

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
BOARD MEETING MINUTES  
THURSDAY July 27th, 2023**

**I. CALL TO ORDER**

Ronald Reguly, called the meeting to order at headquarters at 6:00 p.m. In attendance were Ronald Reguly, Teresa Reynolds, John Whitworth (not present), Mark Johnson, Sean Treece and Kenny Biermann.

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC COMMENTS**

Arnie C. Dienoff made public comments.

**IV. AWARDS AND ANNOUNCEMENTS**

**V. CONSENT AGENDA**

A. Agenda Approval

Kenny Biermann moved to approve the agenda as amended to move the Training Department Reorganization in old business presented for Thursday, July 27th, 2023, Teresa Reynolds seconded, the motion carried 5 to 0.

B. Meeting Minute Approval

Kenny Biermann moved to approve the Board Meeting Minutes from Thursday, July 13<sup>th</sup>, 2023, Teresa Reynolds seconded, the motion carried 5 to 0.

**VI. STAFF REPORTS**

A. June Financial Review

Rick Rognan from Rognan and Associates presented the June Financial Report. No Board action.

Preliminary 2023 Tax Assessment

Rick Rognan from Rognan and Associates presented the preliminary tax assessments. No Board action.

Senate Bill 190

Rick Rognan presented Senate Bill 190 which will become law on August 28, 2023. No Board action.

**VII. OLD BUSINESS**

Training Department Reorganization

Assistant Chief, Josh McGaughey presented proposal to reorganize the Training Division and splitting the division into two; Primary Education and Clinical Practice (#102-63). The proposal includes adding an additional FTE as Division Chief of Clinical Practice and Standards, non budgeted item.

Sean Treece made the motion to approve Primary Education and Clinical Practice Job Description #102-63, subject to Legal Counsel, Assistant Chief Josh McGaughey and Director of

HR reaching an agreement as to FLSA exempt status, Kenny Biermann seconded, the motion carried 5 to 0.

### **VIII. NEW BUSINESS**

#### **A. Insurance Broker RFP**

Director of Human Resources, Brooke Snyder presented the outcome of an RFP process which took place in June. We had 2 bidders, of which MMA was the low bidder. Given the success of using MMA as our broker since 2018 and the excellent customer service provided to SCCAD, management is requesting approval of awarding the competitive bid to MMA to provide brokerage services for; Medical, Dental, Vision, Short-Term Disability, Long Term Disability, Life and Disability and FSA administration, not to exceed \$60,000 per year, for a term of three years (36 months).

Mark Johnson made the motion to approve low bidder Insurance Broker MMA renewal for an amount not to exceed \$60,000 a year and for a term of thirty-six (36) months, Teresa Reynolds seconded, the motion carried 5 to 0.

#### **B. HIPAA Policies**

Assistant Chief, Dave Lewis presented the following HIPAA Policies for board consideration; 102-25a Privacy Officer, 102-25b Chief Information Security officer, 209-11 Security Incident Management, 209-14 Preserving Data and Electronically Stored Information, 209-16 Contingency Planning, 209-19 HIPAA Incident Management, 701-4 Photography Policy, 701-08 IAM and Password Policy.

District Legal Counsel recommended Assistant Chief, Dave Lewis consult with HIPAA Legal Counsel to review the policies before presenting to Board for adoption. No Board action.

### **IX. ADJOURNMENT - PUBLIC PORTION**

Ronald Reguly moved to adjourn the Board Meeting, Kenny Biermann seconded; roll call vote was taken; Ronald Reguly - yea, Teresa Reynolds - yea, Kenneth Biermann - yea, Sean Treece - yea, Mark Johnson - yea, John Whitworth – (Not present), the motion carried 5 to 0.

## **ST. CHARLES COUNTY AMBULANCE DISTRICT SECOND BOARD MEETING MINUTES THURSDAY JULY 27th, 2023**

### **I. CALL TO ORDER – PUBLIC PORTION**

Ronald Reguly called to order the Public Portion. In attendance were, Ronald Reguly, Teresa Reynolds, Kenny Biermann, Mark Johnson, Sean Treece and John Whitworth (not present).

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

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

Ronald Reguly - yea, Teresa Reynolds - yea, Kenneth Biermann - yea, Sean Treece-yea, Mark Johnson-yea, John Whitworth – (not present), the motion carried 5 to 0.

**III. MOTION TO ADJOURN PUBLIC SESSION**

Teresa Reynolds made the motion to re-open public session, Sean Treece seconded, the motion carried 5 to 0. Roll call vote was taken; Teresa Reynolds-yea, Kenny Biermann-yea, John Whitworth-(not present), Mark Johnson-yea, Sean Treece-yea and Ronald Reguly-yea, motion carried 5 to 0.



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Ronald Reguly, Chair



Submitted by Tammy Dixon



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Kenny Biermann, Secretary/Treasurer