

**ST. CHARLES COUNTY AMBULANCE DISTRICT
REGULAR BOARD MEETING OVERVIEW
OCTOBER 22nd, 2020**

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 **ITEM A** in your packet is the proposed open meeting agenda for Board approval. Management is requesting the following; move to approve the agenda for Thursday, October 22nd, 2020.

B. Approval of Minutes

Enclosed marked **ITEM B** for Board approval is the minutes from Thursday, October 8th, 2020. Management is requesting; move to approve the Board Minutes from October 8th, 2020.

VI. STAFF REPORTS

A. September Financial Review

Enclosed marked **ITEM C** is the September Financial Review, presented by Rick Rognan.

VII. OLD BUSINESS

A.

VIII. NEW BUSINESS

A. Co-Lead EMT Adjunct Job Description

Enclosed marked **ITEM D** for Board consideration and review is the Co-Lead EMT Adjunct Position Job Description.

B. Lead Paramedic Adjunct Job Description

Enclosed marked **ITEM E** for Board consideration and review is the Lead Paramedic Adjunct Position Job Description.

C. IT Systems Engineer II Job Description

Enclosed marked **ITEM F** for Board consideration and review is the IT Systems Engineer Position Job Description.

D. Medical Specialist Job Description

Enclosed marked **ITEM G** for Board consideration and review is the Medical Specialist Job Description.

E. Request to switch Life/STL/LTD Coverage Provider

Attached marked **ITEM H** is a memo from Chief Meyer recommending switching from our current vendor, UNUM to Lincoln Financial.

IX. ADJOURNMENT

**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 CLOSE MEETING – PUBLIC PORTION

III. ADJOURNMENT – PUBLIC PORTION

ITEM A

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 October 22nd, 2020 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. Thursday, October 22nd Agenda Approval
 - B. Thursday, October 8th Meeting Minutes Approval
- VI STAFF REPORTS
 - A. September Financial Review
- VII OLD BUSINESS
 - A.
- VIII NEW BUSINESS
 - A. Co-Lead EMT Adjunct Job Description
 - B. Lead Paramedic Adjunct Job Description
 - C. IT Systems Engineer II Job Description
 - D. Medical Specialist Job Description
 - E. Request to switch Life/STD/LTD Coverage Provider
- IX ADJOURNMENT

Raymond Bauer
Secretary of the Board of Directors

Date/Time Posted: 10.21.2020 @ 12 noon

By:



ITEM A

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 October 22nd 2020 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 CLOSE MEETING – PUBLIC PORTION
Pursuant to: A. Attorney Client Sec.610.021 (1)RSMo (1986)

- III ADJOURNMENT - PUBLIC PORTION

Raymond Bauer
Secretary of the Board of Directors

Date/Time Posted: 10.21.2020 @ 12 noon

By: 

**ST. CHARLES COUNTY AMBULANCE DISTRICT
BOARD MEETING MINUTES
THURSDAY, October 8, 2020**

ITEM B

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 Drezek, Ronald Reguly, James Cooke and Teresa Reynolds.

ROLL CALL WAS TAKEN

Mark Fenton-yea, Raymond Bauer-yea, James Cooke-yea, Abigail Drezek-yea, Teresa Reynolds-yea and Ronald Reguly-yea

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENTS

IV. AWARDS AND ANNOUNCEMENTS

V. CONSENT AGENDA

A. Agenda Approval

Teresa Reynolds moved to approve the agenda as amended to include the St. Peters Chapter 100 Project in the second open Board Meeting for October 8th 2020, Raymond Bauer seconded, the motion carried 6 to 0.

B. Meeting Minute Approval

Teresa Reynolds moved to approve the Board Meeting Minutes from Thursday, September 24th 2020, Raymond Bauer seconded, the motion carried 6 to 0.

VI. STAFF REPORTS

A. Revenue/Volume Report

Finance Leadership and Chief Meyer reviewed monthly billing revenue and call volume report for the month of September.

B. Q3 Community Relations Status Report

The Q3 Community Relations Status Report was provided in the Board Packet for review.

VII. OLD BUSINESS

A. HQ Campus Update

Collette Hermann provided the Board and Leadership Team with a status report regarding the new Campus facility.

VIII. NEW BUSINESS

Recommended LCS Change Order

Collette with Navigate presented the analysis and recommendation concerning the fact that LCS, LLC, The General Contractor for the new Headquarters project, has submitted a proposal to add metal coping on top of the concrete tilt-up parapet walls around the Operations portion of the building. The proposed cost is \$41,100.

Teresa Reynolds made the motion to approve the LCS change order as presented in the amount of \$41,100., Ronald Reguly seconded, the motion carried 6 to 0.

**ST. CHARLES COUNTY AMBULANCE DISTRICT
BOARD MEETING MINUTES
THURSDAY, October 8, 2020**

ADJOURNMENT – PUBLIC PORTION

Teresa Reynolds moved to adjourn the Board Meeting, Raymond Bauer seconded, roll call vote was taken; Mark Fenton-yea, James Cook-yea, Raymond Bauer-yea, Ronald Reguly-yea, and Teresa Reynolds-yea, Abigail Drezek-yea, the motion carried 6 to 0.

NOTICE OF MEETING

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, Abigail Drezek 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), Ronald Reguly seconded; roll call vote was taken. Mark Fenton-yea, James Cooke-yea, Teresa Reynolds-yea, Abigail Drezek-yea, Ronald Reguly-yea, Raymond Bauer-yea, the motion carried 6 to 0.

III ADJOURNMENT - PUBLIC PORTION

Teresa Reynolds moved to adjourn the Board Meeting. Raymond Bauer seconded, roll call vote was taken; Mark Fenton-yea, James Cook-yea, Raymond Bauer-yea, Teresa Reynolds-yea, Abigail Drezek-yea, the motion carried 6 to 0.

*Next Regular Board Meeting
October 22nd, 2020*

Mark Fenton, Chair

Submitted by Tammy Dixon

Raymond Bauer, Secretary/Treasurer

**ST. CHARLES COUNTY AMBULANCE DISTRICT
SECOND BOARD MEETING MINUTES
THURSDAY OCTOBER 8, 2020**

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 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. OLD BUSINESS

A. St. Peters Chapter 100 Project

After Legal Counsel review, Teresa Reynolds made the motion to enter into the Industrial Project Development Agreement from the City of St. Peters pertaining to Distribution Management Inc., Raymond Bauer seconded, the motion carried 6 to 0.

V. SUSPEND - ADJOURN PUBLIC PORTION

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

*Next Regular Board Meeting
October 22, 2020*

Mark Fenton, Chair

Submitted by Tammy Dixon

Raymond Bauer, Secretary/Treasurer

ST. CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL

ITEM D

CHAPTER 100 Personnel Policies & Procedures

SECTION 02 Job Descriptions

TITLE EMT LEAD ADJUNCT INSTRUCTOR(s) (PART TIME)

NUMBER

DISTRIBUTION

All personnel.

PURPOSE

These part-time co-lead adjunct instructors for the emergency medical technician (EMT) program function as regular adjuncts for the District's EMT program.

DESCRIPTION

A part-time, approximately 60 hours per semester (Tuesday and Thursdays evenings) EMT adjunct instructor position designated by the District's CEO to serve as one of two lead EMT instructors for the District's in-house EMT Education Programs. The positions report directly to the Program Director (Director of Education). Duty hours may require some flexibility to suit the needs of the EMT Program. This position shall be non-disciplinary, but shall perform regular evaluations of students as assigned, and may make recommendations regarding performance based upon the results of such evaluations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. *Assists with Coordination of the EMT Program*
 1. Develops class schedule in collaboration with program director.
 2. Posts homework and assignments on the learning management system
 3. Posts and edits quiz and assessment materials on the learning management system
 4. Counsels students as needed
 5. Collaborates with Clinical Instructor to manage student clinical needs.
 6. Collaborates with the Training Coordinator to assure adequate lab staffing.
 7. Collaborates with the program director to determine disciplinary actions when needed
 8. Completes and manages the grade book
- B. *Provides classroom instruction*
 1. Takes attendance
 2. Conducts face-to-face or Virtual Instructor-Led Training
 3. Facilitates classroom activities
- C. *Teaching paramedic lab sessions and coordination of the lab education.*
 1. Assists with lab session coordination and readiness.

2. Assists with securing equipment at the end of the day.
3. Mentors new adjunct faculty for the program.
4. Grades student lab performance in selected sessions
5. Leads selected lab teaching and testing sessions.
6. Teaches and evaluates in lab stations.
7. Assesses student performance and provides feedback for summative student assessments.
8. Helps coordinate lab equipment needs with Training Clerk.
9. Coaches students.
10. Communicates progress and problems to Co-Lead Instructor and/or Program Director in a timely manner.
11. Recommends revisions to and helps revise lab scenarios.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education and Experience:

- a. An internal candidate must be a current employee in good standing and not on probation.
- b. High School diploma or equivalent.
- c. Licensed Paramedic in the State of Missouri.
- d. Associate's Degree preferred.
- e. Four (4) years previous experience as a paramedic.
- f. Must meet State of Missouri Instructor qualifications within six months:
 - i. Missouri-approved instructor course (Meeting USDOT EMS Instructor Curriculum).
- g. Must have instructor certification in Basic Life Support (BLS). Prefer one additional instructor certification.
- h. Experience as a laboratory instructor required.

2. Certificates, Licenses, Registrations

- a. Valid driver's license.
- b. Valid Missouri EMT-Paramedic license.
- c. Provider certifications in BLS
- d. Missouri State Instructor qualified (within six months)

3. Skills

- a. Mathematical Skills – Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- b. Language and Interpersonal Communication Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- c. Oral Communication Skills and Problem-Solving Skills – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills and participates in meetings. Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations and uses reason even when dealing with emotional topics.
- d. Reasoning Ability and Teamwork – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Able to build morale and group commitments to goals and objectives; supports everyone’s efforts to succeed. Encourages and facilitates positive working relationships between all uniformed personnel.
- e. Leadership and Professionalism - Inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others and maintain a positive, self-motivated attitude as a team leader. Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions and follows through on commitments.
- f. Computer Skills – Ability to operate windows-based applications.
- g. Other Skills – Ability to operate and drive ambulances and other emergency vehicles.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch or crawl. This requirement includes, but is not

limited to, an ability to occasionally perform the following: reaching above the shoulders and over 18"; reaching below the shoulders and to the floor; pushing with maximum force of 37.5 pounds and pulling with a maximum force of 33.5 pounds. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 10 pounds. This requirement includes, but is not limited to; an ability to occasionally perform the following: lifting floor to knuckle of 90 pounds and 12" to knuckle of 98 pounds, carrying 98 pounds while ascending/descending six (6) stairs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions; the employee is occasionally exposed to fumes or airborne particles; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually loud.

ST. CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL

ITEM E

CHAPTER 100 Personnel Policies & Procedures

SECTION 02 Job Descriptions

TITLE PARAMEDIC LEAD ADJUNCT INSTRUCTOR (PART TIME)

NUMBER 102-54

DISTRIBUTION

All personnel.

PURPOSE

The part-time lead adjunct instructors for the Paramedic program functions as a regular adjunct for the District's paramedic program.

DESCRIPTION

A part-time, approximately 10-hour per month (Tuesday and Thursdays) paramedic adjunct instructor position designated by the District's CEO to serve as one of several lead paramedic instructors for the District's in-house Paramedic Education Program. The positions report directly to the Program Director (Director of Education). Duty hours may require some flexibility to suit the needs of the Paramedic Program. This position shall be non-disciplinary, but shall perform regular evaluations of students as assigned, and may make recommendations regarding performance based upon the results of such evaluations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. *Teaching paramedic lab sessions and assisting in coordination of the lab education.*
1. Assists with lab session coordination and readiness.
 2. Assists with securing equipment at the end of the day.
 3. Mentors new adjunct faculty for the program.
 4. Grading student lab performance in selected sessions
 5. Leading selected lab sessions.
 6. Teaching lab stations.
 7. Assessing student performance and providing feedback for summative student assessments.
 8. Helping coordinate lab equipment needs with Training Clerk.
 9. Coaching students.
 10. Communicating progress and problems to Lead Instructor and/or Program Director in a timely manner.
 11. Recommending revisions to and helping revise lab scenarios.
 12. Programming lab scenarios into iSimulate and/or Simulation manikins.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education and Experience:

- a. An internal candidate must be a current employee in good standing and not on probation.
- b. High School diploma or equivalent.
- c. Licensed Paramedic in the State of Missouri.
- d. Associate's Degree preferred.
- e. Four (4) years previous experience as a paramedic.
- f. Must meet State of Missouri Instructor qualifications within six months:
 - i. Missouri-approved instructor course (Meeting USDOT EMS Instructor Curriculum).
- g. Must have instructor certification in Advanced Cardiac Life Support (ACLS). Prefer one additional instructor certification (either BLS, PHTLS, PALS or AMLS instructor).
- h. Experience as a laboratory instructor required.

2. Certificates, Licenses, Registrations

- a. Valid driver's license.
- b. Valid Missouri EMT-Paramedic license.
- c. Provider certifications in BLS, ACLS, PHTLS or BTLS, and PALS (consistent with District's paramedic training requirements).

3. Skills

- a. Mathematical Skills – Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- b. Language and Interpersonal Communication Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- c. Oral Communication Skills and Problem Solving Skills – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions;

demonstrates group presentation skills and participates in meetings. Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations and uses reason even when dealing with emotional topics.

d. Reasoning Ability and Teamwork – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Able to build morale and group commitments to goals and objectives; supports everyone’s efforts to succeed. Encourages and facilitates positive working relationships between all uniformed personnel.

e. Leadership and Professionalism - Inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others and maintain a positive, self motivated attitude as a team leader. Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions and follows through on commitments.

f. Computer Skills – Ability to operate windows-based applications.

g. Other Skills – Ability to operate and drive ambulances and other emergency vehicles.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch or crawl. This requirement includes, but is not limited to, an ability to occasionally perform the following: reaching above the shoulders and over 18”; reaching below the shoulders and to the floor; pushing with maximum force of 37.5 pounds and pulling with a maximum force of 33.5 pounds. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 10 pounds. This requirement includes, but is not limited to; an ability to occasionally perform the following: lifting floor to knuckle of 90 pounds and 12” to knuckle of 98 pounds, carrying 98 pounds while ascending/descending six (6) stairs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions; the employee is occasionally exposed to fumes or airborne particles; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually loud.

CHAPTER 100 Personnel Policies & Procedures
SECTION 02 Job Descriptions
TITLE **IT SYSTEMS ENGINEER II**
NUMBER 102-22a

ITEM F

DISTRIBUTION

All personnel.

PURPOSE

To outline the job description, technical knowledge requirements, and minimum qualifications of the IT Systems Engineer II position.

DESCRIPTION

A full-time, non-exempt, hourly employee who reports directly to the Director Of Technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ability to analyze, identify and resolve complex technical problems.
2. Track, prioritize, document, communicate and resolve support requests using primarily the helpdesk ticket system.
3. Critical Application Support subject matter expert (SME) for applications as necessary for specific Line of Business (LOB) applications.
4. Install, maintain, repair, upgrade and update computers, workstations and other IT equipment hardware and software as directed using best practices, standards, automation and documentation.
5. Manage and maintain windows user accounts, network, folder and file security.
6. Ability to operate and make good decisions independently as needed as well as function participatively as an active team member.
7. Superior communication, coordination with oral and written skill.
8. Assist in maintaining servers and network hardware, carrying out routine network maintenance tasks such as setting up, maintaining and removing user accounts where necessary.
9. Accurately document processes and procedures using the District defined system(s).
10. Identify problems with and repair voice over IP phones, printers, copiers, scanners, projectors, interactive boards, computers, laptops, mobile devices, and other technology hardware.
11. Ability to train and support end users.
12. Willing and able to work flexible hours as needed for special projects; including after-hours and/or weekends as needed.
13. Capable of working very closely with a technical team to rapidly respond to and resolve complex network and application issues in a structured, analytical, and logical manner. Ability to identify root cause and recommend mitigation steps.
14. Apply sound time management principles to prioritize multiple tasks and issues to meet deadlines and satisfy service level agreements.
15. Communicate clearly and accurately to provide status reports as required, as well as to provide instructions and advise to end users. Able to translate "tech talk" into a format that can be understood by those who are not comfortable with technical language.

TITLE **IT SYSTEMS ENGINEER II**
NUMBER 102-22a

ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued)

16. Participate in Incident Response, Continuity Planning and Disaster Recovery activities
17. Liaise with vendors and other IT personnel for problem resolution;
18. High degree of confidentiality and professionalism, ability to interact effectively with all levels of staff, commitment to service and excellence.
19. Able to establish a high degree of trust and credibility acting as an advocate for industry best practices and security awareness.
20. Effectively present logic, reasoning, and analysis to internal and external customers.
21. Keeps other departments/users informed of developments affecting their functions.
22. Adhere to all organizational information security policies and protect all sensitive information including but not limited to ePHI and PHI in accordance with organizational policy, Federal, State, and local regulations.
23. Dedication to professional development in the IT field through continuing education, certification, and/or seminar attendance.
24. Other duties as assigned by the Director of Technology.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Technical Expertise | Technical Knowledge:

- A. 2+ years experience troubleshooting skills in multi-user corporate or government environment with end user hardware (Desktop, Laptop, mobile devices, etc).
- B. 1+ years experience with Windows 10 pro/enterprise in corporate or government environment.
- C. Hands-on experience in PC / laptop repair, troubleshooting, imaging, patching and deployment.
- D. 1+ years experience managing/administrating Windows server(s)[Server 21012-2019] in corporate or government production domain environment.
- E. Hands-on Experience with administration and troubleshooting of Microsoft components of Active Directory, Account/group administration, Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), Group Policy and File backup/restore operations in large environments.
- F. Hands-on experience with networking concepts such as DNS, DHCP,SSL, , OSI model, and TCP/IP.
- G. Hands-on Experience in managing, administering, and supporting Microsoft O365 including user account setup, SharePoint, and Teams.
- H. Familiarity with network infrastructure and design (switches, cable and patch panels, fiber, WDM fiber, 802.11 g/n/ac wireless, 802.1x authentication, PoE, VoIP, vlans, etc.

TITLE **IT SYSTEMS ENGINEER II**
NUMBER 102-22a

QUALIFICATIONS (Continued)

Required Technical Expertise | Technical Knowledge (Continued):

- I. Hands-on Experience with Networking systems including VPN, Network Access Control, Wireless Controllers, Firewalls/DMZ architecture.
- J. Hands-on Experience with anti-virus and malware software, as well as infection remediation.

Preferred Technical Expertise | Technical Knowledge:

- A. 1+ years experience with Firewall & network administration and management.
- B. 2+ years experience in physical & virtual Windows Server administrations (Windows 2012-2019); Virtual environment experience specific to VMware, vSphere, and Horizon with builds, creating new server and troubleshooting.
- C. Hands-on Experience in managing, administering, supporting, and deploying mobile device platforms such as iOS, and Android OS.
- D. 1+ years experience with PowerShell use in production environment; PowerShell scripting experience required for maintenance, configuration, management, reporting and automation.
- E. Excellent IT documentation skills following best practices including flow charts, technical guides, user guides, etc.
- F. At least 2 years' experience supporting O365 products & administration responsibilities.
- G. Hands-on experience with Microsoft Azure.
- H. Working knowledge of HITRUST and/or HIPAA IT security requirements.
- I. Cybersecurity and/or IT related certifications.
- J. Experience with Fortinet and Aruba networking solutions.
- K. Experience using mobile device management (MDM) solutions.
- L. Experience with VMware environments to include Hypervisor, VMware Horizon, monitoring tools (SolarWinds, Veeam-one), and VM administration.
- M. Experience managing and administering Storage Area Networks (SAN) and Network Attached Storage (NAS).
- N. Experience installing, configuring and administering Veeam backup solution.
- O. Familiarity with SQL administration and Crystal Report writing.
- P. Experience with Encryption management (Certificate Servers, Key Management, IPsec).

QUALIFICATIONS (Continued)

Licensure / Certification:

Current industry certifications at an expert level are recommended, including:

Windows Client systems
Server Infrastructure & administration.

Certifications at an advanced level are preferred for:

VMWare
Network administration
Cybersecurity

Other current or recent certifications at a Systems Engineering level may also be considered.

TITLE **IT SYSTEMS ENGINEER II**
NUMBER 102-22a

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.

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 1 pound; occasionally lift and/or move 2 - 5 pounds; and rarely lift 11- 30 pounds (for example, carrying cases of paper to basement, moving records boxes). 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 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:
Revised:

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

ITEM G

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CHAPTER 100 Personnel Policies & Procedures
SECTION 09 Special Assignments
TITLE St. Louis Metro **US&R System - Medical Specialist**
NUMBER 109-5

DISTRIBUTION

All Uniform Operations personnel.

PURPOSE

To participate in the region-wide all hazards team by providing medical support for the St. Louis Metro Urban Search and Rescue System.

POLICY

1. The District shall participate in the St. Louis Metro Urban Search and Rescue System to enhance the District's response to special rescue situations.
2. Participation will be limited to seventeen St. Charles County Ambulance District employees and access to the team's medical director.
3. Members accepting a position on the St. Louis Metro Urban Search and Rescue System after the ratification of this Policy are subject to Platoon, Partner, and Station assignments as deemed necessary by the Deputy Chief of Special Operations and Logistics.
3. Only active members in good standing of the St. Louis Metro Urban Search and Rescue System will be allowed to participate in the District's program.
4. The team member must remain current in all aspects of training as prescribed by St. Louis Metro Urban Search and Rescue System. All certificates of training that pertain to the St. Louis Metro Urban Search and Rescue System shall be kept on file with the District's Training Division.
5. The employee shall be responsible for transportation to and from St. Louis Metro Urban Search and Rescue System assignments unless on-duty at the time of the assignment or directed to take a District vehicle by the Deputy Chief of Special Operations and Logistics or their designee.
6. Time spent on assignment or approved training evolutions with St. Louis Metro Urban Search and Rescue System – Medical Specialist shall be considered actual hours of work and thus, compensable pursuant to the provisions of the Fair Labor Standards Act.

QUALIFICATIONS

1. Certificates, Licenses, Registrations:
 - a. NIMS 300 & 400, State of Missouri Fire Fighter I & II, State of Missouri HAZMAT Operations, State of Missouri HAZMAT Technician, Boat Operator, and Swift Water Technician preferred.
 - b. NIMS 100, 200, 700 & 800 Medical Specialist, Intro to Rescue, State of Missouri Rope Rescue Technician, Trench Collapse Technician, Structure Collapse Technician, and Confined Space Technician required when on the Team.

PROCEDURE

1. Team members will be chosen by the CEO with advice from the District's Leadership and shop stewards.

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

2. A District employee who would like to be a member of the St. Louis Metro Urban Search and Rescue System – Medical Specialist should submit a written request, along with any supporting documentation, to Human Resources stating their interest in the team. Said notification shall be forwarded to the Deputy Chief of Special Operations and Logistics. A panel interview will be conducted and recommendations for addition to the team will be forwarded to the Chief Executive Officer for final approval.
3. The employee shall forward all certificates of training that pertain to team membership to the Team Training Officer and the District’s Training Division. The Training Division shall place a copy in the employee’s file.
4. The St. Louis Metro Urban Search and Rescue System – Medical Specialists team members will be responsible for responding to Special Rescue Assignments, Hazardous Materials Incidents, Mass Casualty Incidents and other specific incidents as directed by District Leadership.
5. The St. Louis Metro Urban Search and Rescue System – Medical Specialists are responsible for maintaining the District’s Disaster Response Equipment, including but not limited to, Mass Casualty Trailers and Equipment, Disaster Trailers and Equipment and Major Incident Response Units.
6. Team members shall maintain a state of readiness while on call rotation and while on duty. Team members will be ready to respond as directed by Team Leadership or District Administration.
7. Team members returning from deployments, responses or training evolutions that exceed the hours worked requirements of the Fatigue Policy – 106-9 will be scheduled to return to their normal work schedule at the direction of the Deputy Chief of Special Operations and Logistics allowing for compensable time off as needed for recovery.
8. Team response plans are maintained in a separate document and will be reviewed and updated regularly.

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Adopted by Board of Directors: 04/26/06

Revised: 02/07/19

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

Memo

To: Board of Directors
From: Taz Meyer
Date: 10/20/2020
Re: Life/STD/LTD Insurance Provider

The District's Life/STD/LTD insurance policy renews January 1, 2021. We have been contacted by our broker, J.W. Terrill (JWT), and advised that our current provider (UNUM) is presenting us with a 14.5% rate increase, which amounts to an increase of \$26,529 annually. This includes a two-year rate guarantee.

Presented with this increase, we asked JWT to seek other vendor options for Board consideration. They have presented us with a recommendation to switch our provider to Lincoln Financial Group (LFG). We have been advised that LFG can provide the same coverage, has good references and is offering a 13.1% decrease from our current rate, which amounts to a decrease of \$23,965 annually. Their offer includes a three-year rate guarantee.

This would save the District \$50,494 annually and \$151,482 over the three-year term. After completion of a detailed comparison of the plans and evaluation of any variances, it is management's position that we should follow the recommendation of our broker and switch providers from UNUM to LFG.

St. Charles County Ambulance District Life/ADD, STD, LTD Renewal Analysis

January 1, 2021

		UNUM AM Best A+ Current	UNUM AM Best A+ Renewal	LFG AM Best A+ Alternate 1
Enrolled				
LIFE AND AD&D BENEFIT	194			
Life per \$1,000		\$0.14	\$0.16	\$0.119
AD&D per \$1,000		\$0.03	\$0.03	\$0.03
Dependent Life		\$0.875 (Not Included Below)	\$0.875 (Not Included Below)	\$2.15 (Not Included Below)
Volume		\$14,550,000.00	\$14,550,000.00	\$14,550,000.00
Life/ADD Monthly Cost		\$2,473.50	\$2,764.50	\$2,167.95
LONG TERM DISABILITY (LTD)	194			
LTD per \$100		\$0.33	\$0.38	\$0.297
Volume - Covered Monthly Payroll		\$1,342,449.00	\$1,342,449.00	\$1,342,449.00
LTD Monthly Cost		\$4,430.08	\$5,101.31	\$3,987.07
SHORT TERM DISABILITY (STD)	194			
STD per \$10		\$0.43	\$0.498	\$0.368
Volume - Covered Monthly Payroll		\$192,084.00	\$192,084.00	\$192,084.00
STD Monthly Cost		\$8,317.24	\$9,565.78	\$7,088.69
Est. Monthly Total		\$15,220.82	\$17,431.59	\$13,223.71
Est. Annual Total		\$182,649.83	\$209,179.07	\$158,684.58
\$ Difference - Annual			\$26,529.25	(\$23,965.25)
% Difference			14.5%	-13.1%
Rate Guarantee			2 Years	3 Years
Life/ADD Benefit Highlights				
Benefit Amount		\$75,000		\$75,000
Spouse Benefit		\$7,500		\$7,500
Child Benefit		\$2,000 (From 14 Days)		\$2,000 (From Day 1)
Premium Waiver		Included		Included
Repatriation Benefit		Included; \$5,000 Maximum		Included; \$5,000 Maximum
Seatbelt & Air Bag		Included; +10% Seatbelt & +5% Air Bag		Included; +10% Seatbelt & +10% Air Bag
Conversion & Portability		Included		Included
Child Care Benefit		Included; Birth - 13; 5% or \$3,000		Included; 5% to \$5,000
Education Benefit		Included; 8% to \$6,000		Included; 5% to \$5,000
Accelerated Death Benefit		Included		Included
Age Reduction Schedule		35% @ age 65; 20% @ age 70; 15% @ age 75		35% @ age 65; 20% @ age 70; 15% @ age 75; Term at Retirement
LTD Benefit Highlights				
Scheduled Benefit		60% to \$5,000		60% to \$5,000
Elimination Period		180 Days		180 Days
Activities of Daily Living		Not Included		Included; +10% to \$5,000 Maximum
Rehab & Return to Work Assistance		Included; 10% to \$1,000 Monthly		Included; No Financial Incentive
Dependent Care Expense Benefit		Included; \$350 per month or \$1,000 maximum per month		Included; \$250 for 12 Months
Pre X Limitation		3/12		3/6/12
Earnings		Gross Monthly Income including overtime; Excluding shift-differential, commissions, bonus, or any other extra compensation		Basic Annual Including Commissions, Excluding Overtime & Bonuses
Integration		Full Family		Full Family
Duration of Benefit		SSNRA		Age 65 or SSNRA
Definition of Disability		Loss of Duties & Income		Loss of Duties & Income
Own Occupation		Officers: SSNRA FT EE's: 24 Months		Officers: Age 65; FT EE's: 24 Months
Mental Health Limitations		24 Months Unless Confined to Hospital		24 Months Unless Confined to Hospital
Substance Abuse		24 Months Unless Confined to Hospital		24 Months Unless Confined to Hospital

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Survivor Benefit	Included; 3 Months	Included; 3 Months
Employee Assistance Program (EAP)	Included	Included
Specified Illness Limitation	No Limitation	No Limitation
Self Reported Limitation	No Limitation	No Limitation
Progressive Partial Disability Benefit with Return to Work Incentive	Included	Included
Taxable/Non Taxable	Taxable	Taxable
STD Benefit Highlights		
Benefit Schedule	60% to \$1,500	60% to \$1,500
Injury Elimination Period	0 Days	0 Days
Sickness Elimination Period	7 Days	7 Days
Maximum Benefit Duration	26 Weeks	26 Weeks
Family Income Benefit Rider	Not Noted	Included; 3 Weeks
Maternity	6 Weeks (Regardless)	6 Weeks & 8 Weeks C-Section

Notes: LFG will provide prior carrier credit upon takeover;

The above rate assumes the Policyholder is responsible for paying the employer's share of Social Security and Medicare (FICA) tax.

This is a general outline of covered benefits and does not include all the benefits, limitations, and exclusions of the policy. If there are any discrepancies between the illustrations contained herein and the insurance carrier proposal or contract, the insurance carrier materials prevail. See issue year. This proposal does not bind coverage, all rates and factors are subject to final underwriting. All Carriers reserve the right to recalculate the rates and factors or rescind the proposal in its entirety based on all information submitted during the proposal process and final disclosure up to the

St. Charles County Ambulance District Voluntary Life/AD&D Analysis

January 1, 2021

	UNUM AM Best A+ Current	LFG AM Best A+ Alternate 1
Benefit Highlights		
Employee Benefit Amount	\$10,000 increments up to 5x annual earnings or \$500,000	\$10,000 increments up to 5x annual earnings or \$500,000
Employee Guarantee Issue	\$200,000	\$200,000
Spouse Benefit Amount	\$5,000 increments up to 100% of Employee Election or \$500,000	\$5,000 increments up to 100% of Employee Election or \$500,000
Spouse Guarantee Issue	\$25,000	\$25,000
Child Benefit Amount	Birth - 6 Months \$1,000; 6 Months - 26 \$10,000	Day 1 - 6 Months \$1,000; 6 Months - 26 \$10,000
Age Reduction	65% of original amount @ age 65; 45% of original amount @ age 70; 30% of original amount @ age 75	65% of original amount @ age 65; 45% of original amount @ age 70; 30% of original amount @ age 75; Term @ Retirement
Accelerated Benefit Option	Included	Included
Conversion	Included	Included
Portability	Included	Included
Monthly Rates	Employee & Spouse	Employee & Spouse
<25	\$0.074	\$0.074
25-29	\$0.074	\$0.074
30-34	\$0.820	\$0.820
35-39	\$0.101	\$0.101
40-44	\$0.156	\$0.156
45-49	\$0.264	\$0.264
50-54	\$0.441	\$0.441
55-59	\$0.690	\$0.690
60-64	\$1.076	\$1.076
65-69	\$1.932	\$1.932
70-74	\$3.459	\$3.459
Child(ren) (per \$1,000)	\$0.090	\$0.090
AD&D Rate (per \$1,000)	\$0.033	\$0.033
AD&D Child(ren) (per \$1,000)	\$0.056	\$0.056
Rate Guarantee	1 Year	3 Years
Notes:		

This is a general outline of covered benefits and does not include all the benefits, limitations, and exclusions of the policy. If there are any discrepancies between the illustrations contained herein and the insurance carrier proposal or contract, the insurance carrier materials prevail. See insurance company proposal for full list of exclusions. Actual monthly and annual premium amounts may vary due to fluctuations in the enrollment counts and/or ages of covered persons over the previous and next year. This proposal does not bind coverage, all rates and factors are subject to final underwriting. All Carriers reserve the right to recalculate the rates and factors or rescind the proposal in its entirety based on all information submitted during the proposal process and final disclosure up to the effective/renewal date. (Final disclosure includes but is not limited to: claims experience, large claimant data,

Marsh & McLennan Agency LLC ("MMA") prides itself on being an industry leader in the area of transparency and compensation disclosure. We believe you should understand how we are paid for the services we are providing to you. We are committed to compensation transparency and to disclosing to you information that will assist you in evaluating potential conflicts of interest.

As a professional insurance producer, MMA and its subsidiaries facilitate the placement of insurance coverage on behalf of our clients. As an independent insurance agent, MMA may have authority to obligate an insurance company on behalf of our clients and as a result, we may be required to act within the scope of the authority granted to us under our contract with the insurer. In accordance with industry custom, we are compensated either through commissions that are calculated as a percentage of the insurance premiums charged by insurers, or fees agreed to with our clients.

MMA engages with clients on behalf of itself and in some cases as agent on behalf of its non-US affiliates with respect to the services we may provide. For a list of our non-US affiliates, please visit: <http://global.marsh.com/about/>. In those instances, MMA will bill and collect on behalf of the non-US Affiliates amounts payable to them for placements made by them on your behalf and remit to them any such amounts collected on their behalf;

MMA receives compensation through one or a combination of the following methods:

- **Retail Commissions** –A retail commission is paid to MMA by the insurer (or wholesale broker) as a percentage of the premium charged to the insured for the policy. The amount of commission may vary depending on several factors, including the type of insurance product sold and the insurer selected by the client.
- **Client Fees** – Some clients may negotiate a fee for MMA's services in lieu of, or in addition to, retail commissions paid by insurance companies. Fee agreements are in writing, typically pursuant to a Client Service Agreement, which sets forth the services to be provided by MMA, the compensation to be paid to MMA, and the terms of MMA's engagement. The fee may be collected in whole, or in part, through the crediting of retail commissions collected by MMA for the client's placements.
- **Contingent Commissions** – Many insurers agree to pay contingent commissions to insurance producers who meet set goals for all or some of the policies the insurance producers place with the insurer during the current year. The set goals may include volume, profitability, retention and/or growth thresholds. Because the amount of contingent commission earned may vary depending on factors relating to an entire book of business over the course of a year, the amount of contingent commission attributable to any given policy typically will not be known at the time of placement.
- **Supplemental Commissions** – Certain insurers and wholesalers agree to pay supplemental commissions, which are based on an insurance producer's performance during the prior year. Supplemental commissions are paid as a percentage of premium that is set at the beginning of the calendar year. This percentage remains fixed for all eligible policies written by the insurer during the ensuing year. Unlike contingent commissions, the amount of supplemental commission is known at the time of insurance placement. Like contingent commissions, they may be based on volume, profitability, retention and/or growth.
- **Wholesale Broking Commissions** – Sometimes MMA acts as a wholesale insurance broker. In these placements, MMA is engaged by a retail agent that has the direct relationship with the insured. As the wholesaler, MMA may have specialized expertise, access to surplus lines markets, or access to specialized insurance facilities that the retail agent does not have. In these transactions, the insurer typically pays a commission that is divided between the retail and wholesale broker pursuant to arrangements made between them.
- **Other Compensation & Sponsorships** – From time to time, MMA may be compensated by insurers for providing administrative services to clients on behalf of those insurers. Such amounts are typically calculated as a percentage of premium or are based on the number of insureds. Additionally, insurers may sponsor MMA training programs and events.

We will be pleased to provide you additional information about our compensation and information about alternative quotes upon your request. For more detailed information about the forms of compensation we receive please refer to our Marsh & McLennan Agency Compensation Guide at

<https://www.marshmma.com/resource/compensation-guide-for-client.pdf>

MMA's aggregate liability arising out of or relating to any services on your account shall not exceed ten million dollars (\$10,000,000), and in no event shall we be liable for any indirect, special, incidental, consequential or punitive damages or for any lost profits or other economic loss arising out of or relating to such services. In addition, you agree to waive your right to a jury trial in any action or legal proceeding arising out of or relating to such services. The foregoing limitation of liability and jury waiver shall apply to the fullest extent permitted by law.

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