

Nodaway County Ambulance District

103 W Carefree Maryville, MO 64468

May 11th, 2022

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.

Join Zoom Meeting

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Meeting ID: 385 103 4621

Passcode: May

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 13th, 2022

7:00 pm

Board Members Present: Snodderley, Sparks, Rickabaugh, Giesken, Shipps, were all present. Allen was on the ZOOM connection at approximately 7:20.

Board members Absent: None

Introduction of Guests: No one present

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

Report from Burlington Junction Rescue Squad: Nothing to report.

Report from Hopkins Rescue Squad: Nothing to report.

Report from Ravenwood Rescue Squad: Nothing to report.

Report from Tri-C Rescue Squad: Nothing to report

Report from Maryville Rescue Squad: Rickabaugh informed all present that there will be a training at Sheridan, on April 29 and 30th. The class part of the weekend will be on Friday from 6:00pm to 10:00pm, and hands on starts at 8:00 on the 30th.

Maryville Rescue would be interested in acquiring the old unit from Ravenwood Rescue once theirs is up and running. They are running out of room on the fire truck.

Presentation of Treasurer's Report: Sparks informed the board that \$500,000 was submitted to LAGER's to pay down the liability account. There will be a payment due for the new rescue truck and a check was written for the new ambulance. The next CD's due will be in October.

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

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

Director of Operations Report: Florea started his report by informing the board members that there will be a closed session for evaluations of Jeff Hall, Brittany Drummond, and Julie Schmitz.

Item two was to inform the board members that the sales tax payment for the month was \$114,301.57 and this is an increase of 7.7% from 2021.

Item three was to inform the board members that the annual review of the conflict-of-interest policy needs approved. Sparks made the motion to approve the policy and Rickabaugh seconded the motion. Snodderley called for a vote. Sparks, yea, Giesken, yea, Rickabaugh yea, Allen, yea, Shipps, yea and Snodderley yea. Motion carried.

Item four was to inform the board that network security has been upgrades. Now all county emails will be able to encrypt messages, and the Firewall was updated.

Item five was to inform the board members unit 132 was picked up and is now in service.

Item six was to inform the board members that Jill Nielson and Joshua Van Hulzen have given their notice. Nielson will remain as a PRN employee.

Item seven was to inform the board members that CMS will reimplement the 1% sequester rate from April 1st to June 1st, then it will go back to the 2% rate that was stopped during the pandemic. There may be more in the future, and it is in the hands of Congress.

Item eight was to inform the board members that the 2017 Transportation ordinance needs to be re-evaluated. Florea has adjusted the mileage radius from 135 to 110, and that only one ambulance is to be out of the county at one time, to further service the county. There will be exceptions, but he would like the board to adopt and amend as needed. Snodderley made the motion to adopt the current ordinance that was presented and to amend as needed and Sparks seconded the motion.

Item nine was to discuss PTO, current vacation, and sick time along with a stipend for third crew call ins and all calls.

The stipends were discussed first. Florea suggests that for third crew call ins that they receive a \$100 and \$150 for an all call. There was a discussion on how the do the call in and if dispatch would be able to do this.

The outcome of discussion was to have Sparks make the motion to approve a \$100 stipend for crew members that are paged in or called in for third crew and \$150 for an all-call situation, Shipps seconded the motion. Snodderley called for a vote. Sparks, yea, Giesken, yea, Rickabaugh yea, Allen, yea, Shipps, yea and Snodderley yea. Motion carried.

The PTO was discussed next. There were substantial amounts of data presented to the board and a discussion was held on the implementation and the possible liability. Several employees were present and gave their ideas and examples to the board members as well. Several questions continue to arise, and more information is needed as the current liabilities for each employee needs to be calculated and a maximum amount must be set upon. There was a question about a possible buy out of time and what amount to be allowed.

More information needs to be gathered and presented and the administrative staff will get the information out to the board members .

Florea asked the board members about ending the cap on wages which the district currently has in place. There are five employees that have been capped for over 15 years, and at least one for seven years. These employees currently receive a performance incentive and a longevity pay; he would like the board to consider giving a 1.5% increase to all those who are capped out. Discussion was held.

Sparks made the motion to give those employees capped a 1.5% increase in pay and Shipps seconded the motion. Snodderley called for a vote. Sparks, yea, Giesken, yea, Rickabaugh yea, Allen, yea, Shipps, yea and Snodderley yea. Motion carried.

Item ten was to inform the board members that the truck is scheduled to be built on March 22. This could change.

Item eleven was to have Pat Giesken and MaryBeth Shipps read and sign the Oath of Office.

Angie Jones asked about the Part time employees wages and if there would be any type of increase for those people. Currently they receive 50 cents an hour more as a benefit for not having benefits. There will be some ideas on what can be done for the long time PRN employees too.

Business Manager's Report: Item one was to inform the board members that the accounts receivable report between ESO ,and Peachtree is now \$48.47.

Item two was to inform the board that there was a second payment from the Fourth Stimulus process for \$36,301.22 and Florea placed it in the account with the other payment.

Item three was to inform the board that Schmitz and she would be leaving April 25th and would come in on the 24th to make sure payroll was completed.

Training Managers Report: Item one was to inform the board members that effective July 1st, he would be resigning the training manager position, but will continue to work as a full-time paramedic and an instructor.

Item two was to ask the board members to reword the job description for training manager to be either a full time or part time employee that could be the training manager. There are a couple part time people who may be interested. Shipps made the motion to change the wording to allow part time employees become training manager as long as they are an instructor for two years, and Sparks seconded the motion.

Item three was to allow any training manager the extra time they come in to work to be paid.

Item four was to inform the NWMSU EMR class has started and will end April 28th. Some of the instructors from the district are helping teach.

Item five was to inform the board that the EMR RN class was held and there were seven students, six of them being ne EMR's

Item six is to inform the board members that the NWMSU EMR refresher class will start March 15 and go until April 28th. The district will send instructors as needed.

Item seven was to inform the board members that there was an EMT refresher class held on April 3rd and 6th, three were in attendance each night.

Employee Concerns: Morgan Wheeler brought back information on the costs for the splints she would like the district to purchase. She has found a lit with all the needed splints for a cost of \$338.99 per kit and would like to order eleven kits for a total of \$3,728.89. There was discussion held.

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

Wheeler stated that she and Bryan Williams have submitted a request to the County commissioners for funding for the LUCAS devices for the rescue squads. The cost without maintenance was \$74,810.

Medicaid/Medicare Adjustments: Rickabaugh made the motion to approve the adjustments of \$9,976.38 and Sparks seconded the motion. Snodderley called for a vote. Sparks, yea, Giesken, yea, Rickabaugh yea, Allen, yea, Shipps, yea and Snodderley yea. Motion carried.

Rickabaugh made a motion for invoices to be sent to collections for \$18,443.42 and Sparks seconded motion. Snodderley called for a vote. Sparks, yea, Giesken, yea, Rickabaugh yea, Allen, yea, Shipps, yea and Snodderley yea. Motion carried

Old Business: Schmitz brought up EMS and the items that were purchased for staff and volunteers, with shipping and set up fees, it may be slightly over the \$5,000.

Shipps asked about doing appreciation dinner. Rickabaugh stated the fire department had one and t was well received. A discussion was held.

May 17th, from 5:00to 7:30 there will be an appreciation dinner at the bas for all volunteers and their families as well as all staff and families . The menu is to be pulled pork, Schmitz was going to have someone do the meat, then there will be beans cheesy potatoes and a possible dessert . Drinks, and service will be provided. Sparks will find out about bounce houses and an email will be sent out to gather RSVPs for a number count. Currently, plan foe 300 people.

New Business: There was none brought to the board.

Recess: Snodderley made the motion to go into closed session for evaluations and a hardship case and Sparks seconded the motion. Snodderley called for a vote. Sparks, yea, Giesken, yea, Rickabaugh yea, Allen, yea, Shipps, yea and Snodderley yea. Motion carried. Closed session began at 9:50.

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

Open session begins at 10:50 pm.

Giesken made the motion to grant John Maxwell a performance incentive of \$937.50 and a longevity of \$74, Brittany Drummond a performance incentive of \$587.50 and a merit raise of 17 cents and Julie Schmitz a performance incentive of \$875 and a merit raise of 19 cents, Sparks seconded the motion. Snodderley called for a vote. Sparks, yea, Giesken, yea, Rickabaugh yea, Allen, yea, Shipps, yea and Snodderley yea. Motion carried.

The hardship case Florea will contact and explain.

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

Adjournment at 10:55 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

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

2022 BUDGET AS OF MARCH 31, 2022

	2022	2022 Actual	ACCT	2021 Actual	Percentage
Revenues			#		
Ambulance Receivable	\$1,300,000.00	\$339,476.72	4000	\$1,261,156.45	26.11%
Surtax	\$27,000.00	\$39,118.62	4150	\$36,528.19	144.88%
CPR Card Revenue 2617.48	\$2,000.00	\$623.50	4380	\$1,205.00	31.18%
Misc. Income(zoll refund)	\$2,500.00	\$2,269.99	4730	\$60,197.57	90.80%
Bad Debt Income	\$10,000.00	\$2,589.19	4010	\$17,825.86	25.89%
Interest Income	\$25,000.00	\$6,745.56	4720	\$27,894.88	26.98%
Sales tax income	\$1,350,000.00	\$338,037.62	4105	\$1,414,535.10	25.04%
Sale of Assets-CARES Reimbursement	\$0.00	\$0.00	4710		#DIV/0!
Knights van Revenues		\$360.00	4008	\$2,760.00	#DIV/0!
Pat Van Revenues	\$25,000.00	\$3,149.40	4009	\$19,360.70	12.60%
FRA FUNDS/GEMT	\$120,000.00	\$3,676.41	4300	\$208,524.00	3.06%
Total	\$2,861,500.00	\$736,047.01		\$3,049,987.75	25.72%
Expenditures	2022	2022 Actual	ACCT	2021 Actual	Percentage
Salaries	\$1,100,000.00	\$273,185.50	5000	\$946,239.93	24.84%
Overtime	\$230,000.00	\$53,969.31	5001	\$218,327.96	23.46%
Special Performance Benefit	\$13,500.00	\$2,403.00	5003	\$12,342.50	17.80%
Rescue/Training Budget	\$60,150.00	\$7,330.08	5300	\$30,850.23	12.19%
Payroll FICA	\$100,000.00	\$27,442.90	5010	\$98,652.26	27.44%
Unemployment Taxes	\$1,500.00	\$0.00	5015	\$234.07	0.00%
Employee Benefits	\$150,000.00	\$46,753.95	5020	\$152,382.88	31.17%
Longevity Pay	\$4,500.00	\$1,080.00	5021	\$3,500.00	24.00%
Health. Ins. Pay out & Retirement	\$78,000.00	\$14,224.20	5005	\$74,427.60	18.24%
Mo Lagers Expense 13.8%	\$218,900.00	\$545,503.70	5006	\$140,489.55	249.20%
Interest Expense	\$0.00	\$0.00	5030		#DIV/0!
Workman's Comp	\$75,000.00	\$22,109.00	5040	\$59,743.97	29.48%
Fleet/Mail/Liab Ins. Bond	\$72,000.00	\$72,198.00	5041	\$68,897.00	100.28%
Accident/Health Insurance	\$4,000.00	\$3,519.67	5044	\$3,484.33	87.99%
Rent/Lease	\$2,500.00	\$1,920.00	5050	\$1,653.50	76.80%
Legal/ Accounting	\$26,000.00	\$2,519.07	5060	\$29,486.62	9.69%
Administration Expense	\$8,500.00	\$4,342.37	5070	\$7,124.75	51.09%
Election Expense	\$3,500.00	\$0.00	5080	\$119.00	0.00%
Advertising Expense	\$500.00	\$80.00	5090		16.00%
Fuel & Oil	\$53,000.00	\$12,773.47	5100	\$37,920.64	24.10%
Fleet Repair	\$35,000.00	\$4,291.84	5110	\$34,843.39	12.26%
Building Repair/Maintenance	\$12,500.00	\$1,469.73	5135	\$13,533.00	11.76%
Medical & Operating Exp ***	\$70,000.00	\$20,978.76	5120	\$69,761.62	29.97%
Office Supplies	\$12,500.00	\$4,390.60	5130	\$11,959.66	35.12%
Technical Support	\$29,000.00	\$13,205.94	5131	\$20,193.11	45.54%
H.S.A. Expense	\$7,500.00	\$353.40	5025	\$5,888.16	4.71%
Utilities	\$22,000.00	\$4,498.80	5140	\$16,075.93	20.45%
Telephone/Cell	\$8,500.00	\$2,003.61	5150	\$8,282.05	23.57%
Dues & Subscriptions	\$800.00	\$0.00	5180	\$1,098.00	0.00%
Laundry	\$2,500.00	\$0.00	5190	\$168.00	0.00%
Radios/Repairs Maint	\$4,300.00	\$3,220.40	5220	\$3,729.00	74.89%
Collection Expense	\$4,500.00	\$669.71	5290	\$4,301.01	14.88%

Miscellaneous Expense	\$3,500.00	\$1,718.89	5280	\$2,109.42	49.11%
2022 Ambulance Budget Continued					
	2022	2022 Actual	ACCT	2021 Actual	Percentage
New Ambulance/van	\$150,000.00	\$144,158.05	5115	\$0.00	96.11%
Bad Debt Allowance	\$260,000.00	\$67,895.36	5250	\$263,383.95	26.11%
Dispatching Expense	\$75,000.00	\$18,750.00	5105	\$71,765.00	25.00%
*New Rescue Equipment	\$110,000.00	\$0.00	5117	\$38,546.43	0.00%
Pat Van Expenditures	\$40,000.00	\$12,332.33	N/A	\$41,515.25	30.83%
GEMT Expense	\$67,500.00	\$36,628.52	5112	\$67,458.08	54.26%
Promotional items	\$1,000.00	\$0.00	5285	\$54.98	0.00%
Total	\$3,117,650.00	\$1,427,920.16		\$2,560,542.83	45.80%
2022 Training Expense Detail					
Expenditures	2022	2022 Actual	ACCT	2021 Actual	Percentage
Instructor's Training Wages *	\$9,000.00	\$48.18	5300	\$56.53	0.54%
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	\$1,556.01	5301	\$3,000.00	31.12%
Mandatory classes,	\$4,200.00	\$16.54	5305	\$1,657.56	0.39%
CE Empl.Wages 5303 &5370		\$372.11	5303	\$7,939.34	
Employee CE Elective	\$17,750.00	\$0.00	5370	\$6,865.99	2.10%
Guest Instructor Wages	\$3,000.00	\$0.00	5340	\$575	0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$2,533.82	5302	\$2,166.78	93.85%
1st responder Refresher Wages	\$800.00	\$1,240.05	5304	\$889.53	155.01%
Training Equipment/Maintenance	\$6,000.00	\$74.80	5310	\$4,616.74	1.25%
Training Books/Office expense	\$1,000.00	\$0.00	5331		0.00%
Training Miscellaneous/24-7	\$1,600.00	\$495.57	5380	\$999.23	30.97%
New EMD Training	\$3,000.00	\$0.00	5106		0.00%
Medical Director & Guest Instructor	\$1,500.00	\$0.00	5385	\$100.00	0.00%
EMD CEU Training	\$1,500.00	\$0.00	5107		0.00%
Training Supplies	\$2,500.00	\$993.00	5320	\$1,983.53	39.72%
Total	\$60,150.00	\$7,330.08		\$30,850.23	12.19%
2022 Wheel Chair Budget					
	2022	2022 Actual	ACCT	2021 Proj	
w/c Actual Charges	\$25,000.00	\$3,149.40	4009	\$19,360.70	12.60%
Knights Pat Van	\$3,500.00	\$360.00	4008	\$2,760.00	10.29%
Contribution					
Total	\$28,500.00	\$3,149.40		\$22,120.70	11.05%
2022 Wheel Chair Expenditures					
Salaries	\$32,500.00	\$11,963.09	5009	\$30,956.52	36.81%
Overtime	\$1,200.00	\$0.00	5019	\$145.41	0.00%
Payroll FICA W Amb	\$2,600.00	\$0.00			0.00%
Repairs/Maint	\$3,500.00	\$339.24	5129	\$4,936.87	9.69%
Fuel & Oil	\$4,000.00	\$0.00	5109	\$5,278.61	0.00%
New Equipment	\$500.00	\$0.00	5119	4.84	0.00%
Advertisement	\$50.00	\$30.00	5099	\$193.00	60.00%
Total	\$44,350.00	\$12,332.33		\$41,515.25	27.81%
less FICA	\$41,750.00	\$12,332.33		\$41,515.25	