

**Nodaway County Ambulance District
103 W Carefree Maryville, MO 64468
May 13th, 2020
7:00 pm**

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:

Annual Election of Board Officers:

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 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 15, 2020

7:00 pm

Board Members Present: Snodderley, Allen, Sparks, Rickabaugh and Walk were all present. Giesken was present via ZOOM at 7:30.

Board members Absent: No one was absent.

Introduction of Guests: None present.

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

Report from Burlington Junction Rescue Squad: There was no meeting held due to the COVID-19, but the squad did get to use the new Glass ripper cutter on an accident, and it worked very well.

Report from Hopkins Rescue Squad: No one present and no meeting held.

Report from Ravenwood Rescue Squad: All is good, and the Chevrons are on the back of the rescue squad.

Report from Tri-C Rescue Squad: There was a need for a new plug to be installed in the unit, so Darrell Schieber installed it and the bill is in the ones to be paid.

Report from Maryville Rescue Squad: They may need to borrow the rescue unit from the district as the pumper that is the current rescue truck was involved in an accident and will be going to the shop for repairs. The fire department also received some supplies for the COVID crisis, 4 masks and some sanitizer.

Presentation of Treasurer's Report: Stands as presented. The sales tax revenue will be going down in the future due to the COVID crisis.

Presentation of Bill's to be paid: Bills were presented and Rickabaugh made the motion to pay the bills and Sparks seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried.

Revenue and Expenses: Stands as presented.

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

Item two was to inform the board members that the sales tax revenue deposit was \$99,47.21, which is an increase of 7.13% from 2019.

Item three was to inform the board members that unit 131 is still scheduled to be delivered close to May 1, 2020, but there were some additional problems with the box that needed to be fixed. There was damage from a blown tire to the bottom of the compartment, the bumper needs to be changed and some coating in the cabinets needs to be replaced for a total increase of cost of \$1,249.00.

Item four was to inform the board that the electric locks have been installed in the five ambulances here and will be installed in 131 when it gets delivered.

Item five was to inform the board members that he has ordered an EDU-435 ultraviolet light which will disinfect surfaces, for the cost of \$4,065.00 and may be delivered in four to six weeks, no real date for delivery yet.

Item six was to present the Resolution COVID-19 Corona Virus Emergency Situation ordinance 2020-01. Walk made the motion to approve the resolution and Allen seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried.

Item seven was to inform the board members call volume has dropped off since January. January there was an average of 5.84 per day, February 5.93 per day, March 4.52 per day and so far in April 3.5 a day.

Item eight was to inform the board members that the Chevrons have been placed on the Ravenwood rescue squad and Flores is wondering if the other units need to be done as well. Allen made the motion to place the chevrons on the remaining units and Rickabaugh seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried.

Item nine was to inform the board members that crew members are donning all PPE for any respiratory calls or influenza like illnesses. He has also modified treatment of aerosolization products and has made sure that rescue units are not called to these situations. There are other plans if needed, including be able to use one licensed personnel and have a first responder drive if staff is not available. There are also contingencies for transport to other facilities as deemed. Currently there is enough stock of PPE, the N95 masks, goggles, gloves and gowns for 60-120 days. He is restocking but supplies are limited. To date there has been approximately \$9,000.00 in supplies related to COVID-19.

There was a copy of the Executive order from the State of Missouri, that the resolution addressed.

Business Manager's Report: Item one was to inform the board members that the accounts receivable is at \$113.07.

Item two was to inform the board that the GEMT plan has done an audit on 2017-2018 paperwork and they state that there were certain incorrect entries and that Bad debts could not be used as an expense, and the PAT van was not to be separated from the ambulance. After the audit Meyers & Stauffer stated that the district needs to pay back to GEMT \$65,222.06. There are at least 40 agencies in the same situation, and we have been in contact with the auditing firm as well as the state board for FRA and GEMT. There is a date of May 8, but everyone is trying to get that moved back. The reports that Lager has done for 2018-2019 will be incorrect as well and she is looking to see if she can do some adjustments before, they start the audit on those reports, as we have paid the portion of GEMT cost to the state.

Item three was to inform the board members that HHS has sent a stimulus check to the ambulance district for \$29,787.90, but there are certain costs that this can be used for as well. Florea has started a new bank account to put this money into so there will be a definite paper trail.

Training Managers Report: Item one was to inform the board members the EMT/EMR training will be held virtually on ZOOM on April 16th and the state has approved the class and will allow the online testing to count as CEU's.

Item two was to inform the board members that the EVOC training will be moved to September.

Item three was to inform the board members that the EMR extrication class is currently scheduled for May 2nd but would appreciate some guidance. There was a discussion held about the safety of the members and that in the next week a firm decision should be made.

Item four was to inform the board members that the employees held a ZOOM meeting to discuss the COVID the response and new procedures. Almost all full-time employees attended.

Employee Concerns: None currently.

Walk made the motion to accept the conflict of interest policy and Rickabaugh seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried.

Medicaid/Medicare Adjustments: Rickabaugh made the motion to approve the adjustments of \$8,422.02 and Sparks seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried.

Rickabaugh made a motion for invoices to be sent to collections for \$16,775.52 and Allen seconded motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried.

Old Business: Florea informed the board members that the Assignment and Assumption was approved by the Maryville City Council and the City of Maryville will take over the dispatching once the building is open and running.

New Business: The Conflict of Interest was already approved. Sparks and Snodderley took their oath of office and signed paperwork.

Recess: Sparks made the motion to go into closed session and Rickabaugh seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried. Recess at 7:45 pm.

Open session: Allen made the motion to go into open session and Sparks seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried.

Open session started at 7:56

Sparks made the motion to grant John Maxwell, Paramedic, a performance incentive of \$412.50 and a longevity of \$700.00, Julie Schmitz, Business associate a performance incentive of \$460.00 and a merit raise of .17 cents and Brittany Drummond, EMT a performance incentive of \$275.00 and a merit raise of .14 cents, and Rickabaugh seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried

Allen asked if Florea's spending limit needed to be raised during the pandemic or was the \$2,000.00 limit high enough at this time. A discussion followed with no motion on the floor, idea was killed.

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

Meeting ended at 8:00 p.m.

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____

Carrie Sparks, Secretary of the Board of Directors

AS OF 3-31-2020					
	2020	2020 Actual	ACCT	2019	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$908,000.00	\$287,282.97	4000	\$917,512.51	31.64%
Surtax	\$25,000.00	\$24,555.97	4150	\$25,419.57	98.22%
CPR Card Revenue 2617.48	\$2,200.00	\$132.00	4380	\$2,015.45	6.00%
Misc. Income	\$2,500.00	\$778.67	4730	\$12,861.45	31.15%
Bad Debt Income	\$6,000.00	\$2,777.10	4010	\$16,277.72	46.29%
Interest Income	\$33,000.00	\$15,163.13	4720	\$46,495.60	45.95%
Sales tax income	\$1,200,000.00	\$304,606.10	4105	\$1,235,712.47	25.38%
Sale of Assets	\$0.00		4710	\$100.00	0.00%
Knights	\$3,500.00	\$950.00	4008	\$3,434.00	27.14%
Pat Van Revenues	\$25,000.00	\$5,232.90	4009	\$20,942.35	20.93%
FRA FUNDS/GEMT	\$110,000.00	\$920.29	4300	\$187,604.11	0.84%
Total	\$2,315,200.00	\$642,399.13		\$2,468,375.23	27.75%
Expenditures	2020	2020 Actual	ACCT	2019	Percentage
Salaries	\$883,500.00	\$234,505.40	5000	\$864,326.97	26.54%
Overtime	\$170,200.00	\$46,875.74	5001	\$171,593.97	27.54%
Special Performance Benefit	\$13,200.00	\$2,387.50	5003	\$9,280.00	18.09%
Rescue/Training Budget	\$59,400.00	\$8,218.12	5300	\$42,543.03	13.84%
Payroll FICA	\$96,000.00	\$24,577.85	5010	\$90,352.16	25.60%
Unemployment Taxes	\$1,700.00	\$634.60	5015	\$1,671.72	37.33%
Employee Benefits	\$151,000.00	\$50,986.50	5020	\$124,694.69	33.77%
Longevity Pay	\$4,700.00	\$1,000.00	5021	\$3,980.00	21.28%
Health. Ins. Pay out & Retirement	\$93,500.00	\$24,867.90	5005	\$88,827.90	26.60%
Mo Lagers Expense 4.8%	\$61,300.00	\$15,545.18	5006	\$60,076.61	25.36%
Interest Expense	\$0.00	\$0.00	5030	\$0.00	0.00%
Workman's Comp	\$75,000.00	\$18,136.98	5040	\$65,105.35	24.18%
Fleet/Mail/Liab Ins. Bond	\$62,000.00	\$59,274.00	5041	\$53,931.00	95.60%
Accident/Health Insurance	\$4,000.00	\$3,484.33	5044	\$3,484.33	87.11%
Rent/Lease	\$2,500.00	\$1,920.00	5050	\$2,007.70	76.80%
Legal/ Accounting	\$25,000.00	\$1,956.94	5060	\$13,884.14	7.83%
Administration Expense	\$7,200.00	\$3,451.25	5070	\$8,912.72	47.93%
Election Expense	\$4,000.00	\$0.00	5080	\$5,891.27	0.00%
Advertising Expense	\$500.00	\$0.00	5090	\$102.00	0.00%
Fuel & Oil	\$45,000.00	\$8,470.66	5100	\$30,255.36	18.82%
Fleet Repair	\$27,000.00	\$7,432.32	5110	\$20,207.60	27.53%
Building Repair/Maintenance	\$12,500.00	\$3,498.80	5135	\$11,820.72	27.99%
Medical & Operating Exp	\$52,000.00	\$25,137.31	5120	\$54,290.05	48.34%
Office Supplies	\$21,500.00	\$3,797.71	5130	\$13,887.52	17.66%
Technical Support	\$25,400.00	\$21,698.44	5131	\$21,757.73	85.43%
Capital Outlays ** 2 lines			5115	\$22,986.00	0.00%
Utilities	\$23,500.00	\$4,768.99	5140	\$19,614.28	20.29%
Telephone/Cell	\$7,100.00	\$1,663.56	5150	\$6,847.96	23.43%
Dues & Subscriptions	\$600.00	\$0.00	5180	\$538.00	0.00%
Laundry	\$3,500.00	\$126.00	5190	\$546.00	3.60%
Radios/Repairs Maint	\$3,500.00	\$1,727.00	5220	\$3,345.75	49.34%
Collection Expense	\$3,000.00	\$700.46	5290	\$3,974.27	23.35%
Miscellaneous Expense	\$5,200.00	\$991.72	5280	\$12,548.81	19.07%

2020 Ambulance Budget Continued					
	2020	2020 Actual	ACCT	2019	Percentage
New Ambulance/van ** 2 lines	\$136,000.00	\$43,526.79	5115		#REF!
Bad Debt Allowance	\$178,000.00	\$57,456.61	5250	\$183,701.25	32.28%
Dispatching Expense	\$72,118.00	\$17,244.75	5105	\$68,979.00	23.91%
*New Rescue Equipment		\$4,882.84	5117	\$22,727.41	#DIV/0!
Pat Van Expenditures	\$37,550.00	\$9,035.80	N/A	\$35,201.98	24.06%
GEMT Expense	\$15,000.00	\$59,914.90	0	\$76,322.23	
Promotional items	\$1,000.00	\$0.00	5285	\$993.00	0.00%
Total	\$2,384,168.00	\$769,896.95		\$2,221,210.48	32.29%
2020 Training Expense Detail					
Expenditures	2020	2020 Actual	ACCT	2019	Percentage
Instructor's Training Wages *	\$8,750.00	\$0.00	5300	\$1,519.19	0.00%
Instructor's Training Lodging *			5360		
Instructor's Training Mileage *			5361		
Instructor's tuition/books	\$600.00	\$0.00	5330		0.00%
CE Instructor wages **	\$5,000.00	\$265.33	5301	\$3,735.01	5.31%
Mandatory classes,	\$4,200.00	\$479.43	5305	\$5,268.94	11.42%
CE Empl.Wages 5303 &5370		\$112.52	5303	\$5,521.64	
Employee CE Elective	\$17,750.00	\$745.00	5370	\$14,817.49	4.83%
Guest Instructor Wages	\$3,000.00	\$0.00	5340		0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$2,789.84	5302	\$2,017.24	103.33%
1st responder Refresher Wages	\$800.00	\$71.92	5304	\$2,144.64	8.99%
Training Equipment/Maintenance	\$6,000.00	\$0.00	5310	\$811.41	0.00%
Training Books/Office expense	\$1,000.00	\$0.00	5331	\$19.95	0.00%
Training Miscellaneous/24-7	\$1,600.00	\$2,329.08	5380	\$5,153.06	145.57%
New EMD Training	\$3,000.00		5106		0.00%
Medical Director	\$1,500.00		5385		0.00%
EMD CEU Training	\$1,500.00		5107		0.00%
Training Supplies	\$2,000.00	\$1,425.00	5320	\$1,534.46	71.25%
Total	\$59,400.00	\$8,218.12		\$42,543.03	13.84%
2020 Wheel Chair Budget					
	2020	2020 Actual	ACCT	2019	
w/c Actual Charges	\$25,000.00	\$5,232.90	4009	\$20,942.35	20.93%
Knights Pat Van	\$3,500.00	\$950.00	4008	\$3,434.00	27.14%
Contribution					
Total	\$28,500.00	\$6,182.90		\$24,376.35	21.69%
2020 Wheel Chair Expenditures					
Salaries	\$29,000.00	\$8,304.67	5009	\$29,135.08	28.64%
Overtime	\$1,200.00	\$77.96	5019	\$17.97	6.50%
<i>Payroll FICA W Amb</i>	\$2,180.25	\$0.00		\$2,228.83	0.00%
Repairs/Maint	\$2,500.00	\$653.17	5129	\$678.25	26.13%
<i>Fuel & Oil</i>	\$4,300.00		5109	\$3,141.85	0.00%
New Equipment	\$500.00		5119	\$0.00	0.00%
Advertisement	\$50.00		5099		0.00%
Total	\$39,730.25	\$9,035.80		\$35,201.98	22.74%
<i>less FICA</i>	\$37,550.00	\$9,035.80		\$32,973.15	
		4169.66	5545		

