

**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 February 13, 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. February 13th Agenda Approval
  - B. January 23rd Approval of Meeting Minutes
- VI STAFF REPORTS
- VII OLD BUSINESS
- VIII NEW BUSINESS
  - A. SCCAD Campus Construction
- IX ADJOURNMENT

Raymond Bauer  
Secretary of the Board of Directors

Date/Time Posted: 2.12.2020 @ 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 February 13, 2020 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: 2.12.2020 @ 12 noon

By: 

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
SECOND BOARD MEETING AGENDA  
THURSDAY FEBRUARY 13, 2020**

*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 February 13, 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), Personnel Sec. 610.021(3) RSMo(1986)
- III. MOTION TO RE-OPEN PUBLIC SESSION**
- IV. OLD BUSINESS**
  - A. Campus Bid Discussion
- V. NEW BUSINESS**
  - A. Board Member Health Benefits
- VI. ADJOURN PUBLIC PORTION**

Raymond Bauer  
Secretary of the Board of Directors

Date/Time Posted: 2.12.2020 @ 12 noon

By:



**ST. CHARLES COUNTY AMBULANCE DISTRICT  
BOARD MEETING MINUTES  
THURSDAY January 23, 2020**

**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**

**V. CONSENT AGENDA**

**A. Agenda Approval**

Teresa Reynolds moved to approve the agenda as presented with the change to move the Campus Bid Discussion to Second Open Meeting for Thursday, January 23, 2020 Raymond Bauer seconded, motion carried 6 to 0.

**B. Meeting Minute Approval**

Teresa Reynolds moved to approve the Board Meeting Minutes from Thursday, January 9th, 2020 Raymond Bauer seconded, motion carried 6 to 0.

**VI. STAFF REPORTS**

Rick Rognan presented the December Financials.

**VII. OLD BUSINESS**

**A. Base 3 & 6 Construction Update**

Collette Kowlieski from Navigate Building Solutions provided the Board with a construction and financial update regarding base 3 and 6.

**B. Campus Bid Discussion**

Above agenda item "B" moved to Second Open Meeting session for further discussion.

**VIII. NEW BUSINESS**

**A. Request for Purchase – 2 Ford Expeditions**

Management is requesting the purchase of two Ford Expeditions; one as an addition to the fleet covering the new Battalion Chief and one as replacement of a 2008 F-250. The total purchase price for two Ford Expeditions is \$87,942.00 from Joe Machens Ford Lincoln under the Missouri State Procurement Contract #CC200475003. Teresa Reynolds moved to approve the purchase of two vehicles for a total purchase price of \$87,942.00 from Joe Machens Ford Lincoln under the Missouri State Procurement Contract #CC200475003, 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 January 23, 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 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, Abigail Nilson-yea, James Cooke-yea, Raymond Bauer-yea and Ron Reguly-yea, motion carried 6 to 0.

**Old Business**

**B. Campus Bid Discussion**

Teresa Reynolds made the motion that the Board hereby directs the SCCAD Project Team to meet and confer as they deem appropriate, but doing so expeditiously, with the apparent low bidder LCS, LLC to obtain further information in order to confirm various facts respecting LCS, LLC's bid. The Board will review all of the bids after receipt of the report from the Project Team. Ronald Reguly seconded, the motion carried 6 to 0

**III. ADJOURNMENT - PUBLIC PORTION**

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

*Next Regular Board Meeting  
February 13th, 2020*

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Mark Fenton, Chair

Submitted by Tammy Dixon

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Raymond Bauer, Secretary/Treasurer

**TO:** ST. CHARLES COUNTY AMBULANCE DISTRICT BOARD OF DIRECTORS  
**FROM:** COLLETTE KOSCIELSKI, PROJECT MANAGER  
**SUBJECT:** RECOMMENDATION TO SELECT MATERIALS TESTING & INSPECTIONS AGENCY FOR PROFESSIONAL SERVICES CONTRACT  
**DATE:** FEBRUARY 6, 2020  
**CC:** CHIEF TAZ MEYER, SCCAD  
ASST CHIEF KELLY COPE, SCCAD  
ASST CHIEF DAVE LEWIS, SCCAD  
CRAIG MECKFESSEL, SCCAD FACILITIES MANAGER  
MATT MENGHINI, LEGAL COUNSEL  
ROY MANGAN, ARCHIMAGES  
TODD SWEENEY, NAVIGATE

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Navigate recommends that the St. Charles County Ambulance District enter into a contract with an independent, qualified Materials Testing and Inspections firm during the construction of the District's new Headquarters facility.

The District's legal counsel advised that such firm be selected in accordance with Missouri State Statutes and utilizing the Qualification Based Selection process, by which firms are selected for professional services based on their qualifications rather than cost. Such method was implemented as follows:

In December 2019 the St. Charles County Ambulance District issued a Request for Qualifications for Professional Services to provide Materials Testing and Inspections during construction of the new SCCAD Headquarters facility. The RFQ was advertised in local publications, and four major firms were solicited directly.

Qualification statements were received at the District Headquarters on December 23, 2019. Qualifications were received from five firms:

1. ATC Group Services LLC
2. Geotechnology, Inc.
3. Intertek PSI
4. Jacobi Geotechnical Engineering
5. SCI Engineering

The District and Navigate evaluated the qualification submissions using the following criteria:

1. Project Understanding
2. Qualifications of Personnel
3. General Experience of the Firm
4. Familiarity and Capability

5. Accessibility of the Firm and Staff
6. Disclosure of Conflict of Interests; Disclosure of current/pending legal claims

All five firms appear to be qualified to provide Materials Testing and Inspections services. By further evaluation, the selection team ranked the firms as best suited for the SCCAD Headquarters project in the following order:

1. SCI Engineering
2. Geotechnology, Inc.
3. Intertek PSI or Jacobi Geotechnical Engineering
4. ATC Group Services LLC

Navigate recommends that the District proceed to negotiate a Professional Services contract with the top ranked firm, SCI Engineering. Should the District and SCI Engineering be unable to agree to fair and reasonable scope and contract terms, the District shall then undertake negotiations with the second ranked firm.

Once the District and the selected firm reach acceptable contract terms and contract value, the contract will be presented to the Board for approval prior to execution.