

**ST. CHARLES COUNTY AMBULANCE DISTRICT
REGULAR BOARD MEETING OVERVIEW
March 25th, 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 for Thursday, March 25th, 2021 for Board approval. Management is requesting the following; move to approve the agenda for Thursday, March 25th, 2021.

B. Approval of Minutes

Enclosed marked **ITEM B** for Board approval is the minutes from Thursday, March 11th, 2021. Management is requesting; move to approve the Board Minutes from March 11th, 2021.

C. Operations Policy Approval – (presented on 2/25)

Operations Policies 202-1, 203-1, 203-1, 203-2, 203-6, 203-8, 203-9 previously presented for Board review and consideration.

D. Transfer Division Emergency Operations Policy – (presented on 3/11)

Transfer Division Emergency Operations Policy 201-15 previously presented for Board review and consideration.

VI. STAFF REPORTS

A. February Financial Review

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

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Code of Conduct Policy #108-1

Enclosed marked **ITEM D** for Board review is the Code of Conduct Policy #108-1.

B. Corrective Action & Performance Agreement Policy #108-4

Enclosed marked **ITEM E** for Board review is the Corrective Action & Performance Agreement Policy #108-4.

C. Local 2665 Addendum

Enclosed marked **ITEM F** for Board review is the Local 2665 Addendum.

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 March 25th, 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, March 25th Agenda Approval
 - B. Thursday, March 11th Meeting Minutes Approval
 - C. Operations Policies; 202-1, 203-1, 203-2, 203-6, 203-8, 203-9 (*presented on 2/25*)
 - D. Transfer Division Emergency Operations Policy 201-15 (*presented on 3/11*)
- VI STAFF REPORTS
 - A. February Financial Review
- VII OLD BUSINESS
- VIII NEW BUSINESS
 - A. Code of Conduct Policy #108-1
 - B. Corrective Action & Performance Agreement Policy #108-4
 - B. Local 2665 Addendum
- IX ADJOURNMENT

Raymond Bauer
Secretary of the Board of Directors

Date/Time Posted: 3.24.2021 @ 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 March 25th 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: 3.24.2021 @ 12 noon

By: 

**ST. CHARLES COUNTY AMBULANCE DISTRICT
BOARD MEETING MINUTES
THURSDAY MARCH 11th, 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 (via video), Abigail Drezek (via video), 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 March 11th, 2021, James Cooke seconded, the motion carried 6 to 0.

B. Meeting Minute Approval

Teresa Reynolds moved to approve the Board Meeting Minutes from Thursday, February 25th 2021, James Cooke seconded, the motion carried 6 to 0.

VI. STAFF REPORTS

A. Revenue Report

Angie Dollens provided the monthly revenue report.

B. Certificate of Achievement for Excellence in Financial Reporting

Chief Taz Meyer announced that the District is the Recipient of the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.

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. Type II Ambulances Invitation for Bid

Teresa Reynolds made the motion to enter into an agreement with Emergency Services Supply and Osage Ambulance to build Type II ambulances for the District for a 3 year period based on the following pricing;

**ST. CHARLES COUNTY AMBULANCE DISTRICT
BOARD MEETING MINUTES
THURSDAY, MARCH 11th, 2021**

2021 - \$118,570.00

2022 - \$122,127.10

2023 - \$125,790.91

2024 - \$129,564.64

Noting that of the 8 bids requested with 3 responding, ESS and Osage was the only bidder to meet specifications (see attached description) required by the District and thus are awarded this bid, James Cooke seconded, the motion carried 6 to 0.

IX. Transfer Division Emergency Operations Policy 201-15

District Leaders presented the above policy for Board review and consideration.

ADJOURNMENT – PUBLIC PORTION

Teresa Reynolds moved to adjourn the Board Meeting, James Cooke 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 Real Estate Section Sec.610.021(2)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. James Cooke 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
March 25th, 2021*

**ST. CHARLES COUNTY AMBULANCE DISTRICT
BOARD MEETING MINUTES
THURSDAY, MARCH 11th, 2021**

Mark Fenton, Chair

Submitted by Tammy Dixon

Raymond Bauer, Secretary/Treasurer

DRAFT

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

CHAPTER 100 PERSONNEL POLICIES & PROCEDURES
SECTION 08 CONDUCT & DISCIPLINE
TITLE **EMPLOYEE CODE OF CONDUCT**
NUMBER 108-1

ITEM D

DISTRIBUTION

All District Personnel

PURPOSE

The Code of Conduct outlines our expectations regarding employees' behavior towards their colleagues, supervisors and the District. As a framework to the Code of Conduct, our Mission, Vision, Values and Pillars of Excellence are indispensable and unyielding. This policy applies to all employees regardless of employment agreement or rank.

OUR CODE / PROMISE

We will preserve our deep history of excellence while looking to the future and positioning ourselves as an industry leader in Mobile Healthcare. Every employee will exemplify a sense of moral fortitude and be inclined to do the right thing. Plainly stated, employees of the District will be kind-hearted and nice.

1. DEFINITIONS

- a. Mission
Committed to Excellence in providing extraordinary mobile health to our community.
- b. Vision
Develop and promote best practices to integrated, community healthcare that exceed expectations.
- c. Integrity – I am honest, consistent in action and word, truly representing my character and heart.
- d. Compassion – I am concerned for the suffering and misfortune of others and will seek opportunities through our District Mission, Vision, and Values to help where I can.
- e. Respect – I will treat ALL with whom I work and serve with unbiased consideration and regard.
- f. Accountability – I bear personal responsibility for my actions, inactions, and productivity.
- g. Dedication – I am committed to upholding the organization's values and fulfilling Vision, Mission, and Goals.
- h. Fiscal Responsibility – Exercising best business practices to support fiscal integrity and accountability. The District's focus is to assure its citizen's, patients, and partners receive value in our services.

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

| | |
|--------------|------------------------|
| <u>TITLE</u> | CODE OF CONDUCT |
| NUMBER | 108-1 |

DEFINITIONS CONINUED

- i. Community Service - Taking a proactive role in injury and disease prevention and emergency preparedness within the communities we serve by executing safety programs that align with our mission and vision. The District will seek opportunities to communicate said initiatives and other operational happenings to those we serve, and strategically align with healthcare partners to maximize reach in our community responsibility.
- j. Patient Centric Care - Enhancing each patient experience by instituting and following best practices to help patients navigate through the health care continuum.
- k. Innovation and Improvement - Our organization seeks to innovate and will embrace change that improves efficiency, fiscal responsibility, and improves patient outcomes. We value our relationships among internal and external stakeholders and will strive to improve all facets of District operations through collaboration and continuous review of industry standards and best practices.
- l. Professional Development - Our employees are our greatest asset and we want to help them become the best that they can be. To achieve this, we make sure they know what is expected of them by setting goals that are aligned with the District's objectives, providing timely and constructive feedback and coaching, and offering a variety of programs for personal and professional learning and growth.
- m. Role Model –An individual who encompasses a “service over be served” mantra. The person who goes out of their way to do the right thing, abolishes negative rumors and gossip, and is a proponent for District initiatives.
- n. Boundaries –What an organization sets as limits, which are reasonably safe and permissible ways for people to conduct themselves towards each other and outsiders.
- o. Brand Integrity – The patient, vendor, community, fire, and police partners’ perception of the SCCAD image.

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

TITLE
NUMBER

CODE OF CONDUCT
108-1

POLICY

AREAS

1. To Our Patients and Communities

- a. Remain accountable to your patients and their families.
- b. Approach all with a compassionate and nurturing disposition.
- c. Be relentless in enhancing the District's image and brand integrity.

2. To Our Neighbors

- a. Remain gracious and considerate when handling vendors and partners.
- b. Demonstrate kindness to colleagues, healthcare personnel, fire, and police partners.
- c. Build trust and develop meaningful relationships with colleagues, healthcare personnel, fire, and police partners.

3. To Officers and Managers

- a. Be a role model for all employees.
- b. Confront and correct unethical circumstances.
- c. Go out of your way to find impartial and fair solutions.

4. To One Another

- a. Foster relationships with one another.
- b. Dedicate yourself to cultivating an environment free of bias.
- c. Respect the diversity of cultures, backgrounds, and experiences.

5. To District Assets

- a. Look after District property, protect equipment and assets.
- b. Safeguard our name, mission, vision, and strategic direction.
- c. Preserve intellectual property, trade secrets, and proprietary information

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

| | |
|--------------|------------------------|
| <u>TITLE</u> | CODE OF CONDUCT |
| NUMBER | 108-1 |

POLICY (Continued)

6. Out of Uniform

- a. Represent the District in a positive and professional manner.
- b. Promote the District's image, direction, and reputation.
- c. Be an ambassador for the District at all times.

A Just Culture approach will be taken should misconduct or violation of this policy occur, which could include disciplinary action as defined in policy 108-4.

Adopted by Board of Directors:

Revised:

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

DRAFT

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

| | |
|--------------------|--|
| <u>CHAPTER 100</u> | Personnel Policies & Procedures |
| <u>SECTION 08</u> | Conduct & Discipline |
| <u>TITLE</u> | CORRECTIVE ACTION & PERFORMANCE IMPROVEMENT |
| <u>NUMBER</u> | 108-4 |

DISTRIBUTION

All personnel.

PURPOSE

To establish guidelines ~~for related to~~ rendering corrective action. The severity of the corrective action and the number of steps in the process will depend on the circumstances of each case. The corrective action process may start at any step ~~1,2,3,4,5, or 6-1-5,~~ depending on the severity of the situation. ~~While in most cases the steps listed below will be followed when taking corrective action or while attempting to improve performance, there are certain instances that may call for discharge.~~

POLICY

1. The District recognizes the continuing responsibility to establish and enforce rules and regulations, which provide for the most efficient and effective operation of the District, as long as the action of establishing and/or enforcing the rules and regulations is consistent with any applicable Collective Bargaining Agreements.
2. The District reserves the right to administer corrective action at the District's sole discretion in a manner consistent with item #1 above. The District will strive to utilize a Just Culture environment, as demonstrated in "**Outcome Engenuity's Just Culture Algorithm version 3.2**" when determining the level, if any, corrective action will be needed, or if the District will provide a Performance Improvement Plan for the employee in question.
3. The District shall keep all personnel updated on current rules and regulations, through in-service training with the supervisors, periodic memos, and by providing access to a physical or electronic copy of the Policy and Procedure Manual at each District location.
4. All action taken by the District shall be rendered in the manner described in this Policy, and shall comply with all applicable Labor Laws, standard employment practices, and all applicable Collective Bargaining Agreements.

PROCEDURE

General Information and Guidelines

1. The District shall ~~in most cases~~ use a progressive corrective action format guided by the Just Culture algorithm noted above. ~~The process for which an employee receives corrected action shall follow these progressive steps: whereby an employee will first receive a coaching session, followed by a counseling session, followed by a written reprimand, followed by a written final warning, administrative leave and followed ultimately by discharge/termination.~~ The number of coaching's or counseling's ~~if any,~~ an employee receives prior to written reprimand, suspension, or termination will be based upon the nature of the problem, the severity of that problem, its

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

frequency, and the employee's past employment record.

2. In all cases, it is the District's intent to implement corrective action on a consistent, equitable basis that will be reasonable and not considered arbitrary or capricious. It is also necessary for the corrective action imposed to be appropriate for the wrongful act committed. ~~Therefore, c~~Certain offenses such as, but not limited to, patient abuse, theft, fighting, violation of patient confidentiality, drug/alcohol abuse, etc., are considered gross misconduct ~~may and may~~ result in immediate suspension or termination without any prior warnings.
- ~~3. The disciplinary process is also designed to correspond with the Employee Performance Review program. Undesirable behavior will be categorized in the related Performance Review category and documented on the appropriate form.~~
- 4.3. Examples of infractions included in this procedure **are not all-inclusive** of all undesirable behavior which may require corrective action.
- 5.4. The District will have fourteen (14) calendar days from the date the District has reasonably become aware of the incident to notify an employee of any investigation which may result in corrective action. The District will make every attempt to notify the employee in person or via telephone; ~~h~~However, the District may, as a last resort, notify the employee via the District Staffing System and/or District E-mail. In the case of email notification simultaneous ~~correspondence~~notification will be sent to the appropriate Local 2665 representative to ensure an accurate record of the District's attempted contact of the Employee. Due to the complications of the 48/96 schedule, the District may elect to wait, in excess of the fourteen (14) calendar days, but no longer than the employee's next on-duty day corresponds with a business day. The District will make every effort to resolve any matter of concern in a timely manner.

Types of Corrective Action

1. Coaching Session – Used to correct minor performance issues or infractions; This coaching session ~~is~~ is considered informal and non-punitive in nature. ~~A coaching session may be used at any time by a superior in an effort to guide an employee in a desired direction.~~ Coaching is defined as a form of professional development at which a superior supports an employee in achieving a specific personal or professional goal by providing training and guidance. ~~There will be no written record of coaching sessions~~An email will be sent to the employee, their union representative* (if union representation was requested) and HR to ensure accuracy of the session. This by no means has any punitive affect.
2. Written Counseling - Used to provide guidance to an employee to resolve conflicts, improve performance or correct moderate behavior infractions. A ~~w~~Written ~~c~~Counseling is ~~best defined as~~ used where corrective action is desired, and coaching sessions have failed or the behavior in question exceeded the guidelines of a coaching session. A ~~w~~Written ~~c~~Counseling should be documented on a Notice of Corrective Action Form. This documentation remains in the employee's file for a period of six (6) months. The

ST. CHARLES COUNTY AMBULANCE DISTRICT POLICY AND PROCEDURE MANUAL

Disciplinary Action Form requires the signatures of both the District Issuing Officer and the Employee receiving the cCounseling. The employee's signature does not constitute an admission of guilt, rather it only serves to verify the cCounseling was delivered to the employee.

3. Written Reprimand - Used to correct serious infractions and should be documented on a Notice of Corrective Action Form. This documentation remains in the employee's file for a minimum period of one year.
4. Administrative Leave – May be utilized by a Platoon Chief or higher ranked District Officer to immediately remove an employee from their duties following an allegation of gross misconduct that requires an investigation and review of the related facts.~~for a variety of reasons, including but not limited to; an accusation, concern, or complaint that could fall under the Serious or Severe categories detailed below, and/or following an event that otherwise allowing the employee to remain on duty could place further undue liability on the employee or the District; or, to support the behavioral health of an employee who has been identified as experiencing an extraordinary level of stress during a shift or a specific call for service.~~
4. Written Final Warning - Used to correct severe infractions and should be documented in typed report form. Notice of this level of cCorrective aAction should be given to the employee on District letterhead and remains a permanent part of the employee's record. Depending on the severity of the ~~situations~~situation, the District reserves the right to include Pro probation and or Un-paid ~~Suspension~~suspension-administrative leave as defined below, ~~and~~ as long as it is consistent with all the terms and conditions set forth in this Policy and any applicable Collective Bargaining Agreements.
 - a. In cases where the District believes the utilization of additional punitive action is required a probationary period may be imposed at the ~~W~~written ~~f~~final ~~w~~warning level with approval of ~~a~~a Chief ~~Administrative~~Executive Officer. ~~(Chief or Asst. Chief).~~ Details and terms of the probation shall be documented in the ~~W~~written ~~f~~final ~~w~~warning but should not regularly exceed a period of one (1) year.
 - b. In cases where the District believes that punitive action above and beyond a ~~W~~written ~~f~~final ~~w~~warning and a pro probationary period is required, ~~then~~ an un-paid ~~suspension~~suspension-administrative leave may be considered. ~~A~~The Chief ~~Administrative~~Executive Officer may ~~place~~make recommendation to the Board of Directors for an employee to be placed on un-paid ~~suspension~~suspension-administrative leave. ~~for a maximum of ninety six consecutive working hours in the case of a Platoon employee assigned to the 48/96 schedule, and eighty consecutive working hours in the case of a Non Platoon employee.~~ Details and ~~t~~terms of the un-paid ~~suspension~~suspension-administrative leave shall be documented in the ~~W~~written ~~f~~final ~~w~~warning, but should not ~~regularly~~ exceed fourteen (14) calendar days.
5. Termination - Used anytime an employee's conduct is such that separation from the District is ~~necessary~~the best solution. Notice of this level of discipline should be given to the employee on District letterhead and remains a permanent part of the employee record.

Documentation

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

1. All written documentation must contain the following information:
 - a. Name of Employee/DSN
 - b. ~~A d~~Description of the infraction including the date and time of occurrence.
 - c. Rule or regulation breached and corresponding category of the Performance Review Form.
 - d. Expected conduct in the future (including the time frame for improvement) and the consequences, if the expected conduct is not achieved.

2. Disciplinary documentation should be routed as follows:
 - a. ~~a. Daily Performance Log: Coaching: An email will be sent to the employee, their union representative* (if union representation was requested) and HR to ensure accuracy of the session. Placed in Supervisor file.~~
 - b. ~~Written b. Counseling or Written Reprimand: Original to the employee; Yellow Scanned copy emailed to HR to be placed in ee~~employee's ~~Personnel File; their union representative* (if union representation was requested); Pink and Scanned copy emailed~~ to the Chief ~~Administrative~~Executive Officer.

Written

- c. ~~e. Final Warning and Probation: Original to the employee; Scanned copy emailed to HR to be placed in employee's Personnel File; their union representative* (if union representation was requested); and Scanned copy emailed to the Chief Executive Officer. Original to the employee; Copy placed in employee's Personnel File; Copy to the Chief Administrative~~Executive Officer.
- d. ~~d. Termination: Original to the employee; Scanned copy emailed to HR to be placed in employee's Personnel File; their union representative* (if union representation was requested); and Scanned copy emailed to the Chief Executive Officer. Original to the employee; Copy placed in employee's Personnel File.~~

The following steps are guidelines and may change as required by such factors as severity of circumstances, various actual details of infraction, and final results of incident.

Type/Definition of Infractions

1. Minor Infraction - An infraction that ~~does not cause or~~ has the potential to cause disruption in the daily work routine of the crew, department or supervisor,; but does require counter-productive effort to correct.
 - a. First Offense – Coaching
 - b. Second Offense – Written Counseling (if within 6 months of 1st offense)
 - c. Third Offense - Written Reprimand (if within 6 months of 2nd offense)
 - d. Fourth Offense - Written Final Warning (if within 1 year of 3rd offense)
 - e. Fifth Offense - Termination (if within 1 year of 4th offense)

2. Moderate Infraction - An infraction that causes or has the potential to cause an

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

immediate disruption in the daily work routine of the crew or department and/or supervisor. It requires a significant amount of counter-productive effort to correct.

- a. First Offense - Written Ceounseling
 - b. Second Offense - Written Reprimand (if within 6 months of 1st offense)
 - c. Third Offense - Written Final Warning (if within 1 year of 2nd offense)
 - d. Fourth Offense - Termination (if within 1 year of 3rd offense)
3. Serious Infraction - An infraction which places or has the potential to place the District in a potentially dangerous, libelous disparaging or embarrassing position or conduct otherwise deemed so serious as to warrant final warning.
- a. First Offense - Written Final Warning
 - b. Second Offense - Termination
4. Severe Infraction - Conduct so extreme that temporary or permanent separation from the District appears to be the best solution.
- a. First Offense - Termination

ST. CHARLES COUNTY AMBULANCE DISTRICT POLICY AND PROCEDURE MANUAL

Levels of Authority for Uniform Personnel

1. Lieutenants – May handle Coaching levels of Corrective Action, with the approval of issuing Officer's Manager.
- 1.2. Captains – May handle Corrective Action up to and including Written Counseling, with the approval of the issuing Officer's Manager.
- 2.3. Battalion Chiefs – May handle Corrective Action up to and including Written CounsellingReprimand.
- 3.4. Platoon Chief – May handle Corrective Action up to and including Administrative Leave with pay.
5. Deputy Chiefs – Deputy Chiefs may handle any Corrective Action up to and including administrative leave with recommendations to the Assistant Chief Officer for final written warning and probation.
 4. Deputy Chiefs Primarily pP provides oversight and review (District Review Officer) as requested by employee filing grievance (and their Union Representation) for disciplinary recommendations set forth by the District Issuing Officer. However, Deputy Chiefs may handle any Corrective Action up to and including administrative leave with recommendations to the Chief AdministrativeExecutive Officer for final written warning, probation, un-paid suspension, and termination. In instance thatIf the Deputy Chief is the District Issuing Officer, the Assistant Chief AdministrativeExecutive Officers will provide oversight and/or review.
6. Assistant Chief – Assistant Chiefs may handle any Corrective Action up to and including administrative leave with recommendations to the Chief Executive Officer for final written warning, probation, un-paid administrative leave, and termination. Assistant Chiefs provide oversight and review (District Review Officer) as requested by employee filing grievance (and their Union Representation) for disciplinary recommendations set forth by the District Issuing Officer. If the Assistant Chief is the District Issuing Officer, the Chief Executive Officer will provide oversight and/or review.
7. _____
- 5.8. Chief AdministrativeExecutive Officer – May handle all corrective action up to and including paid suspension-administrative leave with recommendation to the Board of Directors for un-paid suspension-administrative leave and/or -termination.
- 6.9. Board of Directors – Shall handle un-paid administrative leave and/or termination.termination

Levels of Authority for Part-Time and Non-Uniform Personnel

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

~~7.10.~~ Supervisors - May handle discipline up to and including written reprimands.

~~8.11.~~ Administrative Officer/Department Manager – May handle discipline up to and including ~~suspension~~ paid administrative leave with recommendations to the Chief ~~Administrative~~ Executive Officer for written final warning, un-paid administrative leave, probation and termination.

~~9.12.~~ Chief ~~Administrative~~ Executive Officer - May handle all discipline up to and including paid suspension ~~administrative leave~~ with recommendations to the Board of Directors for un-paid administrative leave and/or termination.

~~10.13.~~ Board of Directors – Shall handle un-paid administrative leave and/or termination. ~~Shall handle termination.~~

Adopted by Board of Directors: 08/26/98

Revised: 3/23/11

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

ITEM F

ADDENDUM

This ADDENDUM (“Addendum”) is entered into effective as of the ____ day of _____, 2021, by and between St. Charles County Ambulance District (the “District”) and Local 2665 IAFF (“Local 2665”) (collectively, the “Parties”).

WHEREAS, the District and Local 2665 are party to a certain labor agreement that currently is in effect until December 31, 2023 (the “Labor Agreement”); and

WHEREAS, the Union met with District Administration and discussed changes to Article 22, Section 4, Recall Log, in the current Labor Agreement; and

WHEREAS, pursuant to Article 34, Section 3, the Parties are in agreement to modify Section 4 of Article 22 of the Labor Agreement.

NOW, THEREFORE, the Parties hereby agree as follows:

1. Article 22, Section 4, Recall Log, provides as follows:

“For employees hired on or before January 12, 2018 the twelve (12) least senior employees per platoon shall be eligible for recall. All employees hired on or after January 13, 2018 will remain on the Recall Log indefinitely. Prior to the beginning of each year, employees may volunteer to be placed on the recall log for a period of one calendar year. Said volunteers are subject to all mandatory overtime provisions for the duration of that calendar year. The District maintains the right to recall any employee during extraordinary situations.

The District agrees to maintain a “Recall Log” that lists the accumulative number of mandatory overtime hours to date that employees have worked. Said log shall begin on January 1 and end on December 31 and is accessible through the Districts staffing software. When recalling employees, the District shall separate the log into five (5) groups and recall in the following order:

1. On-duty employees that are regularly assigned to the off-going shift and subject to the recall log.
2. On-duty employees that are working trade time and are typically subject to the recall log on their regular shift.
3. If necessary, off-duty employees will then be recalled in the order listed that are not regularly assigned to the off-going shift but are subject to the recall log on their regular shift.
4. On-duty employees that are not typically on the recall log.
5. Off-duty employees that are not typically on the recall log.

Once a Unit employee completes recruit probation and becomes eligible they will be added to the recall list. Said employee shall be credited with hours equal to the person next subject to recall on his shift.”

Article 22, Section 4, as quoted above is hereby deleted in its entirety.

2. The new language in Article 22, Section 4, Recall Log, to replace the stricken language, is as follows:

“The District agrees to maintain a “Recall Log” that lists the accumulative number of mandatory overtime hours to date that employees have worked. Said log shall begin on January 1 and end on December 31 and is accessible through the Districts staffing software.

- All platoon employees will be eligible for recall.
- Each member will be credited 2 hours of recall per year of service.
- All overtime greater than 10 hours will count towards recall hours and maintained in the recall log by the District.
- Any platoon employee that takes non-mandatory overtime over their four (4) consecutive days off, immediately following their regularly scheduled rotation, is not eligible for recall over that time period.

Once a Unit employee completes recruit probation and becomes eligible they will be added to the recall list. Said employee shall be credited with hours equal to the person next subject to recall on his shift.”

3. All other terms and conditions of the Labor Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Addendum effective as of the date first above written.

FOR:
ST. CHARLES COUNTY
AMBULANCE DISTRICT
CHAIRMAN OF THE BOARD

FOR:
ST. CHARLES COUNTY
AMBULANCE DISTRICT
CHIEF EXECUTIVE OFFICER

By: _____
MARK FENTON

By: _____
KELLY COPE

FOR:
IAFF LOCAL 2665
EXECUTIVE SHOP STEWARD PRESIDENT

By: _____
ADAM HERMANN