

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
REGULAR BOARD MEETING OVERVIEW  
JANUARY 28th, 2021**

**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 marked **ITEM A** in your packet is the proposed open meeting agenda Thursday, January 28th for Board approval. Management is requesting the following; move to approve the agenda for Thursday, January 28th, 2021.

B. Approval of Minutes

Enclosed marked **ITEM B** for Board approval is the minutes from Thursday, January 14th, 2021. Management is requesting; move to approve the Board Minutes from January 14th, 2021.

C. Request to Purchase three Type III Remounts – (presented at 1/14 meeting) Enclosed marked **ITEM C** for Board consideration is the Conditions of Employment Policy #101-11 as presented at the 8/13 Open Board Meeting.

D. Request to Purchase two 2021 Ford Expeditions – (presented at 1/14 meeting)

Enclosed marked **ITEM D** for Board consideration is the Conditions of Employment Policy #101-11 as presented at the 8/13 Open Board Meeting.

**VI. STAFF REPORTS**

A. December Financial Review

Enclosed marked **ITEM E** for Board review is the November Financial Review, presented by Rick Rognan.

**VII. OLD BUSINESS**

**VIII. NEW BUSINESS**

A. Adoption of Ordinance 21-1

Enclosed marked **ITEM F** for Board consideration is the Adoption of Ordinance #21-1 Procedure to Disclose Possible Conflicts of Interest. Management is asking for the Board to Adopt Ordinance #21-1 Procedure to Disclose Possible Conflicts of Interest.

B. Campus Artwork Discussion

Enclosed marked **ITEM G** Administration would like to discuss clarification of Campus Artwork.

**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 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 January 28th, 2021 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. Thursday, January 28th Agenda Approval
  - B. Thursday, January 14th Meeting Minutes Approval
  - C. Request to Purchase three Type III Remounts (presented at 1/14 meeting)
  - D. Request to Purchase two 2021 Ford Expeditions (presented at 1/14 meeting)
- VI STAFF REPORTS
  - A. December Financial Review
- VII OLD BUSINESS
  - A.
- VIII NEW BUSINESS
  - A. Adoption of Ordinance 21-1 (*Disclose Potential Conflicts of Interest*)
  - B. Campus Artwork Discussion
- IX ADJOURNMENT

Raymond Bauer  
Secretary of the Board of Directors

Date/Time Posted: 1.27.2021 @ 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 January 28th 2021 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 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: 1.27.2021 @ 12 noon

By: 

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
BOARD MEETING MINUTES  
THURSDAY, January 14th, 2021**

**ITEM B**

**I. CALL TO ORDER**

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

**ROLL CALL WAS TAKEN**

Mark Fenton-yea, Raymond Bauer-yea, James Cooke-yea, Abigail Drezek-yea, Teresa Reynolds-yea and Ronald Reguly-yea

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC COMMENTS**

**IV. AWARDS AND ANNOUNCEMENTS**

**V. CONSENT AGENDA**

A. Agenda Approval

Teresa Reynolds moved to approve the agenda as presented for January 14<sup>th</sup>, 2021, Raymond Bauer seconded, the motion carried 6 to 0.

B. Meeting Minute Approval

Teresa Reynolds moved to approve the Board Meeting Minutes from Thursday, December 17th 2020, Raymond Bauer seconded, the motion carried 6 to 0.

**VI. STAFF REPORTS**

A. Revenue/Volume Report

Angie Dollens and Chief Lewis reviewed monthly billing revenue and call volume report for the month of November and December.

B. Q4 Community Relation Report

The Q4 Community Relations Report was included in this week's Board Packet.

**VII. OLD BUSINESS**

A. HQ Campus Update

Collette Hermann provided the Board and Leadership Team with a status report regarding the new Campus facility.

**VIII. NEW BUSINESS**

A. Recommendation for LCS Change Order

Collette Hermann provided a Change Order request from LCS for a Campus Camera Upgrade for a total upgrade cost of \$27,936. Teresa Reynolds made the motion to approve LCS Change Order in the amount \$27,936 for camera upgrade, James Cooke seconded, the motion carried 6 to 0.

B. Request to Purchase Three Type III Remounts

Management is requesting the approval to purchase 3 – Chassis and remount services from Emergency Services Supply for a total of \$309,005 under the previously approved Emergency

**ST. CHARLES COUNTY AMBULANCE DISTRICT  
BOARD MEETING MINUTES  
THURSDAY, January 14th, 2021**

Services Supply agreement based off IFB 1249 – 2020 Type III Ambulance Remount. No Board action.

**C. Request to Purchase two 2021 Ford Expeditions**

Management is requesting the purchase of 2 - 2021 Ford Expedition SSV Max per the specification for a total of \$87,970.00 from Joe Machens Ford utilizing the Missouri State Procurement Contract #CC210416003. If approved, these vehicles will be replacing 2008 F-250's. No Board action.

**ADJOURNMENT – PUBLIC PORTION**

Teresa Reynolds moved to adjourn the Board Meeting, Raymond Bauer seconded, roll call vote was taken; Mark Fenton-yea, James Cook-yea, Raymond Bauer-yea, Ronald Reguly-yea, and Teresa Reynolds-yea, Abigail Drezek-yea, the motion carried 6 to 0.

**NOTICE OF MEETING**

**I CALL TO ORDER – PUBLIC PORTION**

Mark Fenton called to order the Public Portion. In attendance were Mark Fenton, James Cooke, Teresa Reynolds, Ronald Reguly, Abigail Drezek and Raymond Bauer.

**II MOTION TO CLOSE 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), and Personnel Sec.610.021(3)RSMo(1986), Ronald Reguly seconded; roll call vote was taken. Mark Fenton-yea, James Cooke-yea, Teresa Reynolds-yea, Abigail Drezek-yea, Ronald Reguly-yea, Raymond Bauer-yea, the motion carried 6 to 0.

**III ADJOURNMENT - PUBLIC PORTION**

Teresa Reynolds moved to adjourn the Board Meeting. Raymond Bauer seconded, roll call vote was taken; Mark Fenton-yea, James Cook-yea, Raymond Bauer-yea, Teresa Reynolds-yea, Abigail Drezek-yea, the motion carried 6 to 0.

*Next Regular Board Meeting  
January 28th, 2021*

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Mark Fenton, Chair

Submitted by Tammy Dixon

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Raymond Bauer, Secretary/Treasurer

# Memo

To: Taz Meyer, Chief; Kelly Cope, Assistant Chief  
From: Jeremy Hollrah, Deputy Chief  
Date: 1/25/2021  
Re: Approval for to purchase 3 remount services from Emergency Services Supply

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As the District continues to improve and update the current fleet of ambulances, an IFB for remounting services to include the chassis was issued in 2020. The District approved Emergency Services Supply for a 3-year agreement based off IFB 1249 – 2020 Type III Ambulance Remount.

If approved the District will be utilizing the results of the 2020 Bid 1249 – 2020 Type III Ambulance Remount which includes a 3-year purchasing agreement from Emergency Services Supply.

This purchase request is a 2021 capital budget item and is projected to be \$5,995.00 under budget.

Project Breakdown:

2 – 2021 Chassis and Remount - \$104,835.00 each and \$209,670.00 total

1 – 2022 Chassis and Remount - \$105,335.00 each and \$105,335.00 total

3 – Chassis Trade-In – -\$2,000.00 each for a total of -\$6,000.00

Project Total - \$309,005.00

Management is requesting the approval to purchase 3 – Chassis and remount services from Emergency Services Supply for a total of \$309,005.00 to be completed in 2021.

Budget Line:

Vehicles: 20-9020 – \$315,000.00

# Memo

To: Taz Meyer, Chief; Kelly Cope, Assistant Chief  
From: Jeremy Hollrah, Deputy Chief  
Date: 1/25/2021  
Re: Approval to Purchase 2021 Ford Expedition SSV Max

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As the District continues to improve and maintain our fleet of vehicles, Administration is requesting authorization to purchase 2 Ford Expeditions - Special Service Vehicle Max. These vehicles will be placed in front line positions as Battalion Chief Vehicles. Both vehicles will be replacing 2008 F-250's.

If approved the District will be utilizing the Missouri State, Office of Administration procurement contract #CC210416003.

The budget for this project to include all upfit is \$168,000.00. Purchase price is \$43,985.00 each and \$87,970.00 total.

Management is requesting the purchase of 2 - 2021 Ford Expedition SSV Max per the specification for a total of \$87,970.00 from Joe Machens Ford utilizing the Missouri State Procurement Contract #CC210416003.

Budget Line: Fleet – Vehicles – Battalion Chief Vehicle - \$168,000.00



# ORDINANCE 21-1

# ITEM F

AN ORDINANCE OF THE ST. CHARLES COUNTY AMBULANCE DISTRICT OF ST. CHARLES COUNTY, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL PERSONAL OR PRIVATE INTERESTS FOR CERTAIN DISTRICT OFFICIALS.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF ST. CHARLES COUNTY AMBULANCE DISTRICT, ST. CHARLES COUNTY, MISSOURI, AS FOLLOWS:

Section 1. Declaration of Policy. The proper and ethical operation of the St. Charles County Ambulance District (hereinafter referred to as the District) requires that officials and employees be independent, impartial and responsible to the people; that decisions and public policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of the District's operation. In recognition of these goals, there is hereby established a policy for disclosure by certain officials and employees of private financial or other interests in matter affecting the District.

Section 2. Conflicts of Interest. All elected and appointed officials as well as employees of St. Charles County Ambulance District must comply with Section 105.454 of the Missouri Revised Statutes on conflicts of interest as well as any other state law governing official conduct. Therefore, every Director and every official or employee of the District who is authorized by the Board of Directors to promulgate rules and regulation with the force of law or to vote on the adoption of rules and regulations with the force of law, who has a substantial personal or private interest (as defined by state law) in any District resolution, bill ordinance, regulation, policy, procedure, or decision shall disclose the nature of his/her interest and shall be disqualified from voting on any matter relating to that interest. "Substantial or private interest defined as ownership by the individual, his spouse, or his dependent children, whether singularly or collectively, directly or indirectly of: (1) ten-percent (10%) or more of any business entity; or (2) an interest having value of ten-thousand dollars (\$10,000) or more; or (3) the receipt of a salary, gratuity, or other compensation or remuneration of five-thousand dollars (\$5,000) or more, per year from any individual, partnership, organization or association within any calendar year. Such disclosure shall be recorded in the minutes of the meeting or if no minutes are recorded, then in the open public records of the District which shall be kept at the District's Headquarters for public inspection and copying during normal business hours.

Section 3. Disclosure Reports.

A. Each Director, the Chief Executive Officer, and the Chief Financial Officer, shall disclose the following information on May 1, or the appropriate deadline pursuant to Missouri Revised Statute Section 105.487, if any such transactions were engaged in during the previous calendar year:

(i) For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars (\$500.00), if any, that such person had with the District, other than compensation received as an employee or

payment of any tax, fee or penalty due to the District, and other than transfers for no consideration to the District; and

(ii) The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars (\$500.00), if any, that any business entity in which such person had a substantial interest, had with the District, other than payment of any fee or penalty due to the District or transactions involving payment for providing utility service to the District, and other than transfers for no consideration to the District.

B. In addition, the Chief Executive Officer and the Chief Financial Officer and candidates for either of these positions, shall disclose by May 1 for the previous calendar year the following information:

(i) The name and address of each employer from whom he/she received income of one thousand dollars (\$1000.00) or more during the year covered by the disclosure report; and

(ii) The name and address of each sole proprietorship that he/she owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he/she was a partner or participant, the name and address of each partner or co-participant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the Secretary of State; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which he/she owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which he/she owned two percent or more of any class of outstanding stock, limited partnership units or other equity interests;

(iii) The name and address of each corporation for which he/she served in the capacity of a director, officer or receiver.

Section 4. Filing of Reports. Disclosure reports, in the attached format, shall be filed with the Secretary or Executive Secretary and the Missouri Ethics Commission. In accordance with Ordinance 87-8, said reports shall be available for public inspection and copying during normal business hours.

Section 5. When Filed. Said disclosure reports shall be filed at the following times, but no person is required to file more than one such report in any calendar year:

A. Every other person required to file a disclosure report shall file the report annually no later than May 1 and the report shall cover the calendar year ending the immediately preceding December 31; provided that any person may supplement such financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement; and,

B. Any newly employed Chief Executive Officer or Chief Financial Officer, and every person described in Section 2 of this Ordinance who is appointed shall file the required disclosure report covering the calendar year ending the previous December 31 within thirty (30) days of employment or appointment, as the case may be; and

C. Every candidate required to file a personal financial disclosure statement shall file no later than fourteen (14) days after the close of filing at which the candidate seeks nomination or election or nomination by caucus. The time period of this statement shall cover the twelve (12) months prior to the closing date of filing for candidacy.

Section 6. Filing of Ordinance. The Secretary of the Board shall send a certified copy of this Ordinance (and any subsequent amendments) adopted prior to September 15 to the Missouri Ethics Commission within ten (10) days of its adoption.

Section 7. Effective Date. This Ordinance shall be in full force and effect from and after the date of its passage and approval and shall remain in effect for two years from the date of passage.

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Mark Fenton, Chairman

Attest:

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Raymond Bauer, Secretary

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Mark Fenton, Chairman

Attest:

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Raymond Bauer, Secretary

# CERTIFICATION

STATE OF MISSOURI            )  
  ) SS:  
COUNTY OF ST. CHARLES    )

I, Tammy Dixon, the Executive Secretary and Custodian of Records for the St. Charles County Ambulance District, do hereby certify that the foregoing is a true, correct and complete copy of Ordinance No. 21-1 as adopted by the Board of Directors, St. Charles County Ambulance District on January 28, 2021.

In Witness Whereof, I have hereunto set my hand and affixed the official seal of the St. Charles County Ambulance District this 28<sup>th</sup> day of January 2021.

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Tammy Dixon, Executive Secretary  
St. Charles County Ambulance District



June 16, 2020

St. Charles County Ambulance District  
4169 Old Mill Parkway  
St. Peters, MO 63376

**RE: St. Charles County Ambulance District  
Headquarters Artwork  
Project # 18007.2**

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This agreement authorizes **Archimages, Inc.** to provide Architectural, Interior Design and/or Planning Services for the project named above. The general Scope of Work and Fee basis is as described below. Consultant's Fees and Fee advance requirements are included only as specified.

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**New Artwork:**

Design services to include coordination of new artwork (for public spaces only), establish artwork budget, image selection, frame selection and coordination of placement with vendor. Anticipate three (3) meetings with SCCAD's Executive Team and approved artwork vendor for image selection and frame approvals based on SCCAD's approved artwork budget allowance. Identification and coordination/placement of existing artwork to be relocated will be included in this scope. All existing relocated artwork pieces to be installed by SCCAD.

**Notes:**

1. This scope does not include custom or commissioned art, community involved artwork, meeting time with artist, nor sculpture or statuary. This service can be provided under a separate contract.
2. Interior live plantscaping is not included in this scope but can be provided under a separate contract.
3. Private office artwork budgeting, selection, and artwork selection is not included in this scope but can be provided at an hourly rate.
4. Estimate artwork budget of \$30-40,000.00.

**Fee Structure:**

Archimages proposes to perform the services outline in this proposal under an **hourly fee format**.

**Design Fee (not to exceed)      \$ 9,500.00**

Reimbursables will be an additional charge at cost and includes, but is not limited to, printing, mileage, long distance phone calls, photographs, courier, plots and artist renderings. Invoices are sent monthly and due upon receipt.

Charges will be due within thirty (30) days of the invoice date. Interest will be charged on unpaid balances at the rate of one and one-half percent (1-1/2%) per month compounded monthly.

Thank you for allowing us the opportunity to submit this proposal. Please do not hesitate to call with any questions.

**OWNER:**

**St. Charles County Ambulance District**  
4169 Old Mill Parkway  
St. Peters, MO 63376

**ARCHITECT:**

**Archimages, Inc.**  
143 W. Clinton Place  
St. Louis, MO 63122

\_\_\_\_\_  
**By:**

  
\_\_\_\_\_  
**By: R. Gregory Garner**  
**Principal**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Date: June 16, 2020**

**NOTICE TO OWNER:**

**FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANIC'S LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO CHAPTER 429, RSMo. TO AVOID THIS RESULT YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIALS TWICE.**