

**ST. CHARLES COUNTY AMBULANCE DISTRICT
REGULAR BOARD MEETING OVERVIEW
APRIL 28th, 2022**

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

A. The VFW will be in attendance to present award to Greg Maddock.

B. Three employees will be in attendance to receive Clinical Commendation Award from Celebrate SCCAD event; Josh Peterson, Todd Ferring, Alex Braswell

IV. AWARDS & ANNOUNCEMENTS

V. CONSENT AGENDA

A. Agenda Approval

Enclosed marked #1 in your packet is the proposed open meeting agenda for Thursday, April 28th, 2022 for Board approval. Management is requesting the following; move to approve the agenda as presented for Thursday, April 28th, 2022.

B. Approval of Minutes

Enclosed marked #2 for Board approval is the minutes from Thursday, April 14th, 2022. Management is requesting the following; move to approve the Board Minutes from April 14th, 2022.

VI. STAFF REPORTS

A. March Financial Review

Enclosed marked #3 for Board review is the March Financial Review, presented by Rick Rognan.

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Election of Officers

Election of Chair

The current Chair will call for nominations of Chair.

Election of Vice Chair

The current Chair will call for nominations of Vice Chair.

Election of Secretary/Treasurer

The current Chair will call for nominations of Secretary/Treasurer.

B. MIH Battalion Chief Job Description 102-50

Enclosed marked #4 for Board consideration and review is the MIH Battalion Chief Job Description #102-50.

C. UAS Chief Pilot Job Description #102-60

Enclosed marked #5 for Board consideration and review is the UAS Chief Pilot Job Description #102-60.

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

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 April 28th, 2022 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
 - A. VFW will be in attendance to present Greg Maddock with Award
 - B. Clinical Commendation Awards
- IV AWARDS & ANNOUNCEMENTS
- V CONSENT AGENDA
 - A. Thursday, April 28th Agenda Approval
 - B. Thursday, April 14th Meeting Minutes Approval
- VI STAFF REPORTS
 - A. March Financial Review
- VII OLD BUSINESS
- VIII NEW BUSINESS
 - A. Election of Officers
 - B. MIH Battalion Chief Job Description #102-50
 - C. UAS Chief Pilot Job Description#102-60
- IX ADJOURNMENT

Raymond Bauer
Secretary of the Board of Directors

Date/Time Posted: 4.27.2022 @ 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, 2000 Salt River Road in St. Peters, Missouri, on Thursday April 28th 2022 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&13) RSMo(1986)
- III ADJOURNMENT - PUBLIC PORTION

Raymond Bauer
Secretary of the Board of Directors

Date/Time Posted: 4.27.2022 @ 12 noon

By: 

**ST. CHARLES COUNTY AMBULANCE DISTRICT
BOARD MEETING MINUTES
THURSDAY April 14th, 2022**

#2

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, Kenny Biermann, James Cooke and Teresa Reynolds.

II. PLEDGE OF ALLEGIANCE

ROLL CALL WAS TAKEN

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

III. PUBLIC COMMENTS

IV. AWARDS AND ANNOUNCEMENTS

A. Pinning Ceremony

Ronald Reguly, Board Chair performed Pinning Ceremony and Oath of Office for five Paramedics.

B. Summary of Significant Risk

Enclosed in the Board Packet was a letter from Sikich describing the recent audit financial statement audit risks.

V. CONSENT AGENDA

A. Agenda Approval

Teresa Reynolds moved to approve the agenda as presented for Thursday, April 14th, 2022, Raymond Bauer seconded, the motion carried 6 to 0.

B. Meeting Minute Approval

Teresa Reynolds moved to approve the Board Meeting Minutes from Thursday, March 24th, 2022, Raymond Bauer seconded, the motion carried 6 to 0.

VI. STAFF REPORTS

A. Call Volume & Revenue Report

Assistant Chief, Dave Lewis and Director of Finance, Angie Dollens provided the monthly call volume and revenue reports.

VII. OLD BUSINESS

A. Base Station 22 & 23 Update

Collette Hermann with Navigate Building Solutions provided a construction update regarding new base 22 and 23. No Board action.

**ST. CHARLES COUNTY AMBULANCE DISTRICT
BOARD MEETING MINUTES
THURSDAY, APRIL 14th, 2022**

VIII. NEW BUSINESS

A. Cyber Insurance

Crane Agency presented (4) carriers for our cyber insurance coverage consideration. The second-lowest bidder provides improved coverage above the other carriers, making them the better-recommended choice. In summary, this vendor offers Terrorism coverage at no additional cost, provides the lowest waiting period of policy coverage for System failures (12 hours), provides Cybercrime coverage of \$250,000 (others were only \$100,000), and they provide additional coverage for accounting forensics outside the base limits (which others did not).

Teresa Reynolds made the motion to approve the purchase of Cyber Insurance through Travelers Insurance; although the second lowest bidder, Travelers offers Terrorism coverage at no additional cost, provides the lowest waiting period of policy coverage for System failures (12 hours), provides Cybercrime coverage of \$250,000 (others were only \$100,000), and they provide additional coverage for accounting forensics outside the base limits (which others did not), for an annual amount of \$43,585 Raymond Bauer seconded, the motion carried 6 to 0.

B. Custodian Plan & Job Description 102-56

Management is requesting the District hire three fulltime custodians to take the place of our current custodian providers. Management is projecting a minimum \$15,000 savings for the remainder of 2022 and \$45,000 annual savings by implementing this plan.

Teresa Reynolds made the motion to approve the Custodian Job Description #102-56 and the hiring of two to three fulltime District employees to provide custodial needs to the District for a total annual amount of \$92,851.20 Raymond Bauer seconded, the motion carried 6 to 0.

C. Type I New Ambulance Build

Management is requesting the approval of change order to purchase order #33364 in the amount of \$1,740 per ambulance and a total of \$5,330 the new project total will be \$721,035.

Theresa Reynolds made the motion to approve change order 33364 in the amount of \$1,740 per ambulance and a total amended amount of \$5,330 new project total will be \$721,035 Raymond Bauer seconded, the motion carried 6 to 0.

D. Type II New Build

Management is requesting the addition of three All-Wheel Drive (AWD) packages be added to the previously approved purchase for an addition of \$4,500 each and a total amount of \$13,500. The new project amount is \$341,781 remaining under the budget plan.

Teresa Reynolds made the motion to approve the purchase of 3 AWD packages be added to previously approved purchase order 33366. Total amount of AWD purchases will be \$4,500 each and a total of \$13,500 new project amount is \$341,781 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, Abigail Drezek-yea, Teresa Reynolds-yea, Kenny Biermann-yea the motion carried 6 to 0.

**ST. CHARLES COUNTY AMBULANCE DISTRICT
SECOND BOARD MEETING MINUTES
THURSDAY April 14th, 2022**

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, James Cooke, Abigail Drezek, and Raymond Bauer.

II MOTION TO SUSPEND 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), Raymond Bauer seconded; roll call vote was taken. Ronald Reguly- yea, James Cooke-yea, Abigail Drezek-yea, Teresa Reynolds-yea, Raymond Bauer-yea, Kenny Biermann the motion carried 6 to 0.

III. ADJOURN PUBLIC PORTION

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

*Next Regular Board Meeting
April 28th 2022*

Ronald Reguly, Chair

Submitted by Tammy Dixon

Raymond Bauer, Secretary/Treasurer

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

<u>CHAPTER 100</u>	Personnel Policies & Procedures	#4
<u>SECTION 02</u>	Job Descriptions	
<u>TITLE</u>	Mobile Integrated Healthcare (MIH) Battalion Chief	
<u>NUMBER</u>	102-50	

DISTRIBUTION

All personnel.

PURPOSE

The Battalion Chief oversees the daily operations of the Mobile Integrated Health (MIH) Division. This position monitors and evaluates the performance of assigned MIH personnel, ensures District MIH objectives are fulfilled, and compiles and analyzes data to evaluate how assigned resources are meeting District goals and objectives. The Battalion Chief oversees quality assurance by referencing and ensuring assigned personnel adhere to policies, procedures, protocols, and standards while maintaining operational readiness. The Battalion Chief reports directly to the Assistant Chief overseeing the District's Mobile Integrated Healthcare Program.

DESCRIPTION

A 40-hour per week (Non-Exempt), full-time paramedic designated by the District's CEO to serve as a Battalion Chief and report to the Assistant Chief of Administration or his designee. Duty hours (40 hours per week) variable to suit the needs of the MIH Division and District overall. Provides primary care and/or advanced life support, including medical evaluation, treatment and stabilization of the critically ill and injured with the goal of reducing morbidity. Supports existing health services; provides integrated health services in partnership with other health professionals; extends access to health services delivery in underserved and general populations, including primary care, public health, disease management, prevention and wellness, mental health, and dental health; and performs other duties as required. The MIH Battalion Chief functions as a District paramedic and management resource. He/she may be assigned to one of several roles solely or concurrently. This may include fulfilling a paramedic position on an ambulance, serving as the division's training officer or filling in for the MIH Executive Representative in their absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs all the duties of a District staff paramedic, MIH paramedic, and MIH Captain. In addition, is responsible for:
 - a. Evaluating the performance of assigned personnel and documenting areas of exceptional performance, as well as those that need improvement and coaching.
 - b. Reports to the Assistant Chief of Administration on a regular basis the status of the MIH Division and its effectiveness toward achieving District goals and objectives.
 - c. Provides regular statistical reports as requested, communicating Division and personnel needs and recommendations.
 - d. Responsible for the operational readiness of personnel, vehicles, and equipment assigned to the MIH Division.
 - e. Communicates with Dispatch, hospitals, and care facilities to obtain feedback relevant to employee and Division performance.
 - f. Communicates with crews and other officers to keep all abreast of any changes.
 - g. Maintains the Division's daily work schedule. Ensures District policies are adhered to regarding coverage and employee schedules.

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

TITLE **MIH Battalion Chief**
NUMBER 102-50

ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued)

- h. Crafts, delivers, and implements corrective action as needed for performance and/or behavioral issues while following the Districts' *Just Culture* algorithm in conjunction with the Collective Bargaining Agreement.
- i. Provides feedback to assigned employees through regular coaching and yearly performance evaluations. Creates, delivers, and finalizes employee performance evaluations for assigned crews.
- j. Enforces District policies and procedures, administering disciplinary and/or positive reinforcement as needed. Advises employees of performance problems and provides training and counseling.
- k. Functioning as the "officer in charge" when assigned as a member of an ambulance crew.
- l. Participates in call critiques with subordinate crews and records individual participation, delegates work assignments, and ensures adequate completion.
- m. Responding to EMS calls and assists with coordination of patient care and manage on scene EMS operations as related to MIH.
- n. Assists Operations and Support Divisions with patients who could potentially benefit from MIH directed navigation or resources.
- o. Ensuring employees are performing in accordance with established District treatment protocols, standards, policies and guidelines.
- p. Assisting in the development and implementation of guidelines, protocols, policies, and procedures for training, field practice, and medical standards.
- q. Monitoring radio traffic and field activity during the shift and provide coordination as indicated related to MIH.
- r. Facilitate communication between the MIH Division and the 911 Division management team to allow for operational integrity during "off-hours".
- s. Assists with training, testing, mentorship, and evaluation of assigned MIH personnel.
- t. Performs QI functions and reviews forms and reports for completion and clinical compliance.
- u. Serve as a role model, mentor, educational, and operational resource for fellow employees.
- v. Attends meetings as requested and available.
- w. Performs other duties as assigned by the Assistant Chief of Administration.

ADDITIONAL REQUIREMENTS:

- Duties may require participation in an on-call schedule with other MIH staff to ensure continuous coverage of MIH team.
- Participates in presentations and discussions with internal and external stakeholders as directed or assigned by the Assistant Chief of Administration.

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

TITLE **MIH Battalion Chief**
NUMBER 102-50

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. Current full-time employees in good standing and not on probation.
- b. Bachelor's Degree required. Degree and program of study are preferred from a regionally accredited institution, but will be accepted from any institution of higher learning accepted by the U.S. Department of Education for participation in the federal student aid program. Anyone selected for this position who does not meet this required qualification must acquire it within five (5) years of promotion date.
- c. Five (5) years previous experience as a paramedic and a minimum of three (3) years with the District as a full-time paramedic.
- d. One (1) year experience as a District Lieutenant preferred. Previous experience in an EMS supervisory role will be considered.

2. Certificates, Licenses, Registrations:

- a. Valid driver's license.
- b. Valid Missouri EMT- Community Paramedic (EMT-CP) license.
- c. Provider certifications in BLS, ACLS, PHTLS or BTLS, and PALS (consistent with District's paramedic training requirements).
- d. Instructor certifications in BLS, ACLS, PHTLS or BTLS, and PALS preferred. Additional instructor certifications in MIH related disciplines may be required as program and patient needs dictate.
- e. NAEMSE Instructor Level I (40 hour) or equivalent preferred. Position requires formal instructor certification as a foundation. Personnel accepting promotion to Captain who do not meet this qualification must acquire this instructor certification within 24 months of promotion and maintain instructor certification while holding this position.
- f. NIMS 300 & 400 preferred. Operational readiness and leadership is necessary for the success of this position.

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

TITLE **MIH Battalion Chief**
NUMBER 102-50

QUALIFICATIONS (Continued)

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.
- 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.

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

TITLE **MIH Battalion Chief**
NUMBER 102-50

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, frequently lift and/or move more than 100 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.

Adopted by the Board of Directors:
11/29/2018

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

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

CHAPTER 100 Personnel Policies & Procedures
SECTION 02 Job Descriptions
TITLE **UAS CHIEF PILOT**
NUMBER 102-60

#5

DISTRIBUTION
All personnel.

PURPOSE

The purpose of this position is to manage the Unnamed Air Support Program (drones) that will provide operational support to the region.

DESCRIPTION

This is an appointed position assigned by the Chief Executive Officer whose function and role will be secondary for an existing full-time, exempt employee. The UAS Chief Pilot will be responsible for the day-to-day operations and management of the District's UAS program. A full-time, exempt, salaried position who, while in the UAS Chief Pilot role, reports directly to the Deputy Chief of Special Operations.

QUALIFICATIONS

1. Education and Experience:
 - a. Extensive and proficient knowledge in public safety UAS operations.
2. Licenses:
 - a. Current Part 107 Certified Remote Pilot Certificate.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Develop and maintain flight standardization program to ensure proper training, qualifications, and compliance of all aircrew members and flight operations in accordance with company system policies, and Federal Aviation Administration (FAA) regulations.
2. Liaison with the FAA as needed
3. Establishing and maintaining a review process to monitor program objectives, aircrew member performance, proficiency, and use of UAS.
4. Conduct regular audits/assessments to ensure that all operations are conducted in compliance with SCCAD policies related to UAS operations
5. Conduct annual and periodic written, oral and practical flight evaluations for all assigned crew members.
6. Approve and remove aircrew members from flight status as needed. Any aircrew member may be temporarily removed from flight status at any time by the UAS Chief Pilot for reasons including, but not limited to, performance or proficiency.
7. Develop and maintain the organizational flight safety program, including compliance with FAA and NTSB regulations.
8. Approve all flight missions
9. Audit flight documentation at regular intervals.

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

TITLE **UAS CHIEF PILOT**
NUMBER 102-60

TYPICAL DUTIES AND RESPONSIBILITIES (continued)

10. Ensuring that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAS.
11. Developing an operational protocol governing the deployment and operation of a UAS including, but not limited to, safety oversight, use of visual observers, establishment of lost link procedures and secure communication with air traffic control facilities.
12. Developing a UAS inspection, maintenance, and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits:
13. Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the executive leadership team.
14. Develop inter-agency and interoperability relationships with County and Regional UAS teams.
15. Research, Recommend, and procure all UAS unit required equipment, accessories, and essentials.
16. Develop and implement the required aircrew member training that must be successfully completed by all UAS unit team members.
17. Function as the primary Remote Pilot in Command (RPIC) on all flight missions unless otherwise designated.

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 sit and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

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

TITLE **UAS CHIEF PILOT**
NUMBER 102-60

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.

Adopted by Board of Directors:

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