



Pettis County Ambulance District

Regular Meeting Minutes

Meeting Type: Regular Meeting
Location: 400 S. Kentucky
Sedalia, MO 65301
Date: 04-11-2023
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, Steve Davis-Treasurer, Nick Gerke-Chair, Kim Graves, John Nail- Secretary. PCAD Staff Present- EMS Chief- Eric Dirck, Assistant EMS Chief- Roy Pennington, CFO- Jamie Luebbering, Katie Patrick- Administrative Assistant, Ryan Newsom- IT.
Non-PCAD Present: Nick La Strada – Pettis County Clerk, Kevin Walker.
 - a. **Pledge of Allegiance / Moment of Silence**
 - b. **Motion to approve the agenda:** Motion by John Nail to approve the agenda. Motion carried 6-0.
 - c. **Confirm the previous meeting minutes:** The previous meeting minutes stand approved as presented.
- II. **Announce Visitors:**
Nick Gerke announced Nick La Strada and Kevin Walker.
- III. **Public Comment:** None.
- IV. **Reports of Officers:**
 - a. **Chief's Report:** EMS Chief Dirck presented his report.
 - b. **CFO Report:** CFO Jamie Luebbering presented her report and informed the board that the first billing employee has been hired.
 - c. **Approve Payment of Outstanding Bills:** Motion by John Nail to approve the payment of the outstanding bills in the amount of \$84,254.10. Motion carried 6-0.
- V. **Unfinished Business:**
 - a. **Extended Warranty:** Motion by Steve Davis to purchase the American Response Vehicles extended warranty for Unit 1. Motion carried 6-0.
 - b. **Employee Handbook – Policy Update:** Motion by John Nail to approve the updated Employee Handbook policy. Motion carried 6-0.
- VI. **Election Results & Actions**
 - a. **Election Results:** Motion by Adam Cox to accept the election results. Motion carried 6-0.
- VII. **Adjournment of Outgoing Board:** Motion by John Nail to adjourn the outgoing board. Motion carried 6-0.
- VIII. **Call to Order of Incoming Board**
 - a. **Oath of Office:** Pettis County Clerk Nick La Strada swore John Nail and Kevin Walker into the PCAD Board.
 - **People Present:** Board Members Present: Mike Brown, Steve Davis, Nick Gerke, Kim Graves, John Nail, Kevin Walker. PCAD Staff Present: EMS Chief Eric Dirck, EMS Assistant Chief Roy Pennington, Jamie Luebbering-CFO, Administrative Assistant Katie Patrick, Ryan Newsom- IT.
 - b. **Board Officer Elections and Resolution 2023-02 Appointment of Officers**
 1. **Chair-** Nick Gerke requested nominations for Office of Chair, Steve Davis nominated Nick Gerke. Vote successful 6-0.
 2. **Vice Chair-** Nick Gerke requested nominations for Office of Vice Chair, John Nail nominated Mike Brown. Vote successful 6-0.
 3. **Treasurer-** Nick Gerke requested nominations for Office of Treasurer, John Nail nominated Steve Davis. Vote successful 6-0.
 4. **Secretary-** Nick Gerke requested nominations for Office of Secretary, Kim Graves nominated John Nail. Vote successful 6-0.
 5. **Budget Officer-** Nick Gerke requested nominations for Budget Officer, John Nail nominated Jamie Luebbering – CFO. Vote successful 6-0.
 6. **Custodian of Records-** Nick Gerke requested nominations for Custodian of Records, John Nail nominated Ryan Newsom-IT. Vote successful 6-0.
 - c. **Ordinance 2023-01 Conflict of Interest Policy:** Motion by Steve Davis to accept Ordinance 2023-01 Conflict of Interest Policy. Motion carried 6-0.
- IX. **Resolutions**
 - a. **Resolution 2023-03 Authorize Officer to Sign Certain Bank Documents and Checks:** Motion by John Nail to accept Resolution 2023-03 Authorize Officer to Sign Certain Bank Documents and Checks, allowing Nick Gerke- Chair, Mike Brown- Vice Chair, and Steve Davis- Treasurer this authority. Motion carried 6-0.
 - b. **Resolution 2023-04 Authorize Officers to View Electronic Bank Records:** Motion by John Nail to accept Resolution 2023-04 Authorize Officers to View Electronic Bank Records, allowing Nick Gerke-Chair. Mike Brown- Vice Chair, Steve Davis- Treasurer, Jamie Luebbering- CFO, and Eric Dirck – EMS Chief the authority to view Electronic Bank Records. Motion carried 6-0.

- c. **Resolution 2023-05 Authorize Officers to Access Safety Deposit Box:** Motion by John Nail to approve Resolution 2023-05 Authorize Officers to Access Safety Deposit Box, allowing Nick Gerke- Chair, Mike Brown- Vice Chair, and EMS Chief Eric Dirck access to the safety deposit box. Motion carried 6-0.

X. **New Business:** None.

XI. **Announcements:** EMS Chief Eric Dirck informed board members that he could obtain updated copies of Roberts Rules of Order or Sunshine Laws if they were interested. EMS Chief Eric Dirck also congratulated John Nail and Kevin Walker for their placement on the PCAD board.

XII. **Adjournment:** Motion by Kevin Walker to adjourn the meeting, motion carried 6-0. Meeting was adjourned at 1828.

The next regular meeting is scheduled for April 25, 2023, 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