



# Pettis County Ambulance District

## Regular Meeting Minutes

Meeting Type: Regular Meeting  
Location: 400 S. Kentucky  
Sedalia, MO 65301  
Date: 04-12-2022  
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, John Fritz- Treasurer, Nick Gerke-Chair, 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, Battalion Chief- Florian Hammer.  
  
Non-PCAD Present: Faith Bemiss - Sedalia Democrat, Board Elect Kim Graves.
  - a. **Motion to approve the agenda:** Motion by John Fritz 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, Battalion Chief Florian Hammer, and board elect Kim Graves.
- 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.
    1. **Temporary Credit Card Limit Increase (April 24-28):** Motion by John Fritz to increase the CFO credit card limit from \$1,000.00 to \$2,500.00 for the week of April 24th through April 28<sup>th</sup> to attend training. Motion carried 6-0.
  - c. **Approve Payment of Outstanding Bills:** Motion by John Fritz to approve the payment of the outstanding bills in the amount of \$109,108.56. Motion carried 6-0.
- V. **Unfinished Business:**
  - a. **Bylaws:** Board Chairman Nick Gerke informed the board members the bylaws were for review only and will be voted on in May. No action taken.
  - b. **Gov Deals:** Administrative Assistant Katie Patrick informed the board that the portable and mobile radios listed on Gov Deals did not meet the reserve price. Motion by John Nail to offer the portable radios to the highest bidder in the amount of \$3,500.00 and offer the mobile radios to the highest bidder, in the amount of \$3,000.00. Motion by John Nail to re-list the portable radios with a reserve price of \$3,500.00 and the mobile radios for \$3,000.00 on Gov Deals in the event the highest bidders do not accept the offer. Motion carried 6-0.
  - c. **Gutter Replacement Bid:** Motion by John Nail to accept the bid from Steve's Guttering in the amount of \$2,150.00. Motion carried 6-0.
  - d. **EMS Week Staff Appreciation:** CFO Jamie Luebbering informed the board of a \$1,000.00 donation received. Motion by John Fritz to use the \$1,000.00 donation for personalized gifts for the EMS staff for EMS Week. Motion carried 6-0.
- VI. **Election Results & Actions**
  - a. **Election Results:** Motion by John Nail to accept the election results. Motion carried 6-0.
- VII. **Adjournment of Outgoing Board:** Motion by John Fritz 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 Kim Graves into the PCAD Board.
    - **People Present:** Board Members Present: Mike Brown, Adam Cox, Steve Davis, Nick Gerke, Kim Graves, John Nail. PCAD Staff Present: EMS Chief Eric Dirck, EMS Assistant Chief Roy Pennington, Jamie Luebbering- CFO, Administrative Assistant Katie Patrick, Ryan Newsom- IT. Non PCAD Staff Present: Faith Bemiss-Sedalia Democrat.
  - b. **Board Officer Elections and Resolution 2022-02 Appointment of Officers**
    1. **Chair-** Nick Gerke requested nominations for Office of Chair, Davis nominated Gerke. Vote successful (6-0)
    2. **Vice Chair-** Nick Gerke requested nominations for Office of Vice Chair, Graves nominated Nail, Davis nominated Brown. First round of voting unsuccessful (3-3), second round of voting unsuccessful (3-3). Due to the board's inability to elect a new officer, previous Vice-Chair Brown will continue in the role.
    3. **Treasurer-** Nick Gerke requested nominations for Office of Treasurer, Nail nominated Cox, Brown nominated Davis. First round of voting unsuccessful (3-3), second round of voting Davis was named Treasurer with a vote of (3-2) Graves abstained.
    4. **Secretary-** Nick Gerke requested nominations for Office of Secretary, Graves nominated Nail. Vote successful 6-0.
    5. **Budget Officer-** Nick Gerke requested nominations for Budget Officer, Davis nominated Jamie Luebbering – CFO. Vote successful 6-0.
    6. **Custodian of Records-** Nick Gerke requested nominations for Custodian of Records, Nail nominated Ryan

- c. **Ordinance 2022-01 Conflict of Interest Policy:** Motion by Adam Cox to accept Ordinance 2022-01 Conflict of Interest Policy. Motion carried 6-0.

**IX. Resolutions**

- a. **Resolution 2022-03 Authorize Officer to Sign Certain Bank Documents and Checks:** Motion by John Nail to accept Resolution 2022-03 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 2022-04 Authorize Officers to View Electronic Bank Records:** Motion by Mike Brown to accept Resolution 2022-04 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 2022-05 Authorize Officers to Access Safety Deposit Box:** Motion by Mike Brown to approve Resolution 2022-05 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. Closed Meeting Pursuant to RSMo 610.021**

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 communications 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. However, any minutes, vote or public record approving a contract relating to the leasing, purchase or sale of real estate by a public governmental body shall be made public upon execution of the lease, purchase or sale of the real estate.*

**Roll Call Vote:** Brown-Y, Cox-Y, Davis-Y, Gerke-Y, Graves-Y, Nail-Y. Motion carried 6-0. Meeting moved to closed session at 1856.

Open Session resumed at 1949.

**XII. Announcements:** None.

**XIII. Adjournment:** Motion by John Nail to adjourn the meeting, motion carried 6-0. Meeting was adjourned at 1950.

The next regular meeting is scheduled for April 26, 2022, at 1800. This meeting will be held at the PCAD Educational Building, 400 S. Kentucky St. Sedalia Mo. 65301.

**X**

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Nick Gerke

Chairman

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