



# STE. GENEVIEVE COUNTY AMBULANCE DISTRICT

## **Regular Open - Board Meeting Minutes**

Place: Ste. Genevieve County Ambulance District House 1

3 Basler Dr, Ste. Genevieve, MO 63670

August 19, 2024

### **CALL TO ORDER:**

Ernie Weiler called the regular meeting to order at 5:31 p.m.

### **ROLL CALL:**

#### **BOARD MEMBERS PRESENT:**

Chairperson, Ernie Weiler, Sub-District 1

Vice Chairperson, Don Kuehn, Sub-District 6

Secretary, Nick Werner, Sub-District 3

Treasurer, Carl "CJ" Okenfuss, Sub-District 5

Member, Dennis Jokerst, Sub-District 2

Member, Bill Everett, Sub-District 4

#### **BOARD MEMBERS ABSENT:** None

#### **EMPLOYEES PRESENT:**

Kendall Shrum, EMT-P, Administrator

Dawn Sevier, EMT-P, Operations Supervisor

Beth Wells, EMT-P, Training Officer

Mary Grieshaber, Office Manager

#### **RECOGNIZE VISITORS FOR PUBLIC COMMENT:** None

#### **EMPLOYEES TO ADDRESS THE BOARD:** None

#### **BOARD MEETING MINUTES:**

A motion was made and the July Regular Board Meeting minutes were approved:

#### **APPROVAL OF REGULAR BOARD MEETING MINUTES:**

Made the motion: Nick Werner

Seconded the motion: CJ Okenfuss

In favor: All

Opposed: None

#### **TREASURER'S REPORT:**

<b>July - 2024</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Difference</b>
<b>LM Ambulance Revenue</b>	100,000.00	75,053.60	-24,946.40
<b>LM Total Revenue</b>	184,206.00	149,691.35	-34,514.65

<b>LM Expenses</b>	375,276.66	198,185.93	177,090.73
<b>FY Ambulance Revenue</b>	920,000.00	1,092,261.97	172,261.97
<b>FY Tax Revenue</b>	507,000.00	361,415.57	-145,584.43
<b>FY Sales Tax Revenue</b>	830,000.00	644,305.02	-185,694.98
<b>FY Total Revenue</b>	2,396,874.00	2,415,883.59	19,009.59
<b>FY Total Expenses</b>	2,212,272.33	2,157,972.25	54,300.08
<b>FY NET INCOME</b>	184,601.67	257,911.34	
<b><u>Bloomsdale Bank</u></b>			
<b>Checking</b>		120,137.21	
<b>CD 3531</b>	11/27/2024	207,831.05	5.16%
<b>CD 3678</b>	2/22/2025	210,663.88	4.75%
<b>CD 3679</b>	5/22/2025	210,551.71	4.75%
<b>CD 3661</b>	8/8/2025	205,003.59	5.00%
<b>Money Market</b>		256,062.66	
<b>Petty Cash</b>		23.11	
<b>Total Balance – 7/1/2024</b>		1,210,273.21	

Cintas check is for fire extinguisher and exits checks. Mueller’s Tire if for a few invoices of tires and repairs. Centermark is the second payment for the construction plans and bidding. Stryker is for stair chairs and maintenance.

A motion was made to approve the bills and checks for payment as presented:

**APPROVAL OF BILL PAYMENTS AS PRESENTED:**

Made the motion: CJ Okenfuss  
 Seconded the motion: Dennis Jokerst  
 In favor: All  
 Opposed: None

A motion was made to approve the Treasurer’s Report as presented:

**APPROVAL OF TREASURER’S REPORT:**

Made the motion: Nick Werner  
 Seconded the motion: CJ Okenfuss  
 In favor: All  
 Opposed: None

Write-offs were presented in the amount of \$15,729.92.

**APPROVAL OF \$15,729.92 IN WRITE-OFFS:**

Made the motion: Bill Everett  
Seconded the motion: CJ Okenfuss  
In favor: All  
Opposed: None

**DIRECTOR 'S REPORT:**

Total Calls	257
Emergency	182
House 1	98
House 2	50
House 3	34
Transfers	67
House 1	21
House 2	21
House 3	25
PR/Standbys	8
House 1	2
House 2	3
House 3	3
July 2023 Total Calls	203
Emergency	160
Transfers	38
PR/Standbys	5
July 2022 Total Calls	255
Emergency	202
Transfers	45
PR/Standbys	8

**Reports**

Kendall is working on some new reports for the Board. The first report is "Incidents by Day of Month". This report is a bar graph showing the number of calls per day which ranged from 3 to 18 per day in the month of July. The second report shows transported runs from January to August YTD comparing to last year. We are down 4% in calls from last year the same timeframe. He is still working on the response times report.

**Equipment**

We will be cleaning out some old equipment and furniture. Some can be sold, donated or discarded. This includes stair chairs, stretchers and furniture.

**Staff**

We have had one paramedic resignation. She is returning to Abbott for the change in schedules for family reasons. This currently leaves two full-time open positions.

We are still interviewing for the open captain position due to Dawn being promoted to operations supervisor. There are four employees who have applied.

**Training**

Beth Wells reported today was the first day of class for the high school EMT class. There are six students. The class will be everyday for one hour. The first day went well. Beth is teaching the class as well as coordinating clinicals and practicals. They all seem to be potentially good students with a plan. One wants to become an EMT and eventually go on to become a doctor, another wants to become a radiologist eventually. This year, the class is only Ste. Genevieve High School students. Hopefully, next year we can offer to Valle students as well. Shirley Gastler with our medical director will also meet with Beth and her class. Hopefully there will be a few good candidates that we can recruit for employees after the class.

## **House Updates**

### **Generators**

House 2 – The LCD screen to the controller needs to be replaced. Parts \$538, Labor \$799

House 3 – A belt needs to be replaced. Parts \$87, Labor \$500

We will check with CK Power to get another bid. Kendall will also get with Chad to see if we can do some of the repairs ourselves.

## **Grant Writing – Community Asset Builder**

A few surrounding counties have used this organization to obtain multiple larger grants in the last few years. The grants can be used for radios, equipment, vehicles and to hopefully run the community paramedic program.

A motion was made to enter into an agreement for one year with Community Asset Builder grant writers for \$24,000.

### **APPROVAL OF \$24,000 FOR ONE YEAR GRANT WRITING SERVICES:**

Made the motion:	Nick Werner
Seconded the motion:	CJ Okenfuss
In favor:	All
Opposed:	None

## **Provider Agreement with Missouri EMS Agent Corporation**

A provider agreement with Missouri EMS Agent Corporation will be signed. This agency will provide payments to us for transports of non-insured psychiatric patients.

A motion was made to approve the Director's Report

### **APPROVAL OF DIRECTOR'S REPORT:**

Made the motion:	Don Kuehn
Seconded the motion:	Bill Everett
In favor:	All
Opposed:	None

## **UNFINISHED BUSINESS**

### **House 3**

Dawn Sevier & Don Kuehn met with Brad & Lauren Bauman with Centermark Construction. They went through the list of changes. They made the basic selections in colors. The building

will be charcoal gray and light gray. There will not be any brick. Doors and windowsills will be black. The selections are generic with good quality but not fancy.

Timeline for bidding is as follows:

Bid deadline is Friday, August 23<sup>rd</sup> at 3 p.m.

Bid opening meeting is Monday, August 26<sup>th</sup> at 5 p.m.

Work session meeting to review bids and specifications is Wednesday, August 28<sup>th</sup> at 5 p.m.

### **NEW BUSINESS**

Nick Werner expressed concern as being on the volunteer fire departments and not having water for fire fighters during a fire. 18 cases of water have been donated to the district for this cause. He would like for the district to purchase an ice machine and/or freezers to have plenty of ice and water available to give to the firefighters when there is a fire. We will research and see what is the most economical option.

The addition of the operations supervisor position warrants the possible addition of another District car. Kendall has the new blazer that he drives to and from work as he is expected to report to work during a serious weather event etc. Dawn being the operations supervisor will have the same expectation. A few different scenarios were presented as another blazer or a small pickup or even the possibility of paying mileage and Dawn use her own car. Nick Werner will work up some different price options.

The regular meeting adjourned.

### **ADJOURNMENT:**

Meeting ended:	6:53 p.m.
Made the motion:	Don Kuehn
Seconded the motion:	Nick Werner
In favor:	All
Opposed:	None

### **NEXT MEETING:**

Bid opening meeting is Monday, August 26<sup>th</sup> at 5 p.m. at House 1

Work Session meeting to review bids is Wednesday, August 28<sup>th</sup> at 5 p.m. at House 1

The next regular meeting is on Monday, September 16<sup>th</sup> at 5:15 p.m. at House 1.