

Nodaway County Ambulance Board of Directors Meeting Agenda

*103 W Carefree Drive
Maryville, MO 64468*

May 8th, 2019

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:

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 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 particular 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

Adjournment:

Board of Directors Meeting

April 10th, 2019 7:00 pm

Board Members Present: Standiford, Allen, Sparks, Rickabaugh, Walk and Snodderley were present.

Board members Absent: No one was absent

Introduction of Guests: Pat Giesksen, newly elected board member was present.

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

Report from Burlington Junction Rescue Squad: All is OK.

Report from Hopkins Rescue Squad: No one was present. Unit has been moved to Pickering and the question was asked to change the report heading to Pickering Rescue Squad on the minutes.

Report from Ravenwood Rescue Squad: All is OK.

Report from Tri-C Rescue Squad: No one was present.

Report from Maryville Rescue Squad: All is OK.

Presentation of Treasurer's Report: The report was presented to the board members. One CD was rolled into a 12-month CD at 2.5%, and there are others coming due this year that Walk will investigate options.

Sparks stated that Citizen's Bank in Maryville is doing a 14-day CD and paying a rate of 2-3%. Walk will check into it.

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 Sparks seconded the motion. Standiford called for a vote. Allen, yea, Sparks, yea, Walk, yea, Snodderley, yea and Standiford yea. Motion carried.

Revenue and Expenses: Report was given to the board members. There was a question about the administration account. This is where classes at St. Louis are being used.

Director of Operations Report: Item one was to inform the board members that there will be a closed session for employee evaluations for Julia Schmitz, John Maxwell and Brittany Drummond.

Item two was to inform the board members that the April sales tax deposits were \$97,350.40 which was 2.6% more than April 2018.

Item three was to inform the board members that Skidmore Fire still has not committed to purchasing the Union Township truck. More information will be available next week.

Item four was to inform the board members that wash bay receiver in the garage was replaced and new remotes ordered.

Item five was moved to item eight as it deals with new extrication tools.

Item six was to inform the board that unit 134 was sent to the shop to fix the damage done in the accident last year.

Item seven was to inform the board members that the parking lot needs some emergency repairs as water has cut under the cement and it is creating a deep hole. Cement was poured as a temporary fix and Florea is getting bids from some concrete businesses.

Item eight was to discuss electronic extrication tools. Hurst company and TNT presented their tools at two different times. Rickabaugh went to the Hurst demo and Florea went to the TNT. There was a discussion that followed. Both sets of tools will be able to cut the new Boron steel that many newer cars are being made from.

After discussing the tools Allen made the motion to purchase the set of Hurst tools which include a Spreader, a cutter and the power supply for a cost of \$22,382.00 and Rickabaugh seconded the motion. Standiford called for a vote. Allen, yea, Sparks, yea, Walk, yea, Snodderley, yea and Standiford yea. Motion carried.

Item nine was to remind the board members that the GEMT payment is due before the end of April and he is going to make the payment on Monday April 15th. That payment will be for \$76,322.23 and by May 8th the district will receive a payment of \$179,717.04 from GEMT.

Item ten was to ask the board members if there was a concern with purchasing new uniform shirts for the summer. The crews have discussed and found one that everyone agrees on. There were no problems with this.

Business Manager's Report: Item one was to inform the board members that the accounts receivable is at \$20.55 this month.

Item two was to inform the board members that the collection company called while Bill was gone stating a client wanted to settle a debt for \$400. The bill was for \$778.20, which after AMS would take out their 30% leaving us \$120 to settle the account. Jared and I discussed the matter and declined the offer.

Item three was to inform the board members that a patient had recently passed away with no estate and the family wrote a letter asking for the balance to be written off. After reviewing the account information and the letter Allen made the motion to write off the balance and Snodderley seconded the motion. Standiford called for a vote. Allen, yea, Sparks, yea, Walk, yea, Snodderley, yea and Standiford yea. Motion carried.

Item four was to inform the board members that the CADS class will be either May 21 or 22, as we are waiting for the MAA to finish the contract. Walk has reserved a class for this at NWMSU. More information to follow.

Item five was to remind the two new board members about the Board Training in June at the Lake of the Ozarks. Lager will get Sparks and Giesksen set up for the class and the hotel.

Item six was to make sure the board realized the new chairs were delivered today and in use.

Training Managers Report: Item one was to inform the board members that the CEU classes are being attended very well, there are at least 24 students per night.

Item two was to inform the board that 13 people attended the extrication class held on April 6th.

Item three was to inform the board that the EMR EVOC class will be held on April 12 and April 13th.

Item four was to inform the board members that 5 trainers attended a Narcan class and are now trainers for the district. The district has discussed with medical control about putting Narcan in the rescue squads so that those people would be able to administer it sooner. The five trainers will be going to the rescue squads and there is a grant from the state that will provide the Narcan free of charge.

Hall would like to give a huge Thank you to Brent Woodburn with Midwest Computer for donating a brand-new laptop to the training department and setting it up for the training people as well.

Employee Concerns: Some employees are wondering if the board would approve the purchase of new furniture in the day room. The couch and love seat are declining, and the employees paid for them many years ago. They have 2 bids from area stores but after a discussion it was decided to get more bids on heavy duty furniture. These need to be brought back to the next board meeting.

Medicaid/Medicare Adjustments: Snodderley made the motion to approve the adjustments for March of \$2,110.33 and Allen seconded the motion. Standiford called for a vote. Allen, yea, Sparks, yea, Rickabaugh, yea, Walk, yea, Snodderley, yea and Standiford yea. Motion carried.

Snodderley made the motion to send to collections the amount of \$6,043.49 and Walk seconded the motion. Standiford called for a vote. Allen, yea, Sparks, yea, Rickabaugh, yea, Walk, yea, Snodderley, yea and Standiford yea. Motion carried.

Old Business: EMS week was discussed. Julie Schmitz found prices for T-shirts that range from \$7.00 to \$14.00 and dates and times for rescue squad meetings will be provided. The board members would like to take a dinner to the meetings and many employees want to go to thank the squad members too. Allen made the motion to approve the purchase of T-shirts and providing lunch through the summer months to all rescue squads and Sparks seconded the motion. Standiford called for a vote. Allen, yea, Sparks, yea, Walk, yea, Snodderley, yea and Standiford yea. Motion carried.

New Business: None brought to the board.

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

Closed Session: 8:10 pm

Open Session: Standiford made the motion to go into open session and Sparks seconded. Standiford called for a vote. Allen, yea, Sparks, yea, Walk, yea, Snodderley, yea and Standiford yea. Motion carried. Open began at 8:32.

Allen made the motion to grant Julia Schmitz, Business Associate a Performance Incentive of \$380.00 and a merit raise of 17 cents, Brittany Drummond, EMT a performance incentive of \$350.00 and a merit raise of 14 cents and John Maxwell, Paramedic a Performance incentive of \$412.50 and a longevity of \$680. 00, and Walk seconded the motion. Standiford called for a vote. Allen, yea, Sparks, yea, Walk, yea, Snodderley, yea and Standiford yea. Motion carried.

Newly elected members Pat Giesksen and Scott Walk signed the oath of office and read it out loud. The paperwork was signed, and the seal placed on it and they will be filed in the minutes.

Charlie Standiford was presented with a cake for his 21 years of service. Pat Giesksen won the election in that subdistrict.

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

Meeting adjourned at 8: 35.pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____

Rick Allen, Secretary of the Board of Directors

2019 Budget AS OF MARCH 31, 2019					
	2019	2019 Actual	ACCT	2018	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$890,000.00	\$234,364.99	4000	\$764,413.96	26.33%
Surtax	\$23,000.00	\$22,917.06	4150	\$28,657.83	99.64%
CPR Card Revenue 2617.48	\$3,400.00	\$410.00	4380	\$2,180.00	12.06%
Misc. Income	\$2,500.00	\$9,840.45	4730	\$6,588.46	393.62%
Bad Debt Income	\$3,500.00	\$3,784.57	4010	\$4,105.63	108.13%
Interest Income	\$37,500.00	\$7,863.26	4720	\$33,119.40	20.97%
Sales tax income	\$1,200,000.00	\$279,828.78	4105	\$1,220,555.17	23.32%
Sale of Assets	\$0.00		4710	\$100.00	0.00%
Knights	\$3,500.00	\$920.00	4008	\$3,886.75	26.29%
Pat Van Revenues	\$25,000.00	\$3,544.85	4009	\$14,415.92	14.18%
FRA FUNDS/GEMT	\$95,000.00	\$2,780.11	4300	\$5,238.29	2.93%
Total	\$2,283,400.00	\$566,254.07		\$2,083,261.41	24.80%
Expenditures	2019	2019 Actual	ACCT	2018	Percentage
Salaries	\$855,000.00	\$197,984.67	5000	\$825,223.87	23.16%
Overtime	\$170,500.00	\$35,979.21	5001	\$159,951.20	21.10%
Special Performance Benefit	\$13,200.00	\$762.50	5003	\$10,337.50	5.78%
Rescue/Training Budget	\$59,400.00	\$10,884.99	5300	\$29,491.15	18.32%
Payroll FICA	\$92,000.00	\$20,372.40	5010	\$85,626.92	22.14%
Unemployment Taxes	\$1,700.00	\$1,265.14	5015	\$1,190.30	74.42%
Employee Benefits	\$145,500.00	\$33,646.38	5020	\$121,140.95	23.12%
Longevity Pay	\$4,200.00	\$960.00	5021	\$3,820.00	22.86%
Health. Ins. Pay out & Retirement	\$90,000.00	\$21,111.30	5005	\$88,474.06	23.46%
Mo Lagers Expense 5.3%	\$64,000.00	\$13,293.05	5006	\$50,223.11	20.77%
Interest Expense	\$0.00		5030		0.00%
Workman's Comp	\$71,000.00	\$16,070.00	5040	\$70,066.75	22.63%
Fleet/Mail/Liab Ins. Bond	\$55,000.00	\$53,931.00	5041	\$47,996.00	98.06%
Accident/Health Insurance	\$4,000.00	\$3,484.33	5044	\$3,310.07	87.11%
Rent/Lease	\$2,500.00	\$1,920.00	5050	\$1,960.00	76.80%
Legal/ Accounting	\$22,500.00	\$1,401.14	5060	\$3,084.06	6.23%
Administration Expense	\$7,200.00	\$6,834.25	5070	\$5,796.59	94.92%
Election Expense	\$4,000.00		5080	\$4,575.89	0.00%
Advertising Expense	\$500.00		5090	\$156.50	0.00%
Fuel & Oil	\$43,000.00	\$8,607.87	5100	\$36,760.20	20.02%
Fleet Repair	\$29,000.00	\$7,841.60	5110	\$17,645.00	27.04%
Building Repair/Maintenance	\$16,000.00	\$5,220.20	5135	\$7,646.53	32.63%
Medical & Operating Exp	\$47,000.00	\$11,571.60	5120	\$46,780.82	24.62%
Office Supplies	\$25,300.00	\$3,538.87	5130	\$15,439.16	13.99%
Technical Support	\$25,000.00	\$13,219.94	5131	\$17,259.76	52.88%
Capital Outlays ** 2 lines			5115		0.00%
Utilities	\$21,500.00	\$5,172.33	5140	\$17,963.48	24.06%
Telephone/Cell	\$7,000.00	\$1,748.42	5150	\$6,769.61	24.98%
Dues & Subscriptions	\$600.00	\$500.00	5180	\$33.00	83.33%
Laundry	\$3,500.00	\$168.00	5190	\$462.00	4.80%
Radios/Repairs Maint	\$7,500.00	\$2,662.25	5220	\$9,369.50	35.50%
Collection Expense	\$2,700.00	\$839.72	5290	\$1,590.39	31.10%
Miscellaneous Expense	\$5,500.00	\$1,163.68	5280	\$3,953.30	21.16%

2019 Ambulance Budget Continued					
	2019	2019 Actual	ACCT	2018	Percentage
New Ambulance/van ** 2 lines	\$83,000.00		5115	\$169,568.81	0.00%
Bad Debt Allowance	\$178,000.00	\$46,873.01	5250	\$186,132.76	26.33%
Dispatching Expense	\$70,702.98	\$34,489.50	5105	\$67,626.00	48.78%
*New Rescue Equipment	\$6,847.02		5117	\$11,270.12	0.00%
Pat Van Expenditures	\$37,050.00	\$6,054.41	N/A	\$35,076.51	16.34%
GEMT Expense	\$24,500.00		5112	\$0.00	
Promotional items	\$1,000.00		5285	\$0.00	0.00%
Total	\$2,296,900.00	\$569,571.76		\$2,163,771.87	24.80%
2019 Training Expense Detail					
Expenditures	2019	2019 Actual	ACCT	2018	Percentage
Instructor's Training Wages *	\$8,750.00	\$65.40	5300		0.75%
Instructor's Training Lodging *			5360		
Instructor's Training Mileage *			5361		
Instructor's tuition/books	\$600.00		5330		0.00%
CE Instructor wages **	\$5,000.00	\$222.51	5301	\$2,047.79	4.45%
Mandatory classes,	\$4,200.00	\$1,201.72	5305	\$2,008.22	28.61%
CE Empl.Wages 5303 &5370			5303	\$2,543.23	
Employee CE Elective	\$17,750.00	\$1,568.26	5370	\$11,905.12	8.84%
Guest Instructor Wages	\$3,000.00		5340		0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$1,651.34	5302	\$4,361.48	61.16%
1st responder Refresher Wages	\$800.00	\$1,391.16	5304		173.90%
Training Equipment/Maintenance	\$6,000.00		5310	\$2,263.41	0.00%
Training Books/Office expense	\$1,000.00	\$19.95	5331	\$296.31	2.00%
Training Miscellaneous/24-7	\$6,100.00	\$3,954.94	5380	\$1,395.59	64.84%
New EMD Training	\$0.00		5106		0.00%
Medical Director	\$0.00		5385		0.00%
EMD CEU Training	\$1,500.00		5107		0.00%
Training Supplies/CPR SPPLIES	\$2,000.00	\$809.71	5320	\$2,670.00	40.49%
Total	\$59,400.00	\$10,884.99		\$29,491.15	18.32%
2019 Wheel Chair Budget					
	2019	2019 Actual	ACCT	2018	
w/c Actual Charges	\$25,000.00	\$3,544.85	4009	\$13,427.42	14.18%
Knights Pat Van	\$3,500.00	\$920.00	4008	\$3,646.75	26.29%
Contribution					
Total	\$28,500.00	\$4,464.85		\$17,074.17	15.67%
2019 Wheel Chair Expenditures					
Salaries	\$28,500.00	\$6,054.41	5009	\$28,209.23	21.24%
Overtime	\$1,000.00		5019	\$33.60	0.00%
Payroll FICA W Amb	\$2,256.75			\$2,160.58	0.00%
Repairs/Maint	\$3,000.00		5129	\$619.25	0.00%
Fuel & Oil	\$4,000.00		5109	\$4,053.85	0.00%
New Equipment	\$500.00		5119	\$0.00	0.00%
Advertisement	\$50.00		5099		0.00%
Total	\$39,306.75	\$6,054.41		\$35,076.51	15.40%
less FICA	\$37,050.00	\$6,054.41		\$32,915.93	