

# 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 March 8th, 2018 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 AGENDA APPROVAL
- IV APPROVAL OF MINUTES – February 22nd, 2018
- V PUBLIC COMMENTS
- VI WORK SESSION
- VII AWARDS & ANNOUNCEMENTS
- VIII STAFF REPORTS
  - A. Billing Report
    - 1. Week Ending 2.24.2018
- IX OLD BUSINESS
  - A. Update on Base 5 & 18 Construction
- X NEW BUSINESS
  - A. Approval of Purchase Ventilators
  - B. Approval to Purchase Zoll Package
  - C. Approval to Purchase McGrath Video Laryngoscope
  - D. Harassment Policy #108-7
- XI ADJOURNMENT

Raymond Bauer  
Secretary of the Board of Directors

Date/Time Posted: 3.7.2018 @ 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 March 8th, 2018 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), and Personnel Section 610.021(3)(13)RSMo(1986).
- III ADJOURNMENT - PUBLIC PORTION

Raymond Bauer  
Secretary of the Board of Directors

Date/Time Posted: 3.07.2018 @ 12 noon

By: 

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
BOARD MEETING MINUTES  
THURSDAY FEBRUARY 22, 2018**

**I. CALL TO ORDER**

James Ottomeyer called the meeting to order at headquarters at 7:00 p.m. In attendance were Mark Fenton, Raymond Bauer, James Cooke, Teresa Reynolds (*remotely*), James Ottomeyer and Ronald Reguly.

**II. PLEDGE OF ALLEGIANCE**

**III. AGENDA APPROVAL**

Ronald Reguly moved to approve the agenda for Thursday, February 22, 2018. James Cooke seconded, the motion carried 6 to 0.

**IV. APPROVAL OF MINUTES**

James Ottomeyer moved to approve the Board minutes from February 8<sup>th</sup>, 2018. James Cooke seconded, the motion carried 6 to 0.

**V. PUBLIC COMMENTS**

**VI. AWARDS & ANNOUNCEMENTS**

**VII. STAFF REPORTS**

A. Financial Report

Management presented the Cash Disbursement Report for the period of January 2018 in the amount of \$2,734,886.46 from General Checking. Ronald Reguly moved to approve Cash Disbursements for December 2017 in the amount of \$2,734,886.46 from General Checking, James Cooke seconded, the motion carried 6 to 0.

B. Billing Report

Chief Taz Meyer reviewed the Billing Report for the week ending January 13, 2018.

C. EMS Activity Report

During the month of December 2017 there were 1,923 emergency calls, 620 non-emergencies and 471 non-transports. Total calls for December 2017 is 3,589. This is an increase of 3.7% from December 2016 and an increase of 6.1% year-to-date.

For the year ending 2017 there were 20,741 emergency calls, 7,676 non-emergencies and 4,939 non-transports for a total of 39,682 calls compared to 37,415 calls for 2016.

**VIII. OLD BUSINESS**

A. Ballistic Personal Protective Equipment

As presented in the February 8, 2018 Work Session, management asked for Board approval of Policy 107-5 Ballistic Personal Protective Equipment. James Ottomeyer moved to approve Policy 107-5 Ballistic Personal Protective Equipment as presented at the February 8, 2018 Board Meeting, Raymond Bauer seconded, the motion carried 6 to 0.

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
BOARD MEETING MINUTES  
THURSDAY FEBRUARY 22, 2018**

**IX. NEW BUSINESS**

A. Ambulance Airlink Support

Management presented a memo and bid summary results regarding airlink support for 56 of our ambulances. The lowest bidder was Island Tech Services in the amount of \$11,111.06. Ronald Reguly made the motion to approve Island Tech Services in the amount of \$11,111.06 for our airlink support provider, James Ottomeyer seconded, the motion carried 6 to 0.

B. Approval to Purchase 2018 BC Vehicle

Management requested Board approval to purchase a 2018 Ford Expedition SSV, part of the Command Vehicle project which was included in the 2018 budget. The vehicle is available through the Missouri Cooperative Procurement Program from Lou Fusz Ford. James Ottomeyer made the motion to approve the purchase of a 2018 Ford Expedition SSV through the Missouri Cooperative Procurement Program from Lou Fusz Ford in the amount of \$35,921. Raymond Bauer seconded, the motion carried 6 to 0.

C. Approval to Purchase 2018 Tahoe

Management requested Board approval to purchase two 2018 Chevy Tahoe SSV's in the total amount of \$70,170. The vehicles are available through the Missouri Cooperative Procurement Program from Don Brown Chevrolet. Ronald Reguly made the motion to approve the purchase of 2 Chevy Tahoe SSV's through the Missouri Cooperative Procurement Program from Don Brown Chevrolet in the total amount of \$70,170. for both, James Cooke seconded, the motion carried 6 to 0.

D. Approval to Purchase 2018 Training Vehicle

Management is requesting approval to purchase a 2018 Ford F-150 SSV. This vehicle is budgeted to replace the 2003 Pick-up truck. The vehicle is available through the Missouri Cooperative Procurement Program from Joe Machens Ford Lincoln for a total amount of \$25,565. James Ottomeyer made the motion to approve the purchase of a 2018 Training Vehicle through the Missouri Cooperative Procurement Program from Joe Machens Ford Lincoln in the amount of \$25,565. Ronald Reguly seconded, the motion carried 6 to 0.

**X. ADJOURNMENT – PUBLIC PORTION**

Raymond Bauer moved to adjourn the Board Meeting, James Ottomeyer seconded, the motion carried 6 to 0.

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
SECOND BOARD MEETING/CLOSED MEETING  
THURSDAY FEBRUARY 22, 2018**

**I. CALL TO ORDER – PUBLIC PORTION**

Mark Fenton called to order the Public Portion. In attendance were Mark Fenton, James Cooke, James Ottomeyer, Teresa Reynolds (*remotely*), Raymond Bauer and Ronald Reguly.

**II. MOTION TO CLOSE MEETING – PUBLIC PORTION**

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
BOARD MEETING MINUTES  
THURSDAY FEBRUARY 22, 2018**

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

**III. ADJOURNMENT – PUBLIC PORTION**

Ronald Reguly moved to adjourn the Board Meeting. James Cooke seconded, the motion carried 6 to 0.

<b>Week ending</b>	<b>2/3/2018</b>	<b>2/10/2018</b>	<b>2/17/2018</b>	<b>2/24/2018</b>
# trips for week/dispatch call total	831	752	770	772
# Routine-transported trips for week	154	152	149	166
# Emergency trips for week - New 01/2017	450	385	395	394
# Estimated billable trips for week - New 01/2017	604	537	544	560
<b>SCCAD Billing Dept Productivity:</b>				
# trips pre-billed during week;excl non-billable	747	676	615	351
# trips/tspts coded during week	901	772	492	341
# trips tx and release = billable	2	2	1	0
# trips non-billable closed by coding during week	222	191	58	37
# of trips with charge/credit activity	2230	1847	1701	1130
Gross Charges posted during week	874,428	738,478	472,463	349,829
Contractual Allowances posted during week	(\$342,615)	(\$272,059)	(\$170,591)	(\$149,283)
Mdcd Enhanced Fees posted during week	0	5,404	(98)	11,424
Payments posted during week	(\$298,692)	(\$331,108)	(\$354,840)	(\$151,926)
Refunds posted during week	\$20,921	\$14,127	\$4,762	\$2,009
WriteOffs posted during week	(\$12,989)	(\$12,774)	(\$6,839)	(\$13,788)
Sent to Collection posted during week	(\$46,459)	(\$62,775)	(\$58,034)	(\$44,076)
Recovery of Bad Debt posted during week	\$8,702	\$3,633	\$21,882	\$1,358
<b>Call Intake:</b>				
# of Routine-Transported (Outcome)	154	152	149	166
# of Call Intake calls handled (initial inbound)	55	66	41	48
# trips req. follow-up (after hrs - no info recd)	14	13	2	13
# of trips information faxed after hours (est.)	85	73	106	105
<b>Report Date (as of date)</b>	<b>2/4/2018</b>	<b>2/11/2018</b>	<b>2/18/2018</b>	<b>2/25/2018</b>
Trip Date last pre-billed (per Marfcount)	1/22/2018	1/29/2018	2/6/2018	2/10/2018
Days Lag in Pre-billing	13	13	12	15
Trip Date last coded (per Marfcount)	1/17/2018	1/25/2018	1/31/2018	2/4/2018
Days Lag in Coding	18	17	18	21
Days Lag in Payment Posting	1	2	1	2
<b>Aging by Schedule/Event (Aging Date)</b>				
Current	\$2,899,812	\$3,001,128	\$2,940,004	\$2,836,258
31-60	263,580	228,752	214,374	313,896
61-90	150,017	151,402	140,451	126,764
91-120	83,496	76,399	85,600	92,236
121-150	28,060	29,168	22,150	28,157
151-180	13,989	25,654	29,852	19,638
180+	313,695	313,059	315,372	323,427
Balance	3,752,649	3,825,560	3,747,801	3,740,378

# Memo

To: Taz Meyer, Chief  
From: Jim Fingerhut, Deputy Chief  
Date: 3/5/2018  
Re: Approval to Purchase Ventilators

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To fulfill the fleet expansion management is requesting the purchase of 9-ventilators and brackets.

The District solicited a quote from Spiritus Consultants, who is the sole source vendor for this device.

Spiritus replied with a competitive offer of \$131,247.00. In addition to the ventilator, the package includes mounting bracket, test lungs and training.

Management is requesting approval to purchase 9 vents as specified in the amount of \$131,247.00.

# Memo

To: Taz Meyer, Chief  
From: Jim Fingerhut, Deputy Chief  
Date: 3/5/2018  
Re: Purchase of Zoll Monitor, AED and Autopulse

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The District requested a quote from Zoll Medical for 6 cardiac monitor pacer/defibrillator, 2 Autopulses and 1 AED. The items quoted are with all the accessories necessary to have a functional unit, street ready. This quote is above the \$186,000 budgeted for these projects prior to the addition of the two positions. This is an increase over the budgeted amount of \$49,526.81

Management is requesting approval to purchase the Zoll Project items for \$236,726.81.



# Memo

To: Taz Meyer, CEO  
From: Jim Fingerhut, Deputy Chief  
Date: 3/5/2018  
Re: McGrath video laryngoscope

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Management is requesting approval to purchase 15 McGrath video laryngoscope. The handles are available through an exclusive vendor, Physio Control.

Management is requesting the Board to approve the purchase of 15 McGrath video laryngoscope handles from Physio-Control in the amount of \$37,690.70. Account number 10-5760.000

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

CHAPTER 100  
SECTION 08  
TITLE  
NUMBER

Personnel Policies & Procedures  
Conduct & Discipline  
**ANTI-HARASSMENT AND DISCRIMINATION**  
108-7

DISTRIBUTION

All personnel.

PURPOSE

To maintain a work environment that is free of discrimination and harassment in accordance with applicable law. The District will have “zero tolerance” when it comes to any behavior that could be reasonably viewed as discriminatory or harassing in nature. Put simply, harassment or discrimination of any sort based on any protected characteristic (such as sexual harassment) will not be tolerated.

POLICY

1. Harassment Prohibited.
  - a. General Prohibition on Discrimination and Harassment.
    - i. All personnel shall respect the rights, opinions, and beliefs of others. Harassment of, or discrimination against, any person by anyone (regardless of their position) because of a person's race, color, national origin, ancestry, religion, sex, age, disability, political belief, military service, genetic information, or any other protected class, is strictly prohibited, whether directed at an employee, a volunteer, or at a member of the community.
    - ii. Harassing or discriminatory conduct outlined in this Policy is prohibited even if that conduct does not violate federal and/or state law.
  - b. Sexual Harassment
    - i. Sexual harassment may include any unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature. These requests, advances, or sexual conduct constitute unlawful sexual harassment when:
      1. Tolerating the conduct is a condition of employment or condition of participation in SCCAD activities.
      2. The conduct has adverse consequences on the individual.
      3. The improper conduct interferes with the work performance of other staff members or interferes with their ability to function in their position.
    - ii. Sexual harassment is prohibited. That is:
      1. No one may threaten or imply that submission to or rejection of sexual advances will in any way influence any decision about employment or membership, duties, assignment, or other terms or conditions of employment or membership.
      2. No one may take any personnel action based on a staff member's submission to or rejection of sexual advances.
      3. No one may subject another person to any unwelcome conduct of a sexual nature. Some examples of unwelcome conduct of a sexual nature include:

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POLICY AND PROCEDURE MANUAL**

- a. Unwelcome physical conduct, such as touching, restraining, blocking, staring, making sexual gestures, exposing private body areas to others, and making or displaying sexual drawings, photographs, videotapes, DVDs or other pornographic materials.
  - b. Unwelcome verbal conduct, such as sexual propositions, sexual slurs and insults, comments about private body areas (such as breasts and genitals), jokes with sexually-oriented content and other sexual comments.
  - c. Intentional receipt or transmission of pornographic or sexually explicit jokes, photographs, cartoons, or other material in any manner and via any method. This includes via computer or mobile electronic devices, or from or through the Internet, electronic mail, text messaging, through any website or smart phone applications, on paper, or communicated verbally.
  - d. No one may engage in consensual or non-consensual conduct of a sexual nature in District vehicles or on any District property.
  - e. No one may engage in consensual or non-consensual touching that could be perceived as being harassing, such as but not limited to neck rubs, back rubs and massages.
  - f. Treating someone in a derogatory manner based on sexual or gender stereotypes or because the individual does not adhere to a sexual/gender stereotype.
- c. Other Harassment.
- i. No one may harass anyone because of that person's race, color, national origin, ancestry, religion, sex, age, disability, political belief, military service genetic information, or any other protected characteristics. Examples of conduct prohibited by this Policy include using racial and ethnic slurs or offensive stereotypes and making jokes about these characteristics.
  - ii. Physical harassment is prohibited, including but not limited to:
    - 1. Kissing, patting, touching, bumping, or other unwanted contact.
    - 2. Solicited or unsolicited shoulder/body massages.
    - 3. Touching or adjusting the clothing of another without permission.
    - 4. Blocking a passageway or cornering a person so they cannot move, even if it is just for a brief moment.
    - 5. Involuntary seclusion, such as barring the staff member from contact with other crew members while at the station.
    - 6. Physical Assault/Rape.
  - iii. Verbal harassment is also prohibited, including, but not limited to:
    - 1. Obscene noises (grunting, panting, whistling, barking, etc.).
    - 2. Offensive sexual, racial, or religious comments.
    - 3. Offensive reference to or naming of body parts with nicknames.
    - 4. Sexual rumors, innuendos, or inquiring about a person's sexual activity.
    - 5. Any visual harassment that may accompany (or stand-alone) from verbal harassment, including staring at body parts, use of crude notes or gestures, or sexually implicit pictures.
    - 6. Pestering for a date or personal information or failing to take "no" for an answer when the staff member refutes such requests.

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- d. Consensual sexual conduct.
  - i. Consensual sexual conduct, while not necessarily constituting the harassment of either of the consenting parties, may cause a hostile work environment for others, and will not be tolerated in the workplace. The conduct that is prohibited includes, but is not limited to:
    - 1. Consensual conduct of a sexual nature in District vehicles or on any District property.
    - 2. Engaging in non-sexual touching that could be perceived or otherwise lead to more intimate sexual conduct, including giving backrubs and other treatment that involves touching.

2. ~~Making Complaints and~~ Reporting Violations.

- a. Employees may ~~make a complaint~~report any incident or conduct to any manager or supervisor to whom they feel comfortable ~~making the complaint~~reporting such conduct. All Employees are encouraged to report any incident or conduct that is perceived as being in violation of this Policy, even if they are not the victim of the alleged harassment or discrimination. Reporting may be verbal or written. A written report is not required to report alleged violations of this Policy.
- b. Employees may also report in an anonymous fashion by contacting our Compliance Hotline (~~We don't have one but we should~~636-344-7755). Anonymous reporting happens when you do not disclose your name, or the identities of the other parties involved, nor request any action. Please note that depending on what information is shared, action by the ~~Company~~District may be limited, nevertheless, the District will attempt to investigation all concerns reported.
- c. Employees are not required to first complain to the person who engaged in that conduct, although telling the person engaged in the inappropriate conduct that their behavior is not welcome or asking them to stop the behavior is a good idea- and may be sufficient action to stop the conduct..
- d. Employees who observe harassment of another staff member are requested and encouraged to report this observation. No reprisal, retaliation, or other adverse action will be taken against any member or employee for making, in good faith, a complaint or report of harassment, or for assisting in good faith in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to any supervisor or manager.
- e. Any manager or supervisor who receives a report under this policy or who desires to make a report under this policy should contact the District Human Resources Manager. If, however, the report concerns the District Human Resources Manager the manager or supervisor may contact the Compliance Hotline (636-344-7755) or the District Chief.
- e.f. The District will undertake an investigation of the alleged conduct in confidence and all persons contacted must cooperate fully.
- f.g. The results of the investigation will be given to the District Board of Directors. The Board of Directors will make the determination if the complaint is ~~harassment~~a violation of this policy.
- g.h. The District will take the necessary steps to assure that similar conduct does not occur in the future.
- h.i. Any person who is found to be responsible for ~~harassment in a~~ violation of this policy will be subject to appropriate disciplinary action, the severity of which will be based on the circumstances of the conduct.

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

TITLE        **ANTI-HARASSMENT AND DISCRIMINATION**  
NUMBER    108-7

PROCEDURE (continued)

**ACKNOWLEDGMENT**

I am an employee of St. Charles County Ambulance District, and I have received and reviewed a copy of the ST. CHARLES COUNTY AMBULANCE DISTRICT POLICY AND PROCEDURE ON ANTI-HARRASSMENT AND DISCRIMINATION.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
PRINT EMPLOYEE NAME

\_\_\_\_\_  
DATE

Adopted by Board of Directors: 6/18/92  
Revised: ~~7/26/00~~  
~~Effective~~      /      /18 ~~Effective~~ Date: 7/01/92

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