

**ST. CHARLES COUNTY AMBULANCE DISTRICT
BOARD MEETING
THURSDAY JANUARY 25th, 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 (*remotely*), James Cooke, Teresa Reynolds, James Ottomeyer and Ronald Reguly.

II. PLEDGE OF ALLEGIANCE**III. AGENDA APPROVAL**

James Ottomeyer moved to approve the agenda. Ronald Reguly seconded, the motion carried 6 to 0.

IV. APPROVAL OF MINUTES

Teresa Reynolds moved to approve the Board minutes from January 18th, 2018. James Cooke seconded, the motion carried 6 to 0.

V. PUBLIC COMMENTS**VI. AWARDS & ANNOUNCEMENTS****VII. STAFF REPORTS****A. December 2017 Cash Disbursement Report**

Tod Lindbeck present the December 2017 Cash Disbursement Report in the amount of \$2,138,521.28 from General Checking. James Ottomeyer moved to approve Cash Disbursements for December 2017 in the amount of \$2,138,521.28 from General Checking, Ronald Reguly seconded, the motion carried 6 to 0.

B. December Revenue and Expense Report

Tod Lindbeck also presented the Board with the December Revenue and Expense Report for review.

C. US Bank Series 2013 General Obligation Bond invoice

Tod Lindbeck reviewed the General Obligation for \$31,118.76 in interest and \$405,000 in principal for the total amount of \$436,118.76. James Ottomeyer moved to approve the payment of US Bank Series 2013 Debt Service Bond in the amount of \$436,118.76, Teresa Reynolds seconded, the motion carried 6 to 0.

D. Billing Report

Chief Taz Meyer reviewed the Billing Report for the week ending January 13, 2018.

VIII. OLD BUSINESS**A. 2018 Billing Rates**

As requested at the Board Meeting/Work Session on January 18, 2018, Dave Lewis provided the Board additional information regarding the 2018 Ambulance Rates. The Board recommended that we amend the policy and add past District Board Members who serve at least one full term and/or dependents. James Ottomeyer moved to approve the adoption of *Resolution #18-01 Setting of Ambulance Rates* in accordance with Missouri Revised Statute 190.060.1(4) and

Policy 804-1 Waived Charges and Allowable Write-Offs to include amended change as stated above, Teresa Reynolds seconded, the motion carried 6 to 0.

B. Lead Instructor Job Description

A draft was previously distributed and discussed at the Board Meeting Work Session on January 18, 2018 regarding the Part Time Lead Instructor Job Description. Management is requesting the Board approve the Job Description of Part Time Lead Instructor as written. Teresa Reynolds moved to approve *Policy 102-47 for Part Time Paramedic Lead Instructor*, Ronald Reguly seconded, the motion carried 6 to 0.

C. 4141-4151 Mexico Road Update

Craig MeckFessel presented the Board an update/timeline regarding the Mexico Road property. Building will be occupied by tenants until March 31st.

VIII. NEW BUSINESS

A. Base 3 & Training Center Project Timeline

Craig Schluter and Collette Koscielski from Navigate Building Solutions presented the project milestones and anticipated schedule.

B. Base 3/Training Center Architectural Team Selection

A Request for Qualifications was advertised December 27, 2017 through January 16, 2018 at 12:00 noon. Responses were received from Archimages, Baalman Architects, Hurford Architects, jEMA, KRJ Architects, LePique & Orne Architects and M+H Architects. All responses have been evaluated by Management (along with Navigate and their consultant role) and as a result the top three firms were interviewed. From there, Management presented a recommendation to the Board to move forward with negotiating a contract and fees with Archimages, Inc., the resulting first choice. Teresa Reynolds moved to authorize the Chief in consultation with Navigate and District Counsel to enter into negotiation of a contract and fees with Archimages, Inc., subject for final approval by the Board, James Cooke seconded, motion carried 6 to 0.

C. Approval for Remodel of Safety Model Ambulance

Management is requesting approval to move forward with the interior re-model and upgrade of one safety ambulance using Emergency Services Sales (Osage) in the amount of \$13,420. Teresa Reynolds moved to approve the invoice for \$13,420 for Emergency Services Sales (Osage), Ronald Reguly seconded, the motion carried 6 to 0.

XI. ADJOURNMENT

Ronald Reguly moved to adjourn the Board Meeting. James Cooke seconded, the motion carried 6 to 0.

**ST. CHARLES COUNTY AMBULANCE DISTRICT
SECOND BOARD MEETING/CLOSED MEETING
THURSDAY January 25, 2018**

I. CALL TO ORDER – PUBLIC PORTION

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

II. MOTION TO CLOSE MEETING – PUBLIC PORTION

James Ottomeyer moved to go into Closed Meeting-Public Portion pursuant to Attorney Client Sec.610.021(1) RSMo(1986), and Personnel Sec.610.021(3)RSMo(1986). Teresa Reynolds seconded; roll call vote was taken. Mark Fenton-yea, Raymond Bauer-yea (*remotely*), James Cooke-yea, Teresa Reynolds-yea, James Ottomeyer-yea and Ronald Reguly-yea, the motion carried 6 to 0.

III. ADJOURNMENT – PUBLIC PORTION

Raymond Bauer moved to adjourn public portion. James Cooke seconded, the motion carried 6 to 0.

*Next Regular Board Meeting
February 8, 2018*

Mark Fenton, Chair

Submitted by Tammy Dixon

Raymond Bauer, Secretary/Treasurer