



# Pettis County Ambulance District

## Regular Meeting Minutes

Meeting Type: Regular Meeting  
Location: 400 S. Kentucky  
Sedalia, MO 65301  
Date: 09-26-2023  
Time: 1800

- I. **Call to Order:** Meeting was called to order by Chair-Nick Gerke at 1800.
  - a. **Roll Call-** Board Members Present: Mike Brown – Vice Chair, Nick Gerke-Chair, Kim Graves, John Nail- Secretary, Kevin Walker. PCAD Staff Present- EMS Chief Eric Dirck, EMS Assistant Chief Roy Pennington, CFO Jamie Luebbering, Katie Patrick – Administrative Assistant, Ryan Newsom- IT.  
**Absent:** Steve Davis – Treasurer.  
**Non PCAD Present:** Faith Bemiss – Sedalia Democrat.  
**By Video:** Penny Thomas.
  - b. **Pledge of Allegiance / Moment of Silence**
  - c. **Motion to approve the agenda:** Motion by John Nail to approve the agenda. Motion carried 5-0.
  - d. **Confirm the previous meeting minutes:** The previous meeting minutes stand approved as presented.
- II. **Announce Visitors:** Faith Bemiss – Sedalia Democrat.
- III. **Public Comment:**
  - a. **Missouri LAGERS Presentation – Penny Thomas:** Penny Thomas presented the Missouri LAGERS options to the board. No action taken.
- IV. **Reports of Officers:**
  - a. **CFO Report – Vote to Receive:** Motion by John Nail to receive the CFO report. Motion carried 5-0.
  - b. **Approve Payment of Outstanding Bills:** Motion by John Nail to approve the payment of the outstanding bills in the amount of \$27,594.49. Motion carried 5-0.
- V. **Unfinished Business:**
  - a. **Employee Job Descriptions**
    1. **Chief Financial Officer –** Motion by Kim Graves to approve the CFO job description. Motion carried 5-0.
    2. **Battalion Chief –** Motion by John Nail to approve the Battalion Chief job description. Motion carried 5-0.
    3. **Captain –** Motion by Kim Graves to approve the Captain job description, updating the review date on the second page to the current date. Motion carried 5-0.
- VI. **New Business:** None.
- VII. **Closed Meeting pursuant to RSMo 610.021, Sections;**

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

  - (1) *Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communication between a public governmental body or its representatives and its attorneys.*
  - (2) *Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor.*
  - (3) *Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.*
  - (13) *Individually identifiable personnel records, performance ratings for records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries and lengths of service of officers and employees of public agencies once they are employed as such*

Roll Call Vote: Brown-Y, Davis- Absent, Gerke- Y, Graves-Y, Nail- Y, Walker- Y. Motion carried 5-0. Meeting moved to a closed session at 1902.

Open session resumed at 1938.
- VIII. **Announcements:** None.
- IX. **Adjournment:** Motion by John Nail to adjourn the meeting, motion carried 5-0. Meeting was adjourned at 1938 hours.

The next regular meeting is scheduled for October 10, 2023, at 1800. This meeting will be held at the PCAD Educational Building, 400 S. Kentucky St. Sedalia Mo. 65301.

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Nick Gerke

Chairman

**Submitted by Katie Patrick- Administrative Assistant/ Board Rapporteur**