



Pettis County Ambulance District

Regular Meeting Minutes

Meeting Type: Regular Meeting
Location: 400 S. Kentucky
Sedalia, MO 65301
Date: 11-12-2024
Time: 1800

- I. **Call to Order:** The board participated in HIPAA training prior to the meeting that ended after 1800, therefore, the meeting was called to order by Chair-Nick Gerke at 1803.
 - a. **Roll Call-** Board Members Present: Nick Gerke-Chair, Kim Graves- Vice Chair, John Nail – Secretary, Jim Sneed, Kevin Walker, Eric West – Treasurer. PCAD Staff Present- EMS Chief Roy Pennington, EMS Assistant Chief Florian Hammer, CFO – Jamie Luebbering, Administrative Assistant Katie Patrick.

By Video: Ryan Newsom – IT.

Non-PCAD present: Dannelle Lauder – Pettis County Joint Communications.
 - b. **Pledge of Allegiance / Moment of Silence**
 - c. **Motion to approve the agenda:** Motion by John Nail to approve the agenda, adding *Geotechnical Services – Bid Opening* to Unfinished Business. Motion carried 6-0.
 - d. **Confirm the previous meeting minutes:** The previous meeting minutes stand approved as presented.
- II. **Announce Visitors:** Chair Nick Gerke announced Dannelle Lauder with Pettis County Joint Communications.
- III. **Public Comment:** None.
- IV. **Reports of Officers:**
 - a. **EMS Chief Report:** EMS Chief Roy Pennington presented his report to the board.
 - b. **Approve Payment of Outstanding Bills:** CFO Jamie Luebbering requested the board add the bill for McColleston Construction for \$50,250.00 to the outstanding bills, bringing the total to \$166,383.08. Motion by John Nail to approve the payment of the outstanding bills, in the amount of \$166,383.08. Motion carried 6-0.
- V. **Presentations:**
 - a. **Pettis County Joint Communications:** Dannelle Lauder presented the proposed Pettis County Joint Communications 2025 budget. No action taken.
- VI. **Unfinished Business:**
 - a. **Audit Bid Opening:** Tabled to the next meeting for review and a recommendation by CFO Jamie Luebbering.
 - b. **Accounting Services RFP – Opening:** Tabled for further discussion.
 - c. **CFO Job Posting:** Tabled for further discussion.
 - d. **Geotechnical Services Bid Opening:** Tabled for review and recommendation by Navigate Building Solutions.
- VII. **New Business:**
 - a. **Resolution 2024-06: Declare Election and Candidate Filing:** Motion by Eric West to approve Resolution 2024-06: Declare Election Candidate Filing. Motion carried 6-0.
 - b. **Employee Handbook Review:** EMS Assistant Chief Flo Hammer informed the board that Mike Keith Insurance offers an option to send the PCAD Employee Handbook to a legal team for review and suggestions for \$2,750.00. Motion by John Nail to approve the Employee Handbook review for \$2,750.00. Motion carried 6-0.
- VIII. **Closed Meeting pursuant to RSMo 610.021, Section:**

Motion by John Nail to enter a closed session pursuant to RSMo. 610.021, Section;

 - (1) *Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.*
 - (9) *Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups*

Roll Call Vote: Gerke-Y, Graves-Y, Nail-Y, Sneed-Y, Walker-Y, West-Y. Motion carried 6-0. Meeting moved to a closed session at 1848 hours.

Open session resumed at 1939 hours.

Motion by Eric West to amend the open agenda, adding discussion on the Accounting Services RFP – Opening. Motion carried 6-0.
- IX. **Unfinished Business – Continued:**
 - a. **Accounting Services RFP – Opening:** The board discussed the RFP submitted by Anchor Point Advisory Group and requested they inform of the Software costs due by the PCAD, as well as clarification if the onboarding is included in the total quoted. Motion by Eric West to approve the RFP submitted by Anchor Point Advisory Group by text message once the board’s questions are addressed. Motion carried 6-0.
- X. **Announcements:** CFO Jamie Luebbering announced she submitted her resignation.
- XI. **Adjournment:** Motion by John Nail to adjourn the meeting, motion carried 6-0. Meeting was adjourned at 1947 hours.

The next regular meeting is scheduled for November 26, 2024, at 1800. This meeting will be held at the PCAD Educational Building, 400 S. Kentucky St. Sedalia Mo. 65301.

X

Nick Gerke

Chairman

Submitted by Katie Patrick- Administrative Assistant/ Board Rapporteur