

REGULAR BOARD MEETING OVERVIEW
THURSDAY April 26, 2018

- 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 **ITEM A** in your packet is the proposed open meeting agenda for Board approval. Management is requesting the following; Move to approve the agenda.
 - B. APPROVAL OF MINUTES** – Enclosed **ITEM B** for board approval is the minutes from April 12, 2018. Management is requesting; Move to approve Board minutes April 12, 2018.
 - C. PURCHASE APPROVALS**
 - 1. Boardroom Furniture – Enclosed **ITEM C** is a quote from Modern Business Interiors in the amount of \$16,683.24 for 10 new tables and 36 new chairs for the Headquarters Boardroom. Management is requesting Board approval to purchase Boardroom furniture in the amount of \$16,683.24 from Modern Business Interiors.
Budgeted item
 - 2. Vehicle Alignment System - Enclosed **ITEM D** Management is requesting the purchase of one Hunter Alignment System from Rubber Inc. for a total of \$30,960.00.
Budgeted item
 - D. POLICY/JOB DESCRIPTIONS**
 - 1. Transfer Division Captain Job Description – Management is requesting Board approval of the Transfer Division Job Description as presented at the April 12th Board Meeting.
- VI. STAFF REPORTS**
 - A. Financial Report** – Rognan to present
- VII. OLD BUSINESS**
 - A. Promotional Processes Update** – Management will provide the Board an update regarding the promotional processes.
- VIII. NEW BUSINESS**
 - A. Election of Officers** – The Board will hold their annual election of officers.
 - B. Transfer Division Statistical Update** – Management will provide the Board with an overview and presentation.
- X. OPEN MEETING**
- XI. ADJOURNMENT**

**REGULAR BOARD MEETING OVERVIEW
THURSDAY April 26, 2018**

**ST. CHARLES COUNTY AMBULANCE DISTRICT
SECOND BOARD MEETING/CLOSED MEETING
THURSDAY April 26, 2018**

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 April 26, 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 PUBLIC COMMENTS
- IV AWARDS & ANNOUNCEMENTS
- V CONSENT AGENDA
 - A. April 26th Agenda Approval
 - B. April 12th Approval of Meeting Minutes
 - C. Purchase Approvals
 - 1. Boardroom Furniture
 - 2. Vehicle Alignment System
 - D. Policy/Job Description Approvals
 - 1. Transfer Division Captain Job Description
- VI STAFF REPORTS
 - A. Finance Report
- VII OLD BUSINESS
 - A. Promotional Processes Update
 - 1. BC Process
 - 2. Lieutenant/Captain Process
- VIII NEW BUSINESS
 - A. Election of Officers
 - B. Transfer Division Statistical Update
- IX ADJOURNMENT

Raymond Bauer
Secretary of the Board of Directors

Date/Time Posted: 04.25.2018 @ 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 April 26, 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)

- III ADJOURNMENT - PUBLIC PORTION

Raymond Bauer
Secretary of the Board of Directors

Date/Time Posted: 04.25.2018 @ 12 noon

By: 

ST. CHARLES COUNTY AMBULANCE DISTRICT
BOARD MEETING MINUTES
THURSDAY, April 12, 2018

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

III. AGENDA APPROVAL

Ronald Reguly to approve the agenda for Thursday, April 12, 2018. Teresa Reynolds seconded, the motion carried 6 to 0.

IV. APPROVAL OF MINUTES

James Ottomeyer moved to approve the Board minutes from Thursday, March 22, 2018. Raymond Bauer seconded, the motion carried 6 to 0.

V. PUBLIC COMMENTS

VI. WORK SESSION

VII. AWARDS & ANNOUNCEMENTS

Chief Taz Meyer presented Dan Licavoli an Award of excellence for Patient Advocacy.

VIII. STAFF REPORTS

A. Finance Report

Chief Taz Meyer presented the 2018 project tax rates. *No Board action taken*

B. Q1 Community Relations Report

Chief Taz Meyer presented the Q1 Community Relations Report. *No Board action taken*

IX. OLD BUSINESS

A. Update on Base 5 and 18 Construction

Collette Koscielski from Navigate Building Solutions provided the Board an update regarding the construction of Base 5 and 18. *No Board action taken*

B. Campus Change Order

Management presented the Board with analysis regarding possible construction/expansion in reference to Head Quarters, Training Facility and Base 3. In meeting with the Leadership team, architect and Navigate Building Solutions, management came to the conclusion that we are limited in our abilities and future growth potential at these current facilities and their location, particularly in consideration of anticipated future growth of our county and expanding needs of our residents. Management shall proceed with further research and exploration of options particularly towards bringing all of the reference facilities to one common location. *No Board action taken*

X. NEW BUSINESS

A. Benefits Broker Recommendation

Herbie Morrow presented the Board with information from the four potential Benefits Brokers.

While all brokers had strengths and competency concerning benefits management, the interviewers unanimously agreed that JW Terrill would provide the District with the best resources, strategy and infrastructure. This combination would put the District in an advantageous position in regards to reduction of healthcare spend and a healthier workforce. We believe JW Terrill has the highest degree of expertise and capabilities and is the most cost effective approach. Fees will be tiered due to the up front work involved. \$36,000 for the remainder of 2018, \$36,000 for first six months of 2019 (\$72,000 for the first year), then \$30,000 for the next six month of 2019 and \$60,000 per year moving forward. If their fee is more than what was saved within the first 12 months SCCAD pays nothing. Teresa Reynolds made the motion to approve JW Terrill as the District Benefits Broker, James Ottomeyer seconded, motion carried 6 to 0.

B. Approval for Stryker Service Agreement

Management is requesting approval to enter into a Service Agreement with Stryker for the 2 additional Power-Load systems. This agreement, similar to the previous maintenance agreement extends for 7 years of services and preventive maintenance. Ronald Reguly made the motion to approve to enter the service agreement with Stryker in the amount of \$14,320. James Ottomeyer seconded, motion carried 6 to 0.

C. Approval to Purchase 2018 Transit

Management is requesting the approval to purchase 1 Transit Ambulance from Emergency Services Supply in the amount of \$91,601.00. James Ottomeyer made the motion to approve the purchase of 1 transit ambulance in the amount of \$91,601.00 from Emergency Services Supply, James Cooke seconded, motion carried 6 to 0.

D. Approval to Purchase Ventilators

Management is requesting approval to purchase 5 ventilators and brackets from Spiritus for a total amount of \$72,915.00 recognizing that Spiritus has been previously chosen by the District to provide all such equipment in order to have consistency of operation, more efficient training and reducing the risk of human error in the field, all of which demonstrates clinical best practice. Teresa Reynolds made the motion to approve the purchase of 5 ventilators from Spinitus in the amount of \$72,915.00 for the reason stated above, Ronald Reguly seconded, the motion carried 6 to 0

E. Transfer Division Captain Job Description

Management presented the Transfer Division job description for consideration. *No Board action taken*

XI. 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 April 12, 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, Raymond Bauer and Ronald Reguly.

II. MOTION TO CLOSE MEETING – PUBLIC PORTION

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). Raymond Bauer seconded; roll call vote was taken. Mark Fenton-

yea, James Cooke-yea, Teresa Reynolds-yea, Raymond Bauer-yea, James Ottomeyer-yea and Ronald Reguly-yea, the motion carried 6 to 0.

III. ADJOURNMENT – PUBLIC PORTION

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

*Next Regular Board Meeting
April 26, 2018*

Mark Fenton, Chair

Submitted by Tammy Dixon

Raymond Bauer, Secretary/Treasurer

Memo

To: Chief Meyer
From: D. Lewis, Assistant Chief
Date: 4/22/2018
Re: Boardroom Furniture

The 2018 Budget includes \$17,170.00 for the replacement of tables and chairs used in the boardroom. The replacement furniture is modern and mobile that offers single-user set –up and tear-down. The existing furniture will be re-purposed to the annex for additional classroom needs. SCCAD solicited and received a quote from Modern Business Interiors (MBI) for 10 tables and 36 chairs for \$16,683.24 which includes delivery and installation. Furniture is quoted by MBI off the state cooperative contract.

Web-link <https://www.hon.com/tables/motivate>

Staff recommends approval of the purchase of tables and chairs for the boardroom in the amount of \$16,683.24.



1023 Portwest Drive
 St. Charles, MO 63303
 Ph: (636) 946-2500
 Fax: (636) 946-2252

DATE	PROPOSAL#
04/09/18	36892
P R O P O S A L	

PROJECT # 14-146

<p>CUSTOMER:</p> <p>ST. CHARLES COUNTY AMBULANCE DISTRICT 4169 OLD MILL PKWY ATTN: DAVE LEWIS ST. PETERS, MO 63376</p>	<p>INSTALL AT:</p> <p>ST. CHARLES COUNTY AMBULANCE DISTRICT 4169 OLD MILL PKWY</p> <p>ST. PETERS, MO 63376 DAVE LEWIS 636-344-7681</p>
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DATE VALID THRU	CUSTOMER P.O.#	SALESPERSON	TERMS	SHIP VIA
05/09/18		DEBBY RATHERT	NET 30 DAYS	MBI

#	QTY	PRODUCT	DESCRIPTION	SELL EACH	SELL EXTEND
1	9	HMVR-247 2G-NS .N \$(L1STD) .K9 .P .C \$(CORE) .P	Motivate Table Rect 24Dx72W 2mm Edge Nesting Base No Grommets Grd L1 Standard Laminates Canyon Zephyr Black Caster Paint Grade: Core Paint Black	516.12	4,645.08
2	1	HMVR-247 2G-NS .G \$(L1STD) .K9 .P .C \$(CORE) .P	Motivate Table Rect 24Dx72W 2mm Edge Nesting Base 3" Round Grommet Grd L1 Standard Laminates Canyon Zephyr Black Caster Paint Grade: Core Paint Black	529.32	529.32
3	1	HGRMTAC2	Power Grommet - 2 Outlets 10' Cord	57.20	57.20
4	1	HBTMS .P	Interlink IQ Elect Wire Mngmnt Strips Color: Black	40.32	40.32
5	10	HMAGANG	Interlink IQ Elect Ganging Hardware	36.96	369.60



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DATE VALID THRU	CUSTOMER P.O.#	SALESPERSON	TERMS	SHIP VIA
05/09/18		DEBBY RATHERT	NET 30 DAYS	MBI

#	QTY	PRODUCT	DESCRIPTION	SELL EACH	SELL EXTEND
6	36	K-MUCASN O	Seek Work Armlss Mesh Bk Uph Seat Slvr Fr Cstr	289.77	10,431.72
		.BLK	CLR: Black		
		.3	Multi-surface Caster		
		\$(1)	GRD 1 UPH		
		.OP	FAB: Optic		
		83	Fab: Sky		
				SUBTOTAL	16,073.24
INITIAL PAYMENT		0.00			
ACCEPTED BY _____				DELIVERY/INSTALLATION	610.00
DATE ACCEPTED _____				TOTAL	16,683.24

Memo

To: Taz Meyer, Chief; Kelly Cope, Assistant Chief
From: Jeremey Hollrah, Deputy Chief
Date: 4/23/2018
Re: Approval to Purchase Alignment System

As the District continues to increase our abilities to manage our fleet services and maintenance. Management is requesting the approval to purchase budgeted item vehicle alignment system.

The District opened a Request for Proposal (RFP) process and obtained 6 sealed bids that met the intent of the bid. After review and consideration of the sealed bids, it is requested to purchase the system from Rubber Inc. as the low bidder.

Rubber Inc. has provided the proposal for the equipment, installation, training and warranty for the total of \$30,960.00. This project was budgeted at \$33,000.00 and with approval will be \$2,040.00 under budget.

Management is requesting the purchase of one Hunter Engineering Alignment System from Rubber Inc. for a total of \$30,960.00.

Budget Line: 10-9080 Alignment Rack - \$33,000.00

BIDDING SUMMARY FORM

BID # <u>1091</u>	REQUESTED BY <u>Jeremy Hollrah</u>	DATE <u>4-19-18</u>
REQUEST FOR <u>Alignment System</u>	BUDGETED COST <u>33,000.00</u>	

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TYPE OF BID	BID DUE BY <u>4-19-18 2pm</u>
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CATALOG OR PHONE (Under \$1000)
 WRITTEN QUOTE (\$1000 - \$10000)
 SEALED BID (Over \$10000)

VENDORS SOLICITED

1)	2)
3)	4)
5)	6)

BIDS RECEIVED VIA MAIL OR IN PERSON

VENDOR	PRICE	DATE REC'D
1) <u>Automotive Technology</u>	<u>31,443.30</u>	<u>4/17/18 - 2:20</u>
2)		
3)		
4)		

BIDS RECEIVED VIA E-MAIL AT sealedbid@sccad.com

VENDOR	PRICE	DATE REC'D
1) <u>Nichol MKT Group</u> <u><500></u> <u>Net 7</u> <u>days</u>	<u>31,336.00</u>	<u>4-19-18 11:49am</u>
2) <u>Rubber, Inc.</u> <u>Plus 575 Ft</u>	<u>30,385.01</u>	<u>4-19-18 8:54am</u>
3) <u>Smith Garage</u> <u>Plus 400 Ft</u>	<u>33,894.53</u>	<u>4-18-18 2:57PM</u>
4) <u>Nation & Fletcher</u>	<u>31,861.65</u>	<u>4-18-18 11:09am</u>
<u>Mohawk Resources</u>	<u>32,420.85</u>	<u>4-11-18 7:30AM</u>

RECOMMENDATION

NOTES Opened by -
Recorded by - Cindy Patton

BID AWARDED TO	DATE
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APPROVED BY	DATE
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P.O. #	WORK ORDER #	COST CENTER <u>10-9080</u>
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