



# Pettis County Ambulance District

## Regular Meeting Minutes

Meeting Type: Regular Meeting  
Location: 400 S. Kentucky  
Sedalia, MO 65301  
Date: 03-22-2022  
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, Steve Davis, Nick Gerke-Chair, John Nail-Secretary, John Fritz-Treasurer. PCAD Staff Present- EMS Chief- Eric Dirck, Assistant EMS Chief- Roy Pennington, CFO Jamie Luebbering, Katie Patrick- Administrative Assistant, Ryan Newsom- IT, Paramedic John Fluty.
  - Non-PCAD Present: Faith Bemiss - Sedalia Democrat.
- a. **Motion to approve the agenda:** Motion by Steve Davis to approve the agenda. Motion carried 6-0.
- b. **Confirm the previous meeting minutes:** The previous meeting minutes stand approved as presented.
- II. **Announce Visitors:**
  - Nick Gerke announces Faith Bemiss with Sedalia Democrat, EMS Assistant Chief Roy Pennington, Paramedic John Fluty.
- 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.
  - c. **Approve Payment of Outstanding Bills:** Motion by John Fritz to approve the payment of the outstanding bills in the amount of \$84,519.86. Motion carried 6-0.
- V. **Reports of Committees**
  - a. **Strategic Planning Committee:** EMS Chief Dirck explained the board had a work session on March 16, 2022, to review the strategic plan draft, and the information to be voted on is sectioned out on the agenda under Unfinished Business.
- VI. **Unfinished Business:**
  - a. **Work Comp Approval:** Motion by John Fritz to approve the Missouri Employers Mutual Work Comp bid and pay the collateral in the amount of \$2,403.40 before April 1, 2022. Motion carried 6-0.
  - b. **Strategic Plan**
    1. **Bylaws:**
      - a. **5-year Renewal/ Review Cycle:** Motion by John Nail to include the recommendation in the strategic plan, adopting a 5-year renewal/ review cycle to include stakeholders and medical organizations in the quarterly strategic planning meetings. Motion carried 6-0.
      - b. **Mission Statement:** Motion by John Nail to include the recommendation in the strategic plan to change the mission statement to, "*Compassionate care while providing excellence in service.*" Motion carried 6-0.
      - c. **Primary Duty/ Philosophy:** Motion by Adam Cox to include the recommendation in the strategic plan, the addition of the "*Primary Duty and Philosophy*" statement into the bylaws. Motion carried 6-0.
      - d. **Frequency of Board Meetings/ Work Sessions:** Motion by John Nail to continue to meet twice per month. Motion carried 5-1.
    2. **Branding**
      - a. **ACES Card (Accountability, Compassion, Excellence in Service):** Tabled to the next meeting for EMS Chief Dirck to bring more options to the board.
    3. **Mission Viability**
      - a. **In-House Billing Plan:** Motion by Steve Davis to adopt an in-house billing plan to be included in the strategic plan. Motion carried 6-0.
      - b. **Maintain ½ cent Sales Tax:** Motion by Adam Cox to maintain funding to assure a viable, mission-ready Ambulance District in accordance with the mission of the District as a recommendation in the strategic plan. Motion carried 6-0.
      - c. **Increase in Staffing:** Motion by John Fritz to include in the strategic plan, the addition of a crew when call volume increases by 1,300 calls. Motion carried 6-0.
      - d. **Adopt Measurable Performance Goals:** Motion by Steve Davis to adopt measurable performance goals in the strategic plan. Motion carried 6-0.
    4. **Education**
      - a. **First Responder Network:** Motion by John Fritz to include a First Responder Network in the strategic plan. Motion carried 6-0.
      - b. **Additional Training Staff:** Motion by Steve Davis to approve the consideration of hiring another full/part-time educator, to be included in the strategic plan. Motion carried 6-0.
      - c. **Field Training Officers:** Motion by John Fritz to add three more Field Training Officers, to be

included in the strategic plan. Motion carried 6-0.

- d. **Public Education:** Motion by Adam Cox to approve adding Public Education in the strategic plan. Motion carried 6-0.
  - 5. **Secretary:** Motion by John Nail to leave the secretary position as is. Motion failed 1-5. Motion by John Fritz to include in the strategic plan the recommendation to assign Secretary duties and title to a non-board member. Motion carried 5-1.
  - 6. **Treasurer:** Motion by John Nail to leave the treasurer position as is. Motion carried 6-0.
  - 7. **Adopt Vehicle Replacement Plan:** Motion by John Fritz to adopt the Vehicle Replacement Plan in the strategic plan. Motion carried 6-0.
  - 8. **Adopt Equipment Replacement Plan:** Motion by Adam Cox to adopt the Equipment Replacement Plan in the strategic plan. Motion carried 6-0.
- VII. New Business:** None.
- VIII. Announcements:** John Fritz announced April 5<sup>th</sup> is Election Day and encouraged others to go out and vote. Steve Davis announced Bothwell is sending in a corrective action form to be reviewed and is awaiting approval to be a Trauma Level 3 Center.
- IX. Adjournment:** Motion by John Fritz to adjourn the meeting, motion carried 6-0. Meeting was adjourned at 1955.

The next regular meeting is scheduled for April 12, 2022, at 1800. This meeting will be held at the PCAD Educational Building, 400 S. Kentucky St. Sedalia Mo. 65301.

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John Nail  
Secretary

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