

Nodaway County Ambulance Board of Directors Meeting Agenda
103 W Carefree Drive
Maryville, MO 64468
May 9th, 2018
Annual meeting

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.

Introduction of Guests:

Election of Officers:

Presentation of Minutes:

Report from Burlington Junction Rescue Squad:

Report from 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 Manager's 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 must 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

Adjournment:

Board of Directors Meeting

April 9th, 2018

7:30 pm

Board Members Present: Allen, Crady, Walk, Snodderley, Redden and Standiford were present.

Board members Absent: No one was absent.

Introduction of Guests: Phil Rickabaugh, newly elected board member was present.

Presentation of Minutes: The minutes were presented to the board members. Redden made the motion to approve the minutes as presented and Allen seconded the motion. Standiford called for a vote. Allen, yea, Crady, yea, Walk, yea, Snodderley yea, Redden, yea and Standiford, yea. Motion carried.

Report from Burlington Junction Rescue Squad: The EMR class started on April 8th. It will be on Sundays until July 8th. There are at least 15 individuals taking the class.

Report from Hopkins Rescue Squad: No one present.

Report from Ravenwood Rescue Squad: Nothing reported.

Report from Tri-C Rescue Squad: Barnard will have a jump bag on the brush truck to help with calls in that area.

Report from Maryville Rescue Squad: Nothing reported.

Presentation of Treasurer's Report: The report was presented to the board members. There were 2 CD's that are due in April. Walk is waiting to find a place to put the money, as interest rates still are not very good.

Presentation of Bill's to be paid: The bills to be paid were presented. Allen made the motion to pay the bills as presented and Redden seconded the motion. Standiford called for a vote. Allen, yea, Walk, yea, Crady yea, Snodderley yea, Redden, yea and Standiford, yea. Motion carried.

Revenue and Expenses: Report was given to the board members.

Director of Operations Report: Item one was to inform the board members that there would be a closed session for employee evaluations for Julie Schmitz and John Maxwell.

Item two was to inform the board members that the March sales tax deposits were \$94,811.44 which was 8.45% less than March 2017.

Item three was to inform the board members that unit 139 back in service and the step is working fine.

Item four was to inform the board members that the inflatable shelter has been ordered and the cost for the district was \$500, which was the deductible amount for insurance. The insurance company did allow \$21,500, and cost of the new shelter was \$22,000. It was purchased from Zumro, Pompano Beach, FL.

Item five was inform the board members that Brittany Drummond was hired as a full time EMT.

Item six was to inform the board that the kick off meeting for a combined 911 center was on March 27th.

Item seven was to ask the board about purchasing a new Toughbook laptop for the ambulance. There are four of the laptops now and 5 ambulances being used. It would mean that the computers would not have to be shifted around. He received two quotes, for a refurbished Toughbook laptop with a 3-year warranty. Rugged Equipment, Arlington Heights, IL for \$1,570.00 and RNBS Corporation, \$1,654.88. Allen made the motion to get the laptop from Rugged for \$1,570 and Snodderley seconded the motion. Standiford called for a vote. Allen, yea, Walk, yea, Crady nay, Snodderley yea, Redden, yea and Standiford, yea. Motion carried.

Item eight was to have the conflict of interest policy signed. This is done every April and sent to the Missouri Ethics Committee.

Business Manager's Report: Item one was to inform the board members that the accounts receivable is still off, but it is now \$288.22.

Item two was to inform the board members that in June Julie Schmitz and she would be going to St. Louis for the ABC3 Conference. John Maxwell and Bill Florea may be going to a one-day conference there as well.

Item three was to inform the board members that she may be out for approximately one week for surgery, she will know more later this week.

Training Managers Report: Item one was to inform the board members that the EVOC (emergency vehicle driving course) will be held on April 13 and 14th.

Item two was to inform the board that Life Net will be conducting a landing zone class on April 16th, here at the ambulance base.

Item three was to inform the board members that extrication class for the new EMR's will be held on April 21st at the ambulance base.

Item four was to inform the board members four full time employees and one part time employee went to instructor training in Columbia last month.

Item five was to inform the board members that Brandy Gast is doing an EMR class in Burlington Junction and she has 15 students.

Item six was a chart that gave information about the rescue squads and how many individuals are on each squad and what skills they may need.

Employee Concerns: None brought to the board.

Medicaid/Medicare Adjustments: Crady made the motion to approve the Medicare adjustments for \$4,410.00 and Walk seconded the motion. Standiford called for a vote. Allen, yea, Walk, yea, Crady yea, Snodderley yea, Redden, yea and Standiford, yea. Motion carried.

The monthly adjustments were given to the board members next. After reviewing Crady made the motion to accept the monthly adjustments of \$3,416.87 and Walk seconded the motion. Standiford called for a vote. Allen, yea, Walk, yea, Crady nay, Snodderley yea, Redden yea, and Standiford, yea. Motion carried.

Old Business: None

New Business: Allen asked if part time employees had to purchase uniforms or classes. It was explained that the district provides the uniforms, and Florea usually makes sure the classes are paid by the district, but the employees do not have wages paid for these classes.

There was a question on how EMR members get information about classes. Hall explained that he sends out emails to all those he has and one to the captains to remind the other members. After a discussion he was told to use the active 911 as well as email to see if it would be better.

Recess: Allen made the motion to go into closed session and Crady seconded the motion. Standiford called for a vote. Allen, yea, Walk, yea, Crady yea, Snodderley yea, Redden, yea and Standiford, yea. Motion carried.

Open Session: Allen made the motion to go into open session and Crady seconded the motion. Standiford called for a vote. Allen, yea, Walk, yea, Crady yea, Snodderley yea, Redden, yea and Standiford, yea. Motion carried. Started at 8:50 pm.

Open session: Redden made the motion to grant Julie Schmitz a 16-cent merit raise and a \$650.00 performance incentive, and to grant John Maxwell a \$362.50 performance incentive and a \$660.00 longevity, Allen seconded the motion. Standiford called for a vote. Allen, yea, Walk, yea, Crady yea, Snodderley yea, Redden, yea and Standiford, yea. Motion carried.

Lager then swore in the new members, Rick Allen and Phil Rickabaugh.

Adjournment: Allen made the motion to adjourn the meeting and Crady seconded the motion. Standiford called for a vote. Allen, yea, Crady, yea, Walk, yea, Snodderley, yea, Redden, yea, and Standiford, yea. Motion carried.

Meeting adjourned at 8:55 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____ John C. Redden, Secretary

MARCH 2018 Budget as of 3/31/18					
	2018	2018 Actual	ACCT	2017	Percentage
Revenues			#	Projected	2017 actual
Ambulance Receivable	\$715,000.00	\$239,993.71	4000	\$764,413.96	33.57%
Surtax	\$23,000.00	\$22,680.86	4150	\$28,657.83	98.61%
CPR Card Revenue 2617.48	\$2,000.00	\$2,724.00	4380	\$2,180.00	136.20%
Misc. Income	\$3,500.00	\$3,837.64	4730	\$6,588.46	109.65%
Bad Debt Income	\$1,800.00	\$1,717.91	4010	\$4,105.63	95.44%
Interest Income	\$26,700.00	\$8,295.43	4720	\$33,119.40	31.07%
Sales tax income	\$1,200,000.00	\$272,490.46	4105	\$1,220,555.17	22.71%
Sale of Assets	\$0.00		4710	\$100.00	
Kights	\$3,000.00	\$1,363.50	4008	\$3,886.75	45.45%
Pat Van Revenues	\$25,000.00	\$5,078.90	4009	\$14,415.92	20.32%
FRA FUNDS	\$20,000.00	\$1,504.41	4300	\$5,238.29	7.52%
Total	\$2,020,000.00	\$559,686.82		\$2,083,261.41	27.71%
Expenditures	2018	2018 Actual	ACCT	2017	Percentage
Salaries	\$845,000.00	\$191,999.52	5000	\$829,695.19	22.72%
Overtime	\$174,250.00	\$38,323.68	5001	\$164,996.47	21.99%
Special Performance Benefit	\$10,000.00	\$1,225.00	5003	\$8,262.50	12.25%
Rescue/Training Budget	\$59,400.00	\$8,066.77	5300	\$48,491.45	13.58%
Payroll FICA	\$91,250.00	\$20,111.59	5010	\$85,080.55	22.04%
Unemployment Taxes	\$1,500.00	\$885.20	5015	\$1,461.56	59.01%
Employee Benefits	\$140,500.00	\$22,584.82	5020	\$128,645.08	16.07%
Longevity Pay	\$3,700.00	\$920.00	5021	\$3,500.00	24.86%
Health. Ins. Pay out & Retirement	\$81,500.00	\$21,382.56	5005	\$71,713.32	26.24%
Mo Lagers Expense	\$45,000.00	\$11,093.17	5006	\$802,716.33	24.65%
Interest Expense	\$0.00		5030	\$0.00	\$\$\$
Workman's Comp	\$56,000.00	\$12,938.00	5040	\$57,431.25	23.10%
Fleet/Mail/Liab Ins. Bond	\$50,700.00	\$47,996.00	5041	\$45,014.00	94.67%
Accident/Health Insurance	\$3,359.00	\$3,310.07	5044	\$3,359.00	98.54%
Rent/Lease	\$2,500.00	\$1,920.00	5050	\$1,932.52	76.80%
Legal/ Accounting	\$17,000.00	\$1,240.76	5060	\$11,975.02	7.30%
Administration Expense	\$7,200.00	\$90.52	5070	\$5,034.19	1.26%
Election Expense	\$500.00		5080	\$144.00	0.00%
Advertising Expense	\$500.00	\$48.50	5090	\$110.00	9.70%
Fuel & Oil	\$30,000.00	\$7,501.67	5100	\$27,194.68	25.01%
Fleet Repair	\$29,000.00	\$4,150.03	5110	\$18,372.98	14.31%
Building Repair/Maintenance	\$15,000.00	\$2,462.16	5135	\$10,936.94	16.41%
Medical & Operating Exp	\$47,000.00	\$12,892.56	5120	\$35,562.18	27.43%
Office Supplies	\$25,300.00	\$4,350.31	5130	\$20,691.94	17.19%
Technical Support	\$19,500.00	\$12,367.96	5131	\$14,093.90	63.43%
Capital Outlays ** 2 lines	\$0.00	\$7,046.81	5115	\$8,786.44	\$\$\$\$
Utilities	\$18,900.00	\$5,022.73	5140	\$16,566.62	26.58%
Telephone/Cell	\$6,400.00	\$1,645.61	5150	\$6,434.88	25.71%
Dues & Subscriptions	\$600.00	\$0.00	5180	\$447.99	0.00%
Laundry	\$3,500.00	\$126.00	5190	\$462.00	3.60%
Radios/Repairs Maint	\$5,500.00	\$552.50	5220	\$1,757.90	10.05%
Collection Expense	\$2,700.00	\$627.71	5290	\$2,373.59	23.25%
Miscellaneous Expense	\$5,500.00	\$595.28	5280	\$3,926.99	10.82%

2018 Ambulance Budget Continued					
	2018	2018 Actual	ACCT	2017	Percentage
New Ambulance/van ** 2 lines	\$165,000.00	\$162,522.00	5115	\$161,237.00	98.50%
Bad Debt Allowance	\$143,000.00	\$47,998.76	5250	\$155,704.49	33.57%
Dispatching Expense	\$67,626.00	\$16,906.50	5105	\$66,300.00	25.00%
*New Rescue Equipment			5117	\$360.00	#DIV/0!
Pat Van Expenditures	\$33,750.00	\$6,757.70	N/A	\$29,901.73	20.02%
MO Lagers Retirement	\$0.00		5006	\$0.00	#DIV/0!
Promotional items	\$1,000.00		5285	\$0.00	0.00%
Total	\$2,209,135.00	\$677,662.45		\$2,850,674.68	30.68%
2018 Training Expense Detail					
Expenditures	2018	2018 Actual	ACCT	2017	Percentage
Instructor's Training Wages *	\$8,750.00		5300	\$348.52	0.00%
Instructor's Training Lodging *			5360		
Instructor's Training Mileage *			5361	\$212.00	
Instructor's tuition/books	\$600.00		5330	\$0.00	0.00%
CE Instructor wages **	\$5,000.00	\$84.08	5301	\$4,259.85	1.68%
Mandatory classes,	\$4,200.00	\$290.33	5305	\$1,826.68	6.91%
CE Empl.Wages 5303 &5370		\$1,161.01	5303	\$6,520.75	
Employee CE Elective	\$17,750.00	\$2,610.06	5370	\$25,034.10	21.25%
Guest Instructor Wages	\$3,000.00		5340	\$50.00	0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$2,647.26	5302	\$1,960.40	98.05%
1st responder Refresher Wages	\$800.00		5304	\$233.24	0.00%
Training Equipment/Maintenance	\$6,000.00		5310	\$4,402.25	0.00%
Training Books/Office expense	\$1,000.00	\$296.31	5331	\$30.00	29.63%
Training Miscellaneous	\$1,600.00	\$977.72	5380	\$450.20	61.11%
New EMD Training	\$3,000.00		5106		0.00%
Medical Director	\$1,500.00		5385	\$100.00	0.00%
EMD CUE Training	\$1,500.00		5107	\$203.52	0.00%
Training Supplies	\$2,000.00		5320	\$679.94	0.00%
Total	\$59,400.00	\$8,066.77		\$46,311.45	13.58%
2018 Wheel Chair Budget					
	2018	2018 Actual	ACCT	2017	
w/c Actual Charges	\$25,000.00	\$5,078.90	4009	\$13,427.42	20.32%
Knights Pat Van	\$3,000.00	\$1,363.50	4008	\$3,646.75	45.45%
Contribution					
Total	\$28,000.00	\$6,442.40		\$17,074.17	23.01%
2018 Wheel Chair Expenditures					
Salaries	\$26,500.00	\$6,243.87	5009	\$25,456.48	23.56%
Overtime	\$1,500.00	\$33.60	5019	\$37.80	2.24%
Payroll FICA W Amb	\$2,142.00	\$480.23		\$1,950.31	22.42%
Repairs/Maint	\$2,900.00		5129	\$345.50	0.00%
Fuel & Oil	\$2,300.00		5109	\$2,045.65	0.00%
New Equipment	\$500.00		5119	\$65.99	0.00%
Advertisement	\$50.00		5099	\$0.00	0.00%
Total	\$35,892.00	\$6,757.70		\$29,901.73	18.83%
less FICA	\$33,750.00	\$6,277.47		\$27,951.42	

Jan-18

