



Pettis County Ambulance District

Special Meeting Minutes

Meeting Type: Special Meeting
Location: 400 S. Kentucky
Sedalia, MO 65301
Date: 10-30-2024
Time: 1800

- I. **Call to Order:** Meeting was called to order by Chair-Nick Gerke at 1800.
 - 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, Ryan Newsom – IT.
 - b. **Motion to approve the agenda:** Motion by John Nail to approve the agenda. Motion carried 6-0.
- II. **Announce Visitors:** None.
- III. **Closed Meeting pursuant to RSMo 610.021, Section:**

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

(3) *Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.*

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 1800 hours.

Open session resumed at 1837 hours.

Motion by John Nail to amend the open agenda to add *a. Impact Signs and Awnings Bills, b. 4.18. Billing Manager – Job Description, c. 4.19 Billing Specialist – Job Description, d. CFO Job Posting, e. Accounting Services RFP* to New Business. Motion carried 6-0.
- IV. **New Business:**
 - a. **Impact Signs and Awnings Bills:** Motion by John Nail to approve the payment of two Impact Signs and Awnings bills in the amount of \$3,306.00. Motion carried 6-0.
 - b. **4.18 Billing Manager – Job Description:** Motion by John Nail to approve the 4.18 Billing Manager job description. Motion carried 6-0.
 - c. **4.19 Billing Specialist – Job Description:** Motion by John Nail to approve the 4.19 Billing Specialist job description. Motion carried 6-0.
 - d. **CFO Job Posting:** Motion by John Nail to approve the Indeed CFO job posting. Motion carried 6-0.
 - e. **Accounting Services RFP:** Motion by John Nail to approve the Accounting Services RFP. Motion carried 6-0.
- V. **Adjournment:** Motion by John Nail to adjourn the meeting, motion carried 6-0. Meeting was adjourned at 1844 hours.

The next regular meeting is scheduled for November 12, 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