

*Nodaway County Ambulance Board of Directors Meeting Agenda
103 W Carefree Drive
Maryville, MO 64468
September 12th, 2018*

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 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

August 8th, 2018

7:30 pm

Board Members Present: Standiford, Allen, Rickabaugh, Snodderley and Walk as a few minutes late.

Board members Absent: Crady was absent

Introduction of Guests: None were present.

Presentation of Minutes: The minutes were presented to the board members. There is a typo correction on page three, at the bottom of the page it should be July 9th.

Allen made the motion to accept the minutes with the correction and Snodderley seconded the motion. Standiford called for a vote. Allen, yea, Rickenbaugh, yea, Snodderley, yea and Standiford yea. Motion carried.

Walk arrived.

Report from Burlington Junction Rescue Squad: There are 10 new members and they are getting lots of practice. The air bags were delivered. Snodderley did inform the board members that a community member talked with him about how much they appreciate the Rescue squad and presented him with some gift cards and a donation to the fire district.

Report from Hopkins Rescue Squad: Their meeting will be held on August 18th at 8:30 am and the board members will deliver the hoodies to that squad on that day.

Report from Ravenwood Rescue Squad: The hoodies were delivered to the squad members.

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

Report from Maryville Rescue Squad: Rickabaugh informed the board members that 136-rescue squad will meet on August 20th, 7:00 pm at the fire station.

Presentation of Treasurer's Report: The report was presented to the board members. Walk informed the board members that Nodaway Valley Bank allowed the district to do an early withdrawal without penalties and place that money into LPL Financial. By doing this, the interest the district will receive was increased by 145% and 62%. Farmers will not allow the district to do an early withdrawal without penalties, so those CD's will stay until they mature.

Presentation of Bill's to be paid: The bills to be paid were presented. Walk made the motion to approve the bills as presented and Rickabaugh seconded the motion. Standiford called for a vote. Allen, yea, Rickenbaugh, yea, Snodderley, Walk, 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 of Rick Maudlin, paramedic, Bob Phillips, EMT, and Steve Sporleder, EMT.

Item two was to inform the board members that the August sales tax deposits were \$73,599.22 which was 4.91 % less than August 2017.

Item three was to inform the board members that Unit 134 needed six new tires and were purchased from Wilmes Tire and put on the unit.

Item four was to inform the board members that the two sets of air bags were delivered. One set went to Burlington Junction and one set went to Ravenwood.

Item five was discuss a new way to bill for multiple patient on the PAT van. Florea is proposing any Nursing home with a contract with the district the charge would be a \$25.00 base rate and then a \$10.00 charge per patient for a van trip that had two or more patients going to the same clinic. This would save the patient money and it would follow the same billing procedure used for the ambulance. After a discussion about the proposal, Allen made the motion to approve the contract price of a \$25.00 base rate and \$10.00 per rider for those entities that are under contract with the PAT Van and Rickabaugh seconded the motion. Standiford called for a vote. Allen, yea, Rickenbaugh, yea, Snodderley, yea, Walk, yea and Standiford yea. Motion carried.

Item six was to inform the board members that there will be a meeting held about the consolidation of 911 Center on August 9th, at the Nodaway County Administrative building. The board members are encouraged to attend. Standiford and Rickabaugh will attend as will Florea.

Item seven was to inform the board members that the TCD policy for the hospitals is back in force. August 23rd St. Francis will have their evaluation and if the pass will become a level three stroke center.

Business Manager's Report: Item one was to inform the board members that the accounts receivable is still off and there will be journal entries from the auditor.

Item two was to ask the board if the office staff would be allowed to cut refund checks during the month that they occur. This will cut back on mistakes and finding differences. The refunds will then show up on the Direct disbursement report every month. The board agreed to allow this to be done.

Item three was to remind the board members that she is having surgery on August 27th and may be out of the office anywhere from four to six weeks. Lager hopes to be back in the four-week time frame.

Training Managers Report: Item one was to inform the board members that there will be a C-Spine class on August 13 and another on August 16th. This is for all members of squads as well as full time employees. Hall has sent out notifications to those who need the class.

Item two was to inform the board members that there will be an EVOC driving class for the new Burlington Junction members. It is scheduled for September 6th. There will be a driving course set up at the ambulance district and those individuals will have to do the other driving course with an ambulance in April. This will allow them to drive the rescue squads once the class I completed.

Employee Concerns: None brought to the board.

Medicaid/Medicare Adjustments: Snodderley made the motion to adjust the Medicare/Medicaid accounts by the amounts of \$5,159.42 and Allen seconded the motion. Standiford called for a vote. Allen, yea, Rickabaugh, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried.

Snodderley made the motion to send to collections \$11,111.40 and Walk seconded the motion. Standiford called for a vote. Allen, yea, Rickabaugh, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried. (after corrections by the staff, the total sent to collections was \$11,040.80. an account was removed.)

Old Business: Walk wanted to say that he does not have a problem with the current Sheriff and his staff about the dispatching problems that the district is having. In last month's meeting he was upset that it happened and after a discussion with Sherriff Strong, Walk has a better understanding of what happened. There is turn over at the dispatching, and many jobs for one or two people to handle, and things got missed. Walk is and was upset that there is no current 911 center to alleviate this problem. Walk once again stated he is happy with the current administration for the County Sheriff supports Sheriff Strong.

Julie Schmitz informed the board members that all the hoodies were made up and the total cost was \$2,157.50. This was placed in the administration expense account.

New Business: Florea informed the board members that he has discussed the current Random drug test with the company that draws the random employees and the hospital that provided the test, to increase the numbers of employees to 100% of full time. This means that there will now be two full time employees drawn per month randomly for a drug screen test. Allen made the motion to approve the changes and Rickabaugh seconded the motion. There was a discussion held. After the discussion the motion was changed to include the start date of January 1, 2019. So, the new motion that Allen made was to approve the random drug testing to all full-time employees, testing two per month, starting January 2019, and Rickabaugh seconded the motion. Standiford called for a vote. Allen, yea, Rickabaugh, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried.

Recess: Allen made the motion to go into closed session and Rickabaugh seconded the motion. Standiford called for a vote. Allen, yea, Rickabaugh, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried. Closed session.8:30

Closed Session: Allen made the motion to go into open session and Rickabaugh seconded the motion. Standiford called for a vote. Allen, yea, Rickabaugh, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried. Open session started at 8:40 pm.

Open session: Allen made the motion to grant Rick Maudlin a performance incentive of \$512.50 and a longevity of \$660, Bob Phillips a performance incentive of \$700 and a merit raise of 21 cents and Steve Sporleder a performance incentive of \$362.50 and a merit raise of 15 cents and Walk seconded the motion. Standiford called for a vote. Allen, yea, Rickabaugh, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried.

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

Meeting adjourned at 8:42 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____ Julia A Crady, Secretary

JUNE 2018 Budget as of 7/31/18					
	2018	2018 Actual	ACCT	2017	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$715,000.00	\$536,924.60	4000	\$764,413.96	75.09%
Surtax	\$23,000.00	\$22,760.63	4150	\$28,657.83	98.96%
CPR Card Revenue 2617.48	\$2,000.00	\$2,984.00	4380	\$2,180.00	149.20%
Misc. Income	\$3,500.00	\$4,390.77	4730	\$6,588.46	125.45%
Bad Debt Income	\$1,800.00	\$5,065.58	4010	\$4,105.63	281.42%
Interest Income	\$26,700.00	\$17,485.68	4720	\$33,119.40	65.49%
Sales tax income	\$1,200,000.00	\$664,794.65	4105	\$1,220,555.17	55.40%
Sale of Assets	\$0.00		4710	\$100.00	
Knights	\$3,000.00	\$2,563.60	4008	\$3,886.75	85.45%
Pat Van Revenues	\$25,000.00	\$11,079.75	4009	\$14,415.92	44.32%
FRA FUNDS	\$20,000.00	\$3,693.40	4300	\$5,238.29	18.47%
Total	\$2,020,000.00	\$1,271,742.66		\$2,083,261.41	62.96%
Expenditures	2018	2018 Actual	ACCT	2017	Percentage
Salaries	\$845,000.00	\$478,264.79	5000	\$829,695.19	56.60%
Overtime	\$174,250.00	\$92,605.51	5001	\$164,996.47	53.15%
Special Performance Benefit	\$10,000.00	\$6,562.50	5003	\$8,262.50	65.63%
Rescue/Training Budget	\$59,400.00	\$15,415.36	5300	\$48,491.45	25.95%
Payroll FICA	\$91,250.00	\$49,680.94	5010	\$85,080.55	54.44%
Unemployment Taxes	\$1,500.00	\$1,103.38	5015	\$1,461.56	73.56%
Employee Benefits	\$140,500.00	\$67,244.81	5020	\$128,645.08	47.86%
Longevity Pay	\$3,700.00	\$2,560.00	5021	\$3,500.00	69.19%
Health. Ins. Pay out & Retirement	\$81,500.00	\$50,158.06	5005	\$71,713.32	61.54%
Mo Lagers Expense	\$45,000.00	\$28,598.64	5006	\$802,716.33	63.55%
Interest Expense	\$0.00		5030	\$0.00	\$\$\$
Workman's Comp	\$56,000.00	\$36,199.72	5040	\$57,431.25	64.64%
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	\$1,960.00	5050	\$1,932.52	78.40%
Legal/ Accounting	\$17,000.00	\$1,892.15	5060	\$11,975.02	11.13%
Administration Expense	\$7,200.00	\$5,719.09	5070	\$5,034.19	79.43%
Election Expense	\$500.00	\$4,575.89	5080	\$144.00	915.18%
Advertising Expense	\$500.00	\$48.50	5090	\$110.00	9.70%
Fuel & Oil	\$30,000.00	\$20,600.21	5100	\$27,194.68	68.67%
Fleet Repair	\$29,000.00	\$7,197.80	5110	\$18,372.98	24.82%
Building Repair/Maintenance	\$15,000.00	\$4,645.33	5135	\$10,936.94	30.97%
Medical & Operating Exp	\$47,000.00	\$29,848.67	5120	\$35,562.18	63.51%
Office Supplies	\$25,300.00	\$8,647.25	5130	\$20,691.94	34.18%
Technical Support	\$19,500.00	\$15,530.91	5131	\$14,093.90	79.65%
Capital Outlays ** 2 lines	\$0.00	\$7,046.81	5115	\$8,786.44	\$\$\$\$
Utilities	\$18,900.00	\$10,029.15	5140	\$16,566.62	53.06%
Telephone/Cell	\$6,400.00	\$3,919.54	5150	\$6,434.88	61.24%
Dues & Subscriptions	\$600.00	\$33.00	5180	\$447.99	5.50%
Laundry	\$3,500.00	\$252.00	5190	\$462.00	7.20%
Radios/Repairs Maint	\$5,500.00	\$6,016.50	5220	\$1,757.90	109.39%
Collection Expense	\$2,700.00	\$1,008.53	5290	\$2,373.59	37.35%
Miscellaneous Expense	\$5,500.00	\$1,002.47	5280	\$3,926.99	18.23%

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	\$107,214.44	5250	\$155,704.49	74.98%
Dispatching Expense	\$67,626.00	\$50,719.50	5105	\$66,300.00	75.00%
*New Rescue Equipment		\$8,600.22	5117	\$360.00	#DIV/0!
Pat Van Expenditures	\$33,750.00	\$16,809.20	N/A	\$29,901.73	49.81%
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	\$1,355,538.94		\$2,850,674.68	61.36%
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	\$989.28	5301	\$4,259.85	19.79%
Mandatory classes,	\$4,200.00	\$897.69	5305	\$1,826.68	21.37%
CE Empl.Wages 5303 &5370		\$1,812.07	5303	\$6,520.75	
Employee CE Elective	\$17,750.00	\$6,056.06	5370	\$25,034.10	44.33%
Guest Instructor Wages	\$3,000.00		5340	\$50.00	0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$4,361.48	5302	\$1,960.40	161.54%
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	\$1,002.47	5380	\$450.20	62.65%
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	\$15,415.36		\$46,311.45	25.95%
2018 Wheel Chair Budget					
	2018	2018 Actual	ACCT	2017	
w/c Actual Charges	\$25,000.00	\$11,079.75	4009	\$13,427.42	44.32%
Knights Pat Van	\$3,000.00	\$2,723.50	4008	\$3,646.75	90.78%
Contribution					
Total	\$28,000.00	\$13,803.25		\$17,074.17	49.30%
2018 Wheel Chair Expenditures					
Salaries	\$26,500.00	\$15,581.08	5009	\$25,456.48	58.80%
Overtime	\$1,500.00	\$33.60	5019	\$37.80	2.24%
Payroll FICA W Amb	\$2,142.00	\$1,194.52		\$1,950.31	55.77%
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	\$16,809.20		\$29,901.73	46.83%
less FICA	\$33,750.00	\$15,614.68		\$27,951.42	

Jan-18

