

Nodaway County Ambulance District

103 W Carefree Maryville, MO 64468

May 12th, 2021

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 :

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 14th, 2021

7:00 pm

Board Members Present: Snodderley, Allen, Sparks, Giesken, Rickabaugh and Shipps were all present.

Board members Absent: No one was absent.

Introduction of Guests: Bryan Sobotka was present to discuss Ravenwood Rescue.

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

Report from Burlington Junction Rescue Squad: All is fine.

Report from Hopkins Rescue Squad: Nothing to report. No one present.

Report from Ravenwood Rescue Squad: Sobotka informed the board members that the lights have been installed on the Ravenwood rescue truck and they are visible and are serving the purpose. They were mounted differently than planned due to shoreline plug. He is pleased with the project.

Florea and Sobotka then discussed the bids received for a new rescue truck. There is currently one bid for a box and a chassis, but unable to get a chassis until 2022. The possible delivery date would be at least 6 months into the future if not longer. Discussion held. It was decided to get the appropriate bids in place and bring to the next meeting so this project may move forward.

Florea will contact other suppliers for the box and Sobotka will contact the Alum Line about the current quote. This project will be paid out of reserved funds as it was not in the current year's budget.

Report from Tri-C Rescue Squad: There will be a benefit dinner and auction on April 17th, 2021 for members Dickie and Kris Henry, they lost their home to a fire and have been on the rescue squad for many years.

Report from Maryville Rescue Squad: The RAM has been delivered and training classes will be scheduled.

Presentation of Treasurer's Report: The report was presented to the board members. Interest rates are flat and not expected to get any better.

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

Revenue and Expenses: The report was presented to the board members. There was a mistake in the previous years billing and Zoll was paid twice for a Vent, this money has been refunded, and was placed in the account

5120. Lager will contact the auditor to see if she would rather have the money posted to the miscellaneous account. This is from a previous and may cause some problems with understating the current account.

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

Item two was to inform the board members that there was an additional payment of \$136.13 from sales tax. The sales tax revenue is 3.92% higher than in 2020.

Item three was to inform the board members that the District is back to “normal” on call volume.

Item four was to inform the board that the Arm Locks were delivered 3-18-2021. It was then discovered that only two rescue units had Ice Suits, Maryville and Ravenwood. Discussion held about purchasing suits for all squads. Florea was instructed to order more suits, 2 per squad.

Item five was to inform the board members about the long-term plans for the building. There was some discussion held. Sparks asked if Jay Drake had been contacted to discuss the option of having the Vo-Tech class do the building and help answer questions. Florea will contact him to add him into the discussion. Sparks also stated that Bill Ingles may have some insight on the layout of sewer and water. Florea has been talking with Brock Pfost currently as he was the contractor for the dirt work.

Item six was to inform the board members that Jerry Lager did not use the leave of absence but has turned in his full-time employee status to go to part time, as he accepted a job at the Clarinda helicopter.

Item seven was to inform the board that the LAGER’s plan changed as of April 1st, 2021.

Item eight was to inform the board members that he had another Leave of absence request from Kirby Sybert for a 30-day period so he would be able to help with vaccine clinics. Sparks made the motion to approve the request and Allen seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Shipps, yea and Snodderley yea. Motion carried.

Item nine was to inform the board members that Buchanan County EMS has requested a staffed ALS ambulance for May 1 and 2 for a strike team for the Air show. The time should be from 7:00am to 4 pm.

Item ten was to discuss the purchase of a new XPS Retrofit Kit for the power load cots for a bariatric patient. There is one currently in service and there was a time delay in transport due to the ambulance being on another call at the time. This would alleviate that problem. The cost is \$2,537.37 and Florea would be able to install it into an ambulance. Sparks made the motion to approve the purchase and Shipps seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Shipps, yea and Snodderley yea. Motion carried.

Item eleven is to sign the Conflict of Interest policy. This is done yearly to alleviate the possibility of not having it signed. This policy protects the district from “doing business with a board member.” Shipps approved the signing of the contract and Sparks seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Shipps, yea and Snodderley yea. Motion carried.

Business Manager's Report: Item one was to inform the board members that the accounts receivable is a difference of \$208.92 and may have something to do with the timing of the refunds.

Item two was to inform the board members that the virtual classes for Schmitz and her are to be held at the end of the month and that Florea and McQueen have not signed up for their class yet. She will get those set up in the morning.

Training Managers Report: Item one was to inform the board members that the EMT quarterly class will be held on May 13, due to conflicts with the Paramedic refresher class.

Item two was to inform the board members that there are now five individuals taking the EMR class and they will all belong to unit 142.

Item three was to inform the board members that the Paramedic refresher is almost complete for this block.

Item four was to inform the board members that three students renewed their ACLS class.

Item four was to inform the board members that eight EMR's attended the class which leaves two EMR's that still need to take the class. One will be easy to schedule the other is difficult to touch base with. After discussion it was decided to get the one that is able to schedule easily done, and maybe add some from the upcoming year, and the other one will have to schedule the class of be done until they take it.

Item five was to inform the board members that eight new infant CPR mannequins were ordered and delivered. These light up and are the same as the current adult CPR mannequins.

Item six was to request a check for \$475.00 to get gift cards for the teachers from the Paramedic Refresher classes.

Employee Concerns: None currently.

Medicaid/Medicare Adjustments: Allen made the motion to approve the adjustments of \$9,522.10 and Rickabaugh seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Shipps, yea and Snodderley yea. Motion carried.

Allen made a motion for invoices to be sent to collections for \$10,907.78 and Rickabaugh seconded motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Shipps, yea and Snodderley yea. Motion carried.

Old Business: EMS week was on the agenda to discuss. Several individuals came up with ideas for gifts for all volunteers and the employees, Schmitz gave a presentation of the combined ideas. After a discussion Allen made the motion to approve the items presented and Sparks seconded the motion. Items will be ordered, and they should be delivered in time for EMS week.

New Business: Rickabaugh and Allen signed their oath of office paperwork and took the oath.

Shipps questioned about the pager problem that was discussed at the previous meeting. The situation has not been cleared up yet and the static is very noticeable in certain areas. This is still being evaluated to see where the problem may be.

Recess: Snodderley made the motion to go into closed session for the evaluations 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. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Shipps, yea and Snodderley yea. Motion carried.

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, Shipps, yea and Snodderley yea. Motion carried.

Open session began at 9:05.

Sparks made the motion to grant John Maxwell a performance incentive of \$450 and a longevity of \$720, Brittany Drummond a performance incentive of \$275, and Julie Schmitz a performance incentive of \$480 and a merit increase of 17 cents, and Allen seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Shipps, yea and Snodderley yea. Motion carried.

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

Adjournment at 9:07

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____

Pat Giesken, Secretary of the Board of Directors

2021 Budget As of 03/31/2021					
	2021	2021 Actual	ACCT	2020	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$1,061,000.00	\$280,722.18	4000	\$1,119,890.78	26.46%
Surtax	\$25,000.00	\$33,187.65	4150	\$28,270.20	132.75%
CPR Card Revenue 2617.48	\$2,200.00	\$80.00	4380	\$437.00	3.64%
Misc. Income(stimulus included)	\$2,500.00	\$1,052.34	4730	\$40,190.65	42.09%
Bad Debt Income	\$6,000.00	\$3,192.48	4010	\$12,204.03	53.21%
Interest Income	\$35,000.00	\$7,479.34	4720	\$47,119.25	21.37%
Sales tax income	\$1,100,000.00	\$327,877.98	4105	\$1,326,042.73	29.81%
Sale of Assets-CARES Reimbursement	\$0.00	\$0.00	4710	\$92,335.48	0.00%
Knights	\$3,500.00	\$600.00	4008	\$3,110.00	17.14%
Pat Van Revenues	\$25,000.00	\$4,852.50	4009	\$16,776.87	19.41%
FRA FUNDS/GEMT	\$130,000.00	\$1,196.73	4300	\$169,817.42	0.92%
Total	\$2,390,200.00	\$660,241.20		\$2,856,194.41	27.62%
Expenditures	2021	2021 Actual	ACCT	2020	Percentage
Salaries	\$933,600.00	\$240,430.83	5000	\$901,882.33	25.75%
Overtime	\$185,000.00	\$57,873.53	5001	\$192,888.29	31.28%
Special Performance Benefit	\$13,200.00	\$1,700.00	5003	\$11,385.00	12.88%
Rescue/Training Budget	\$59,400.00	\$10,085.65	5300	\$29,354.80	16.98%
Payroll FICA	\$96,000.00	\$25,365.86	5010	\$94,535.04	26.42%
Unemployment Taxes	\$1,700.00	\$0.00	5015	\$707.22	0.00%
Employee Benefits	\$137,000.00	\$37,028.51	5020	\$142,814.95	27.03%
Longevity Pay	\$4,700.00	\$540.00	5021	\$4,140.00	11.49%
Health. Ins. Pay out & Retirement	\$93,500.00	\$21,111.30	5005	\$91,332.30	22.58%
Mo Lagers Expense 4.8%	\$71,100.00	\$17,702.82	5006	\$58,205.93	24.90%
Interest Expense	\$0.00	\$0.00	5030	\$0.00	0.00%
Workman's Comp	\$72,000.00	\$13,820.19	5040	\$66,879.23	19.19%
Fleet/Mail/Liab Ins. Bond	\$71,400.00	\$68,897.00	5041	\$60,856.00	96.49%
Accident/Health Insurance	\$4,300.00	\$3,484.33	5044	\$3,484.33	81.03%
Rent/Lease	\$2,000.00	\$1,565.50	5050	\$1,960.61	78.28%
Legal/ Accounting	\$26,000.00	\$2,937.53	5060	\$4,957.51	11.30%
Administration Expense	\$6,200.00	\$980.00	5070	\$5,062.61	15.81%
Election Expense	\$3,500.00	\$0.00	5080	\$0.00	0.00%
Advertising Expense	\$500.00	\$0.00	5090	\$153.00	0.00%
Fuel & Oil	\$30,000.00	\$8,164.29	5100	\$22,704.25	27.21%
Fleet Repair	\$22,000.00	\$10,049.65	5110	\$21,581.59	45.68%
Building Repair/Maintenance	\$12,500.00	\$3,323.95	5135	\$10,997.80	26.59%
Medical & Operating Exp ***	\$59,000.00	\$1,257.88	5120	\$88,143.19	2.13%
Office Supplies	\$19,000.00	\$2,200.04	5130	\$16,072.45	11.58%
Technical Support	\$29,000.00	\$12,992.64	5131	\$28,419.64	44.80%
H.S.A. Expense	\$7,000.00	\$1,675.08	5025	\$0.00	0.00%
Utilities	\$22,000.00	\$3,745.91	5140	\$16,599.99	17.03%
Telephone/Cell	\$7,100.00	\$2,448.41	5150	\$6,971.37	34.48%
Dues & Subscriptions	\$600.00	\$0.00	5180	\$573.00	0.00%
Laundry	\$2,500.00	\$84.00	5190	\$504.00	3.36%
Radios/Repairs Maint	\$3,400.00	\$1,052.50	5220	\$3,149.80	30.96%
Collection Expense	\$3,000.00	\$824.57	5290	\$2,553.74	27.49%
Miscellaneous Expense	\$3,200.00	\$270.26	5280	\$3,626.04	8.45%

2021 Ambulance Budget Continued					
	2021	2021	ACCT	2020 proj	Percentage
New Ambulance/van	\$48,750.00	\$0.00	5115	\$221,907.68	3.44%
Bad Debt Allowance	\$180,000.00	\$56,133.90	5250	\$229,289.48	31.19%
Dispatching Expense	\$71,766.00	\$17,941.50	5105	\$70,014.00	25.00%
*New Rescue Equipment		\$5,280.50	5117	\$24,701.73	0.00%
Pat Van Expenditures	\$39,050.00	\$7,782.81	N/A	\$37,012.34	19.93%
GEMT Expense	\$63,000.00	\$0.00	0	\$59,914.90	
Promotional items	\$1,000.00	\$0.00	5285	\$0.00	0.00%
Total	\$2,404,966.00	\$638,750.94		\$2,535,336.14	26.56%
2021 Training Expense Detail					
Expenditures	2021	2021 Actual	ACCT	2020	Percentage
Instructor's Training Wages *	\$8,750.00	\$56.53	5300	\$297.81	0.65%
Instructor's Training Lodging *			5360		
Instructor's Training Mileage *			5361		
Instructor's tuition/books	\$600.00	\$0.00	5330	\$0.00	0.00%
CE Instructor wages **	\$5,000.00	\$786.83	5301	\$2,136.90	15.74%
Mandatory classes,	\$4,200.00	\$1,607.08	5305	\$2,037.66	38.26%
CE Empl.Wages 5303 &5370		\$743.24	5303	\$1,212.18	
Employee CE Elective	\$17,750.00	\$4,675.00	5370	\$15,473.50	30.53%
Guest Instructor Wages	\$3,000.00	\$0.00	5340	\$0.00	0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$739.19	5302	\$2,789.84	27.38%
1st responder Refresher Wages	\$800.00	\$416.96	5304	\$71.92	52.12%
Training Equipment/Maintenance	\$6,000.00	\$0.00	5310	\$0.00	0.00%
Training Books/Office expense	\$1,000.00	\$0.00	5331	\$0.00	0.00%
Training Miscellaneous/24-7	\$1,600.00	\$107.11	5380	\$2,359.06	6.69%
New EMD Training	\$3,000.00		5106		0.00%
Medical Director	\$1,500.00		5385	\$100.00	0.00%
EMD CEU Training	\$1,500.00		5107		0.00%
Training Supplies	\$2,000.00	\$953.71	5320	\$2,875.93	47.69%
Total	\$59,400.00	\$10,085.65		\$29,354.80	16.98%
2021 Wheel Chair Budget					
	2021	2021 Actual	ACCT	2020	
w/c Actual Charges	\$25,000.00	\$4,852.50	4009	\$16,776.87	19.41%
Knights Pat Van	\$3,500.00	\$600.00	4008	\$3,110.00	17.14%
Contribution					
Total	\$28,500.00	\$5,452.50		\$19,886.87	19.13%
2021 Wheel Chair Expenditures					
Salaries	\$31,500.00	\$7,583.61	5009	\$30,847.81	24.07%
Overtime	\$1,200.00	\$113.88	5019	\$116.94	9.49%
Payroll FICA W Amb	\$2,500.00	\$0.00		\$2,501.55	0.00%
Repairs/Maint	\$2,500.00	\$85.32	5129	\$1,861.05	3.41%
Fuel & Oil	\$3,300.00		5109	\$1,684.99	0.00%
New Equipment	\$500.00		5119	\$0.00	0.00%
Advertisement	\$50.00		5099	\$0.00	0.00%
Total	\$41,550.00	\$7,782.81		\$37,012.34	18.73%
less FICA	\$39,050.00	\$7,782.81		\$34,510.79	