property & Casualty Insurance Renewal

Steve Ruff from Crane provided the Board with an update in researching the District's options for Property & Casualty Insurance providers. A 60 day grace period will begin on January 1, 2019, as to allow the District to consider other options. Ronald Reguly made motion to raise emergency apparatus deductible to \$10,000 with corresponding reduction in premium beginning January 1<sup>st</sup>. James Cooke seconded, the motion carried 5 to 0.

**VIII. NEW BUSINESS**

A. Salt River Road Closing Schedule

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
BOARD MEETING MINUTES  
THURSDAY December 27<sup>th</sup> 2018**

Craig Meckfessel provided the Board with a timeline and updates regarding the closing of Campus property located on Salt River Road. No Board action taken.

**B. Approval of Moody's Invoice**

Teresa Reynold made the motion to approve the District to pay the Moody's invoice associated with the Bond sale and rating process in the amount of \$28,500. Ronald Reguly seconded, the motion carried 5 to 0.

**IX. ADJOURNMENT – PUBLIC PORTION**

Teresa Reynolds moved to adjourn the Board Meeting, Raymond Bauer seconded, the motion carried 5 to 0.

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
SECOND BOARD MEETING/CLOSED MEETING  
THURSDAY December 27, 2018**

**I. CALL TO ORDER – PUBLIC PORTION**

Mark Fenton called to order the Public Portion. In attendance were Mark Fenton, James Cooke, Teresa Reynolds, Ronald Reguly and Raymond Bauer.

**II. MOTION TO CLOSE MEETING – PUBLIC PORTION**

Teresa Reynolds moved to suspend the open meeting and go into Closed Meeting-Public Portion pursuant to Attorney Client Sec.610.021(1)RSMo(1986), and Personnel Sec.610.021(3)RSMo(1986). Raymond Bauer seconded; roll call vote was taken. Mark Fenton-yea, James Cooke-yea, Teresa Reynolds-yea, Raymond Bauer-yea, Ronald Reguly-yea the motion carried 5 to 0.

**III. ADJOURNMENT – PUBLIC PORTION**

Teresa Reynolds moved to adjourn the Board Meeting. Raymond Bauer seconded, the motion carried 5 to 0.

*Next Regular Board Meeting  
January 10th, 2019*

---

Mark Fenton, Chair

Submitted by Tammy Dixon

---

Raymond Bauer, Secretary/Treasurer

## Director of Community Relations Quarterly Status Report

### Community Safety Programs

Program	Date of Program(s)	Approx. Number Served in Quarter	Notes
Child Safety Seat Installation Assistance	Ongoing	Oct – 15 Nov – 13 Dec – 19	Both L. Hankley and I attended our Technician Update course this quarter, and will be recertified through 2021.
Rapid Access	Ongoing	33	O’Fallon Lions club donated funds for 12 RA boxes to be distributed to seniors in O’Fallon who may have a hard time affording the \$25 cost of the box.  Program continues to be well-received, and demand is steady.
Halloween Safety	October 1-31	284 at library events, Approx. 23,000 glow bracelets distributed	Library event attendance was down slightly from last year, but overall, the program continues to be well received and appreciated. Crews had a great night weather-wise to be out in neighborhoods handing out bracelets, and their efforts did not go unnoticed. Response from our distribution partners (schools, hospitals, urgent cares, etc.) was also positive. 1,200 bracelets distributed at Trick or Treat on Main Street!
Party with the Paramedics at Kokomo Joes	November 3 November 10 November 17	51 kids, 25 adults 52 kids, 23 adults 48 kids, 21 adults	Program celebrated its 5 <sup>th</sup> anniversary this year, and continues to be in high demand among girl scout troops across the county. We have 10 groups on our wait list for next year already. Switching to logoed bags (vs. pencil boxes w/ stickers) enabled us to trim program cost a bit. May want to consider adding a 4 <sup>th</sup> weekend in 2019.
Fill the Ambulance with Food	December 18	5,200 lbs. of non-perishable food	This was our most successful ‘Fill the Ambulance’ event to date, with seniors at 10 retirement facilities donating more than 5,000 lbs. of food to Operation Food Search. Donations stayed local, going to the Salvation Army in O’Fallon.

### Public Presentations/Involvement

Date	Group	Topic	Approx. Attendees
October 8	Wentzville School District	EMS Career Day	100
October 23	Kisker Road Library	Halloween Safety (L. Hankley)	47
October 24	Jefferson Intermediate School (City of SC)	Stop Heroin (L. Cassidy & A. Pease)	700
October 24	Wentzville Middle School	Stop Heroin (L. Cassidy & A. Pease)	800
October 25	Middendorf Kredel Library	Halloween Safety (L. Hankley)	56
October 25	Deer Run Library	Halloween Safety (L. Hankley)	33

October 26	Kathryn Linneman Library	Halloween Safety	41
October 27	Corporate Parkway Library	Halloween Safety (L. Hankley)	23
October 29	Spencer Road Library	Halloween Safety	65
October 29	McClay Library	Halloween Safety	19
November 1	Fort Zumwalt East	Stop Heroin (L. Cassidy & A. Pease)	150
November 5	AmVets St. Peters	Hands Only CPR and AED	9
November 12	St. Charles County CAPS	Stop Heroin (w/ L. Cassidy)	70
November 20	Missouri Municipal League PIO Group	Stop Heroin (expanded version) (w/ L. Cassidy)	10
November 28	Villages of Homefield (senior living community)	Hands-Only CPR and AED	4
December 4	Villas at Penny Lane Homeowners Assn.	Rapid Access, File of Life & quick overview of SCCAD	41
December 6	Woodbury Place (senior living community)	Ambulance District overview & fall prevention	8
December 7	Hardin Middle School - First Responders Career Exploration Club	Ambulance tour/demo, basic first aid	32
December 8	Augusta Shores HOA	Hands-Only CPR and AED	15
December 12	Jaycee Terrace	Stop Heroin	23

## Media Involvement

Publication/Station	Date	Story Solicited by SCCAD?	Story Synopsis
KMOV	October 23	Yes	Feature story on AmbuBus and Major Incident Response Vehicle.
EMS World	October 24	Yes	Ran AmbuBus/RV press release with photos of the new units
City of St. Peters	November (rotating)	Yes	St. Peters TV did an in-depth look at the bus and RV, and will run it periodically on their city TV station and website. SCCAD provided a copy of the piece.
JEMS	November 6	Yes	Ran news release on AmbuBus and Major Incident Response Vehicle.
KMOV	November 16	No	Not a story about SCCAD, but rather a story about one of our STARS kids receiving a trip from the Baking Memories 4 Kids program; SCCAD staff and apparatus visible in story.
Mid Rivers Newsmagazine	November 27	Yes	Feature on Ambubus and Major Incident Response RV.
Community News	November 28	Yes	Feature article on AmbuBus and Major Incident Response Vehicle.
O'Fallon TV	November 30	Yes	O'Fallon TV team did a package similar to St. Peters on the bus and RV, and will run it throughout the fall on their station.
KMOV	December 6	No	Provided quick update on vehicle-into-building call that occurred in Cottleville.
KMOV	December 10	No	Provided update to reporter A. Zotos on large MVA that we responded to on 12.9 in O'Fallon.
Community News	December 12	Yes	Ran news release on Moody's giving SCCAD Aaa Bond Rating.

KMOV KSDK KMOX	December 14	Yes	Provided incident information and safety messaging regarding ambulance crash at Mexico Rd. & Muegge Rd.
KMOV KSDK KTVI	December 17	Yes	Provided incident information on fatal rollover MVA at Hwy. Z in Wentzville.
KMOV KSDK	December 18	Yes	Features on 'Fill the Ambulance' partnership with our local retirement facilities. Focus was on the incredible long term support residents have shown this initiative.

### Community Meetings/Events Attended

Date	Agency	Meeting Type
October 3	Vision St. Charles County Leadership	Project Group Meeting
October 3	Francis Howell School District	Engaged Family and Community Partnerships standing committee meeting
October 9	Cottleville Weldon Spring Chamber	General Membership Meeting
October 11	Western St. Charles County Chamber	General Membership Meeting
October 17	Greater St. Charles County Chamber	General Membership Meeting
October 17	MO Dot	Highway N Corridor Project meeting
October 18	Vision St. Charles County Leadership	Media/Education Day
October 25	Cottleville Weldon Spring Chamber	Committee meeting to discuss GMM topics for 2019, SCCAD will be featured in two
October 25	Community Living, Inc.	Legacy Ball planning committee meeting; SCCAD will be honored with 'volunteer of the year' award at March 2 ceremony, and we are lending a hand with the event.
October 29	St. Charles County Municipal League	Quarterly Meeting
November 2	Baue Funeral Homes	Judged Chili Cookoff
November 7	Francis Howell School District	Engaged Family and Community Partnerships standing committee meeting
November 19	Vision St. Charles County Leadership	Project Group Meeting
December 4	Greater St. Charles County Chamber	General Membership Meeting
December 5	Francis Howell School District	Engaged Family and Community Partnerships standing committee meeting
December 5	Lindenwood University	Participated in Foundations in Communications panel discussion
December 6	Community Strong	Launch Party
December 11	Cottleville Weldon Spring Chamber	General Membership Meeting; sworn in as board member for 2019
December 12	MoDOT	Route N Study meeting
December 13	Western St. Charles County Chamber	General Membership Meeting
December 13	St. Charles City-County Library District	Strategic Planning Committee meeting

December 17	Barnes SP/Progress West Foundation	Annual Meeting & Holiday Dinner
December 20	Vision St. Charles County Leadership	Program Day – Economic Development

### Care Facility Discussions/Issues

Date	Facility	Issue
October 3	All Skilled Nursing Facilities	Participated in SNF disaster drill wrap-up meeting; J. Fingerhut led meeting and did a great job from start to finish on this project – participating facilities were all very pleased!
October 21	Park Place Senior Living	BC Schnelle reported that crews are having difficulty accessing requested points of entry at Park Place (staff not coming down to let them in). Concerned about delay of patient care in serious situations. Discussed issue with D. Coval, Knox Boxes ordered for rear entries and installed within two weeks.
October 31	Brookdale Senior Living	Office Mgr. D. Harms contacted me regarding a call that didn't go as well as it could have. Crew member made some statements that were concerning to staff and PT's family – passed information along to C. Boschert for follow-up by a BC.
November 1	Harvester Residential Care	G. Gettman let us know about an odd name mix-up situation that occurred over the weekend – reported issue to D. Neville so nobody gets billed incorrectly for the trip.
November 27	Lewis & Clark Gardens	New administrator D. Daigger contacted me to see if we would assist with the facility's disaster prep plan per Medicare requirements. Facility did not participate in group drill; Daigger was not there at time. J. Fingerhut assisted with review and provided feedback.
November 29	St. Peters Manor	Met with new administrator B. Rector; explained EMS setup in St. Charles Co and reviewed additional services that SCCAD can provide (CPR, etc.)
December 5	Boulevard Senior Living – Wentzville	Met with C. Emch, Executive Director of facility to provide overview of SCCAD services and programs. Facility will include IL, AL and Memory Care; will begin move-in's for IL units in January.
December 6	McClay Senior Care	Attended grand opening of facility; family-owned property that has other facilities in the county. Leadership team is well versed in SCCAD procedures and services; expect very smooth opening as they fill with PTs.

### Other/Ongoing Projects, Upcoming Initiatives, etc.

Project	Update
Celebrate SCCAD	<ul style="list-style-type: none"> <li>• Sent e-reminders to staff to RSVP, nominate colleagues (RSVPs were slower than usual out of the gate, but picked up with November reminders. Hotel block filled, more rooms added)</li> <li>• Met with M. Vinsand and A. Bickel at Ameristar on 12.19 to walk new event space and determine placement of bars, stage, tables, etc.</li> <li>• Prepared 'State of the District' presentation for Chiefs</li> <li>• Compiled nominations and provided to selection panel, ran meeting on December 5, provided winner information to L. Greathouse for award pieces.</li> </ul>
Citizens Advisory Board	Hosted CAB meeting on November 7 to showcase AmbuBus and Disaster Response RV. Unfortunately, several members had last-minute conflicts, so crowd was smaller than usual, but



	those in attendance were supportive of the additions to the fleet and enjoyed the opportunity to take a look at them.
CCR Survivors Lunch	Hosted 4 <sup>th</sup> annual CCR Survivors Lunch on November 14 at Old Hickory Golf Club; event was well attended by both our team and survivors. For the first time this year, we brought fire crews involved with saves to the event. Overall a very positive experience that flowed well!
Misc. Projects	<ul style="list-style-type: none"> <li>• Served on Trivia Night committees for SCCAD Outreach, O'Fallon Chamber of Commerce and Industries and Cottleville/Weldon Spring Chambers of Commerce.</li> <li>• Coordinated facility tours of Bunge and RGA to get ideas for upcoming HQ campus</li> <li>• Assisted various departments with SCCAD website updates</li> </ul>
Pulse Points	Fall/Winter issue released mid-October to mailboxes, featured stories on MEMSA wins, AmbuBus, Halloween Safety and more. Electronic version sent to e-subscribers as well. Will look to expand this mailing list in 2019 (if approved in budget).
Stop Heroin	<ul style="list-style-type: none"> <li>• Participated in numerous speaking engagements with L. Cassidy (see above)</li> <li>• Coordinated with CRUSH to secure funding for handout items at Teen Drug Summit (banner pens), designed pieces and purchased</li> </ul>
Strategic Planning	<ul style="list-style-type: none"> <li>• Lauren continued work on housing development document; adding major apartment developments in addition to single family units</li> <li>• Worked with T. Meyer, D. Lewis and K. Cope to finalized department budget for 2019</li> </ul>

# St. Charles County Ambulance District

## Board of Directors

### Resolution #19-01

#### Approval of Authorized Signers For CONTROLLED SUBSTANCES AND POWER OF ATTORNEY

A Resolution to provide for the appointment of authorized signers for the purchase of Controlled Medications.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ST. CHARLES COUNTY AMBULANCE DISTRICT, AS FOLLOWS:**

**Name of Registrant:** *St. Charles County Ambulance District*

**Address of Registrant:** *4169 Old Mill Parkway  
St. Peters, Missouri 63376*

**DEA Registration Number:** *MS0138796*

The undersigned, who is authorized to sign the current application for registration of the above named registrant under the Controlled Substances Act or Controlled Substances Import and Export Act have made, constituted and appointed, and by these presents, do make, constitute and appoint John Romeo, the District's true and lawful attorney in name, place and stead and further;

John Romeo, Deputy Chief Medical Officer on behalf of the District is hereby authorized to purchase Controlled Substances under the Controlled Substances Act or Controlled Substances Import and Export Act to execute applications for Forms 222, books of official order forms and to sign such order forms in requisition for Schedule I, II, III, IV and V Controlled Substances, whether these orders be on Form 222 or electronic, in accordance with 21 U.S.C. 828 and Part 1305 of Title 21 of the Code of Federal Regulations. The Board hereby ratifies and confirms all that said attorney must lawfully do or cause to be done by virtue hereof.

**ADOPTED** by the Board of Directors of the St. Charles County Ambulance District this 10<sup>th</sup> day of January 2019, at which a quorum was present and voting and that the same has not been repealed or amended and remains in full force and effect and does not conflict with the By-Laws of St. Charles County Ambulance District.

---

Mark Fenton, Chair

I, John Romeo, hereby affirm that I am the person named herein as attorney-in-fact and that the signature affixed hereto is my signature.

---

John Romeo, Deputy Chief Medical Officer

**Witnesses:**

**I, Raymond Bauer, SECRETARY** of the Board of Directors of St. Charles County Ambulance District hereby certify that the foregoing is a true copy of a resolution duty;

\_\_\_\_\_  
Raymond Bauer, Secretary

**I, Tammy Dixon, CUSTODIAN OF RECORDS** of the Board of Directors of St. Charles County Ambulance District hereby certify that the foregoing is a true copy of a resolution duty;

\_\_\_\_\_  
Tammy Dixon, Custodian of Records

Signed and Dated on \_\_\_\_\_

---

**NOTICE OF REVOCATION**  
**To be completed only when the above Power of Attorney is revoked**

The foregoing power of attorney is hereby revoked by the undersigned, who is authorized to sign the current application for registration of the above-named registrant under the Controlled Substances Act or the Controlled Substances Import and Export Act. Written notice of this revocation has been given to the attorney-in-fact, John Romeo, this same day.

\_\_\_\_\_  
Chair

**Witnesses:**

**I, \_\_\_\_\_** of the Board of Directors of St. Charles County Ambulance District hereby certify that the foregoing is a true copy of a resolution duty;

\_\_\_\_\_  
Secretary

**I, \_\_\_\_\_** of the Board of Directors of St. Charles County Ambulance District hereby certify that the foregoing is a true copy of a resolution duty;

\_\_\_\_\_  
Custodian of Records

Signed and Dated on \_\_\_\_\_