

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 9, 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 9th Agenda Approval
 - B. December 19th Approval of Meeting Minutes
- VI STAFF REPORTS
 - A. Public Relations Q4 Report
- VII OLD BUSINESS
- VIII NEW BUSINESS
 - A. Campus Bid Summary
 - B. Approval to Contract with Managed Service Partner
 - C. Policy #108-5 Employee Fraternalization Revision
- IX ADJOURNMENT

Raymond Bauer
Secretary of the Board of Directors

Date/Time Posted: 1.08.2019 @ 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 9, 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
Section 610.021(3) RSMo(1986)
- III ADJOURNMENT - PUBLIC PORTION

Raymond Bauer
Secretary of the Board of Directors

Date/Time Posted: 1.08.2019 @ 12 noon

By: 

**ST. CHARLES COUNTY AMBULANCE DISTRICT
BOARD MEETING MINUTES
THURSDAY December 19, 2019**

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, Abigail Nilson, Ronald Reguly, James Cooke and Teresa Reynolds.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENTS

IV. AWARDS AND ANNOUNCEMENTS

Chief Meyer presented badges and Board Chairman swore in 6 new full time employees.

V. CONSENT AGENDA

A. Agenda Approval

Teresa Reynolds moved to approve the agenda as amended to include Policy #801-1 Bidding for Thursday, December 19, 2019 Raymond Bauer seconded, motion carried 6 to 0.

B. Meeting Minute Approval

Teresa Reynolds moved to approve the Board Meeting Minutes from Tuesday, December 3, 2019 Raymond Bauer seconded, motion carried 6 to 0.

VI. STAFF REPORTS

Rick Rognan presented the November Financials.

VII. OLD BUSINESS

A. Adoption of 2020 Budget/Resolution #19-05

Ronald Reguly moved to adopt the 2020 Budget/Resolution #19-05 as previously proposed, Teresa Reynolds seconded, the motion carried 6 to 0.

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

B. Property & Casualty Insurance

The Board previously approved our Property and Casualty Renewal program. However, Steve Ruff asked the Board for clarification regarding recommendations/additional coverages. Ronald Reguly made the motion to reject terrorism, and accidental death life insurance and to explore expanding cyber liability coverage and increase liability limits, Teresa Reynolds seconded, the motion carried 6 to 0.

C. Base 3 & 6 Construction Update

Collette Kowlieski from Navigate Engineering provided the Board a construction update on the progress at Base 3 and Base 6. No Board action taken

**ST. CHARLES COUNTY AMBULANCE DISTRICT
BOARD MEETING MINUTES
THURSDAY December 19, 2019**

VIII. NEW BUSINESS

A. Proposed Employee Performance Review

Management presented the Board a Draft Employee Performance Review for discussion. Ronald Reguly made motion to approve, policy #108-7 Teresa Reynolds seconded, the motion carried 6 to 0.

B. Request for Purchase – Office 365

Management is requesting the purchase of the Office 365 items from the lowest bidder, Innova Consulting Group in the amount of \$ 49,881.60. This purchase will continue to keep us under budget for this forecasted expense. This is an annual cost with a price guarantee for 3 years. Teresa Reynolds made the motion to approve the purchase of Office 365 items from Innova Consulting Group in the amount of \$49,881.60 as low bidder, Ronald Reguly seconded, the motion carried 6 to 0.

C. Request for Purchase – Lenovo Hardware Refresh

Management is requesting the purchase (50) Lenovo desktop computers from lowest bidder, CDW in the amount of \$34,200.00. Teresa Reynolds made the motion to approve the purchase of (50) Lenovo desktop computers from lowest bidder, CDW in the amount of \$34,200. Ronald Reguly seconded, the motion carried 6 to 0.

D. Policy Revision – #103-1 Vacation

Management presented Policy Revision #103-1 Vacation for Board review and consideration. Teresa Reynolds made the motion to approve revision to Policy #103-1 Vacation, Raymond Bauer seconded, the motion carried 6 to 0.

E. Policy Revision – #103-3 Benefit Holiday

Management presented Policy Revision #103-3 Benefit Holiday for Board review and consideration. Teresa Reynolds made the motion to approve revision to Policy #103-3 Benefit Holiday, Raymond Bauer seconded, the motion carried 6 to 0.

F. Policy Revision - #108-7 Anti-Harassment & Discrimination

Management presented Policy Revision #108-7 Anti-Harassment & Discrimination Policy for Board review and consideration.

G. Revised Bidding Policy #801-1

**ST. CHARLES COUNTY AMBULANCE DISTRICT
BOARD MEETING MINUTES
THURSDAY December 19, 2019**

Ronand Reguly made the motion to revise Bidding Policy #801-1 to reflect the following:

- The policy of the St. Charles Ambulance District is to negotiate and award contracts for architectural, engineering and land surveying services in accordance with the provisions of the applicable Missouri statutes respecting same, Sections 8.285 through 8.291.
- It is the policy of the St. Charles Ambulance District to negotiate and award contracts for construction management not at risk services in accordance with the provisions of the applicable Missouri statutes respecting same, Sections 8.675 to 8.687.
- It is the policy of the St. Charles Ambulance District to advertise for bidding and award contracts for construction services in accordance with the provisions of the applicable Missouri statutes respecting same.
- Any existing Policy of the District to the contrary is hereby modified accordingly.

Teresa Reynolds seconded the motion, Ronald Reguly seconded, the motion carried 6 to 0.

ADJOURNMENT – PUBLIC PORTION

Teresa Reynolds moved to adjourn the Board Meeting, Raymond Bauer seconded, the motion carried 6 to 0.

**ST. CHARLES COUNTY AMBULANCE DISTRICT
SECOND BOARD MEETING MINUTES
THURSDAY December 19, 2019**

I. CALL TO ORDER – PUBLIC PORTION

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

II. MOTION TO SUSPEND PUBLIC PORTION OF THE MEETING AND GO INTO CLOSED MEETING–

Mark Fenton made the motion to suspend public portion of the Meeting into Closed Session pursuant to: Attorney Client Sec.610.021 (1)RSMo (1986), Real Estate Section 610.021(3) RSMo(1986) Raymond Bauer seconded; roll call vote was taken. Raymond Bauer-yea, Mark Fenton-yea, James Cooke-yea, Abigail Nilson-yea, Teresa Reynolds-yea and Ron Reguly-yea, the motion carried 6 to 0.

III. MOTION TO RE-OPEN PUBLIC SESSION

Teresa Reynolds made the motion to re-open public session, Ronald Reguly seconded, the motion carried 6 to 0. Roll call vote was taken; Mark Fenton-yea, Teresa Reynolds-yea, James Cooke-yea, Abigail Nilson-yea, Raymond Bauer-yea and Ron Reguly-yea, motion carried 6 to 0.

IV. NEW BUSINESS

**ST. CHARLES COUNTY AMBULANCE DISTRICT
BOARD MEETING MINUTES
THURSDAY December 19, 2019**

F. Policy Revision - #108-7 Anti-Harassment & Discrimination

Ronald Reguly made the motion to approve Policy #108-7 Anti-Harassment & Discrimination as presented; however, Board approval expressly contingent upon approval by Union Leadership, Teresa Reynolds seconded, the motion carried 6 to 0.

*Next Regular Board Meeting
January 9th, 2019*

Mark Fenton, Chair

Submitted by Tammy Dixon

Raymond Bauer, Secretary/Treasurer

DRAFT

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. - 40 Nov. - 25 Dec. - 42	<p>Z. Breckle and I met with K. Fanter (administrator of Glennon seat program) and other regional car seat techs to discuss changes to grant funding. Agencies will be limited in 2020 on number of seats we can receive from Kohls grant, but Fanter does expect us to be able to receive others from a MoDot grant. Will closely monitor inventory to ensure we're able to help as many as possible.</p> <p>For the year, we distributed 91 Glennon/Kohl's seats, and installed a total of 411 seats – far and away busiest year. This marks a 57% increase over 2018, and a 34% increase over 2016, our previous record year at 306.</p>
Rapid Access	Ongoing	45	Program demand continues to be steady.
Party with the Paramedics at Kokomo Joes	November 2 November 9 November 16 November 23	45 kids, 15 adults 46 kids, 20 adults 49 kids, 19 adults 56 kids, 24 adults	<p>Another successful series of events. Parents and kids both had a good time, expressing appreciation for our staff taking time to offer the opportunity. Z. Breckle and Paramedic L. Cash learned how to run the sessions and will be worked into the pool of event manage the events moving forward (joining K. Cope and myself). Investigating grant opportunity with Wal-Mart to fund program in 2020 so Outreach funds can be saved.</p>
Halloween Safety	Throughout month of October	18k bracelets distributed, presentation numbers listed below	<p>Aside with a minor issue with our bracelet vendor (which they corrected), we had another successful year! Library sessions were very well attended (with the exception of one, the new Boy & Girls club sessions were well-received, and we got a great opportunity to highlight the program on Fox 2.</p>
Fill the Ambulance with Food	Pickup Day December 17	8,050 lbs. of food	<p>This marked our 10th annual event hosted in partnership with area retirement communities. Total number of participating agencies this year was 14, with 3 new ones joining this year. Operation Food Search continues to be a helpful, supportive partner and does a wonderful job conveying their appreciation of the contributions the seniors are making.</p>

Public Presentations/Involvement

Date	Group	Topic	Approx. Attendees
October 5	St. Charles County Senior Fair	Passed out info on RA, File, etc. (Z. Breckle handled)	Approx. 200
October 14	CAPS Health Associates (AM Session)	Stop Heroin (w/ L. Cassidy)	40

October 15	CAPS Health Associates (PM Session)	Stop Heroin (L. Cassidy handled)	38
October 17	Vision St. Charles County Leadership	PR & Media Preparedness	35
October 21	Winghaven Library Branch	Halloween Safety	35
October 21	Corporate Parkway Library Branch	Halloween Safety	42
October 22	McClay Library Branch	Halloween Safety	18
October 23	Boys & Girls Club – St. Charles	Halloween Safety (Z. Breckle handled)	58
October 23	Middendorf Kredel Library Branch	Halloween Safety (Z. Breckle handled)	40
October 24	O’Fallon Family YMCA Healthy Seniors Event	Passed out info on RA, File, etc.	Approx. 75
October 24	Deer Run Library Branch	Halloween Safety	30
October 28	Boys & Girls Club – O’Fallon	Halloween Safety (Z. Breckle handled)	50
October 28	Kisker Road Library Branch	Halloween Safety (Z. Breckle handled)	65
October 29	Community Council of St. Charles County – Community Services Summit	Compassion Fatigue & Secondary Trauma (L. Cassidy presented, 3 sessions)	Approx. 350-400
October 29	Community Council of St. Charles County – Community Services Summit	Hands-Only CPR, AED Use & The Good Samaritan Law (2 Sessions)	11
October 29	Kathryn Linneman Library Branch	Halloween Safety (Z. Breckle handled)	48
October 30	Spencer Road Library Branch	Halloween Safety (Z. Breckle handled)	67
November 5	US Bank (Mid Rivers)	Lifesaver CPR for Businesses	6
November 6	Great Southern Bank (Weldon Spring)	Lifesaver CPR for Businesses	5
November 6	American Ambulance Association	Effective Strategies Designed to Curb the Opiate Epidemic (D. Lewis presented)	6
November 21	St. Charles County Teen Drug Summit	#STOPHeroin (L. Cassidy & A. Pease)	Approx. 450
November 22	Bank of Franklin County	Lifesaver CPR for Businesses	6
December 4	City of St. Charles School District Administrators	Hands-Only CPR, CPR for children	25
December 10	MC Air Freight	Lifesaver CPR for Businesses	11

Media Involvement

Publication/Station	Date	Story Solicited by SCCAD?	Story Synopsis
Weldon Spring Neighbors	October Edition	Yes	Ran full news release on SCCAD receiving the AHA Mission Lifeline Gold Plus status

Lake St. Louis Neighbors	October Edition	Yes	Brief feature on Halloween Safety program and list of library session dates
St. Charles County Lifestyle Magazine	October Edition	Yes	Brief blurb on SCCAD receiving the AHA Mission Lifeline Gold Plus Status
KTVI	October 21	Yes	Three-minute in-studio interview on Halloween Safety Initiative. Great opportunity that enabled us to share our key messages and recognize State Farm for their long-term partnership.
KFAV	October 21	Yes	"Ask the Expert" segment; focused on Halloween Safety program. This opportunity came about thanks to our relationship with BJC – they pay for this time each week and gave it to us to promote the program.
KMOV KSDK KTVI	October 23	Yes	Reached out to stations to provide information on fatality MVA involving motorcyclist in Lake St. Louis.
KSDK	October 31	No	Provided update on pediatric pedestrian struck.
Weldon Spring Neighbors	November Edition	Yes	Full-page feature on Rapid Access program
Crossroads Magazine	December edition	Yes	Provided information on upcoming 'Fill the Ambulance with Food' as part of their First Responders giving back for holidays article; our initiative was featured on the cover and promoted heavily.
KSDK KMOV KTVI St. Louis Post Dispatch	December 2	No	Provided update on fatal house fire in St. Charles City.
JEMS	December 3	Yes	D. Dalton contributed article "Behavioral Restraint: Does Our Training Set Us Up For Failure?" to December edition of JEMS.
KMOV KSDK	December 15	No	Provided update on patient count/status following 13-car MVA on Hwy. 70 in snowy conditions.
KSDK KMOV KTVI	December 17	Yes	Ran features on 'Fill the Ambulance with Food'
KSDK KMOV KTVI St. Louis Post	December 20	No	Provided information on stabbing homicide in O'Fallon
MEMSA Connection Magazine	Winter edition	Yes	Ran a reprint of our EMS World article on MCI Training

Community Meetings/Events Attended

Date	Agency	Meeting Type
October 1	Cottleville Weldon Spring Chamber	Board Meeting
October 3	Cottleville Weldon Spring Chamber	Business After Hours

October 5	Barnes St. Peters / Progress West Foundation	Gala – attended with T. Meyer & spouses
October 7	Cottleville Weldon Spring Chamber	Golf Tournament (volunteered at check-in)
October 10	Western St. Charles County Chamber	General Membership Meeting
October 11	O’Fallon Chamber	Trivia Night Question Committee Meeting
October 11	Baue Funeral Home	Served as judge for chili cookoff fundraiser
October 15	Cottleville Weldon Spring Chamber	General Membership Meeting
October 16	Greater St. Charles County Chamber	General Membership Meeting
October 20	Little Black Book Women in Business	T. Meyer and I served as celebrity bartenders for Brrr Bash kickoff at Friendship Brewing.
October 22	O’Fallon Chamber	General Membership Meeting
October 23	Cottleville Weldon Spring Chamber	Morning Cup
October 29	St. Charles County Municipal League	Quarterly Meeting, T. Meyer attended also
November 5	Cottleville Weldon Spring Chamber	Board Meeting
November 8	Western St. Charles County Chamber	Power Lunch: Legislative Edition (Onder); T. Meyer attended also
November 12	Cottleville Weldon Spring Chamber	General Membership Meeting
November 14	Western St. Charles County Chamber	General Membership Meeting
November 15	O’Fallon Chamber of Commerce	Lunch & Legislators
November 18	Community Living, Inc.	Ribbon Cutting/Reception for new Adult Programming Center
November 20	Greater St. Charles County Chamber	General Membership Meeting
November 20	Cottleville Weldon Spring Chamber	Morning Cup
November 20	Barnes St. Peters/ Progress West Found.	Young Professionals Board Meeting
November 26	O’Fallon Chamber of Commerce	General Membership Meeting
December 3	Cottleville Weldon Spring Chamber	Board Meeting
December 5	EDC, O’Fallon & Greater St. Charles Co. Chambers	Legislative Reception (state reps, senators, county council members)
December 9	Barnes St. Peters / Progress West Foundation	Annual Meeting & Board Holiday Dinner
December 10	Cottleville Weldon Spring Chamber	General Membership Meeting
December 12	Western St. Charles County Chamber	General Membership Meeting
December 12	Community Living Inc.	Legacy Ball Host Committee Meeting

December 14	Little Black Book Women in Business	Brrr Bash Toys for Tots gala
December 18	Greater St. Charles County Chamber	General Membership Meeting
December 18	Cottleville Weldon Spring Chamber	Morning Cup

Awards

Agency	Award	Nominee	Date Applied	Received?
RX Drug Abuse and Heroin Summit	Beacon of Hope	SURRT (Cassidy, Pease, Martin)	November 14	TBD
Cottleville Weldon Spring Chamber	Board Member of the Year	Kyle Gaines	N/A	Presented at Dec. GMM
Little Black Book Women in Business	"LBB Wingman"	Kyle Gaines	N/A	Presented at Brrr Bash

Grants

Agency	Program	Amount Requested	Date Applied	Received?
Wal-Mart / Sam's Club	Party with the Paramedics (2020)	\$3522 from each location (this is the amount needed to fully fund the program for 1 year)	November 20	Received \$2500 donation from Jungermann Received \$1,000 from Wal-Mart Neighborhood Market on MRM Received \$100 from Jungermann Neighborhood Market

Care Facility Discussions/Issues

Date	Facility	Issue
October 2	NHC Healthcare St. Charles	Z. Breckle taught CPR for staff
November 1	Frontier Health & Rehabilitation	Z. Breckle taught CPR for staff
November 12	Villages of St. Peters	Taught choking relief for staff
November 13	Boulevard St. Charles	Z. Breckle taught CPR for staff
November 15	Frontier Health & Rehabilitation	Z. Breckle taught CPR for staff
November 20	The Landing of O'Fallon	Z. Breckle delivered CPR supplies for DON C. Greer
December 2	Garden Villas of O'Fallon	Z. Breckle taught CPR for staff
December 3	Villages of St. Peters	Taught choking relief for staff
December 4	Garden Villas of O'Fallon	Z. Breckle taught CPR for staff

December 9	Boulevard St. Charles	Z. Breckle taught CPR for staff
December 18	Boulevard Wentzville	Z. Breckle taught CPR for staff
December 18	All SNF Facilities	Attended quarterly healthcare coalition meeting

Other/Ongoing Projects, Upcoming Initiatives, etc.

Project	Update
Cardiac Arrest Survivors' Celebration	<ul style="list-style-type: none"> • Connected with 10-year cardiac arrest survivor M. Smith to gauge her interest in serving as keynote speaker at event; she enthusiastically agreed. • Using list provided by J. Romeo, invited survivors from this and previous years; follow-up continues to be a challenge based on lack of good phone numbers. • Invited Paramedics and Fire personnel from 2018/2019 calls, and for the first time this year, Dispatchers who were involved in the successful revivals. • Made arrangements with Old Hickory; set up AV and check-in day-of; drafted speech for T. Meyer to present to group. • Attendance was better than ever before with, 143 total attendees present.
Celebrate SCCAD	<ul style="list-style-type: none"> • Sent formal invitation to all employees on October 11 • Sent call for nominations to all employees on November 1 • Sent 'Ameristar Amenities' e-blast to all employees on November 8 • Sent second reminder for nominations on November 15 • Sent menu selection/Rsvp reminder on December 3 • Prepared nominations and hosted selection panel meeting on December 5; coordinated with vendor to order award pieces. • Sent event reminder on December 19
Citizens Advisory Board	<ul style="list-style-type: none"> • Sent e-update to group on October 3 – highlighted infrastructure projects, new issue of pulse points, Halloween safety program and next meeting (12/11) • Sent e-update to group on November 18 – quick updates and meeting reminder • Hosted meeting on December 11
Misc. Projects	<ul style="list-style-type: none"> • Assisted with review of Q4 issue of EMS Connections Magazine (MEMSA publication) prior to publishing, participated in Spring edition planning; worked with J. White to draft questions for a Community Paramedic piece being planned for spring or summer. • Assisted J. Hollrah with creation of overview document for new SCCAD Station Renumbering and Battalion concept. • Submitted two proposals for EMS World Expo 2020 presentations – “STOP Heroin: Effective Strategies to Curb the Opiate Epidemic” (which would be presented with D. Lewis and L. Cassidy), and “Creating Community Connections: Value-Added Public Safety Programs that Won't Break the Bank”. Will hear in early 2020 if they'd like us to present on these topics.
Pulse Points	<ul style="list-style-type: none"> • Fall 2019 issue hit mailboxes week of October 7, with most households receiving on October 11/12. Issue featured stories on consolidated campus, paramedics receiving AHA Mission Lifeline Gold Plus status, Halloween Safety program, and a 'News To Know' section that featured call volume update and info on car seat install assistance program. • This was our first issue using Dyreks Printing & Direct Mail, and also our first issue that went to the expanded mailing list of 80k+ households; no delivery issues to speak of, all went smoothly. • Electronic version of the newsletter was emailed out on October 10.
Stop Heroin	<ul style="list-style-type: none"> • Worked with D. Lewis to put together an extensive presentation on the opiate epidemic and SCCAD's efforts to curb it in our community; he gave this talk at the American Ambulance Association's conference in Nashville.

	<ul style="list-style-type: none">• Attended Teen Drug Summit with L. Cassidy and A. Pease on November 21
Strategic Planning	<ul style="list-style-type: none">• Continued to update long-term residential housing development spreadsheet to keep deployment committee abreast of locations and rooftop counts of new neighborhoods.

Memo

To: Taz Meyer, Chief; Dave Lewis, Assistant Chief
From: John P. Yeast, Director of Technology
Date: 1/6/2020
Re: Purchase approval for Managed Service Partner (MSP)

In pursuant to the IT Assessment & Recommendations provided by Coeur Business Group in 2019, it was suggested that SCCAD evaluate the use of a Managed Service Partner (MSP), to expand the abilities of the existing IT department. A partnership of this type, would increase the capacity of the department, shore up critical operational functions, and better focus the abilities of the current team.

After coming on board as the Director of Technology, I quickly implemented a ticket tracking system to establish baseline metrics of service-related requests. The results indicated an extended amount of time the team was able to close and resolve tickets based on the volume of requests that were received.

Additionally, during my onboarding a number of IT operational improvements were discovered that are required both regulatorily in nature, and best-practice worthy in order to improve our security posture.

The implementation of an MSP partner would augment our department with a wide range of services without an FTE increase. These services would include Help Desk functionality with unlimited remote support to all users, Anti-virus deployment with monitoring, 24x7 monitoring, alerting & reporting on network, e-mail virus & AntiMalware protection, enhanced ticket tracking and metrics, support process documentation, vendor relations with incident management, and network and security configurations.

The District published an RFP in which (5) submissions were received. One qualifying bidder met all of the submission requirements of the RFP and was asked to submit a Best and Final Offer (BAFO). The bidder, Alliance Technologies submitted a proposal in the amount of \$91,320 (annually). This was the lowest bid among the bids received, and is within the budget forecast for 2020.

Management is requesting approval for the Managed Service Partner (MSP) contract in the amount of \$91,320 (annually)

This project is within budget and funded by 2020 budget line item: **Managed Service Partner (MSP)**

BIDDING SUMMARY FORM

BID # 1218	REQUESTED BY John Yeast	DATE 12/6/19
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REQUEST FOR I.T. Support & Consulting Services	APPROXIMATE COST
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SPECIFICATIONS: Per RFP

TYPE OF BID	BID DUE BY
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CATALOG OR PHONE
(\$3,000-\$10,000)

WRITTEN QUOTE
(\$10,000 - \$25,000)

SEALED BID
(Over \$25,000)

VENDORS SOLICITED	
1) Alliance Technologies	2) Throttle Net
3) Gadell Net	4)
5)	6)

BIDS RECEIVED		
VENDOR	PRICE	DATE REC'D
1) Winning Technologies	\$287,040⁰⁰ / yr	12/6/19 @ 1:52 pm
2) Rejis	(inter rate) \$279,552⁰⁰ / yr	12/6/19 @ 12:22 pm
3) Gadell Net	\$172,840⁰⁰ / yr	12/6/19 @ 12:08 pm
4) Alliance Technologies	\$169,200⁰⁰ / yr	12/6/19 @ 9:41 am
5) Fowler Technologies	\$179,200⁰⁰ / yr	12/3/19 @ 9:59 am
6)		

RECOMMENDATION _____

NOTES ^{recorded} **opened by Angie Dillens and Allison Callison 12/6/19 @ 3:15 pm.**
Forward to John Yeast for further review and evaluation 12/9/19 @ 9:30 am

BID AWARDED TO Alliance Technologies	DATE 1/6/20
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APPROVED BY John Yeast <i>[Signature]</i>	DATE 1/6/20
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P.O. #	WORK ORDER #	COST CENTER
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St. Charles County Ambulance District

Alliance Technologies, LLC | Best and Final Offer
RFP #1218 – I.T. Support and Consulting Services

December 19, 2019

St. Charles County Ambulance District
4169 Old Mill Pkwy
St. Peters, MO 63376

Dear Angela,

Contained below is Alliance Technologies' best and final offer cost sheet for the listed service provided in response to RFP #1218 – I.T. Support and Consulting Services. Should you have questions or concerns about the content, please contact *Jared Peno, COO* at the contact information listed below.

BAFO Cost Sheet

Time and Material Support Rates

Standard Business Hours	After-Hours	Emergency Response
\$140/hr	Rate X 1.5	Rate X 2

Monthly Fee Schedule

Description	Fee	Quantity	Subtotal
Invision Desktop Support & Maintenance <i>Includes Unlimited Helpdesk Support</i>	\$30	130	\$3,900.00
Documentation / Ticketing System Access <i>IT Admin Access to Helpdesk Ticketing System and Documentation</i>	\$150	3	\$450.00
Invision Server Support & Maintenance <i>Includes NOC & Tier 3 remote server support</i>	\$150	21	\$3,675.00
Webroot Anti-Virus <i>Includes: Fully Managed Webroot Anti-Virus</i>	\$2	130	\$260.00
Invision Network Monitoring <i>Includes: Monitoring and alerting of all network attached devices. (routers, switches, SAN)</i>	\$25	10	\$250.00
		Total	\$7,610.00



Monthly Fee Schedule

Description	Rate	Quantity	Subtotal
Block Hour Support (optional) <i>Regular monthly on-site hours scheduled at a minimum block of 4 hours.</i>	\$125	4	\$500.00
		Total	\$500.00

Quarterly Fee Schedule

Description	Rate	Quantity	Subtotal
vCIO Consulting (optional) <i>Recommendation for quarterly vCIO meetings.</i>	\$150	10	\$1,500.00
		Total	\$1,500.00

One-Time Fee

Description		Subtotal
Onboarding & Discovery Fee <i>Perform all actions detailed in scope.</i>		\$0.00
Total		Included

This concludes the services that Alliance Technologies is proposing to fulfill SCCAD's requirements for the I.T. Support and Consulting Services RFP. Please remember that quantities can and should be adjusted to represent actual consumed services. Alliance will audit such quantities on a monthly basis and pricing will adjust accordingly.

Sincere Regards,



Jared S. Peno
 Partner / COO
 Alliance Technologies, LLC
 O: 314-219-7887
 C: 618-691-9171

ST. CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL

CHAPTER 100 Personnel Policies & Procedures
SECTION 08 Conduct & Discipline
TITLE **EMPLOYEE FRATERNIZATION AND
NEPOTISM POLICY**
NUMBER 108-5

DISTRIBUTION
To all District personnel.

PURPOSE

St. Charles County Ambulance District (SCCAD) is committed to maintaining a positive work environment for its employees that encourages all employees to perform to their best level and an environment that supports employees' career goals on the basis of relevant factors such as ability and work performance. SCCAD does not want to intrude into employees' private lives; however, SCCAD recognizes that there is a risk that a manager-subordinate romantic or sexual relationship may disrupt the employee work environment and have negatively impact peers, coworkers and SCCAD. The existence of a manager-subordinate romantic or sexual relationship may also subject SCCAD and its employees to unnecessary legal risks and claims of sexual harassment or sexual discrimination. Further, manager-subordinate romantic or sexual relationships may give rise to perceptions of favoritism. Therefore, it is a violation of this policy for an executive, manager, or supervisor ("a manager"), to be in a romantic or sexual relationship with an employee who is subordinate to him or her without approval from the board of directors.

POLICY

1. The following Management employees are prohibited from dating, being romantically involved with or being married to any other employee who works for the District without approval from board of directors:

- Chief Executive Officer
- Assistant Chiefs
- Chief Financial Officer/Finance Director
- Human Resources Director
- IT Director

2. The following supervisory personnel are prohibited from dating, being romantically involved with or being married to any other employee whom they supervise directly or is within their chain of command without approval from board of directors.

- Deputy Chiefs
- Platoon Chiefs
- Battalion Chiefs
- Facilities Manager
- Patient Account Manager
- Service Center Manager

Deleted: NON-WORK RELATIONSHIPS

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Deleted: In an effort to maintain a workplace free from unnecessary conflicts and to remove any appearance or actual occurrence of sexual harassment, sexual discrimination or rapid advancement in exchange for sexual favors, St. Charles County Ambulance District prohibits the fraternization of Management/Supervisors with other employees, as more specifically defined below. Adherence to this Policy will reduce significantly the potential for workplace conflicts caused by personal relationships between employees. The resulting benefit will be improved morale and efficiency.

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In addition, these supervisory personnel may not have immediate family members within ¶ their chain of command. For the purpose of this policy, an immediate family member ¶ shall be defined as in District Policy 103-10 Leave Policies.¶
¶ Assistant Chief

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**ST. CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL**

3. If an **employee** is considered for promotion or transfer to a position such **that there would be a manager-subordinate relationship of a romantic nature or immediate family member, as defined in District Policy 103-10,** then the promotion will **need to be presented to and approved by the board of directors.**
4. If a manager is required to address an employee's behavior according to our discipline policy (108-4) and there is a manager-subordinate relationship as described in this policy, the manager is to require another manager of the same rank or higher to deliver the discipline.
5. Qualified candidates applying for a position at SCCAD that there would be a manager-subordinate relationship of a romantic nature or immediate family member, will need to have the decision to hire or not, presented to the board of directors. The board will make the final hiring decision. When possible a change of reporting relationship will be considered.
6. A manager, who is in a romantic relationship with an employee in his or her chain of command, shall promptly advise his or her Human Resources Director. Self-reporting the existence of a romantic or sexual relationship will result in SCCAD leadership and human resources making every reasonable effort to retain both employees consistent with this policy, including changing the reporting relationship upon board approval.
7. It is expected that all employees act professionally and use their best judgement when at work. To this end, a manager/supervisor as well as all other employees must avoid using or attempting to use his/her position to influence, assist, intercede or impact another employee with whom he/she has a relationship not in conflict with number 1 or 2 of this Policy.
8. Any claim of favoritism brought to the attention of leadership will be investigated to verify such claim. If found that preferential treatment was given to an employee based on anything other than merit, appropriate action will be administered according to our just culture protocol.
9. Appropriate discipline shall be rendered for any violation of this Policy, up to and including termination.
10. Report any and all violations of this Policy to the Chief Executive Officer **and HR Director** who shall then so-inform the Board of Directors.

Adopted by the Board of Directors: 04/25/01

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Deleted: However, infrequent transfers in the nature of overtime assignments or trade time which thus produce a technical infraction of number 2 above, shall not be deemed a violation thereof under such circumstances. ¶

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TITLE EMPLOYEE FRATERNIZATION AND ¶
NON-WORK RELATIONSHIPS¶

NUMBER . . #108-5¶

¶
POLICY . . (Continued)

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Deleted: Upon violation of number 1 or 2 of this Policy, the District will ask the employees involved to voluntarily decide which one of them will be reassigned by the District to a position not in conflict with this Policy or will resign. If a voluntary resignation or reassignment is not chosen within fifteen (15) days from a request by the District, the District will take action with either or both employee(s) to eliminate the conflict with this policy. In addition, both employees may in any event be subject to disciplinary action including, but not limited to, suspension and/or termination.¶

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Deleted: For these purposes a "relationship" exists when two employees are dating or romantically involved or married. Employees also should avoid the appearance of such conduct. Each employee is expected to succeed on his/her own merit without the intercession or assistance of another employee.

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**ST. CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL**

Revised: 2/27/08; 2/25/2016;08/29/19

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