

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
REGULAR BOARD MEETING OVERVIEW  
May 25th, 2023**

- I. CALL TO ORDER** - The meeting will be held at District Headquarters and is scheduled to begin at 6:00 p.m.
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC COMMENTS**
- IV. AWARDS & ANNOUNCEMENTS**
  - A. Employee Recognition; Jen Martin, Matt Greco, Amy Boggs, and Kelly Maull.
- V. CONSENT AGENDA**
  - A. Agenda Approval  
Enclosed marked # 1 in your packet is the proposed Board Agenda for Thursday, May 25th, 2023 for Board approval. *Management is requesting the following: move to approve the agenda as presented for Thursday, May 25th, 2023.*
  - B. Approval of Minutes  
Enclosed marked # 2 for Board approval is the Board Minutes from Thursday, May 11th, 2023. *Management is requesting the following: move to approve the Board Minutes from May 11th, 2023.*
- VI. STAFF REPORTS**
  - A. April Financial Report  
Enclosed marked # 3 for Board review is the April Financial Report, presented by Rick Rognan with Rognan and Associates.
- VII. OLD BUSINESS**
  - A.
- VIII. NEW BUSINESS**
  - A. Clinic Update  
Enclosed marked # 4 for Board review is a snapshot of the Clinic's impact was/is from its inception, presented by HR Director Brooke Snyder.
  - B. Uniform Policy Update  
Enclosed marked # 5 for Board approval is Uniform Policy Update for Board consideration.
  - C. Purchase Update for Type I Ambulance Remount  
Enclosed marked # 6 for Board approval is the Purchase Update for the purchase of a Type I Ambulance Remount. *Management is requesting the following: move to approve the additional cost for a Type I Ambulance Remount.*
- IX. ADJOURN PUBLIC PORTION**

NOTICE OF MEETING

#1

*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 May 25th, 2023 at 6:00 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.*

**6:00 P.M. –BOARD MEETING**

- I CALL TO ORDER
- II PLEDGE OF ALLEGIANCE
- III PUBLIC COMMENTS
- IV AWARDS & ANNOUNCEMENTS
  - A. Awards Presentation
- V CONSENT AGENDA
  - A. May 25th, 2023 Agenda Approval
  - B. May 11th, 2023 Minutes Approval
- VI STAFF REPORTS
  - A. April Financial Report
- VII OLD BUSINESS
- VIII NEW BUSINESS
  - A. Clinic Update
  - B. Uniform Policy Update
  - C. Purchase Addendum for Type I Ambulance Remount
- IX ADJOURN PUBLIC PORTION

Kenny Biermann  
Secretary of the Board of Directors

Date/Time Posted: 05.24.2023 @ 12 noon.

## 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 May 25th, 2023 at 6:00 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 PUBLIC 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 MOTION TO RE-OPEN PUBLIC SESSION
  
- IV NEW BUSINESS
  - A. Payroll Discussion
  
- V ADJOURN PUBLIC PORTION

Kenny Biermann  
Secretary of the Board of Directors

Date/Time Posted: 05.24.2023 @ 12 noon.

By:

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
BOARD MEETING MINUTES  
THURSDAY, May 11<sup>TH</sup>, 2023**

#2

**I. CALL TO ORDER**

Ronald Reguly, called the meeting to order at headquarters at 6:00 p.m. In attendance were Sean Treece, Mark Johnson, John Whitworth, Ronald Reguly, Kenneth Biermann, and Teresa Reynolds.

**II. PLEDGE OF ALLEGIANCE**

**ROLL CALL WAS TAKEN**

Ronald Reguly - yea, Kenneth Biermann - yea, John Whitworth - yea, Teresa Reynolds – yea, Sean Treece - yea, Mark Johnson - yea

**III. PUBLIC COMMENTS**

**IV. AWARDS AND ANNOUNCEMENTS**

Chief Kelly Cope introduced the newly hired paramedics for their Pinning Ceremony. Chairman Ron Reguly administered the Paramedic Oath to; Brad Boyette, Kameron Brooks, Kailey Ellis, Danielle Hummert, Zach Kavanaugh, Liz Stoinski, and Tommy Thieman.

Recognition for Sarah McCarthy and her efforts in leading and mentoring the new Surge Employees.

Recognition for Ryan McConnell for tracking patient care and outstanding patient satisfaction scores.

Director of Community Relations, Kyle Gaines recently received the Athena Ally Award.

**V. CONSENT AGENDA**

A. Agenda Approval

Teresa Reynolds made a motion to approve the May 11th, 2023 agenda as presented, Sean Treece seconded; the motion carried 6 to 0.

B. Meeting Minute Approval

Teresa Reynolds made a motion to approve the Board Meeting Minutes from Thursday, April 27th, 2023. Sean Treece seconded; the motion carried 6 to 0.

**VI. STAFF REPORTS**

A. Call Volume & Revenue Report

Assistant Chief Dave Lewis provided the monthly call volume and revenue reports for April 2023. No Board Action.

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
BOARD MEETING MINUTES  
THURSDAY, May 11<sup>TH</sup>, 2023**

**VII. OLD BUSINESS**

No Old Business

**VIII. NEW BUSINESS**

**A. Signature Authorization Resolution #23-02**

Teresa Reynolds made a motion to approve Resolution #23-02 Authorizing Signator for the property sale located at 4141 Mexico Road, St. Peters, MO 63376; Kenny Biermann seconded; the motion carried 6 to 0.

**B. Training Officer Job Description #102-9**

Teresa Reynolds made the motion to approve Training Officer Job Description #102-9. Mark Johnson seconded; the motion carried 6 to 0.

**C. Training Officer Technical Specialist Job Description #102-9b**

Teresa Reynolds made the motion to approve Training Officer Technical Specialist Job Description #102-9b. Mark Johnson seconded; the motion carried 6 to 0.

**IX. ADJOURNMENT - PUBLIC PORTION**

Teresa Reynolds moved to adjourn the Board Meeting, John Whitworth seconded; roll call vote was taken; Ronald Reguly - yea, Teresa Reynolds - yea, Kenneth Biermann - yea, Sean Treece-yea, Mark Johnson-yea, John Whitworth – yea, the motion carried 6 to 0.

**NOTICE OF MEETING**

**I. CALL TO ORDER – PUBLIC PORTION**

Ronald Reguly called to order the Public Portion. In attendance were Ronald Reguly, Teresa Reynolds, Kenneth Biermann, Sean Treece, Mark Johnson, and John Whitworth.

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

Teresa Reynolds moved to suspend the open meeting and go into Closed Meeting-Public Portion pursuant to A. Attorney Client Sec. 610.021(1) RSMo(1986) B. Personnel Sec. 610.021(3&13) RSMo(1986) John Whitworth Biermann seconded; roll call vote was taken.

Ronald Reguly - yea, Teresa Reynolds - yea, Kenneth Biermann - yea, Sean Treece-yea, Mark Johnson-yea, John Whitworth – yea, the motion carried 6 to 0.

**III. ADJOURNMENT – PUBLIC PORTION**

Teresa Reynolds moved to adjourn the Board Meeting; John Whitworth seconded; roll call vote was taken. Ronald Reguly - yea, Teresa Reynolds - yea, Kenneth Biermann - yea, Sean Treece-yea, Mark Johnson-yea, John Whitworth – yea, the motion carried 6 to 0.

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
BOARD MEETING MINUTES  
THURSDAY, May 11<sup>TH</sup>, 2023**

*Next Regular Board Meeting  
May 25th, 2023*

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Ronald Reguly, Chair

Submitted by Tammy Dixon

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Kenneth Biermann, Secretary/Treasurer

<b>ER Visits</b>	124	52	42%	35
<b>~ # resulting in Admit</b>	18	10	56%	7
<b>Total Paid - ER</b>	\$272,913	\$145,542	53%	\$62,295
<b>Urgent Care Visits</b>	240	85	35%	66
<b>Total Paid - Urgent Care</b>	\$38,722	\$14,129	36%	\$10,888

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

HAPTER 100 Personnel Policies & Procedures  
SECTION 07 Uniform Dress Code & Appearance  
TITLE **INITIAL UNIFORM ISSUE**  
NUMBER 107-3

DISTRIBUTION

All personnel.

PURPOSE

To specify the items included in the initial uniform issue for newly hired and promoted district personnel.

DEFINITIONS

1. Road Personnel – any licensed full-or-part-time paramedic under the rank of Lieutenant.
2. Supervisory – any licensed full-time paramedic between the ranks of Lieutenant and Platoon Chief.
3. Administrative – any licensed full-time paramedic between the ranks of Deputy Chief and Chief.

POLICY

1. All newly hired personnel will be issued uniforms as follows:

A. Full-Time Paramedic Road Personnel –

- 34 long or short sleeve, navy, polo-style shirts (employee's option)
- 2 long or short sleeve t-shirts
- 1 navy uniform jacket
- 1 long-sleeve, navy-blue, zippered shirt
- 1 short-sleeve, navy-blue, zippered shirt
- 4 pair navy uniform pants
- 1 pair navy dress trousers
- 1 dress coat with silver EMS buttons and 1 pair of white gloves
- 1 pair of black shineable boots (Duty)
- 1 pair black patent leather shoes (Class A)
- 1 black leather belt with silver buckle (Class A)
- 1 black patent leather belt with silver buckle (Class A)
- 1 navy necktie (Class A)
- 1 Hat with silver “Paramedic” Hat Badge (Class A)
- 1 District hat
- 2 District silver “Paramedic” badges
- 2 silver name tags
- 2 pair of collar brass



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

TITLE                      INITIAL UNIFORM ISSUE  
NUMBER                 107-3

•A.            Full-Time Paramedic Road Personnel (continued)

- 1 photo I.D. badge
- 1 stethoscope
- 1 EMS turnout coat with name panel
- 1 EMS bunker pants with suspenders
- 1 pair of extrication gloves
- 1 blue helmet, 1 ANSI safety vest, 1 pair safety glasses

TITLE                      INITIAL UNIFORM ISSUE  
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- ~~1 pair of extrication gloves~~
- ~~1 blue helmet, 1 ANSI safety vest and 1 pair of safety glasses~~

~~B.            Per-Diem & Part-time Transfer Division Paramedic Road Personnel~~

- ~~3 long or short sleeve, navy, polo-style shirts (employee's option)~~
- ~~2 pair navy uniform pants~~
- ~~1 navy uniform jacket~~
- ~~1 pair black shineable boots~~
- ~~1 black leather belt with silver buckle~~
- ~~1 District hat~~
- ~~1 silver name tag~~
- ~~1 photo I.D. badge~~
- ~~1 pair of extrication gloves~~
- ~~1 ANSI safety vest and 1 pair safety glasses.~~

B.            First Response Personnel –

- 1 long or short sleeve, navy, polo-style shirt (employee's option)
- 1 navy uniform jacket
- 1 pair black shineable boots
- 1 black leather belt with silver buckle
- 1 District hat
- 1 silver name tag
- 1 photo I.D. badge
- 1 stethoscope
- 1 turnout coat with name panel
- 1 pair bunker pants with suspenders
- 1 pair of extrication gloves
- 1 blue helmet, 1 ANSI safety vest, 1 pair safety glasses
- 1 ANSI safety vest and 1 pair safety glasses 1 pair black patent leather shoes (Class A)

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

- 1 black leather belt with silver buckle (Class A)
- 1 black patent leather belt with silver buckle (Class A)
- 1 navy necktie (Class A)
- 1 Hat with silver "Paramedic" Hat Badge (Class A)
- 1 District hat
- 1 District silver "Paramedic" badge
- 1 silver name tags
- 1 pair of collar brass

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- C. Full-time Lieutenant Paramedic Personnel-  
Road to Lieutenant Promotions will be awarded a five-hundred-dollar (\$500) uniform stipend. New Lieutenants who were not previously employed by the District will receive the following:
- 4 long or short sleeve, charcoal, polo-style shirts (employee's option)
  - 1 long-sleeve, white, zippered shirt
  - 1 short-sleeve, white, zippered shirt
  - 4 pair black uniform pants
  - 1 pair navy dress trousers
  - 1 pair of black shineable boots (Duty)
  - 1 dress coat w/ gold EMS buttons and 1 gold braid on each sleeve
  - 1 pair of white gloves (Class A)
  - 1 pair black patent leather shoes (Class A)
  - 1 black leather belt with gold buckle (Class A)
  - 1 black patent leather belt with gold buckle (Class A)
  - 1 black necktie (Class A)
  - 1 Hat with gold "Lieutenant" Hat Badge (Class A)
  - 1 District hat
  - 2 District gold "Lieutenant" badges
  - 2 gold name tags
  - 3 pair of gold collar brass
  - 1 photo I.D. badge
  - 1 stethoscope
  - 1 EMS turnout coat with name panel
  - 1 EMS bunker pants with suspenders
  - 1 pair of extrication gloves
  - 1 red helmet, 1 ANSI safety vest, 1 safety glasses

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D. Full-time Captain Paramedic Personnel-  
Lieutenant to Captain Promotions will be awarded a five-hundred-dollar (\$250) uniform stipend. New Captains who were not previously employed by the District will receive the following:

- 4 long or short sleeve, charcoal, polo-style shirts (employee's option)
- 1 long-sleeve, white, zippered shirt
- 1 short-sleeve, white, zippered shirt
- 4 pair black uniform pants
- 1 pair navy dress trousers
- 1 pair of black shineable boots (Duty)
- 1 dress coat w/ gold EMS buttons and 2 gold braids on each sleeve
- 1 pair of white gloves (Class A)
- 1 pair black patent leather shoes (Class A)
- 1 black leather belt with gold buckle (Class A)
- 1 black patent leather belt with gold buckle (Class A)
- 1 black necktie (Class A)
- 1 Hat with gold "Captain" Hat Badge (Class A)
- 1 District hat
- 2 District gold "Captain" badges
- 2 gold name tags
- 3 pair of collar brass
- 1 photo I.D. badge
- 1 stethoscope
- 1 EMS turnout coat with name panel
- 1 EMS bunker pants with suspenders
- 1 pair of extrication gloves
- 1 red helmet, 1 ANSI safety vest, 1 safety glasses

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E. Full-time Battalion Chief Paramedic Personnel-

Officer-to-Officer promotions at the Battalion Chief rank will be awarded a two-hundred-fifty-dollar (\$250) uniform stipend. New Battalion Chiefs who were not previously employed by the District will receive the following, the District will pay for the upgrade for all Class A uniform apparel:

- 4 long or short sleeve, charcoal, polo-style shirts (employee's option)
- 1 long-sleeve, white, zippered shirt
- 1 short-sleeve, white, zippered shirt
- 4 pair black uniform pants
- 1 pair navy dress trousers
- 1 pair of black shineable boots (Duty)
- 1 dress coat w/ gold EMS buttons and 3 gold braids on each sleeve
- 1 pair of white gloves

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- 1 pair black patent leather shoes (Class A)
- 1 black leather belt with gold buckle (Class A)
- 1 black patent leather belt with gold buckle (Class A)
- 1 black necktie (Class A)
- 1 Hat with gold "Battalion Chief" Hat Badge (Class A)
- 1 District hat
- 2 District gold "Battalion Chief" badges
- 2 gold name tags
- 3 pair of collar brass
- 1 photo I.D. badge
- 1 stethoscope
- 1 EMS turnout coat with name panel
- 1 EMS bunker pants with suspenders
- 1 pair of extrication gloves
- 1 white helmet, 1 ANSI safety vest, 1 safety glasses
- 1 District portable radio

TITLE INITIAL UNIFORM ISSUE  
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F. Full-time Platoon Chief Paramedic Personnel-  
Officer-to-Officer promotions at the Platoon Chief rank will be awarded a two-hundred-fifty-dollar (\$250) uniform stipend. New Battalion Chiefs who were not previously employed by the District will receive the following, the District will pay for the upgrade for all Class A uniform apparel:

- 4 long or short sleeve, white, polo-style shirts (employee's option)
- 1 long-sleeve, white, zippered shirt
- 1 short-sleeve, white, zippered shirt
- 4 pair black uniform pants
- 1 pair navy dress trousers
- 1 pair of black shineable boots (Duty)
- 1 dress coat w/ gold EMS buttons and 4 gold braids on each sleeve
- 1 pair of white gloves
- 1 pair black patent leather shoes (Class A)
- 1 black leather belt with gold buckle (Class A)
- 1 black patent leather belt with gold buckle (Class A)
- 1 black necktie (Class A)
- 1 Hat with gold "Platoon Chief" Hat Badge (Class A)
- 1 District hat
- 2 District gold "Platoon Chief" badges
- 2 gold name tags
- 3 pair of collar brass
- 1 photo I.D. badge
- 1 stethoscope

TITLE INITIAL UNIFORM ISSUE  
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- 1 EMS turnout coat with name panel
- 1 EMS bunker pants with suspenders
- 1 pair of extrication gloves
- 1 white helmet, 1 ANSI safety vest, 1 safety glasses
- 1 District portable radio

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- G. Full-time Administrative Paramedic –Officer-to-Officer Promotions at the rank of Deputy Chief, Assistant Chief, or Chief will be awarded a two-hundred-dollar (\$250) uniform stipend. New Administrative Chiefs who were not previously employed by the District will receive the following, the District will pay for the upgrade for all Class A uniform apparel:
- 5 long or short sleeve, white, polo-style shirts (employee's option)
  - 3 long-sleeve, white, zippered shirts
  - 3 short-sleeve, white, zippered shirts
  - 5 pair black uniform pants
  - 1 pair navy dress trousers
  - 1 pair of black shineable boots (Duty)
  - 1 dress coat w/ gold EMS buttons and designated sleeve braids
  - 1 pair of white gloves
  - 1 pair black patent leather shoes (Class A)
  - 1 black leather belt with gold buckle (Class A)
  - 1 black patent leather belt with gold buckle (Class A)
  - 1 black necktie (Class A)
  - 1 white hat with gold leaves and gold designated Hat Badge (Class A)
  - 1 District hat
  - 3 District gold designated badges with DSN
  - 3 gold name tags
  - 3 pair of collar brass
  - 1 photo I.D. badge
  - 1 stethoscope
  - 1 EMS turnout coat with name panel
  - 1 EMS bunker pants with suspenders
  - 1 pair of extrication gloves
  - 1 district portable radio
  - 1 district cellular telephone
- I. Full-time Mechanics – 1 Pair Work boots; 1 District hat; 1 District issued ANSI II Raincoat; and the current uniform program which includes the lease (with wash) of shirt, pants and jacket for a period of one year.
- J. Full-time Service Center Personnel (other than those specified above) – 5 pairs of navy work pants; 1- Pair Work boots; 5-Acadamy Blue Polo shirts; 1-Jacket and 1-Parka raincoat.

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
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<u>TITLE</u> <u>NUMBER</u>	<b>INITIAL UNIFORM ISSUE</b> 107-3
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- K. Part-time Headquarters and Service Center Personnel – initial uniform issue shall include a pro-rata share of the full-time benefit based on hours/days scheduled to work each week.
- 2. Any alterations needed for an employee's initial issue of uniform and any Class A additions or changing of gold buttons will be done at District expense.

Adopted by the Board of Directors: 8/18/92

Effective Date: 8/18/92

Revised: 4/20/94; 5/19/94; 10/26/95; 07/25/96; 09/09/99; 7/23/2008; 9/28/2011; 10/23/2014;  
6/20/20

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



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

<u>CHAPTER 100</u>	Personnel Policies & Procedures
<u>SECTION 03</u>	Benefits
<u>TITLE</u>	<b>REIMBURSABLE UNIFORM ACCOUNT (RUA)</b>
<u>NUMBER</u>	103-14

DISTRIBUTION

All personnel.

PURPOSE

To outline District policy and procedure concerning the uniform allowance benefit.

POLICY

1. The District will provide all new full-time personnel and part time personnel with their initial issue of uniform apparel, in accordance with District Policy #107-3: Initial Uniform Issue.
2. ~~Upon completion of one year of continuous employment, full-time~~ employees shall be eligible to receive the next semi-annual allotment of ~~three hundred, seventy-five two hundred fifty~~ dollars (\$~~375~~~~250~~.00) for replacement, maintenance and/or upkeep of required District uniform apparel and/or equipment.
3. ~~Part-time employees shall be eligible to receive the next semi-annual allotment of half (1/2) the full-time allotment for Upon completion of each year of service (as defined in Policy 104-6: Part-time Pay), part time transfer division personnel shall be eligible to receive the next semi-annual allotment of one hundred twenty five dollars (\$125.00) for~~ replacement, maintenance and/or upkeep of required District uniform apparel and/or equipment.
4. Said allotments will be placed into each eligible employee's Reimbursable Uniform Account (RUA) on January 15<sup>th</sup> and July 15<sup>th</sup> of each calendar year.
5. In order to receive reimbursement, receipts must be dated between January 1<sup>st</sup> and December 31<sup>st</sup> in the year of the allotment. Said supporting documentation and completed paperwork must be received by the Finance Department no later than January 21<sup>st</sup> of the following year. **Any unclaimed balance will be forfeited.**
6. In the event that the amount in the employee's RUA is less than the amount of reimbursable claims, the excess part of the claim will be carried forward (only within the same calendar year), to be paid out as the account balance becomes adequate. In no event will the amount reimbursed to the employee exceed the balance in the employee's RUA.
7. A listing of current items approved for reimbursement can be obtained at Headquarters.
8. Approved uniform apparel must be obtained from a District approved vendor only. The District will handle replacement of turnout gear and/or badges, as these items remain the property of the District.
9. Reimbursement shall be made as soon as administratively feasible after the required paperwork has been received (generally within 15 business days).

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

TITLE                      **REIMBURSABLE UNIFORM ACCOUNT (RUA)**  
NUMBER                    103-14

POLICY                    (Continued)

10. Claims of less than \$10 may be carried forward and aggregated with future claims until the benefit amount is greater than \$10, provided however, that the entire amount of the reimbursable claims outstanding at the end of the calendar year shall be reimbursed without regard to the \$10 threshold limit.
11. Employees are solely responsible for acquiring any and all needed uniform items directly from an approved vendor.
12. Platoon employees are solely responsible for compliance with current District dress code requirements as outlined in District Policy #107-1: Uniform Dress Code. Non-platoon employees are responsible for compliance with established guidelines within their job class.

PROCEDURE

1. Each employee must submit a written claim to the Finance Department to receive reimbursements from his/her RUA. All claims shall include the following:
  - a. A claim form entitled "REQUEST FOR UNIFORM REIMBURSEMENT" shall be completed and signed.
  - b. Written invoices/receipts supporting the claim shall accompany all claim forms. Invoices must contain such evidence, as the Finance Department deems necessary to substantiate eligibility for reimbursement (i.e. vendor name, description of the item purchased, the date purchased and the amount paid) and if the goods are shipped to the employee a packing slip with a ship date between January 1<sup>st</sup> and December 31<sup>st</sup> in the year of the allotment
  - c. It is preferable that invoices/receipts include only items eligible for reimbursement. If other items are being purchased, please instruct the vendor to ring those items up separately.
  - d. For in-house purchases of items stocked at headquarters (i.e. polos, badges, etc.), employees are required to sign a payroll deduction form. Said payroll deduction form shall serve as the written invoice supporting the claim for reimbursement as required above.

Adopted by the Board of Directors: 11/19/92

Revised: 8/26/93, 4/20/94; 01/25/96; 01/04/97; 6/23/99; 2/28/01; 2/22/06; 3/19/2011; 7/24/14

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

# Memo

**To:** Kelly Cope, Chief and Dave Lewis, Assistant Chief  
**From:** Jeremy Hollrah, Deputy Chief  
**Date:** 5/23/2023  
**Re:** Updated Purchase Price – Type I Ambulance Remount

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At the January 2022 Board Meeting, the purchase of 1 Type I Ambulance Remount. Due to delays in chassis availability, the project was delayed. The project is nearing completion and is scheduled to be completed in the first week of June.

The project was initially approved for \$151,485.00. from the 2022 Capital Financial Budget.

Additions:

Chassis Year Increase - \$3,721.00

Light Replacement - \$525.00

Headline Repair - \$1,200.00

Additional Prewire - \$250.00

Total - \$5,696.00

**Management is requesting the approval to increase Purchase Order 33367 by \$5,696.00 for a total of \$157,181.00**



# St. Charles County Ambulance District

## PURCHASE ORDER

Document ID	PO-33367
Date Issued	02/01/2022
Requisitioner	acallison

St. Charles County Ambulance District  
 2000 Salt River Rd  
 St. Peters, MO 63376-3956  
 Phone: 636-344-7600

**PAY TO:**  
**EMERGENCY SERVICES SUPPLY**  
 2637 DREW PERRY RD  
 JEFFERSON CITY, MO 65109

**DELIVER TO:**  
**HQ-Salt River Road**  
 2000 Salt River Rd  
 St. Peters, MO 63376-3956

**IMPORTANT NOTICE TO VENDORS – YOU ARE RESPONSIBLE FOR THE FOLLOWING:**

1. Email [ACallison@sccad.com](mailto:ACallison@sccad.com) to confirm receipt of this order.
2. The Purchase Order number above must appear on all invoices, shipping papers, packages and correspondence.
3. Substitutions/changes/prices other than specified above must be authorized in writing by St. Charles County Ambulance District.

Reference	Terms
IFB 1267 - 2022 Chassis and Remount	Net 30

Vendor Stock #	Stock #	Description	Qty	Unit Price	Unit	Total
		5-AMBULANCE REMOUNTS - 2022 Ford F-550 4x4 193" WB 6.7L Turbo Diesel, w/ Liquid Spring Suspension System & Osage Remount Conversion Package to SCCAD Specifications	1	142,235.00	Each	\$142,235.00
		5-AMBULANCE REMOUNTS - Remove Mobility sear from right wall and rebuild to match previous units	1	9,025.00	Each	\$9,025.00
		5-AMBULANCE REMOUNTS - Replace EVS child attendant seat	1	1,200.00	Each	\$1,200.00
		5-AMBULANCE REMOUNTS - Six (6) Innovative Strip Lights in rub rails	1	660.00	Each	\$660.00
		5-AMBULANCE REMOUNTS - Havis Arm Rests in console	1	200.00	Each	\$200.00
		5-AMBULANCE REMOUNTS - Replace all windows on module	1	405.00	Each	\$405.00
		5-AMBULANCE REMOUNTS - Relocate rear dump switch	1	300.00	Each	\$300.00
		5-AMBULANCE REMOUNTS - Replace exterior rub rails	1	460.00	Each	\$460.00
		5-AMBULANCE REMOUNTS - Trade-in Value - 2WD	1	-3,000.00	Each	\$-3,000.00
<b>Total</b>						<b>\$151,485.00</b>

**For Office Use Only:**

Ordered By	Date Ordered	Order Method	Deliver to Department

Authorized by

Date

For Office Use Only:

Ordered By	Date Ordered	Order Method	Deliver to Department

**Emergency Services Supply**  
 2637 Drew Perry Rd  
 Jefferson City, MO 65109 US  
 jkehoe@osageind.com

# INVOICE

**BILL TO**  
 St. Charles County Ambulance  
 District  
 2000 Salt River Road  
 St. Peters, MO 63376

**SHIP TO**  
 St. Charles County  
 Ambulance District  
 2000 Salt River Road  
 St. Peters, MO 63376

**INVOICE #** 17827  
**DATE** 05/18/2023  
**DUE DATE** 05/18/2023  
**TERMS** COD

**TRACKING NO.**  
 IFB 1267 - P.O. 33367

DATE	ACTIVITY	QTY	RATE	AMOUNT
	<b>#3 - Chris Marshall - Sales</b> -2022 Ford F-550 4x4 193" WB 6.7L Turbo Diesel w/ Liquid Spring Suspension System & Osage Remount Conversion Package to SCCAD Specifications	1	142,235.00	142,235.00
	<b>#3 - Chris Marshall - Sales</b> Ford Chassis MY Increases	1	3,721.00	3,721.00
	<b>#3 - Chris Marshall - Sales</b> Remove Mobility seat from right wall and rebuild to match previous units	1	9,025.00	9,025.00
	<b>#3 - Chris Marshall - Sales</b> Replace EVS child attendant seat	1	1,200.00	1,200.00
	<b>#3 - Chris Marshall - Sales</b> Six (6) Innovative Strip Lights in rub rails	1	660.00	660.00
	<b>#3 - Chris Marshall - Sales</b> Havis Arm Rests in console	1	200.00	200.00
	<b>#3 - Chris Marshall - Sales</b> Replace all windows on module	1	405.00	405.00
	<b>#3 - Chris Marshall - Sales</b> Relocate rear dump switch	1	300.00	300.00
	<b>#3 - Chris Marshall - Sales</b> Replace exterior rub rails	1	460.00	460.00
	<b>#3 - Chris Marshall - Sales</b> Replace (3) Whelen 500 Lights	1	525.00	525.00
	<b>#3 - Chris Marshall - Sales</b> Replace Headliner w/ Aluminum	1	1,200.00	1,200.00
	<b>#3 - Chris Marshall - Sales</b> Pre Wire for Traffic System	1	250.00	250.00
	<b>PARTS</b>	1	0.00	0.00

DATE	ACTIVITY	QTY	RATE	AMOUNT
	TOTAL PRICE.....			\$160,181.00
	<b>#3 - Chris Marshall - Sales</b> CHASSIS TRADE IN VALUE	1	-3,000.00	-3,000.00
	STOCK NO: 6473 R875 VIN: 1FDUF5HT5NEE51720			

To pay with a credit card, please call 573-897-3634

BALANCE DUE

**\$157,181.00**