



Pettis County Ambulance District

Board Meeting

March 12, 2024

Public Packet

Mission Statement: "Compassionate care while providing excellence in service."



Pettis County Ambulance District

Regular Meeting Agenda

Meeting Type: Regular Meeting

Location: 400 S Kentucky St.
Sedalia, Mo. 65301

Date: 03-12-2024

Time: 6:00 PM

- I. Call to order
 - a. Roll call
 - b. Pledge of Allegiance / Moment of Silence
 - c. Motion to approve the agenda
 - d. Confirm the previous meeting minutes
- II. Announce Visitors
- III. Public Comment
- IV. Reports of Officers
 - a. *EMS Chief Report*
 - b. *CFO Report*
 - c. *Approve Payment of Outstanding Bills*
- V. Unfinished Business
 - a. Survey Proposal – Theron Broadfoot
 - b. Workers Compensation Bids
- VI. Closed Meeting pursuant to RSMo. 610.021 Section:
 - (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.*
 - (13) *Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.*
- VII. New Business
- VIII. Announcements
- IX. Adjournment



Pettis County Ambulance District

Regular Meeting Minutes

Meeting Type: Regular Meeting
Location: 400 S. Kentucky
Sedalia, MO 65301
Date: 2-27-2024
Time: 1800

- I. **Call to Order:** Meeting was called to order by Chair-Nick Gerke at 1800.
 - a. **Roll Call-** Board Members Present: Mike Brown – Vice Chair, Steve Davis – Treasurer, Nick Gerke-Chair, Kim Graves, Kevin Walker. PCAD Staff Present- EMS Chief Roy Pennington, Assistant Chief Florian Hammer, CFO Jamie Luebbering, Administrative Assistant Katie Patrick, Ryan Newsom – IT, David Gustafson – Medical Director, Division Chief of Training Justin Cross, Captain John Fluty, Battalion Chief Eric Meyers, District 3 board candidate Jim Sneed.

Absent: John Nail – Secretary.
 - b. **Pledge of Allegiance / Moment of Silence**
 - c. **Motion to approve the agenda:** Motion by Mike Brown to approve the agenda. Motion carried 5-0.
 - d. **Confirm the previous meeting minutes:** The previous meeting minutes stand approved as presented.
- II. **Announce Visitors:** Nick Gerke announced Jim Sneed.
- III. **Public Comment:** None.
- IV. **Reports of Officers:**
 - a. **CFO Report – Vote to Receive:** CFO Jamie Luebbering presented her report. Motion by Steve Davis to receive the CFO report. Motion carried 5-0.
 - b. **Approve Payment of Outstanding Bills:** Motion by Kim Graves to approve the payment of the outstanding bills in the amount of \$26,647.69. Motion carried 5-0.
- V. **Unfinished Business:**
 - a. **Zoll Discussion:** Assistant Chief Florian Hammer presented a medical equipment upgrade to the board. Motion by Steve Davis to accept the quote of \$695,902.13 and purchase of the mounts for \$17,820.00, totaling \$713,722.13, and move forward with the proposed medical equipment replacement plan. Motion carried 5-0.
- VI. **Closed Meeting pursuant to RSMo 610.021, Sections;**

Motion by Kevin Walker 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.*

Roll Call Vote: Brown-Y, Davis- Y, Gerke- Y, Graves-Y, Nail- Y, Walker- Absent. Motion carried 5-0. Meeting moved to a closed session at 1841.
Steve Davis left the closed session at 1849
Open session resumed at 2002.
- VII. **New Business:** None.
- VIII. **Announcements:** None.
- IX. **Adjournment:** Motion by Mike Brown to adjourn the meeting, motion carried 4-0. Meeting was adjourned at 2002 hours.

The next regular meeting is scheduled for March 12, 2024, at 1800. This meeting will be held at the PCAD Educational Building, 400 S. Kentucky St. Sedalia Mo. 65301.

X

Nick Gerke
Chairman

Submitted by Katie Patrick- Administrative Assistant/ Board Rapporteur

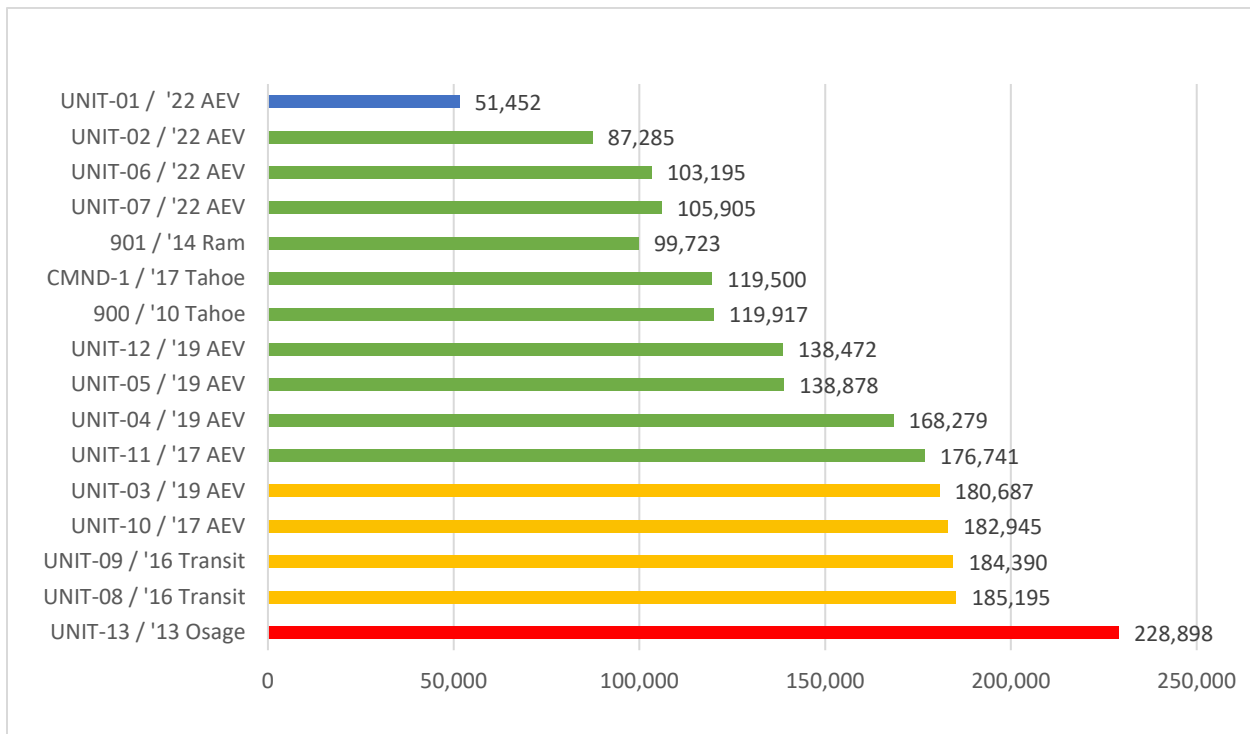
March 12, 2024

I. Administration

1. Activities
 - i. EMS Day at The Capital March 12 and 13. Chief Hammer and Chief Cross will be in attendance.
 - ii. Sedalia Business Women Candidate Forum March 14th at 6:30 – Sedalia Municipal Building Council Chambers
 - iii. Exploring rate increases for paid dedicated standby events.
2. Information Technology
 - i. Zoll ePCR software is underway, should be having implementation calls this month.

II. Operations

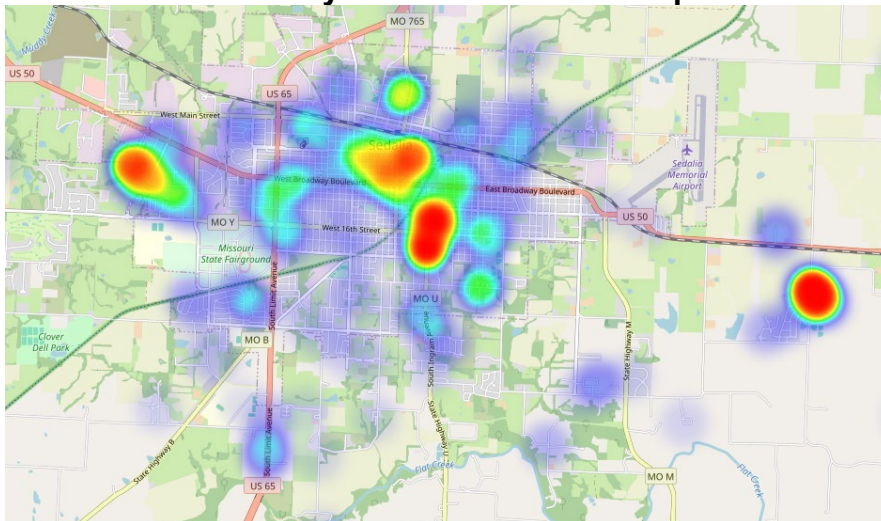
1. Call Volume for February 2024 (attached)
 - i. YTD Call Volume as of February 29, 2024
 1. Pettis: 1630
 2. Windsor: 157
2. Major Equipment:
 - i. Zoll Monitors and Auto Pulse units have been ordered.
3. Building and Grounds:
 - i. Sprinkler work has been completed at Headquarters.
4. Vehicle/Equipment Maintenance:
 - i. Unit 6 Engine Repair is underway, should be completed by 3/8 if not earlier.
5. Vehicle mileage as of February 29, 2024, see below.



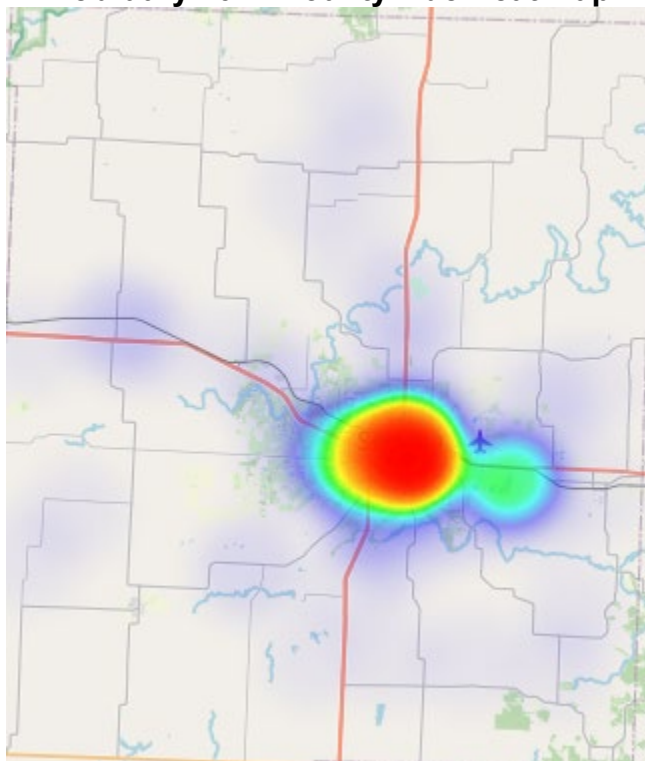
III. Education

1. A new online learning platform has been pushed out to all staff that has been supplied by our insurance company at no cost to the District.
2. Currently gearing up to start training staff on the new Zoll ePCR software and equipment that was approved last meeting.

February 2024 Sedalia Heat Map

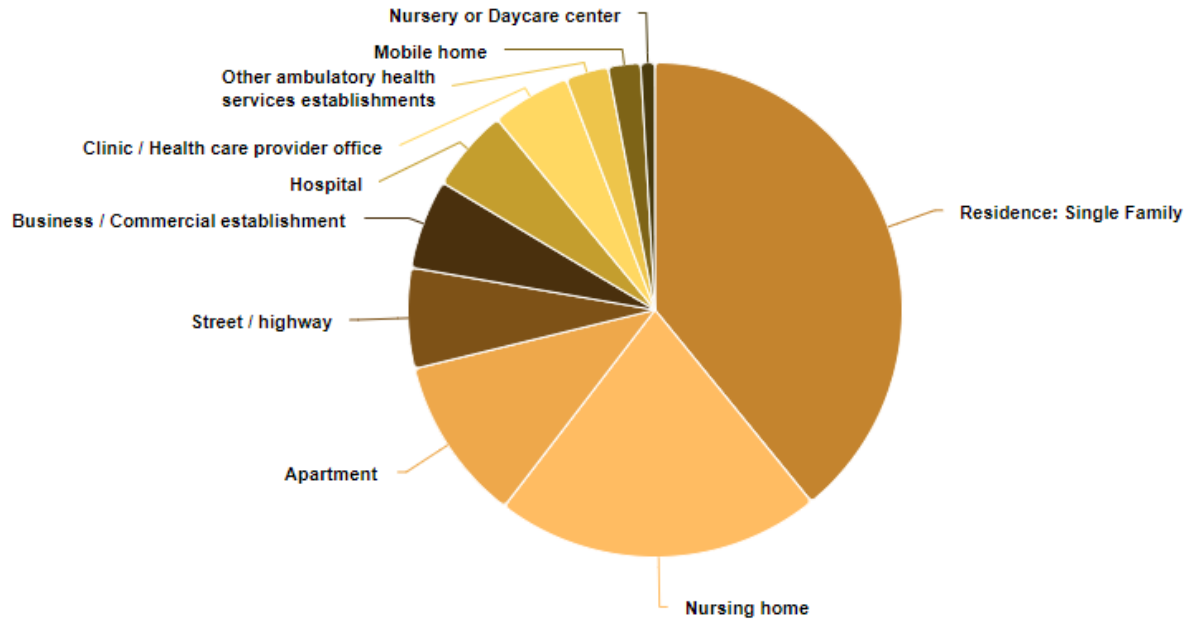


February 2024 Countywide Heat Map



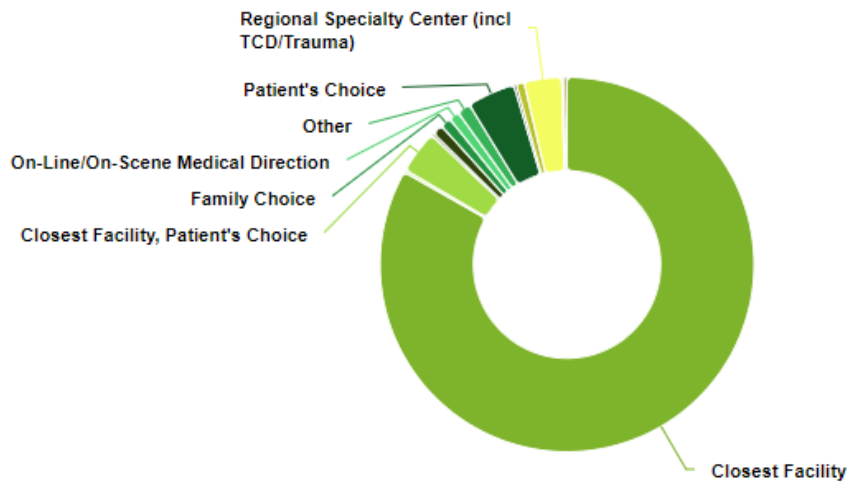
Incidents by Location Type (Top 10)

Feb 01, 2024 to Feb 29, 2024



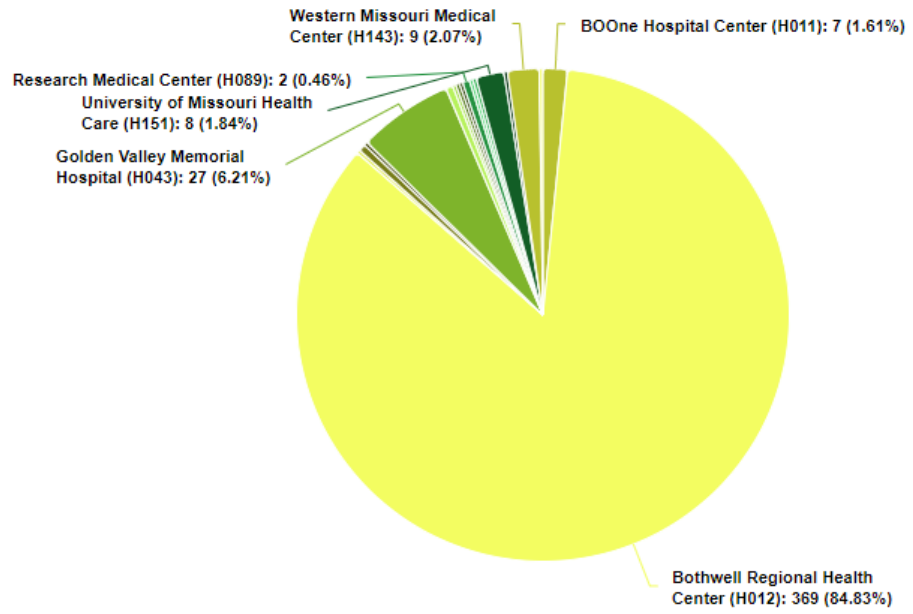
Incidents by Reason for Choosing Destination (Top 15)

Feb 01, 2024 to Feb 29, 2024



Transports by Destination

Feb 01, 2024 to Feb 29, 2024



Respectfully Submitted,

Roy Pennington, EMS Chief

PCAD 2024	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Combined Total Call Volume	848	782											1630
Combined total for PRIOR year/month	796	707	745	766	848	812	798	903	807	800	754	812	9548
TOTAL CALL VOLUME	753	720											1473
TRANSFERS:													
TRANSFERS	160	163											323
911	404	389											793
FLIGHTS (transported from scene to LZ)	0	1											1
TOTAL TRANSFERS	564	553	0	0	0	0	0	0	0	0	0	0	1117
Total Transfers for PRIOR year/month	483	467	492	457	511	500	470	563	510	495	463	515	
NON-TRANSFERS:													
CANCELLED	60	42											102
INVALID	7	5											12
REFUSED or NO TRANSPORT	110	106											216
STAND BY	12	14											26
FLIGHTS, non-trans. (direct from scene)	0	0											0
TOTAL NON-TRANSFERS	189	167	0	0	0	0	0	0	0	0	0	0	356
Status Level Zero Events	1	1											2

WINDSOR 2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
TOTAL CALL VOLUME	95	62											157
TRANSFERS:													
TRANSFERS FROM BRHC	8	0											8
TRANSFERS FROM GVMH	2	3											5
911	52	39											91
FLIGHTS (transported from scene to LZ)	0	0											0
TOTAL TRANSFERS	62	42	0	0	0	0	0	0	0	0	0	0	104
Total Transfers for PRIOR year/month	64	47	57	64	61	66	93	59	68	67	69	76	
NON-TRANSFERS:													
CANCELLED	8	3											11
INVALID	8	1											9
REFUSED or NO TRANSPORT	17	16											33
STAND BY	0	0											0
FLIGHTS, non-trans. (direct from scene)	0	0											0
TOTAL NON-TRANSFERS	33	20	0	0	0	0	0	0	0	0	0	0	53
Status Level Zero Events	17	6											23

PETTIS COUNTY AMBULANCE DISTRICT
A/P Aging Summary
As of March 6, 2024

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Airgas	5,360.78	574.39	0.00	0.00	0.00	5,935.17
Amazon Business	2,483.61	-74.97	0.00	0.00	0.00	2,408.64
American Response Vehicles	17,037.90	0.00	0.00	0.00	0.00	17,037.90
Bankcard Services	11,647.50	0.00	0.00	0.00	0.00	11,647.50
Blitt & Gaines PC	0.00	45.72	0.00	0.00	0.00	45.72
Bound Tree Medical	7,325.18	0.00	87.83	0.00	0.00	7,413.01
CDW Government	3,326.22	0.00	0.00	0.00	0.00	3,326.22
CENTRAL COMMUNICATIONS	50.66	0.00	0.00	0.00	0.00	50.66
Cintas	31.84	91.72	0.00	0.00	0.00	123.56
Cintas-HQ	323.90	97.25	0.00	0.00	0.00	421.15
Cintas-TT Hwy	121.95	39.39	0.00	0.00	0.00	161.34
City of Windsor	0.00	66.45	0.00	0.00	0.00	66.45
City Safe & Lock Service	10.00	0.00	0.00	0.00	0.00	10.00
Fitch & Associates	8,325.00	0.00	0.00	0.00	0.00	8,325.00
LEON UNIFORM COMPANY	1,745.00	0.00	0.00	0.00	0.00	1,745.00
LIFE ASSIST	4,722.26	0.00	0.00	0.00	0.00	4,722.26
Med-Tech Resource LLC	0.00	1,475.20	0.00	0.00	0.00	1,475.20
MEM	7,398.00	0.00	0.00	0.00	0.00	7,398.00
Momma Hoppers Cleaning Service	215.00	0.00	0.00	0.00	0.00	215.00
O'Reilly's	163.46	0.00	0.00	0.00	0.00	163.46
Professional Paramedics & EMTS of Pettis	2,150.00	0.00	0.00	0.00	0.00	2,150.00
PWW Advisory Group LLC	451.00	0.00	0.00	0.00	0.00	451.00
RAC JAC Properties	112.36	0.00	0.00	0.00	0.00	112.36
Rick Ball Ford	0.00	734.32	0.00	0.00	0.00	734.32
Shred-it	158.84	0.00	0.00	0.00	0.00	158.84
Specialty Sportswear,	0.00	878.25	0.00	0.00	0.00	878.25
STANDARD INS COMPANY	0.00	1,889.23	0.00	0.00	0.00	1,889.23
STANDARD INSURANCE COMPANY-VISION & DENTA	0.00	2,629.71	0.00	0.00	0.00	2,629.71
Tatyana Ryakhmyatullof	37.50	0.00	0.00	0.00	0.00	37.50
WEX Bank	10,545.13	0.00	0.00	0.00	0.00	10,545.13
Witmer Public Safety Group	441.60	0.00	0.00	0.00	0.00	441.60
TOTAL	<u>84,184.69</u>	<u>8,446.66</u>	<u>87.83</u>	<u>0.00</u>	<u>0.00</u>	<u>92,719.18</u>

PETTIS COUNTY AMBULANCE DISTRICT
Unpaid Bills Report for Payables Approval
As of March 6, 2024

Type	Date	Num	Memo	Open Balance
Airgas				
Bill	02/01/2024	9146540577	OXYGEN	329.87
Bill	02/01/2024	9146540578	OXYGEN	244.52
Bill	02/08/2024	9146771100	OXYGEN	165.18
Bill	02/08/2024	9146771099	OXYGEN	441.90
Bill	02/08/2024	9146739589	OXYGEN	39.99
Bill	02/15/2024	9147000661	OXYGEN	264.03
Bill	02/15/2024	9147000660	OXYGEN	184.95
Bill	02/16/2024	9147101165	OXYGEN	79.53
Bill	02/22/2024	9147224938	OXYGEN	290.37
Bill	02/22/2024	9147224937	OXYGEN	105.87
Bill	02/29/2024	9147417914	OXYGEN	59.76
Bill	02/29/2024	9147418435	OXYGEN	79.53
Bill	02/29/2024	5506098641	OXYGEN	1,962.69
Bill	02/29/2024	5506097089	OXYGEN	873.61
Bill	02/29/2024	5506098642	OXYGEN	338.50
Bill	02/29/2024	9147417913	OXYGEN	474.87
Total Airgas				5,935.17
Amazon Business				
Credit	02/28/2024	1NYT-31Y6-H3XQ	RETURNED PENCIL DRAWERS	-74.97
Bill	02/07/2024	1DJP-LWX6-QTTC	OFFICE SUPPLIES	43.98
Bill	02/09/2024	1QPC-HW9D-7M3C	OFFICE SUPPLIES	270.65
Bill	02/12/2024	1X3N-N1JM-TR36	GARAGE DOOR OPENER	206.85
Bill	02/12/2024	1X3N-N1JM-TR36	LEADERSHIP BOOKS	43.92
Bill	02/12/2024	1X3N-N1JM-TR36	BELT	72.21
Bill	02/19/2024	1D4W-TQ6Q-R41R	2 MONITORS 29"	395.58
Bill	02/19/2024	1D4W-TQ6Q-R41R	LABEL REFILL	46.99
Bill	02/19/2024	1D4W-TQ6Q-R41R	PLANTRONICS WIRELESS HEADSET	137.99
Bill	02/19/2024	1D4W-TQ6Q-R41R	27" MONITOR	129.98
Bill	02/19/2024	1D4W-TQ6Q-R41R	PENCIL DRAWER	74.97
Bill	02/19/2024	1D4W-TQ6Q-R41R	FOLDERS	27.99
Bill	02/19/2024	1D4W-TQ6Q-R41R	LOCK CYLINDER	29.62
Bill	02/19/2024	1D4W-TQ6Q-R41R	PHONE HOOK SWITCH CABLE	89.98
Bill	02/19/2024	1D4W-TQ6Q-R41R	FLASHLIGHT	23.50
Bill	02/19/2024	1D4W-TQ6Q-R41R	BATTERIES	9.80
Bill	02/19/2024	1D4W-TQ6Q-R41R	DIAGNOSTIC SCANNER	29.99
Bill	02/29/2024	1TCG-J1H9-6N94	BACKPACK, PENCIL DRAWERS, LIQUID ELECTR	196.37
Bill	03/03/2024	1RTJ-QNFC-NHMC	OFFICE SUPPLIES	68.10
Bill	03/04/2024	161C-7761-1D1M	2 EPSON SCANNERS	499.98
Bill	03/04/2024	161C-7761-1D1M	REPLACEMENT BATTERY	17.90
Bill	03/04/2024	161C-7761-1D1M	CHARGING STATION & CABLES	67.26
Total Amazon Business				2,408.64
American Response Vehicles				
Bill	03/01/2024	15079	ZOLL X SERIES DEFIBRILLATOR SWIVEL MOUN	17,037.90
Total American Response Vehicles				17,037.90
Bankcard Services				
Bill	02/29/2024	02292024	CC STMT	2,524.09
Bill	02/29/2024	02292024	CC STMT	155.49
Bill	02/29/2024	02292024	CC STMT	8,132.60

PETTIS COUNTY AMBULANCE DISTRICT
Unpaid Bills Report for Payables Approval
As of March 6, 2024

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Open Balance</u>
Bill	02/29/2024	02292024	CC STMT	143.00
Bill	02/29/2024	02292024	CC STMT	313.51
Bill	02/29/2024	02292024	CC STMT	8.51
Bill	02/29/2024	02292024	CC STMT	107.30
Bill	02/29/2024	02292024	CC STMT	263.00
Total Bankcard Services				11,647.50
Blitt & Gaines PC				
Bill	03/01/2024	3.1.24	GARNISHMENT DISCOVER	45.72
Total Blitt & Gaines PC				45.72
Bound Tree Medical				
Bill	12/29/2023	85202206	MEDICAL SUPPLIES	87.83
Bill	02/13/2024	85249562	MEDICAL SUPPLIES	347.98
Bill	02/21/2024	85257780	MEDICAL SUPPLIES	33.03
Bill	02/22/2024	85259121	MEDICAL SUPPLIES	6,894.57
Bill	02/23/2024	85260284	MEDICAL SUPPLIES	49.60
Total Bound Tree Medical				7,413.01
CDW Government				
Bill	02/13/2024	PP41841	SURFACE LT 5 13" BLK	1,621.76
Bill	02/15/2024	PQ49339	2 LENOVO THINK CENTRE COMPUTERS-CREW	1,405.54
Bill	02/15/2024	PQ49339	2 IPADS	298.92
Total CDW Government				3,326.22
CENTRAL COMMUNICATIONS				
Bill	02/26/2024	12520	RADIO REPAIR ON AMBULANCE UNIT 5	50.66
Total CENTRAL COMMUNICATIONS				50.66
Cintas				
Bill	02/05/2024	4182403278	MATS	15.29
Bill	02/05/2024	4182403278	CLEANING SUPPLIES	14.65
Bill	02/12/2024	4183011781	MATS	15.29
Bill	02/12/2024	4183011781	CLEANING SUPPLIES	14.65
Bill	02/19/2024	4183734909	MATS	15.78
Bill	02/19/2024	4183734909	CLEANING SUPPLIES	16.06
Bill	02/26/2024	4184448237	MATS	15.78
Bill	02/26/2024	4184448237	CLEANING SUPPLIES	16.06
Total Cintas				123.56
Cintas-HQ				
Bill	02/09/2024	4182899487	MATS HQ	38.78
Bill	02/09/2024	4182899487	CLEANING SUPPLIES HQ	9.08
Bill	02/16/2024	4183607301	MATS HQ	40.02
Bill	02/16/2024	4183607301	CLEANING SUPPLIES HQ	9.37
Bill	02/23/2024	4184319948	MATS HQ	40.02
Bill	02/23/2024	4184319948	CLEANING SUPPLIES HQ	158.34
Bill	03/01/2024	4185060230	MATS EDU	38.66
Bill	03/01/2024	4185060230	CLEANING SUPPLIES EDU	37.49
Bill	03/01/2024	4185060230	MATS HQ	40.02
Bill	03/01/2024	4185060230	CLEANING SUPPLIES HQ	9.37
Total Cintas-HQ				421.15
Cintas-TT Hwy				
Bill	02/13/2024	4183145485	MATS	32.58
Bill	02/13/2024	4183145485	CLEANING SUPPLIES	6.81

PETTIS COUNTY AMBULANCE DISTRICT
Unpaid Bills Report for Payables Approval
As of March 6, 2024

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Open Balance</u>
Bill	02/20/2024	4183882355	MATS	33.62
Bill	02/20/2024	4183882355	CLEANING SUPPLIES	7.03
Bill	02/27/2024	4184587660	MATS	33.62
Bill	02/27/2024	4184587660	CLEANING SUPPLIES	7.03
Bill	03/05/2024	4185328500	MATS	33.62
Bill	03/05/2024	4185328500	CLEANING SUPPLIES	7.03
Total Cintas-TT Hwy				161.34
City of Windsor				
Bill	02/23/2024	02232024		66.45
Total City of Windsor				66.45
City Safe & Lock Service				
Bill	03/05/2024	079427	2 KEYS	10.00
Total City Safe & Lock Service				10.00
Fitch & Associates				
Bill	03/05/2024	242-647-011	ASM Justin Cross	2,775.00
Bill	03/05/2024	242-647-011	ASM Eric Meyers	2,775.00
Bill	03/05/2024	242-647-011	ASM Joseph Plemons	2,775.00
Total Fitch & Associates				8,325.00
LEON UNIFORM COMPANY				
Bill	02/19/2024	600428-01	STRYKE PANTS	188.00
Bill	02/23/2024	600428-02	UNIFORMS	84.50
Bill	02/23/2024	598096	UNIFORMS	1,152.50
Bill	02/27/2024	600428-03	UNIFORMS	320.00
Total LEON UNIFORM COMPANY				1,745.00
LIFE ASSIST				
Bill	02/07/2024	1404641	MEDICAL SUPPLIES	98.50
Bill	02/15/2024	1403371	MEDICAL SUPPLIES	4,623.76
Total LIFE ASSIST				4,722.26
Med-Tech Resource LLC				
Bill	02/01/2024	146172	MEDICAL SUPPLIES	1,475.20
Total Med-Tech Resource LLC				1,475.20
MEM				
Bill	03/01/2024	03012024	FEB WORK COMP	7,398.00
Total MEM				7,398.00
Momma Hoppers Cleaning Service				
Bill	02/29/2024	9657135	Cleaning	215.00
Total Momma Hoppers Cleaning Service				215.00
O'Reilly Auto Parts				
Bill	02/11/2024	4057-284458	BATTERY UNIT 11	139.48
Bill	02/23/2024	0114-246284	WIRE TIES	13.99
Bill	02/29/2024	0114-247997		9.99
Total O'Reilly Auto Parts				163.46
Professional Paramedics & EMTS of Pettis				
Bill	03/06/2024	February2024	UNION DUES	2,150.00
Total Professional Paramedics & EMTS of Pettis				2,150.00
PWW Advisory Group LLC				
Bill	02/26/2024	PWW-000098	MOU REVIEW	451.00
Total PWW Advisory Group LLC				451.00
RAC JAC Properties				

PETTIS COUNTY AMBULANCE DISTRICT
Unpaid Bills Report for Payables Approval
As of March 6, 2024

Type	Date	Num	Memo	Open Balance
Bill	02/19/2024	021924	FLEET WASHING	112.36
Total RAC JAC Properties				112.36
Rick Ball Ford				
Bill	02/13/2024	86092	UNIT 3 WATER PUMP REPLACED	581.44
Bill	03/04/2024	86547	UNIT 7 OIL CHANGE & HEADLIGHT	76.44
Bill	03/04/2024	86553	UNIT 2 OIL CHANGE & HEADLIGHT	76.44
Total Rick Ball Ford				734.32
Shred-it				
Bill	03/03/2024	8006472433	SHRED	158.84
Total Shred-it				158.84
Specialty Sportswear,				
Bill	02/28/2024	24947	POLO SHIRTS & JACKETS	878.25
Total Specialty Sportswear,				878.25
STANDARD INS COMPANYY				
Bill	02/15/2024	0224	LIFE INSURANCE	117.76
Bill	02/15/2024	0224	VOL LIFE	295.36
Bill	02/15/2024	0224	STD	1,003.92
Bill	02/15/2024	0224	LTD	472.19
Total STANDARD INS COMPANYY				1,889.23
STANDARD INSURANCE COMPANY-VISION & DENTA				
Bill	03/01/2024	March2024-02	VISION	285.12
Bill	03/01/2024	March2024-02	MAR	184.14
Bill	03/01/2024	March2024-01	DENTAL	1,108.80
Bill	03/01/2024	March2024-01	MAR	1,051.65
Total STANDARD INSURANCE COMPANY-VISION & DENTA				2,629.71
Tatyana Ryakhmyatullof				
Bill	03/05/2024	796058	HEMMING & PATCHES	37.50
Total Tatyana Ryakhmyatullof				37.50
WEX Bank				
Bill	02/29/2024	95607145	UNIT 11	368.39
Bill	02/29/2024	95607145	Ambulance & Vehicle Fuel	9,661.55
Bill	02/29/2024	95607145	UNIT 4	515.19
Total WEX Bank				10,545.13
Witmer Public Safety Group				
Bill	02/26/2024	INV427593	5.11 JOB SHIRT (5)	328.20
Bill	03/06/2024	429494	5.11 JOB SHIRT (2)	113.40
Total Witmer Public Safety Group				441.60
TOTAL				92,719.18



Broadfoot Engineering, LLC

30277 Carpenter Road
Sedalia, MO 65301
Phone: 660-619-7001
broadfooteng@yahoo.com

March 7, 2024

Mr. Florian Hammer
Paramedic Assistant Chief
Pettis County Ambulance District
210 W. 4th St.
Sedalia, Missouri 65301

RE: Proposal for Surveying and Civil Engineering
New Ambulance Station #3
W 16th St. & Winchester Rd.
Sedalia, Missouri

Dear Mr. Hammer,

Thank you for the opportunity to submit this proposal for professional surveying and civil engineering services for the referenced project. We understand the project will include the construction of a new EMS facility, including a 3-bay ambulance station. The following outlines our proposed scope of services:

Surveying and Civil Engineering Scope and Fee:

- Provide a topographic survey, including one-foot contours, any other notable topographic features, and utilities marked by Missouri One Call. We understand that a boundary survey, including marked corners, will be completed by Turpin Land Surveying prior to PCAD acquiring the subject property (tract split). Our survey will also include the boundary/marked corners and all existing on-site easements.
- Coordinate with Owner and design team (Builder, Architect, Structural, and MEP).
- Coordinate with City regarding their overall plan review and development requirements.
- Assist with petition for annexation of the property, request zoning as desired.
- Provide detailed civil site construction plans, including site layout/access plan; existing conditions and demolition plan; grading and drainage and erosion control plan; stormwater management plan (drainage plan and water quality treatment) (note that detention shall be provided by the adjacent regional detention basin); and on-site utilities plan; and construction notes and details.
- Submit this same detailed construction plan, along with our supporting analysis, to the City for their review and approval.
- If required, obtain Missouri Department of Natural Resources land disturbance permit. Provide a Stormwater Pollution Prevention Plan (SWPPP). This document shall remain on-site during construction activities.
- Provide opinion of probable construction costs, as required.
- This proposal excludes all permitting fees; public utility extensions; geotechnical subsurface soils investigation; traffic impact study; environmental assessments; subdivision platting; construction staking; and construction testing and inspections.

Broadfoot Engineering will provide the above proposed civil engineering services as outlined on a time and material basis with a Not-to-Exceed of \$16,800. We are prepared to start work immediately upon receipt of this signed proposal. We will submit invoice upon completion. Terms are Net 45 days. We appreciate your consideration of Broadfoot Engineering and look forward to working with you on this project. If you have any questions or require additional information, please contact me.

Sincerely,

Theron J. Broadfoot, PE

Accepted by: _____

Signature: _____

Printed Name and Title: _____ Date: _____