

**ST. CHARLES COUNTY AMBULANCE DISTRICT
REGULAR BOARD MEETING OVERVIEW
NOVEMBER 18th, 2021**

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 Thursday, November 18th, 2021 for Board approval. Management is requesting the following; move to approve the agenda for Thursday, November 18th, 2021.

B. Approval of Minutes

Enclosed marked **ITEM B** for Board approval is the minutes from Thursday, November 4th, 2021. Management is requesting; move to approve the Board Minutes from November 4th, 2021.

VI. STAFF REPORTS

A. October Financial Review

Enclosed marked **ITEM C** for Board review is the October Financial Review, presented by Rick Rognan.

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Board Filing Dates

Management is seeking approval from the Board to set the filing dates **ITEM D** for District 2 and District 4 for a three-year term, from December 7, 2021 to December 28, 2021. A candidate for the office of the Ambulance District Director shall, at the time of filing, be a citizen of the United States, a qualified voter of the election District in which they are a candidate, a resident of the District for two years next preceding the election, and shall be at least 24 years of age.

B. Request to Purchase Suction Units

Enclosed marked **ITEM E** is Managements request to purchase 50- S SCORT VX2 Suction Units per the specification for \$1,039. each for a totally of \$51,950. from Boundtree utilizing the BuyBoard contract 610-20.

C. Uniform Apparel Bid Result & Decision

Management would like to present bid results and discussion for purchasing uniform apparel. Supporting documentation and bid results to be presented at Board Meeting.

D. Vaccination Policy #606-04

District Management will present a proposed Vaccination Policy as it relates to Federal regulations regarding mandatory immunization for District employees (both clinical and non-clinical), students, trainees, volunteers, and contracted staff.

E. Emergency Operations Policy #202-15

Enclosed marked **ITEM F** for Board consideration is the Emergency Operations Policy #202-15.

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 ADJOURN 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, 2000 Salt River Road in St. Peters, Missouri, on Thursday November 18th, 2021 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, November 18th Agenda Approval
 - B. Thursday, November 4th Meeting Minutes Approval
- VI STAFF REPORTS
 - A. October Financial Review
- VII OLD BUSINESS
 - A.
- VIII NEW BUSINESS
 - A. Board Filing Dates
 - B. Request to Purchase Suction Units
 - C. Uniform Apparel Bid Result & Decision
 - D. Vaccination Policy #606-04
 - E. Emergency Operations Policy #202-15
- IX ADJOURNMENT

Raymond Bauer
Secretary of the Board of Directors

Date/Time Posted: 11.17.2021 @ 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, 2000 Salt River Road in St. Peters, Missouri, on Thursday November 18th 2021 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) RSMo(1986)
- III ADJOURNMENT - PUBLIC PORTION

Raymond Bauer
Secretary of the Board of Directors

Date/Time Posted: 11.17.2021 @ 12 noon

By: 

**ST. CHARLES COUNTY AMBULANCE DISTRICT
BOARD MEETING MINUTES
THURSDAY NOVEMBER 4th, 2021**

ITEM B

I. CALL TO ORDER

Ronald Reguly called the meeting to order at headquarters at 7:00 p.m. In attendance were Ronald Reguly, Raymond Bauer, Abigail Drezek, James Cooke, Kenny Biermann (via video) and Teresa Reynolds.

II. PLEDGE OF ALLEGIANCE

ROLL CALL WAS TAKEN

Ronald Reguly-yea, Raymond Bauer-yea, James Cooke-yea, Abigail Drezek-yea, Teresa Reynolds-yea and Kenny Biermann-yea

III. PUBLIC COMMENTS

IV. AWARDS AND ANNOUNCEMENTS

V. CONSENT AGENDA

A. Agenda Approval

Teresa Reynolds moved to approve the agenda as presented for November 4th, 2021, Raymond Bauer seconded, the motion carried 6 to 0.

B. Meeting Minute Approval

Teresa Reynolds moved to approve the Board Meeting Minutes from Thursday, October 21st, 2021, Raymond Bauer seconded, the motion carried 6 to 0.

VI. STAFF REPORTS

A. Call Volume & Revenue Report

Director of Finance, Angie Dollens provided the monthly call volume and revenue reports.

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Request to Purchase Lucas Device

Management is requesting the purchase of 26-Lucas 3 Chest Compression Systems per the specifications for a total of \$562,751.80 from Stryker Medical utilizing the NASPO State Contract CC181185003.

Teresa Reynolds made the motion to approve the purchase of 26-Lucas 3 Chest Compression Systems per the specifications for a total of \$562,751.80 from Stryker Medical utilizing the NASPO State Contract CC181185003, these funds are to come from the general fund budget, Raymond Bauer seconded, the motion carried 6 to 0.

B. Discussion of Base 22 & Base 23 Construction Bid

District Management and Collette Koscielski from Navigate Building Solutions presented the construction bids for Base 22 & Base 23. A total of 8 sealed bids were received on October 21st,

**ST. CHARLES COUNTY AMBULANCE DISTRICT
BOARD MEETING MINUTES
THURSDAY, NOVEMBER 4th, 2021**

2021, of which were read aloud publicly at SCCAD Headquarters immediately following receipt of the bids. Management is requesting the Board select a General Contractor for Base 22 and Base 23.

Teresa Reynolds made the motion to approve LCS, LLC as the General Contractor for Base 22 and Base 23; the second lowest bidder by a margin of \$2,523. LCS performed admirably on the largest construction project in District history, including an on time delivery of the District's Headquarter facility which came in under budget with excellent project performance. Raymond Bauer seconded, the motion carried 6 to 0.

ADJOURN – PUBLIC PORTION

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

**ST. CHARLES COUNTY AMBULANCE DISTRICT
SECOND BOARD MEETING MINUTES
THURSDAY NOVEMBER 4th, 2021**

NOTICE OF MEETING

I CALL TO ORDER – PUBLIC PORTION

Ronald Reguly called to order the Public Portion. In attendance were Ronald Reguly, Teresa Reynolds, Kenny Biermann (via video), James Cooke, Abigail Drezek and Raymond Bauer.

II MOTION TO SUSPEND MEETING – PUBLIC PORTION

Teresa Reynolds moved to adjourn the open meeting and go into Closed Meeting-Public Portion pursuant to Attorney Client Sec.610.021(1)RSMo(1986), James Cooke seconded; roll call vote was taken. Ronald Reguly- yea, James Cooke-yea, Teresa Reynolds-yea, Abigail Drezek-yea, Kenny Biermann-yea, Raymond Bauer-yea, the motion carried 6 to 0.

III. ADJOURN PUBLIC PORTION

Ronald Reguly moved to adjourn the Board Meeting, Teresa Reynolds seconded, the motion carried 6 to 0.

*Next Regular Board Meeting
November 18th 2021*

Ronald Reguly, Chair

Submitted by Tammy Dixon

Raymond Bauer, Secretary/Treasurer

Notice to Candidate Form -The Candidate information and the Personal Financial Disclosure Statement (PFD) sections are to be completed by the election official (authorized official). The acknowledgement is completed by the candidate and witnessed by the election official.

8. Election Calendar

The website below contains election dates, certification deadlines, registration cut off dates, absentee voting dates, etc. for each election in 2022.

www.sos.mo.gov/elections/calendar/2022cal

***Please note** the dates for candidate filing for the General Municipal Election have been changed by HB 271 (in 2021).

Filing for the April 5, 2022 election will start on:

Tuesday, December 7th, 2021
(the 17th Tuesday before an election)

and end

Tuesday, December 28th at 5:00 PM
(the 14th Tuesday before an election).

Memo

To: Kelly Cope, Chief; Dave Lewis, Assistant Chief
From: Jeremey Hollrah, Deputy Chief
Date: 11/12/2021
Re: Approval to Purchase S-SCORT Portable Suction Units

As the District continues to improve and maintain our medical equipment, Administration is requesting authorization to purchase 50 S-SCORT VX2 suction units. These devices will replace our current suction units that have been in service for over 20 years. The District has been using this model in newer model ambulances with great success.

If approved the District will be utilizing the BuyBoard Cooperative Purchasing Agreement – 610-20.

This project was slated for the 10-year capital plan in 2022. Due to increasing failures of our current devices the recommendation is to utilize remaining general funds from the 2021 budget to begin the replacement.

Management is requesting the purchase of 50 – S-SCORT VX2 Suction Units per the specification for \$1,039.00 each and a total of \$51,950.00, from Boundtree utilizing the BuyBoard contract 610-20

Cost Breakdown;

Item	Quantity	Each	Total
SSCORT VX2 Suction Unit	50	\$ 1,039.00	\$ 51,950.00



Quotation

Quotation#:

11/08/2021

Account Number: 114508-ESHIP001

BILL-TO

ST CHARLES CO AMBULANCE DIST
2000 SALT RIVER RD
SAINT PETERS, MO 63376-3956

Ship Method: NO FRT

Payment Terms: NET 30

SHIP-TO

ST CHARLES CO AMBULANCE DIST
2000 SALT RIVER ROAD
ST. PETERS, MO 63376

Contact Name .

Phone Number .

BUYBOARD CONTRACT

Item	UOM	Description	Qty	Price	Ext.Price	Exp.Date
592310BV	1/EA	Suction Unit, S-SCORT VX2, w/Variable Regulator and Gauge, Charging Retention Bracket	50	\$ 1,039.00	\$51,950.00	12/31/2021

Quote Total \$51,950.00

Comments:

Boundtree |

|

Phone: | Fax:

|

Sales tax will be applied to customers who are not exempt.

Shipping charges will be prepaid and added to the invoice unless otherwise stated.

This quotation is valid until the quote expires or the manufacturer's price to Bound Tree Medical increases.

To place an order, please visit our website at www.boundtree.com, login and add to your shopping cart

or call (800) 533-0523

fax (800) 257-5713

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

CHAPTER 200 Operating Policies & Procedures
SECTION 02~~xx~~ ~~Response Procedures~~
TITLE **EMERGENCY OPERATIONS**
NUMBER ~~202~~xx~~-15~~xx~~~~

DISTRIBUTION
All Personnel.

PURPOSE
To outline when, how and to what level the District will establish and operate under Emergency Operations.

DEFINITION

POLICY

1. The District will consider establishing Emergency Operations when situations or incidents may impact District wide operations. Such situations may include but are not limited to: adverse weather, mass casualty incidents, civil unrest, biological events, acts of terrorism, large multi-agency or prolonged incidents, etc...
2. Emergency Operations shall only be established by a District Duty Officer.
3. When Emergency Operations are established, ALL District Duty Officers shall be notified.
4. When Emergency Operations are established, the District may require additional staffing. When additional staffing is required for Emergency Operations, the District will make effort to fill resource needs according to any labor Collective Bargaining Agreements, but may need to fill resource needs by all necessary means.
5. During Emergency Operations the District may temporarily suspend non-emergency transports.
6. During Emergency Operations the District may temporarily suspend out of county transports.

PROCEDURE

1. Emergency Operations may be activated in four (4) levels.
 - a. Level 4- Lowest activation and may include enhanced monitoring from the field or a command post.
 - b. Level 3- Moderate activation that would include monitoring from the District Critical Communications Center with a minimum of two (2) staff members.
 - c. Level 2- Full activation of District Critical Communications Center (members represented ~~from~~ from all impacted departments.)

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ST. CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL

TITLE **EMERGENCY OPERATIONS**
NUMBER ~~210xx-05xx~~
PROCEDURE (CONTINUED)

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- d. Level 1- Full activation of District Critical Communications Center~~CCC~~ and/or integration into Saint Charles County Emergency Operations Center and/or Regional Emergency Operations Center~~EOC's~~.
- 2. Activation Level will be determined by District Duty Officers at time of activation by determining level of impact on the District.
- 3. Attempt shall be made to notify ALL District Duty Officers anytime the District establishes Emergency Operations.
- 4. When activating the District Critical Communications Center~~CCC~~ monitoring should include, but not be limited to, call volume, incident resource needs, weather, staffing, internal District incidents (i.e. vehicle damage, work related injury, etc...), traffic, and documentation.
- 5. When District Critical Communications Center~~CCC~~ is activated District staff should, to the best of their ability, follow National Incident Management System standards for Incident Command System and documentation of the event/incident.
- 6. When it is determined that multiple operational periods may be needed, the current staff should plan and develop the Incident Action Plan for the next operational period. Incident Action Plan~~IAP~~ should be signed off by the Incident Commander prior to exchanging staff.
- 7. Minimum staff for any District Critical Communications Center~~CCC~~ activation shall be one (1) District Duty Officer and one (1) District Officer who has completed NIMS ICS classes associated to the officer's rank.
- 8. When possible, the District will attempt to recover cost for Emergency Operations by seeking reimbursement from local, state, or federal Emergency Management Agencies.
- 9. Securing from Emergency Operations should be determined by the Incident Commander based on the current impact to the District.
- 9.10. In the event Emergency Operations is declared, it will be memorialized in the District Duty Officer log.

Adopted -by Board of Directors:
Revised:

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