



# Pettis County Ambulance District

## Regular Meeting Minutes

Meeting Type: Regular Meeting  
Location: 400 S. Kentucky  
Sedalia, MO 65301  
Date: 03-14-2023  
Time: 1800

- I. **Call to Order:** Meeting was called to order by Chair-Nick Gerke at 1800 hours.  
**Roll Call-** Board Members Present: Mike Brown – Vice Chair, Adam Cox, Nick Gerke-Chair, Kim Graves, John Nail-Secretary. PCAD Staff Present- EMS Chief – Eric Dirck, EMS Assistant Chief – Roy Pennington, Jamie Luebbering – CFO, Ryan Newsom-IT.  
  
Absent: Steve Davis – Treasurer, Katie Patrick – Administrative Assistant.  
  
Non-PCAD present: Faith Bemiss- Sedalia Democrat.
  - a. **Pledge of Allegiance / Moment of Silence**
  - b. **Motion to approve the agenda:** Motion by Adam Cox to approve the agenda, adding line-item j. Equipment Manager Job Description to Unfinished Business. Motion carried 5-0.
  - c. **Confirm the previous meeting minutes:** The previous meeting minutes stand approved as presented.
- II. **Announce Visitors:**  
Nick Gerke announced Faith Bemiss.
- III. **Public Comment:** None.
- IV. **Reports of Officers:**
  - a. **EMS Chief Report:** EMS Chief Eric Dirck presented his report.
  - b. **CFO Report:** Motion by John Nail to receive the CFO report. Motion carried 5-0.
  - c. **Approve Payment of Outstanding Bills:** Motion by John Nail to approve the payment of the outstanding bills in the amount of \$110,362.76. Motion carried 5-0.
- V. **Unfinished Business:**
  - a. **Workers Compensation Renewal:** Motion by John Nail to approve the MEM workers compensation proposal. Motion carried 5-0.
  - b. **Floor Covering Replacement Bid Opening – Headquarters:** Tabled to the next meeting for review of references.
  - c. **Mowing Bid Opening 2023-2026:** Motion by Mike Brown to accept the mowing bid from S & M Mowing. Motion carried 5-0.
  - d. **Disposal of Surplus Equipment – Stair Chairs:** Motion by Adam Cox to list the four stair chairs on GovDeals. Motion carried 5-0.
  - e. **Billing Contract:** Motion by John Nail to cancel the billing contract with EMS Management and Consultants. Motion carried 5-0.
  - f. **Billing Software Contract:** Motion by John Nail to accept the ZOLL Billing Contract. Motion carried 5-0.
  - g. **Ambulance Billing Specialist – Job Description:** Motion by Adam Cox to approve the Ambulance Billing Specialist job description. Motion carried 5-0.
  - h. **Ambulance Billing Associate – Job Description:** Motion by John Nail to approve the Ambulance Billing Associate job description. Motion carried 5-0.
  - i. **EMS Instructor – Job Description:** Motion by John Nail to approve the EMS Instructor job description. Motion carried 5-0.
  - j. **Equipment Manager – Job Description:** Motion by Adam Cox to approve the Equipment Manager job description. Motion carried 5-0.
- VI. **New Business:** None.
- VII. **Announcements:** None.
- VIII. **Adjournment:** Motion by John Nail to adjourn the meeting, motion carried 5-0. Meeting was adjourned at 1858 hours.

The next regular meeting is scheduled for March 28, 2023, at 1800 hours. This meeting will be held at the PCAD Educational Building, 400 S. Kentucky St. Sedalia Mo. 65301.

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Nick Gerke  
Chairman

Submitted by Katie Patrick- Administrative Assistant/ Board Rapporteur