

ORDINANCE 13-1

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 Purchasing 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 Purchasing 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 Purchasing 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.

Mark Fenton, Presiding Officer

Attest:

Joan Peery, Secretary

Mark Fenton, Chair

Attest:

Joan Peery, Secretary

CERTIFICATION

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

I, Patricia Galkowski, 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. 13-1 as adopted by the Board of Directors, St. Charles County Ambulance District on January 23, 2013.

In Witness Whereof, I have hereunto set my hand and affixed the official seal of the St. Charles County Ambulance District this 23rd day of January 2013.

Patricia Galkowski, Executive Secretary
St. Charles County Ambulance District