

**ST. CHARLES COUNTY AMBULANCE DISTRICT
REGULAR BOARD MEETING OVERVIEW
January 26th, 2023**

I. CALL TO ORDER - The meeting will be held at District Headquarters and is scheduled to begin at 7:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENTS

IV. AWARDS & ANNOUNCEMENTS

V. CONSENT AGENDA

A. Agenda Approval

Enclosed marked # 1 in your packet is the proposed Board Agenda for Thursday, January 26th, 2023 for Board approval. *Management is requesting the following: move to approve the agenda as presented for Thursday, January 26th, 2023.*

B. Approval of Minutes

Enclosed marked # 2 for Board approval is the Board Minutes from Thursday, January 12th, 2023. *Management is requesting the following: move to approve the Board Minutes from January 12th, 2023.*

VI. STAFF REPORTS

A. December Financial Review

Enclosed marked # 3 for Board review is the November Financial Review, presented by Rick Rognan. *No Board action.*

B. Community Relations Q4 Report

Enclosed marked # 4 for Board review is the Community Relations Q4 Report, submitted by Kyle Gaines. *No Board action.*

VII. OLD BUSINESS

A. Training Division Coordinator Job Description #102-15 (Presented on 01/12/2023)

Enclosed marked # 5 for Board approval. *Management is requesting the following: move to approve Training Division Coordinator Job Description #102-15 as previously presented on 01/12/2023.*

B. Training Clerk Job Description #102-37 (Presented on 01/12/2023)

Enclosed marked # 6 for Board approval. *Management is requesting the following: move to approve Training Clerk Job Description #102-37 as previously presented on 01/12/2023.*

C. Contracted and Public Relation Events Policy #109-9 (Presented on 01/12/2023)

Enclosed marked # 7 for Board approval. *Management is requesting the following: move to approve Contracted and Public Events Policy #109-9 as previously presented on 01/12/2023.*

VIII. NEW BUSINESS

A. Ordinance 23-1 Disclosure

Enclosed marked # 8 for Board Approval. *Management is requesting the following: move to approve the renewal of Ordinance 23-1 Disclosure.*

IX. ADJOURN PUBLIC PORTION

**ST. CHARLES COUNTY AMBULANCE DISTRICT
SECOND BOARD MEETING/CLOSED MEETING**

I. CALL TO ORDER – PUBLIC PORTION

The meeting will be held at District Headquarters and is scheduled to begin after the regularly scheduled Board Meeting.

II. MOTION TO ADJOURN MEETING – PUBLIC PORTION

III. ADJOURNMENT – PUBLIC PORTION

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 UHQ Office, 2000 Salt River Road in St. Peters, Missouri, on Thursday January 26th, 2023 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
 - A. Fox 2 News Report
 - B. Weldon Spring Neighbors Article
 - C. Personal Property Tax - Senate 8 Bill
- V CONSENT AGENDA
 - A. Thursday, January 26th, 2023 Agenda Approval
 - B. Thursday, January 12th, 2023 Minutes Approval
- VI STAFF REPORTS
 - A. December Financial Review
 - B. Community Relations Q4 Report
- VII OLD BUSINESS
 - A. Training Division Coordinator Job Description #102-15 (*Presented 01/12/2023*)
 - B. Training Clerk Job Description #102-37 (*Presented 01/12/2023*)
 - C. Contracted and Public Relation Events Policy #109-9 (*Presented 01/12/2023*)
- VIII NEW BUSINESS
 - A. Ordinance 23-1 Disclosure
- IX ADJOURN PUBLIC PORTION

Kenny Biermann
Secretary of the Board of Directors

Date/Time Posted: 01.25.2023 @ 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, 2000 Salt River Road in St. Peters, Missouri, on Thursday January 26th, 2023 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.

- I** CALL TO ORDER – PUBLIC PORTION
- II** MOTION TO SUSPEND MEETING – PUBLIC PORTION AND GO TO CLOSED SESSION Pursuant to: A. Attorney Client Sec.610.021 (1,)RSMo (1986) B. Personnel Sec. 610.021(3&13) RSMo(1986)
- III** ADJOURNMENT - PUBLIC PORTION

Kenny Biermann
Secretary of the Board of Directors

Date/Time Posted: 01.25.2023 @ 12 noon

By: 

**ST. CHARLES COUNTY AMBULANCE DISTRICT
BOARD MEETING MINUTES
THURSDAY, JANUARY 12TH, 2023**

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I. CALL TO ORDER

Ron Reguly, called the meeting to order at headquarters at 7:00 p.m. In attendance were Sean Treece, Mark Johnson, John Whitworth, Kenneth Biermann, and Teresa Reynolds.

II. PLEDGE OF ALLEGIANCE

ROLL CALL WAS TAKEN

Ronald Reguly - yea, Kenneth Biermann - yea, John Whitworth - yea, Teresa Reynolds – yea, Sean Treece - yea, Mark Johnson - yea

III. PUBLIC COMMENTS

None were given.

IV. AWARDS AND ANNOUNCEMENTS

Chief Kelly Cope announced several employees receiving Letters of Recognition for their efforts in the revision the Transfer Division to the Surge Division. Also announced SCCAD’s recognition in the January edition of Community New Crossroads Magazine.

V. CONSENT AGENDA

A. Agenda Approval

Teresa Reynolds made a motion to approve the agenda for January 12th, 2023; John Whitworth seconded; the motion carried 6 to 0.

B. Meeting Minute Approval

Teresa Reynolds made a motion to approve the Board Meeting Minutes from Thursday, December 15th, 2022; John Whitworth seconded; the motion carried 6 to 0.

VI. STAFF REPORTS

A. Call Volume & Revenue Report

Assistant Chief, Dave Lewis and Finance Director, Angie Dollens provided the monthly call volume and revenue reports for November and December. No Board Action.

VII. OLD BUSINESS

A. Base Station 22 & 23 Update

Collette Hermann with Navigate Building Solutions provided a construction update regarding the new base 22 and 23. No Board action.

VIII. NEW BUSINESS

A. Job Classification Pay Matrix Memo for new positions.

Management requested Board approval for the updated job classifications to be added to the Pay Matrix and approve the entire Pay Matrix to include the compounding 4% Cost of Living Adjustment to align with the CBA Addendum approved by the Board on December 15th, 2022.

Kenny Biermann made the motion to approve the updated job classifications to added to the Pay Matrix and approve the entire Pay Matrix to include the compounding 4% Cost of Living Adjustment to align with the CBA Addendum approved by the Board on December 15th, 2022. John Whitworth seconded; the motion carried 6 to 0.

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BOARD MEETING MINUTES
THURSDAY, JANUARY 12TH, 2023**

B. Contracted Events and PR Events Policy #109-9

Leadership presented the Contracted Events and PR Policy #109-9 for review and consideration.

No Board action.

C. Training Division Coordinator Job Description #102-15

Leadership presented the Training Division Coordinator Job Description #102-15 for review and consideration.

No Board action.

D. Training Clerk Job Description #102-37

Leadership presented the Training Clerk Job Description #102-37 for review and consideration.

No Board action.

ADJOURN – PUBLIC PORTION

Teresa Reynolds moved to adjourn the Board Meeting, John Whitworth seconded, roll call vote was taken; Ronald Reguly - yea, Teresa Reynolds - yea, Kenneth Biermann - yea, Sean Treece-yea, Mark Johnson-yea, John Whitworth - yea; the motion carried 6 to 0.

NOTICE OF MEETING

I CALL TO ORDER – PUBLIC PORTION

Ron Reguly called to order the Public Portion. In attendance were Teresa Reynolds, Kenneth Biermann, Sean Treece, Mark Johnson, and John Whitworth.

II MOTION TO SUSPEND MEETING – PUBLIC PORTION

Ron Reguly moved to suspend the open meeting and go into Closed Meeting-Public Portion pursuant to A. Attorney Client Sec.610.021(1)RSMo(1986) B. Personnel Sec. 610.021(3&13) RSMo(1986) John Whitworth seconded; roll call vote was taken. Ronald Reguly - yea, Teresa Reynolds - yea, Kenneth Biermann - yea, John Whitworth - yea, Sean Treece-yea, Mark Johnson-yea, the motion carried 6 to 0.

III. ADJOURN PUBLIC PORTION

Ron Reguly moved to adjourn the Board Meeting; Teresa Reynolds seconded; the motion carried 6 to 0.

**ST. CHARLES COUNTY AMBULANCE DISTRICT
BOARD MEETING MINUTES
THURSDAY, JANUARY 12TH, 2023**

*Next Regular Board Meeting
January 26th, 2023*

Ronald Reguly, Chair

Submitted by Angie Scanlon

Kenneth Biermann, Secretary/Treasurer

Director of Community Relations Quarterly Status Report

Community Relations Coordinator role was vacated mid-October. Due to timing/scheduling of other new roles coming online early 2023, the decision was made to hold off on posting the position until mid-November. A candidate was selected and an offer extended to start Q1 2023, but candidate did not ultimately accept the position.

Took an extended vacation from December 21 – January 2.

Community Safety Programs

Program	Date of Program(s)	Approx. Number Served in Quarter	Notes
Child Safety Seat Installation Assistance	Ongoing	Oct – 15 Nov – 20 Dec – 10 Q4 Total – 35 2022 TOTAL - 265	Program experienced a slight decline in utilization from 2021 (about 9%). Cottleville FPD now has a licensed tech, which may explain the small decrease. Of those served, a slightly increased number were individuals who were in need of a car seat, and we were able to meet this need courtesy of our partnership with Cardinal Glennon.
Rapid Access	Ongoing	Oct – 22 Nov – 38 Dec – 8 Q4 Total - 68 TOTAL - 241	Massive growth in 2022 (62%) largely fueled by two factors – program information being shared on Next Door platform, and several neighborhoods organizing bulk delivery/install days.
Party with the Paramedics at Kokomo Joes	October 22 October 29 November 5	Approx. 150 scouts, 60 parents	Phenomenal year for this program – sessions filled in record time, and we have a solid interest list built for 2023. May consider doing four sessions in 2023 given how fast these filled. L. Cash has made this program her own, and does a great job with volunteer recruitment and training, and I very much appreciate K. Cope's continued involvement (particularly since we were down the Coordinator position at this time).
Halloween Safety	Late October	12,000 bracelets distributed	Challenging year for this program. Coordinator position was vacated just before it was set to begin and I had a vacation scheduled for several days that we were offering safety sessions at the library branches. A. Scanlon deserves tremendous kudos for stepping up to take them on.

Public Presentations/Involvement

Date	Group	Topic	Approx. Attendees
October 3	St. Charles County CAPS	Opiate Awareness (2 sessions w/ L. Cassidy)	50
October 4	Brownie Troop	Lifesaver CPR	12
October 12	St. Charles City-County Library Dist. Staff	Lifesaver CPR	25

October 13	City of St. Charles School District Parent Education series	Halloween Safety	20
October 19	Timberland High School HOSA Chapter	EMS Overview with Equipment Demos (S. Hagan joined)	18
October 20	Vision St. Charles County Leadership	Media Relations	32
October 21	St. Charles Sister Cities	Facility Tour of HQ (K. Cope joined)	25
October 24	McClay Library	Halloween Safety	23
October 24	Kisker Road Library	Halloween Safety	37
October 25	Deer Run Library	Halloween Safety	29
October 26	Cliff View Library	Halloween Safety (A. Scanlon)	47
October 26	Middendorf Kredel Library	Halloween Safety (A. Scanlon)	38
October 27	Winghaven Library	Halloween Safety (A. Scanlon)	49
October 27	Corporate Parkway Library	Halloween Safety (A. Scanlon)	24
October 28	Spencer Road Library	Halloween Safety (A. Scanlon)	34
October 28	Kathryn Linneman Library	Halloween Safety (A. Scanlon)	16
November 4	Fort Zumwalt East	Stop Heroin (3 sessions)	65
November 7	Wentzville School District Parents as Teachers	Youth-focused SCCAD safety programs	15
November 8	Heritage Pointe Villas	Rapid Access & File of Life	25
November 15	Career Explorations Alliance	EMS Profession Overview & Tour of facility	12
November 15	Fort Zumwalt West HOSA Chapter	EMS Overview with Equipment Demo (S. Hagan handled)	18
November 30	St. Charles County Veterans Museum	Lifesaver CPR AED	8
December 7	St. Charles City County Library	Lifesaver CPR AED	12
December 12	St. Charles County CAPS	Station Tour & Intubation Practice (D. Broeckelmann handled)	50
December 12	Girl Scout Juniors Troop	Lifesaver CPR	15
December 15	F3 (fitness group)	Lifesaver CPR AED	18

Media Involvement

Publication/Station	Date	Story Solicited by SCCAD?	Story Synopsis
St. Peters TV	October 5	Yes	Upcoming Opening of Stations 22 and 23 (video actually aired later around 12/1)
KTVI	October 24	No	E. Davis interviewed K. Cope about Proposition Paramedic and how funds would be utilized if approved. Segment

			was delayed in airing, but ran just before election on November 6.
KFAV Radio	October 25	Yes	Halloween Safety Tips for parents
KSDK KMOV KTVI	December 8	Yes	Opening of Stations 22 & 23. KSDK also delved into MIH behavioral health telemedicine program and spoke to our appreciation to residents for their support of Prop. Paramedic.

Community Meetings/Events Attended

Date	Agency	Meeting Type
October 11	Cottleville Weldon Spring Chamber	General Membership Meeting
October 11	Barnes St. Peters & Progress West Found.	Community Engagement Committee
October 13	Western St. Charles Co. Chamber	General Membership Meeting (K. Cope attended also)
October 19	St. Charles Regional Chamber	General Membership Meeting (K. Cope attended also)
October 20	Western St. Charles County Chamber	Trunk or Treat (distributed glow bracelets)
October 21	O'Fallon Chamber of Commerce	Lunch & Legislators
October 25	St. Charles County Municipal League	General Meeting
November 8	Community Living, Inc.	Host Committee Meeting
November 16	St. Charles Regional Chamber	General Membership Meeting
November 17	City of St. Charles School District	Early Childhood Advisory Board Meeting
November 18	O'Fallon Chamber	Lunch & Legislators
November 21	O'Fallon American Legion	Appreciation Dinner (D. Lewis attended also)
November 29	O'Fallon Chamber	General Membership Meeting
December 8	Western St. Charles County Chamber	General Membership Meeting
December 9	Little Black Book Women in Business	Brrr Bash
December 13	Cottleville Weldon Spring Chamber	General Membership Meeting

Care Facility/Home Health Discussions/Issues

Date	Facility	Issue
October 13	All SNFs	Assisted with development & execution of tabletop disaster drill for all skilled nursing facilities. This year's scenario was an active shooter drill.
October 17	Barathaven Alzheimers Special Care Center	D. Lewis and I met with their leadership to clarify availability and role of MIH for residents in their facility.
December 8	Twin Oaks Estate	Spoke with J. Ruggeri regarding a poor interaction on a call; forwarded to J. McGaughey and B. Jones for follow-up
December 26	Villages of St. Peters	Spoke with J. Pudlowski regarding a poor interaction on a call over the holiday weekend, forwarded to J. McGaughey and B. Jones for follow-up
November 10 & 17	All SNFs	Helped Public Health execute full scale disaster preparedness drill for SNFs; split into two days due to large number of participants
November 29 & 30	Twin Oaks Estate	CPR classes for nursing staff

Other/Ongoing Projects, Upcoming Initiatives, etc.

Project	Update
Employee Engagement	<p>Celebrate SCCAD</p> <ul style="list-style-type: none"> • Sent reminders to staff about RSVPs, hotel rooms, etc. • Registration closed with 185 total reservations (105 employees) • Compiled info for Awards Selection panel, ran meeting, and ordered awards • Prepped presentation for event
Fill the Ambulance with Food	<ul style="list-style-type: none"> • Coordinated details for our 11th annual food drive to support Operation Food Search • Retirement communities were once again enthusiastic about supporting; 6850 lbs. of food was collected this year. • OFS and the Salvation Army continue to be very grateful for this support; this event keeps the SA's pantry stocked until mid-year!
Misc. Projects	<ul style="list-style-type: none"> • Worked with K. Cope on development of a 'Weekly Note' e-news concept that will be rolled out in Q1 2023.
Paramedic Exploration Academy	<ul style="list-style-type: none"> • Sessions began on October 19 and ran through November 16 • Initially allocated at 75 minutes, we've found 90 minutes is more realistic • Student feedback on the sessions was very positive, with the vast majority who responded to exit survey indicating that they were satisfied or highly satisfied; several even indicated that the program solidified their intent to pursue a career in EMS post-graduation. • Entire leadership team should be commended for this program's success – everyone had a hand in it, and the students appreciated so many making themselves available. • Two Wal-Mart stores supported this initiative with year-end grants in the amount of \$1,000 each which will aid in offsetting OT if we want to involve more front-line team members in this endeavor. • Spring cohort begins March 29, and is filled to capacity
Proposition Paramedic	<ul style="list-style-type: none"> • Assisted with development of ballot language • Drafted informational article to inform residents how funds would be utilized • Shared key points at Chamber meetings during month of October and early November
Pulse Points	<ul style="list-style-type: none"> • Edition produced to coincide with Prop Paramedic election and Halloween Safety • Issue hit mailboxes week of October 10

Strategic Planning	<ul style="list-style-type: none">Continued to update long-term care and residential housing development spreadsheets to keep deployment committee abreast of locations and rooftop counts of new neighborhoods.
Website project	<ul style="list-style-type: none">Began project with general meeting on October 20 with Red Elephant Team to discuss goals, learn more about our branding, etc.Wireframe meeting on November 17 (session to determine general layout and navigation of website)Red Elephant unveiled initial draft of homepage on December 14, and it looks great! D. Lewis & J. Yeast reviewed and offered feedback, which we provided to vendor.

ST. CHARLES COUNTY AMBULANCE DISTRICT # 5
POLICY AND PROCEDURE MANUAL

CHAPTER 100 Personnel Policies & Procedures
SECTION 02 Job Descriptions
TITLE **TRAINING DIVISION COORDINATOR ASSISTANT**
NUMBER 102-15

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DISTRIBUTION
All personnel.

PURPOSE

To assist the ~~Director of Education~~ Division Chief of Education and the Training Officers in ~~fulfilling the mission and vision of the Training Division, performing and meeting the requirements to ensure the Training Department excels with its commitment to the continuing education of District medics and establishing a relationship with the community for education awareness.~~

DESCRIPTION

A full-time, non-exempt, hourly employee who reports directly to the ~~Director of Education~~ Division Chief of Education.

QUALIFICATIONS

1. Education and Experience:

- a. ~~High school diploma or equivalent. Associate of Science or Applied Science degree. Degree and program of study are preferred from a regionally accredited institution, but will be accepted from any institution of higher learning accepted by the U.S. Department of Education for participation in the federal student aid program. The individual selected for the position who does not meet this qualification must acquire an associate's degree within five (5) years of hire.~~
- b. ~~Two~~ One (2+) years experience in similar performance of duties and responsibilities required.

Commented [JM1]: Hey Dean, we could require an associates degree for this position and if the person does not have the education, we could set a time expectation. For instance, LTs require an associates and we allow 5 years to obtain.

2. Job Knowledge:

- a. Possess good telephone techniques and ~~effective~~ pleasant communication skills.
- b. Microsoft Office applications ~~required~~ preferred.
- c. Proofreading skills ~~required~~ preferred.

3. Skills - The ability to:

- a. Operate multi-line phone telephone system.
- b. Communicate courteously and effectively with employees and the public.
- c. Effectively manage time to achieve desired results.
- d. Prioritize assignments in a changing environment.
- e. Perform general clerical skills.
- f. Maintain strict confidentiality applicable to business office, employee, and student records and correspondence.
- f.g. Delegate tasks and projects to other Training Division administrative team

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TITLE **TRAINING DIVISION COORDINATOR** ~~TRAINING ASSISTANT~~
NUMBER 102-15

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinating all class preparatory work, i.e. copying, making packets, student registration and orientation etc., and creative development of brochures and manuals.
2. Maintains records and other information needed for training ~~center-division~~ functions and district ordinance, i.e.: class registrations, ~~ride-along~~, EMT and Paramedic programs, student files, QI program, training site guidelines, instructor files, etc.
3. Maintains Continuing Education for all district employees and ~~assists for~~ outside agencies as needed, if necessary ~~and~~ assists district employees in relicensure procedures.
4. Schedules CPR classes as needed, maintains CPR records and reports, contact instructors, order supplies, and processes purchase orders and invoices as needed ~~and maintain CPR records and reports~~.
5. Responsible for all class registrations and manages classroom reservations as needed, ~~video and equipment loan program~~.
6. Types and files office correspondence and performs other necessary duties as requested by the ~~Director of Education~~ Division Chief of Education and ~~T~~ Training Officers.
7. Keeps the ~~Director of Education~~ Division Chief of Education apprised of important issues and potential problems.
- ~~8.~~ Maintains records for VA GI Bill eligible students and acts as the district education school certifying officer/official (SCO) assistant. Attends SCO mandatory training.
- ~~9.~~ Attends SCO mandatory training.
- ~~10.~~ Collaborates with Program Director, Primary Paramedic Instructor, and Primary EMT Instructor to coordinate and ensure effective adjunct faculty staffing for entry level program labs. Assists Clinical Coordinator as needed.
- ~~10.~~ Prioritizes and delegates tasks to other administrative personnel within the Training Division as appropriate; and as approved or directed by the Division Chief of Education.
- ~~11.~~ Participates in program development, education projects, and process improvement initiatives. Collaborates with education team and other stakeholders to implement new programs, projects, and processes.
- ~~12.~~ Collaborates with the education team to facilitate a data-driven system and analyze and evaluate education outcomes and goals.
- ~~13.~~ Collaborates with the education team to conduct market analyses, pilot studies, and research.
- ~~14.~~ Performs other duties as assigned by the Division Chief of Education.

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~~8. Performs other duties as assigned by the Director of Education.~~

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MARGINAL DUTIES AND RESPONSIBILITIES

~~1. Greets and assists general public and employees over the counter.~~ Assists with front desk coverage as needed.

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2. Assists with new hire employee orientations and on boarding as needed.

~~2. Assists with other various mailings and notices, i.e. Medical Officers Group, Medic 20, Medic 40, etc.~~

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~~3. Keeps vehicle map books current and re-stock Training Center supplies.~~

4.3. Enters and/or verifies timesheet information in scheduling system for training classes and first responder personnel.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, provided that doing so does not create an undue hardship or present a direct threat to the health or safety of the employee or others.

TITLE **TRAINING DIVISION COORDINATOR** ~~TRAINING ASSISTANT~~
NUMBER 102-15

PHYSICAL DEMANDS (Continued)

While performing the duties of this Job, the employee is regularly required to sit, talk, hear, grasp (moving paperwork) and repetitive wrist, hand and/or finger movement (keyboard/calculator). The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds; occasionally lift and/or move 25 pounds. Specific vision abilities required by this job include clarity of vision at 20 inches or less; ability to see up and down or to right or left while fixed on point, while working at computer and desk and reading spreadsheets.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may

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be made to enable individuals with disabilities to perform the essential functions provided that doing so does not create an undue hardship or present a direct threat to the health or safety of the employee or others.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Adopted by Board of Directors: 07/23/03
Revised: 11/19/03, 11/19/08; 8/25/2010

This policy/procedure supersedes any previous policy or memorandum on this topic.

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6

CHAPTER 100 Personnel Policies and Procedures
SECTION 02 Job Descriptions
TITLE **TRAINING CLERK**
NUMBER 102-37

DISTRIBUTION
All personnel.

PURPOSE
To outline the job description for the position of training clerk.

DESCRIPTION
A non-exempt, **full-time/part-time** position that reports to the **Training Coordinator and Director of Education** ~~Division Chief of Education. The position reports directly to the Division Chief of Education.~~ Duty hours may require some flexibility to ensure appropriate preparation and development and to suit the needs of the Training Division.

QUALIFICATIONS

1. Education and Experience:
 - a. High school diploma or equivalent
 - b. One (1) year experience in similar performance of duties and responsibilities preferred.
 - c. Microsoft Office Applications experience preferred.
2. License and certifications:
 - a. ~~Current/valid Missouri driver's license~~
 - b. American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers (HCP) Instructor certification. Candidates that do not have current BLS HCP Instructor certification upon date of hire, will have 1 year to obtain the certification.
3. Skills:
 - a. Ability to operate a multi-line telephone system.
 - b. Communicate courteously and effectively with employees and the public.
 - c. Effectively manage time to achieve desired results.
 - d. Prioritize assignments in a changing environment.
 - e. Perform general clerical skills.
 - f. Maintain equipment/supplies inventory and order equipment/supplies as needed to meet upcoming programs needs within budgeted requirements.
 - g. Enter data and type communications with a low error rate.
 - h. Maintain strict confidentiality applicable to business office records and correspondence.
 - i. Retrieve or deliver equipment from off-site locations.

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TITLE TRAINING CLERK
NUMBER 102-37

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains, cleans, and schedules all training equipment.
2. Maintains and organizes supply rooms.
3. Tracks supply and equipment inventory and notifies appropriate personnel to order disposable supplies.
4. Prepares classroom and public areas for programs and class assignments (room set-up; trash disposal; AV set-up; ~~etc. clears sidewalks~~).
5. Schedules training classes.
- ~~7-6.~~ Prepares equipment for loan and tracks distribution and return.
- ~~8-7.~~ Tracks and orders disposables and housekeeping supplies for training.
- ~~9-8.~~ Files records for training staff.
- ~~10-9.~~ Enters data for training staff.
- ~~11-10.~~ Prepares documents, course materials and brochures for mailing and distribution.
- ~~12-11.~~ Schedules, prepares, cleans-up, assists with set-up and operation of simulation laboratory sessions.
- ~~13-12.~~ Routine maintenance and cleaning of simulation manikins.
- ~~14-13.~~ Answers walk-in and telephone inquiries related to training programs and district related activities.
- ~~15-14.~~ Facilitate correspondence, course completion cards and certificates as needed.
15. ~~Coordinates the distribution of textbooks to participants and tracks return of loaned books.~~
16. Assists with entry level program orientation and assessments.
17. Performs other duties as assigned by ~~the Training Coordinator or Director of Education~~ Division Chief of Education.

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MARGINAL DUTIES AND RESPONSIBILITIES

1. Procures or delivers equipment to off-site locations.
2. Monitors portable equipment in training vehicle fleet and collaborates with training officers to restock needed supplies.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, provided that doing so does not create an undue hardship or present a direct threat to the health or safety of the employee or others.

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While performing the duties of this Job, the employee is regularly required to sit, talk, hear, grasp (moving paperwork, repairing manikins) and repetitive wrist, hand and/or finger movement (keyboard). The employee is regularly required to stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl (rarely). The employee must regularly lift and/or move up to 25 pounds; occasionally lift and/or move 50 pounds. Specific vision abilities required by this job include clarity of vision at 20 inches or less; ability to see up and down or to right or left while fixed on point, while working at computer and desk and reading spreadsheets.

TITLE **TRAINING CLERK**
NUMBER 102-37

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions provided that doing so does not create an undue hardship or present a direct threat to the health or safety of the employee or others.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Adopted by the Board of Directors: 01/28/2009

This policy/procedure supercedes any previous policy or memorandum on this topic.

Distribution of textbooks to participants and monitors return of loaned books

SAINT CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL

7

<u>CHAPTER 100</u>	PERSONNEL POLICIES AND PROCEDURES
<u>SECTION 09</u>	SPECIAL ASSIGNMENTS
<u>TITLE</u>	CONTRACTED AND PUBLIC RELATION EVENTS
<u>NUMBER</u>	109-9

PURPOSE

To define and ensure proper coverage of District Public Relations Events and District Contracted Events.

DEFINITIONS

1. Contracted Event: contracted to provide medical coverage for an **event** inside of St. Charles County with compensation.
2. Public Relations Event: a event within St. Charles County the District provides services and equipment without compensation.

POLICY

1. The District will be compensated for costs incurred due to contracted events.
2. The District reserves the right to decline coverage for requested events.
3. Once the District has agreed to provide coverage of a contracted event, said event should be considered a scheduled shift.
4. Contracted Events should be filled following language outlined in the District's Collective Bargaining Agreement.
5. The District may decide to decline compensation for Contracted Events at the discretion of the Chief or an Assistant Chief.

PROCEDURE

Procedure for District *Contracted* Events

1. Outside agencies must submit a written request to the Operations Administrative **Battalion Chief** within **two weeks** of the Contracted event. If the **two weeks'** notice is not given, services may not be granted.
2. **Operations Administrative Battalion Chief will review the request for service and make the determination if the event will be staffed by the District. Once it is determined the event will require contracted coverage, The Deputy Chief of Operations will ensure the proper resources are assigned to the event including coordination with the Administrative Battalion Chief and Deputy Chief of Special Operations / Logistics if / when an Incident Action Plan (IAP) is needed.**
3. Operations Administrative **Battalion Chief** will issue a contract to be completed and signed by the outside agency.

<u>SECTION 09</u>	SPECIAL ASSIGNMENTS
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SAINT CHARLES COUNTY AMBULANCE DISTRICT
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PROCEDURE (Continued)

4. Operations Administrative **Battalion Chief** will deploy the event in the District scheduling program to be filled with District Paramedics.

Equipment and Services Provided

1. Ambulance that is fully stocked to District standards and two District Paramedics
2. UTV or other motorized transport capable vehicle, stocked to District Standards, and two District Paramedics
3. Single resource District Paramedic who is not in any type of motorized transport capable vehicle. This Paramedic will be for a fixed location at the event and bring the following equipment stocked to District standards. Cardiac Monitor, ALS Jump Bag (red bag), Trauma Bag, Oxygen Cylinder, and District issued communication devices.

Fee Schedule for District Contracted Events

1. **Five-hour** minimum.
2. 30 minutes of drive time will be added to any time block requested.
3. If the crew is not dismissed from the event at the scheduled time, the District will bill the outside agency for the extra time in 15-minute increments.
4. **If any changes are made to the original request of service, the billing will be changed to \$250 per hour.**
5. **The below fee schedule is for 2023. Starting in January of 2024 and every January there after the District will increase the fee structure by 5%.**

Timeline	Ambulance with 2 Paramedics	Special Equipment with 2 Paramedics	Single Resource (1 Paramedic)
2 Business days or less	\$250 per hour	\$250 per hour*	
2-5 Business days	\$200 per hour	\$200 per hour*	\$90 per hour
6-10 Business days	\$200 per hour	\$ 200 per hour*	\$90 per hour
10+ Business days	\$175 per hour	\$175 per hour*	\$75 per hour

*= additional Special Equipment delivery and pick-up fee \$150

6. If the District Contracted Event falls on a District Holiday, an extra 150% of the total invoice will be added to the invoice, or \$150 added to the invoice, whichever is more.
7. District Holidays are: New Year’s Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Patriot’s Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

SECTION 09 **SPECIAL ASSIGNMENTS**
TITLE **CONTRACTED AND PUBLIC RELATION EVENTS**
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SAINT CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL

PROCEDURE (Continued)

Example:

- Invoice cost of \$100
- 100 * 150% = \$150
- Total cost of service \$250

8. The District will only agree to provide medical services at contracted events if it has the necessary resources and staffing to do so safely and effectively.
9. The District will only provide medical services at contracted events if the event organizer has obtained the necessary permits and approvals from local authorities.
10. The District reserves the right to terminate the contract at any time if the event organizer fails to comply with the terms of the agreement or if the safety of the District's staff is at risk.

Procedure for District *Public Relations* Events

1. The District will perform various Public Relations Events throughout St. Charles County to help promote the District in various ways.
2. Events will be at no cost to the community or other organizations that request them.
3. These events include, but not limited to, station tours, ambulance show and tell, community events where we will interact with the public and describe what we do on a daily basis, and other events that are deemed worthy by the Deputy Chief of Operations or designee.
4. If a Public Event inside of St. Charles County is expected to have the potential of needing Emergency Medical needs above and beyond our normal daily operational plan, the Deputy Chief of Operations or designee may deploy extra resources to cover the event at no cost to the event. Examples of these types of events are: **O'Fallon Freedom Festival and St. Charles County Fair**

Scheduling of District Public Relations

1. External agencies must submit a written request to the Director of Community Relations **at least two weeks in advance** of the event. If the **two-weeks** notice is not given, services may not be granted. The request should have the date, time, location, and expectations for the event. For the sake of resource planning, the Director of

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PROCEDURE (Continued)

Community Relations will coordinate with the Operations Administrative **Battalion Chief**.

2. Operations Administrative **Battalion Chief** or designee will enter the event into the District **Display Board** to notify the station or crew of the event and expectations of the interaction with the public.
3. All District personnel will remain in service for these events unless it is approved by Deputy Chief of Operations or designee that the District personnel will be out of service for the event.
4. If assigned units fatigue score is 16.6 to 21.5, the District should make an effort to avoid sending personnel to Public Relations events but crews shall realize that at times District operations will require participation. (Policy #106-9)
5. If the District Public Relations event is found to require additional staffing to maintain adequate coverage, the Deputy Chief of Operations or designee will deploy extra staffing needs in the District scheduling software. The extra personal will be at no cost to the outside agency.

Adopted by Board of Directors: 5/28/2020

Revised:

This policy/procedure supersedes any previous policy or memorandum on this topic.

ORDINANCE 23-1

AN ORDINANCE OF THE ST. CHARLES COUNTY AMBULANCE DISTRICT OF ST. CHARLES COUNTY, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL PERSONAL OR PRIVATE INTERESTS FOR CERTAIN DISTRICT OFFICIALS.

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

Section 1. Declaration of Policy. The proper and ethical operation of the St. Charles County Ambulance District (hereinafter referred to as the District) requires that officials and employees be independent, impartial and responsible to the people; that decisions and public policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of the District's operation. In recognition of these goals, there is hereby established a policy for disclosure by certain officials and employees of private financial or other interests in matter affecting the District.

Section 2. Conflicts of Interest. All elected and appointed officials as well as employees of St. Charles County Ambulance District must comply with Section 105.454 of the Missouri Revised Statutes on conflicts of interest as well as any other state law governing official conduct. Therefore, every Director and every official or employee of the District who is authorized by the Board of Directors to promulgate rules and regulation with the force of law or to vote on the adoption of rules and regulations with the force of law, who has a substantial personal or private interest (as defined by state law) in any District resolution, bill ordinance, regulation, policy, procedure, or decision shall disclose the nature of his/her interest and shall be disqualified from voting on any matter relating to that interest. "Substantial or private interest defined as ownership by the individual, his spouse, or his dependent children, whether singularly or collectively, directly or indirectly of: (1) ten-percent (10%) or more of any business entity; or (2) an interest having value of ten-thousand dollars (\$10,000) or more; or (3) the receipt of a salary, gratuity, or other compensation or remuneration of five-thousand dollars (\$5,000) or more, per year from any individual, partnership, organization or association within any calendar year. Such disclosure shall be recorded in the minutes of the meeting or if no minutes are recorded, then in the open public records of the District which shall be kept at the District's Headquarters for public inspection and copying during normal business hours.

Section 3. Disclosure Reports.

A. Each Director, the Chief Executive Officer, and the Chief Financial Officer, shall disclose the following information on May 1, or the appropriate deadline pursuant to Missouri Revised Statute Section 105.487, if any such transactions were engaged in during the previous calendar year:

- (i) For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars (\$500.00), if any, that such person had with the District, other than compensation received as an employee or

payment of any tax, fee or penalty due to the District, and other than transfers for no consideration to the District; and

(ii) The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars (\$500.00), if any, that any business entity in which such person had a substantial interest, had with the District, other than payment of any fee or penalty due to the District or transactions involving payment for providing utility service to the District, and other than transfers for no consideration to the District.

B. In addition, the Chief Executive Officer and the Chief Financial Officer and candidates for either of these positions, shall disclose by May 1 for the previous calendar year the following information:

(i) The name and address of each employer from whom he/she received income of one thousand dollars (\$1000.00) or more during the year covered by the disclosure report; and

(ii) The name and address of each sole proprietorship that he/she owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he/she was a partner or participant, the name and address of each partner or co-participant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the Secretary of State; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which he/she owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which he/she owned two percent or more of any class of outstanding stock, limited partnership units or other equity interests;

(iii) The name and address of each corporation for which he/she served in the capacity of a director, officer or receiver.

Section 4. Filing of Reports. Disclosure reports, in the attached format, shall be filed with the Secretary or Executive Secretary and the Missouri Ethics Commission. In accordance with Ordinance 87-8, said reports shall be available for public inspection and copying during normal business hours.

Section 5. When Filed. Said disclosure reports shall be filed at the following times, but no person is required to file more than one such report in any calendar year:

A. Every other person required to file a disclosure report shall file the report annually no later than May 1 and the report shall cover the calendar year ending the immediately preceding December 31; provided that any person may supplement such financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement; and,

B. Any newly employed Chief Executive Officer or Chief Financial Officer, and every person described in Section 2 of this Ordinance who is appointed shall file the required disclosure report covering the calendar year ending the previous December 31 within thirty (30) days of employment or appointment, as the case may be; and

C. Every candidate required to file a personal financial disclosure statement shall file no later than fourteen (14) days after the close of filing at which the candidate seeks nomination or election or nomination by caucus. The time period of this statement shall cover the twelve (12) months prior to the closing date of filing for candidacy.

Section 6. Filing of Ordinance. The Secretary of the Board shall send a certified copy of this Ordinance (and any subsequent amendments) adopted prior to September 15 to the Missouri Ethics Commission within ten (10) days of its adoption.

Section 7. Effective Date. This Ordinance shall be in full force and effect from and after the date of its passage and approval and shall remain in effect for two years from the date of passage.

Ronald Reguly, Chairman

Attest:

Kenny Biermann, Secretary

CERTIFICATION

STATE OF MISSOURI)
) SS:
COUNTY OF ST. CHARLES)

I, Angela Scanlon, Custodian of Records for the St. Charles County Ambulance District, do hereby certify that the foregoing is a true, correct and complete copy of Ordinance No. 23-1 as adopted by the Board of Directors, St. Charles County Ambulance District on January 26, 2023.

In Witness Whereof, I have hereunto set my hand and affixed the official seal of the St. Charles County Ambulance District this 26th day of January 2023.

Angela Scanlon, Executive Secretary
Custodian of Records
St. Charles County Ambulance District