

**Nodaway County Ambulance District
103 W Carefree Maryville, MO 64468
APRIL 12,2023**

Topic: My Meeting

Time: May 10, 2023 07:00 PM Central Time (US and Canada)

Join Zoom Meeting<https://us02web.zoom.us/j/3851034621?pwd=dGVBb3RFazBBNWFkUGVWUTExcU9kUT09>

Meeting ID: 385 103 4621

Passcode: NCAD

Next meeting MAY 10, 2023

Board members Present:

Board Members Absent:

Statement: The use of the tape recorder is an aid for the recording secretary and is erased after the minutes are transcribed.

Oath:

Introduction of Guests:

Presentation of Minutes:

Report from Burlington Junction Rescue Squad:

Report from Pickering/Hopkins Rescue Squad:

Report from Ravenwood Rescue Squad:

Report from Tri-C Rescue Squad:

Report from Maryville Rescue Squad:

Presentation of Treasurer's Report:

Presentation of Bills to be paid:

Presentation of Revenue and Expense Report:

Director of Operations Report:

Business Coordinator/Accountant Report:

Training Manager's Report:

Employee Concerns:

Medicaid/Medicare Adjustments:

Old Business:

New Business:

Closed meetings and closed records authorized when, exceptions: Employee evaluations. 610.021. Except to the extent disclosure is otherwise required by law; a public governmental body is authorized to close meetings, records, and votes, to the extent they relate to the following:

(3) Hiring, firing, disciplining, or promoting of employees by a public governmental body when personal information about the employee is discussed or recorded. However, any votes on a final decision, when taken by a public governmental body, to hire, fire, promote or discipline an employee of a public governmental body shall be made available with a record of how each member voted to the public within seventy-two hours of the close of the meeting where such action occurs; provided, however, that any employee so affected shall be entitled to prompt notice of such decision during the seventy-two hour period before such decision is made available to the public. As used in this subdivision, the term "personal information" means information relating to the performance or merit of individual employees.

(13) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries and lengths of service of officers and employees of public agencies once they are employed as such, and the names of private sources donating or contributing money to the salary of a chancellor or president at all public colleges and universities in the state of Missouri and the amount of money contributed by the source;

(14) Records which are protected from disclosure by law; any other business that may come before the board.

(15) Adjournment:

APRIL 13.2023

7:00 PM

Board Members Present: CARRIE SPARKS, HERB SNODDERLEY, MARY BETH SHIPPS, RICK ALLEN, PAT GIESKEN, PHIL RICKABAUGH

Board members Absent:

Oath: Snodderley and Sparks read and signed the Oath of office.

Introduction of Guests:

Presentation of Minutes: The minutes were presented to the board members. Shipps had a spelling correction to be made. Shipps made the motion to accept the minutes with corrections, Sparks seconded the motion. Snodderley called for a vote, Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

Report from Burlington Junction Rescue Squad: No Report.

Report from Hopkins Rescue Squad: No Report.

Report from Ravenwood Rescue Squad: All good.

Report from Tri-C Rescue Squad: All good

Report from Maryville Rescue Squad: All good. Rickabaugh reported that he will be retiring from the Fire Department and Rescue Squad as of June 1, 2023,

Presentation of Treasurer's Report: Sparks states that the next CD due is in July.

Presentation of bills to be paid: The bills to be paid were presented. Rickabaugh made the motion to pay bills and Shipps second the motion. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

Revenue and Expenses: The report was presented to the board members.

Director of Operations Report:

1. Is to inform the board that there will be a closed meeting. Evaluations for John Maxwell, Brittany Drummond and Julie Schmitz.
2. Is to inform the board members that the sales tax payment for the month was \$ 119,884.07.
3. Was to inform the board members that Kaci Billings and Kari Taylor EMT's have been released from Probation.
4. Oath of Office
5. Conflict Policy renewal Sparks Conflict policy was read and signed.
6. Annual retainer for attorney. The attorney on retainer Frank Flaspohler with EMS Legal Services.
7. Wants the backing from the board on sticking to the 110-mile radius on transfers. After much discussion the board all agreed that they should stick to the limit.
8. Lift assists, something to think about until the next meeting. We do lift assists for many people, several of them over and over. Do we want to start charging them for this service and if so what amount.

Business Coordinator and Accounting Report:

1. Julie Schmitz is working on getting old outstanding invoices paid by insurances.
2. Alice Schieffer worked long and hard and got ESO and SAGE to balance.

Training Managers Report:

1. EMT – B class meets on Monday and Wednesday and goes through May 17th. They are taking the practical test on April 29th.
2. We had ACLS renewal and Quarterly CPT on March 9th, EMR refresher on March 11th. John Maxwell and Pat Griefe are teaching the EVOC class on April 13th and 15th.
3. The Paramedic program will start approximately Aug 1 and run through Dec of 2024. We have scheduled a CER class with AirEvac for a critical care refresher for May 20th.
4. Kim Campbell presented the new website and training advertisement video. All commented that they really liked it and thanked her for the work she put into it.

Employee Concerns:

1. Jared McQueen brought up that the mattresses were in bad shape and wanted to investigate getting new ones. The board said to do what needed done.
2. Morgan Wheeler brought up that in 2025 will be the 50th Anniversary of the district. Would like permission for the district to do some repairs to the building and grounds between now and then. The board said to make a list and prioritize what needs to be done and do it.

Medicaid/Medicare Adjustments: Allen made the motion to approve the adjustments of \$16,865.99 and Rickabaugh seconded the motion. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

Allen made a motion for invoices to be sent to collections for \$10,579.85 and Sparks seconded the motion. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

Old Business:

EMS Week: Hoodies were presented to the board along with the idea of earbuds for employees as thank you items. It was also brought up to do a meal for all either on one night at NCAD barn or at each rescue facility. After much discussion it was decided that we would have one at the barn and will consist of hamburgers, hot dogs, chips, cheesy potatoes or baked beans, cookies, and drinks. At this time the supper will be held May 23,2023 from 6-8. Campbell brought up the idea of a meal for four days for the on-duty crews. Sometimes things brought in on Monday are not around for those working the rest of the week. This way each day get a meal that they will get to pick from a list provided. The board thought that was a great idea and several volunteered to help on those days. They agreed on a limit of around \$6,000 for the week's festivities.

New Business: None

Closed Meeting: Allen made a motion to go into closed session, Sparks second the motion. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried. Closed at 8:35 pm.

Open Meeting: Allen made a motion to open session, Sparks second the motion. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried. Opened at 8:56 pm.

The evaluations of John Maxwell, Brittany Drummond and Julie Schmitz were reviewed and discussed..

Adjournment: Allen made the motion to adjourn, and Rickabaugh seconded the motion. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

Adjournment at 8:58 pm

Recorded by Julie Schmitz

Nodaway County Ambulance District

Signed: _____ Pat Giesken, Secretary of the Board of Directors

MARCH 31, 2023 Budget					
	2023	2023 Actual	ACCT	2022	Percentage
Revenues			#	Actual	2023
Ambulance Receivable	\$1,350,000.00	\$411,573.30	4000	\$1,411,321.89	30.49%
Surtax	\$25,000.00	\$41,769.39	4150	\$43,372.82	167.08%
CPR Card Revenue 2617.48	\$2,000.00	\$520.00	4380	\$1,243.50	26.00%
Misc. Income(HRSA Funds)	\$2,500.00	\$88.61	4730	118,489.04	3.54%
Bad Debt Income	\$10,000.00	\$2,245.37	4010	\$10,748.40	22.45%
Interest Income	\$20,000.00	\$6,049.63	4720	\$17,337.71	30.25%
Sales tax income	\$1,410,000.00	\$357,641.79	4105	\$1,457,129.47	25.36%
Sale of Assets-APR Reimbursement	\$0.00		4710	\$0.00	#DIV/0!
EMT & Paramedic classes	\$64,000.00		4011	\$1,260.00	0.00%
Contra Revenue 8.6%	-\$116,100.00	\$31,990.32	4001	\$19,499.40	-27.55%
FRA FUNDS/GEMT	\$60,000.00	\$237.48	4300	\$116,524.03	0.40%
Total	\$2,827,400.00	\$852,115.89		\$3,078,437.22	30.14%
Expenditures	2023	2023 Actual	ACCT	2022 Actual	Percentage
Salaries	\$1,100,000.00	\$273,252.03	5000	\$991,545.83	24.84%
Overtime	\$230,000.00	\$67,007.17	5001	\$220,203.37	29.13%
Special Performance Benefit	\$500.00		5003	\$10,566.00	0.00%
Rescue/Training Budget	\$124,650.00		5300	\$2,821.38	0.00%
Payroll FICA	\$100,000.00	\$28,075.47	5010	\$101,223.74	28.08%
Unemployment Taxes	\$1,500.00		5015	\$0.00	0.00%
Employee Benefits	\$240,000.00	\$62,872.89	5020	\$190,987.33	26.20%
Longevity Pay	\$0.00		5021	\$3,700.00	#DIV/0!
Health. Ins. Pay out & Retirement	\$40,000.00	\$8,348.97	5005	\$47,505.30	20.87%
Mo Lagers Expense 8.4%	\$130,000.00	\$26,628.08	5006	\$1,247,307.17	20.48%
Stipends	\$18,000.00	\$3,100.00	5008	\$15,250.00	17.22%
Workman's Comp	\$68,000.00	\$10,193.00	5040	\$39,470.70	14.99%
Fleet/Mail/Liab Ins. Bond	\$86,000.00		5041	\$75,453.93	0.00%
Accident/Health Insurance	\$4,000.00		5044	\$3,519.67	0.00%
Rent/Lease	\$2,500.00		5050	\$2,008.00	0.00%
Legal/ Accounting	\$24,000.00	\$16,223.46	5060	\$7,268.18	67.60%
Administration Expense	\$18,000.00	\$805.44	5070	\$15,274.63	4.47%
Election Expense	\$3,500.00		5080	\$60.00	0.00%
Advertising Expense	\$500.00		5090	\$348.00	0.00%
Fuel & Oil	\$65,000.00	\$12,287.40	5100	\$59,824.94	18.90%
Fleet Repair	\$35,000.00	\$5,676.01	5110	\$24,602.34	16.22%
Building Repair/Maintenance	\$12,500.00	\$4,146.94	5135	\$7,424.37	33.18%
Medical & Operating Exp ***	\$79,000.00	\$16,605.85	5120	\$73,426.15	21.02%
Office Supplies	\$15,000.00	\$3,807.51	5130	\$13,771.11	25.38%
Technical Support	\$29,000.00	\$4,669.61	5131	\$39,790.91	16.10%
H.S.A. Expense	\$7,500.00		5025	\$1,374.24	0.00%
Utilities	\$22,000.00	\$4,645.66	5140	\$16,819.92	21.12%
Telephone/Cell	\$8,500.00	\$1,121.98	5150	\$7,957.56	13.20%
Dues & Subscriptions	\$800.00	\$1,025.00	5180	\$598.00	128.13%

Laundry	\$2,500.00		5190	\$0.00	0.00%
Radios/Repairs Maint	\$9,000.00	\$1,592.50	5220	\$4,552.35	17.69%
Collection Expense	\$3,500.00	\$2,134.13	5290	\$2,366.20	60.98%
Miscellaneous Expense	\$10,000.00	\$864.12	5280	\$13,430.15	8.64%
2023 Ambulance Budget Continued					
	2023	2023 Actual	ACCT	2022 Actual	Percentage
New Ambulance/van/Equipment	\$70,000.00		5115	\$144,158.05	0.00%
Bad Debt Allowance 8.2%	\$106,600.00	\$56,418.40	5250	\$280,997.99	52.93%
Dispatching Expense	\$77,250.00	\$19,312.50	5105	\$75,000.00	25.00%
*New Rescue Equipment	\$0.00	\$4,650.00	5117	\$170,414.96	#DIV/0!
Pat Van Expenditures	\$41,750.00	\$9,758.97	N/A	\$37,037.49	23.37%
GEMT Expense	\$42,000.00		0	\$36,628.52	0.00%
Promotional items	\$1,000.00		5285	\$551.92	0.00%
Total	\$2,829,050.00	\$645,223.09		\$3,985,240.40	22.81%
2023 Training Expense Detail					
Expenditures	2023	2023 Actual	ACCT	2022 Actual	Percentage
Instructor's Training Wages *	\$9,000.00		5300	\$2,821.38	\$0.10
Instructor's Training Lodging *		\$874.45	5360		
Instructor's Training Mileage *			5361		
Instructor's tuition/books	\$600.00	\$245.00	5330	\$200.00	40.83%
CE Instructor wages **	\$5,000.00	\$1,030.85	5301	\$3,544.55	20.62%
Mandatory classes,	\$4,200.00	\$651.99	5305	\$1,943.60	15.52%
CE Empl.Wages 5303 &5370		\$391.30	5303	\$1,834.45	
Employee CE Elective	\$17,750.00		5370	\$1,475.00	2.20%
Guest Instructor Wages	\$2,000.00		5340	\$0.00	0.00%
1st Responder Orig. Cert Wages	\$5,000.00	\$1,139.96	5302	\$4,327.64	22.80%
1st responder Refresher Wages	\$2,000.00	\$1,019.62	5304	\$2,017.35	50.98%
Training Equipment/Maintenance	\$6,000.00	\$380.95	5310	\$532.80	6.35%
Training Books/Office expense	\$1,000.00	\$194.25	5331	\$0.00	19.43%
Training Miscellaneous/24-7	\$1,600.00	\$4,080.48	5380	\$798.34	255.03%
Paramedic Instructor Wage Training	\$65,000.00	\$103.80	5106	\$0.00	0.16%
Medical Director & Guest Instructor	\$1,500.00		5385	\$300.00	0.00%
Emt/Paramedic Training Overtime	\$1,500.00	\$1,024.28	5107	\$0.00	68.29%
Training Supplies	\$2,500.00	\$140.00	5320	\$3,458.93	5.60%
Total	\$124,650.00	\$11,276.93		\$23,254.04	9.05%
2023 Wheel Chair Budget					
	2023	2023 Actual	ACCT	2022 Actual	
w/c Actual Charges	\$25,000.00	\$6,007.00	4009	\$19,499.40	24.03%
Contribution/Donations	\$998.47	\$983.47	2107		-\$15.00
Total	\$25,000.00	\$6,007.00		\$19,499.40	24.03%
2023 Wheel Chair Expenditures					
Salaries	\$32,500.00	\$9,758.97	5009	\$34,347.49	30.03%
Overtime	\$1,200.00		5019	\$252.04	0.00%
Payroll FICA W Amb	\$2,600.00			\$0.00	0.00%
Repairs/Maint	\$3,500.00		5129	\$1,192.60	0.00%
Fuel & Oil	\$4,000.00		5109	\$1,215.36	0.00%
New Equipment	\$500.00		5119	\$0.00	0.00%

Advertisement	\$50.00		5099	\$30.00	0.00%
Total	\$44,350.00	\$9,758.97		\$37,037.49	22.00%
less FICA	\$41,750.00	\$9,758.97		\$37,037.49	