



Pettis County Ambulance District

Regular Meeting Minutes

Meeting Type: Regular Meeting
Location: 400 S. Kentucky
Sedalia, MO 65301
Date: 01-25-2022
Time: 1800

- I. **Call to Order:** Meeting was called to order by Chair-Nick Gerke at 1800.
- Roll Call-** Board Members Present: Mike Brown- Vice Chair, Adam Cox, Nick Gerke-Chair, Steve Davis, John Nail-Secretary, John Fritz-Treasurer. PCAD Staff Present- Assistant EMS Chief- Roy Pennington, CFO Jamie Luebbering, Katie Patrick- Administrative Assistant, Ryan Newsom-IT, Battalion Chief Eric Meyers.
- Non-PCAD Present: Faith Bemiss - Sedalia Democrat.
- a. **Motion to approve the agenda:** Motion by John Nail to approve the agenda. Motion carried 6-0.
- b. **Confirm the previous meeting minutes:** John Nail added his request for the Windsor Ambulance District financial statements and minutes to the Board Master Calendar item under New Business. The previous meeting minutes were approved with this correction.
- II. **Announce Visitors:**
- Nick Gerke announces Faith Bemiss with Sedalia Democrat and EMS Assistant Chief Roy Pennington.
- III. **Public Comment:** None.
- IV. **Reports of Officers:**
- a. **EMS Chief Report:** EMS Assistant Chief Roy Pennington presented the Chief's report.
- b. **CFO Report:** CFO Jamie Luebbering presented her report, informing the board of the payment PCAD received from Kansas Counselors, lowering the outstanding bills from \$50,174.48 to \$49,791.79.
- c. **Approve Payment of Outstanding Bills:** Motion by John Fritz to approve the payment of the outstanding bills in the amount of \$49,791.79. Motion carried 6-0.
- V. **Reports of Committees**
- a. **Strategic Planning Committee:** Steve Davis informed the board that EMS Chief Eric Dirck is working on putting a survey together to send to other agencies, and the Committee has been discussing the Mission Statement. The next meeting is scheduled for February 10, 2022.
- VI. **Unfinished Business:**
- a. **Board Master Calendar:** John Nail requested to add more items to the board master calendar. In March, adding a yearly review of the board handbook. In April, a reminder of the financial disclosure due to the Missouri Ethics Commission on May 1st of every year. In August, a review of the bylaws. In September, reviewing the job descriptions of the EMS Chief and CFO. In October, discussing the sales tax rate at the first meeting, and voting on the sales tax rate in the second meeting.
- b. **Employee Handbook:** Motion by John Nail to approve the Employee Handbook revisions. Motion carried 6-0.
- c. **Work Comp Bid:** Motion by John Nail to approve the work comp bid. Motion carried 6-0.
- d. **Disposition of District Equipment:**
1. **Radios:** Motion by John Fritz to list the radios and accessories in two lots. Lot 1 of 21 portable radios and accessories are to be sold on govdeals for a total of \$4,200.00 for one month. Lot 2 of 21 mobile radios and accessories are to be sold on gov deals for a total of \$4,200.00 for one month. Motion carried 6-0.
 2. **Stair Chairs:** Motion by John Fritz to list 5 stair chairs on govdeals at \$400.00 each for one month. Motion carried 6-0.
- VII. **New Business:** None.
- VIII. **Announcements:** Steve Davis announced Bothwell Hospital is Stroke certified and received their certificate January 25, 2022. He also announced Bothwell is on track to be Trauma certified on February 1st, 2022.
- IX. **Adjournment:** Motion by John Nail to adjourn the meeting, motion carried 6-0. Meeting was adjourned at 1827.

The next regular meeting is scheduled for February 08, 2022, at 1800. This meeting will be held at the PCAD Educational Building, 400 S. Kentucky St. Sedalia Mo. 65301.

X

John Nail
Secretary

Submitted by Katie Patrick- Administrative Assistant/ Board Custodian of Records