

NORTH JEFFERSON COUNTY AMBULANCE DISTRICT

Minutes of September 19th, 2022, Open Minutes

1. **Call to Order**

Chief Guinn called the open meeting to order of the North Jefferson County Ambulance District Board of Directors to order at **6:18 pm**

2. **Roll Call**

Director's Present: Treasurer Weffelmeyer, Secretary Cowley, Chairperson Hloben, Director Kays, Vice Chair Davis

Absent: N/A

Late Arrival: Director Hennessey 6:19pm

In Attendance:

Staff: Chief Guinn, CFO Wilson, Claims Specialist Coleman, Captain OHara, Paramedic's Bryan

Guests: Counsel Sweeney

3. **Pledge of Allegiance**

Chief Guinn lead the Pledge of Allegiance

4. **Approval of Agenda**

Vote to approve the agenda as presented by Secretary Cowley and Seconded by Vice Chair Davis. Roll Call Vote:

Chairperson Hloben --Yea Director Kays--Yea Vice Chair Davis--Yea

Treasurer Weffelmeyer -- Yea Secretary Cowley--Yea Director Hennessey--Yea

5. **Approval of the Open Minutes**

- a. Motion by Director Hennessey and Seconded by Secretary Cowley to approve the Open Minutes from **August 15th, 2022**. Roll Call Vote:

Chairperson Hloben --Yea Director Kays--Yea Vice Chair Davis--Yea

Treasurer Weffelmeyer -- Yea Secretary Cowley--Yea Director Hennessey--Yea

- b. Motion by Secretary Cowley and Seconded by Director Hennessey to approve the Executive Minutes from **August 15th, 2022**. Roll Call Vote:

Chairperson Hloben --Yea Director Kays--Yea Vice Chair Davis--Yea

Treasurer Weffelmeyer -- Yea Secretary Cowley--Yea Director Hennessey--Yea

- c. Motion by Treasurer Weffelmeyer and Seconded by Secretary Cowley to approve the Executive Work Session Minutes from **September 14th, 2022**. Roll Call Vote:

Chairperson Hloben --Yea Director Kays--Yea Vice Chair Davis--Yea

Treasurer Weffelmeyer -- Yea Secretary Cowley--Yea Director Hennessey--Yea

Public Forum

Nothing to report.

6. **Local 2665 Union Update**

- a. Nothing to report from the Union

7. **Chief's Report**

- a. Communications: Chief advised we have received several calls from our community groups asking permission to use our conference room for holding public meetings. Further we have participated in several public relations events which have been very positive, we even had a couple of our crews pose for calendars pictures with open door rescue.
- b. Chief presented a new call statistics report detailing call volume per month, unit hours available monthly and time on task.

8. **Old Business**

- a. Chief Guinn presented on the status of the bond issue status and a reminder of the October meeting all docs will be executed at this meeting.
- b. The Tahoe and the second ambulance has been ordered
- c. Chief advised the board held their executive work session 9/14/2022 at Grand Slam.
- d. Lagers has all information, and the process should be completed within the next 4-5 weeks
- e. NJCAD hosted the union insurance program presentation
- f. The Billing server migration has been completed over to CSTL

9. **New Business**

- a. The Tax Rate Hearing was held prior to the board meeting on 9/19/2022 at this hearing the General Tax rate was read aloud and time for public comment without comment, the rate was set at 0.2701 per \$100 per assessed valuation an estimated to bring in \$1,168,921.66. The Special Pension Tax Rate of 0.0455 per \$100 assessed valuation is estimated to bring in \$196,912.02 and the Debt Service Tax Rate was set at 0.2600 per \$100 assessed valuation and is estimated to bring in \$1,125,211.52 all for the calendar year 2022-2023.
- b. CoCre8 quotes to complete the outfitting of our exam rooms to be utilized for the future in COVID testing, administering immunization etc. Community Health area \$8,165.63
- c. A-1 Quality Carpet Cleaning Inc. bid for Weekly cleaning of 1 house offices, restrooms, class surfaces, remove all trash, fill all soap, toilet paper, paper towel dispensers and clean floors as outlined in the bid. Cost of \$150.00 weekly total of \$ 7,800 annual.
Motion by Vice Chair Davis and Seconded by Secretary Cowley to approve the bid for A-1 Quality Carpet Cleaning as presented. Roll Call Vote:

Chairperson Hloben --Yea Director Kays--Yea Vice Chair Davis--Yea

Treasurer Weffelmeyer -- Yea Secretary Cowley--Yea Director Hennessey--Yea

- d. Chief went over a slide prepared by LCS Jennifer Coleman on adjusting the allowable mileage charge from \$7.50 to \$9.00 per mile.
Motion by Vice Chair Davis and Seconded by Secretary Cowley to approve to adjust the mileage charge to \$9.00 per mile.
Roll Call Vote:

Chairperson Hloben --Yea Director Kays--Yea Vice Chair Davis--Yea

Treasurer Weffelmeyer -- Yea Secretary Cowley--Yea Director Hennessey--Yea

10. **Business & Financial Reports**

a. Balance Sheet of Accounts:

i.	General Checking:	\$551,038.47
ii.	Investments:	\$1,489,000.00
iii.	Total Combined Accounts:	\$1,990,761.07
iv.	Money Market (0935)	\$107,181.19

b. Balance Sheet

c. Current Budget

d. Uncollectible Report **August 2022** in the amount of **\$14,601.83**

Motion by Vice Chair Davis Seconded by Secretary Cowley to approve the uncollectible report for **August 2022**. Roll Call Vote:

Chairperson Hloben --Yea Director Kays--Yea Vice Chair Davis--Yea

Treasurer Weffelmeyer -- Yea Secretary Cowley--Yea Director Hennessey--Yea

e. Approval of District bills for **August 2022** including payrolls of **8/12/2022 & 8/26/2022** in the amount of **\$197,457.80**

Motion by Secretary Cowley Seconded by Directory Hennessey to approve the District Bills for August 2022. Roll Call Vote:

Chairperson Hloben --Yea Director Kays--Yea Vice Chair Davis--Yea

Treasurer Weffelmeyer -- Yea Secretary Cowley--Yea Director Hennessey--Yea

f. Chief presented a quote from Travelers for Cyber Liability coverage in the amount of **\$9,483.00**

Motion by Director Hennessey Seconded by Vice Chair Davis to approve the Quote for Cyber Liability Insurance. Roll Call Vote:

Chairperson Hloben --Yea Director Kays--Yea Vice Chair Davis--Yea

Treasurer Weffelmeyer -- Yea Secretary Cowley--Yea Director Hennessey--Yea

g. Motion to close open and open executive at 7:02 pm by Vice Chair Davis and Seconded by Secretary Cowley Roll Call Vote:

Chairperson Hloben --Yea Director Kays--Yea Vice Chair Davis--Yea

Treasurer Weffelmeyer -- Yea Secretary Cowley--Yea Director Hennessey--Yea

h. Motion to close executive and return to open with nothing to report at 7:26 pm by Secretary Cowley and Seconded by Director Kays Roll Call Vote:

Chairperson Hloben --Yea Director Kays--Yea Vice Chair Davis--Yea

Treasurer Weffelmeyer -- Yea Secretary Cowley--Yea Director Hennessey--Yea

i. Motion to change part time pay from **\$17.00** per hour to **\$21.00** per hour by Treasurer Weffelmeyer and Seconded by Vice Chair Davis Roll Call Vote:

Chairperson Hloben --Yea Director Kays--Yea Vice Chair Davis--Yea

Treasurer Weffelmeyer -- Yea Secretary Cowley--Yea Director Hennessey--Yea

- a. Motion to adjourn at **7:29 pm** by Chairperson Hloben and Seconded by Vice Chair Davis
Roll Call Vote:

Chairperson Hloben --Yea Director Kays--Yea Vice Chair Davis--Yea
Treasurer Weffelmeyer -- Yea Secretary Cowley--Yea Director Hennessey--Yea

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