

*Nodaway County Ambulance Board of Directors Meeting Agenda*

*103 W Carefree Drive  
Maryville, MO 64468*

*September 11, 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 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 14, 2019

7:00 pm

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

**Board members Absent:** No one was absent.

**Introduction of Guests:** There were no guests.

**Presentation of Minutes:** The minutes were presented to the board members. Allen 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, Giesken, yea, Walk, yea and Snodderley yea. Motion carried.

**Report from Burlington Junction Rescue Squad:** Had their NARCAN training, 18 were present from squad.

**Report from Hopkins Rescue Squad:** NARCAN training on Aug 4<sup>th</sup>, 6 were present.

**Report from Ravenwood Rescue Squad:** NARCAN training Aug 15 at 7:00. Repairs last month to rescue truck had to do with the battery. Replaced and still have issues.

**Report from Tri-C Rescue Squad:** Has not set date yet for NARCAN training.

**Report from Maryville Rescue Squad:** Have the new rescue equipment. There have been issues with the charge draining quickly from batteries. Company replaced them. September 11 is a ceremony at Freedom Rock at Franklin Park at 8 am. All are welcome to attend.

**Presentation of Treasurer's Report:** The report was presented to the board members. Stands as presented.

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

**Revenue and Expenses:** Report was given to the board members. Stands as presented.

**Director of Operations Report:** Item one was to inform the board members that there will be a closed session for an employee evaluation for Rick Maudlin EMT-P, Bob Phillips EMT, and Stephen Sporleder EMT.

Item two was to inform the board members that July sales tax deposits were \$85,943.41. That is an increase of 3.86 % more from the previous year.

Item three was to inform the board members that the MCRS did a standby/First aid at the Nodaway County Fair and they will be doing the same for the Rust Under The Stars.

Item four was to inform the board members that Brittney Drummond EMT would like to enter into a Paramedic contract with the district. Allen made a motion to accept the contract and Sparks seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Rickabaugh, yea, Giesken, yea, Walk, yea, Snodderley, yea. Motion carried.

Item five was to inform the board members that the Stryker power loads and Power Pro cots are now off agreement, Florea is seeking bids for the preventive maintenance and repairs. The pump that was replaced on the cot was covered under the current agreement. There will be some pumps coming up that could need replaced also. Starts as of 8/1/19. A 3-year agreement with Stryker for a total of \$23,292.48. This covers parts, labor, travel, 1 annual PM inspection, unscheduled service and product equipment checklists. Does not cover mattresses, batteries, and other disposable or expendable parts. Allen made a motion to go with this agreement, Giesken seconded motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Rickabaugh, yea, Giesken, yea, Walk, yea, Snodderley, yea. Motion carried.

Item six was to ask the board if there was that the district has had a few issues with some of our ventilators not performing as expected. The ventilators have been sent in to be checked out and repaired. Looking at the cost/feasibility of purchasing a better ventilator for hospital to hospital transfers.

Item seven was to inform the board members that Florea is starting to work on next year's remount options. Will be meeting with a sales rep on Aug 15 to discuss options. Does the board want to go with a Type III (Van type) or a Type I (truck type), gas or diesel? Allen brought up the concern that mileage will not be as good with gas as the diesel. Also, there is a concern that someone will forget vehicle is a gas vehicle and someone may put diesel in it. Pat Greife, EMT-P, brought up a Type II vehicle for the use for transfers.

Item eight was to inform the board members that Director Bill Florea will be attending a meeting on the possibility of consolidation of 911 on 8/27/2019.

Item nine was to inform the board members that the Doc U Drama for 2019 is set for Sept 24<sup>th</sup>.

**Business Manager's Report:** Item one was to inform the board members that ESO software company is correcting reports so that it is easier to balance.

Item two was to inform the board members that during the audit some mileage billing errors were found. The total refunded was \$4120.73 for years 17,18, and 2019. This happened because of the sliding chart that is used. Associate Julie Schmitz explained that the changing of mileage charge was getting missed sometimes due to various reasons. After checking several years this has happened in previous years also. A new report in use to be ran before invoices are submitted to ensure this problem is eliminated. It was also requested that the board consider changing the rate per mile to be one constant rate instead of sliding scale. It was suggested that the staff continue using the reports for now and see how that goes then the board will address the change of rates.

**Training Managers Report:** Item one was to inform the board members that Patrick Greife, Jill Nielson, Jeff Hall, John Maxwell, attended a conference in Osage Beach, July 30 – Aug 2<sup>nd</sup>. Many good speakers with topics that training staff would like to incorporate for the district.

Item two was to inform the board members that the district is rolling out the M.O.R.E. (Missouri Overdose Rescue and Education) project with the rescue squads. This program will allow them to carry and administer intranasal Narcan for opioid overdoses. 141's class was 8/4/19 with 6 members present. 140's class was 8/6/19 with 18 members present. 142's class is 8/15/19 in Ravenwood. 143 has not scheduled a date yet. Keeping the Narcan in the rescue facilities brings up the concern of too high of temps or too low, in buildings and or trucks. The district will be doing some temp testing with soft side coolers to see what works the best at keeping the Narcan at optimum temperatures.

Item three was to inform the board members that the district will meet with NWMSU training staff, area coaches and area sports medicine staff on 8/12/19 for the annual review of athletic injury care with an emphasis on C-Spine precautions for football players. The annual training for staff and rescue squad members will be 8/19/19 at 1900. Those that are due to take the class have been notified via email.

Item four was to inform the board members that the final two EMR Refresher classes have been scheduled. Oct 28-29, 2019, 1800-2200, must attend both nights, and Nov 2, 2019, 0800-1700. Emails will be sent out to those that are due this year and next year in September.

Item five was to inform the board members that the second block of the Paramedic refresher has been scheduled Tuesday and Thursday nights starting Sept 3, 2019, 1800-2200 (no class 9-12-19 due to quarterly CPR). Currently there are 5 guest instructors scheduled to speak on various topics.

Item six was to inform the board members that the training staff is adding some new instructors to their group. Bryan Williams will be joining and soon to be adding Jerry Lager and Brandy Gast.

**Employee Concerns:** The board asked if new mattresses had arrived and how staff liked them. Those present said that the mattresses were working very well.

**Medicaid/Medicare Adjustments:** Rickabaugh made the motion to approve the adjustments for July of \$7,887.77 and Walk seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Rickabaugh, yea, Giesken, yea, Walk, yea and Snodderley yea. Motion carried.

Rickabaugh made a motion for invoices to be sent to collections for \$18,755.43. Giesken seconded motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Rickabaugh, yea, Giesken, yea, Walk, yea and Snodderley yea. Motion carried.

**Old Business:** None brought to the board members.

**New Business:** Rickabaugh stated that several staff and responders were interested in the possibility of obtaining Lukas Devices. Florea said that those ran between \$15,000 and 17,000. Florea asked if units be able to respond fast enough to use devices, responders can start CPR until devices arrive. The Lukas Device can be a vital part of saving lives by responders and staff. The board asked if there were any grants available that might be obtained to cover costs. There are some that could be submitted by rescue units and some by ambulance district. Board asked that these be investigated.

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

**Closed Session:** 8:20 pm

**Open Session:** Allen made motion to go into open session and Giesken seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Rickabaugh yea, Giesken, yea, Walk, yea, and Snodderley yea. Motion carried. Open session started at 8:53 pm.

Sparks made the motion to grant Rick Maudlin a performance incentive of \$512.50 and a longevity of \$680.00, Bob Phillips a performance incentive of \$700.00 and a merit increase of 23 cents, Stephen Sporleder a performance incentive of \$450.00 and a merit increase of 17 cents. Allen seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Rickabaugh yea, Giesken, yea, Walk, yea, and Snodderley yea. Motion carried.

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

Meeting adjourned at 9: 05 pm

Recorded by Julie Schmitz

Nodaway County Ambulance District

Signed: \_\_\_\_\_

Carrie Sparks, Secretary of the Board of Directors

| 2019 Budget AS OF JULY 31,2019    |                |                |      |                |            |
|-----------------------------------|----------------|----------------|------|----------------|------------|
|                                   | 2019           | 2019 Actual    | ACCT | 2018           | Percentage |
| Revenues                          |                |                | #    | Actual         |            |
| Ambulance Receivable              | \$890,000.00   | \$523,862.49   | 4000 | \$764,413.96   | 58.86%     |
| Surtax                            | \$23,000.00    | \$23,054.11    | 4150 | \$28,657.83    | 100.24%    |
| CPR Card Revenue 2617.48          | \$3,400.00     | \$975.45       | 4380 | \$2,180.00     | 28.69%     |
| Misc. Income                      | \$2,500.00     | \$10,081.01    | 4730 | \$6,588.46     | 403.24%    |
| Bad Debt Income                   | \$3,500.00     | \$10,473.06    | 4010 | \$4,105.63     | 299.23%    |
| Interest Income                   | \$37,500.00    | \$25,832.56    | 4720 | \$33,119.40    | 68.89%     |
| Sales tax income                  | \$1,200,000.00 | \$682,162.41   | 4105 | \$1,220,555.17 | 56.85%     |
| Sale of Assets                    | \$0.00         |                | 4710 | \$100.00       | 0.00%      |
| Knights                           | \$3,500.00     | \$1,794.00     | 4008 | \$3,886.75     | 51.26%     |
| Pat Van Revenues                  | \$25,000.00    | \$9,759.85     | 4009 | \$14,415.92    | 39.04%     |
| FRA FUNDS/GEMT                    | \$95,000.00    | \$183,262.75   | 4300 | \$5,238.29     | 192.91%    |
| Total                             | \$2,283,400.00 | \$1,471,257.69 |      | \$2,083,261.41 | 64.43%     |
| Expenditures                      | 2019           | 2019 Actual    | ACCT | 2018           | Percentage |
| Salaries                          | \$855,000.00   | \$502,272.99   | 5000 | \$825,223.87   | 58.75%     |
| Overtime                          | \$170,500.00   | \$96,494.04    | 5001 | \$159,951.20   | 56.59%     |
| Special Performance Benefit       | \$13,200.00    | \$5,567.50     | 5003 | \$10,337.50    | 42.18%     |
| Rescue/Training Budget            | \$59,400.00    | \$30,046.67    | 5300 | \$29,491.15    | 50.58%     |
| Payroll FICA                      | \$92,000.00    | \$52,311.16    | 5010 | \$85,626.92    | 56.86%     |
| Unemployment Taxes                | \$1,700.00     | \$1,577.82     | 5015 | \$1,190.30     | 92.81%     |
| Employee Benefits                 | \$145,500.00   | \$90,978.80    | 5020 | \$121,140.95   | 62.53%     |
| Longevity Pay                     | \$4,200.00     | \$2,660.00     | 5021 | \$3,820.00     | 63.33%     |
| Health. Ins. Pay out & Retirement | \$90,000.00    | \$50,511.90    | 5005 | \$88,474.06    | 56.12%     |
| Mo Lagers Expense 5.3%            | \$64,000.00    | \$34,390.48    | 5006 | \$50,223.11    | 53.74%     |
| Interest Expense                  | \$0.00         |                | 5030 |                | 0.00%      |
| Workman's Comp                    | \$71,000.00    | \$35,877.35    | 5040 | \$70,066.75    | 50.53%     |
| 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     | \$2,007.70     | 5050 | \$1,960.00     | 80.31%     |
| Legal/ Accounting                 | \$22,500.00    | \$2,947.83     | 5060 | \$3,084.06     | 13.10%     |
| Administration Expense            | \$7,200.00     | \$5,677.22     | 5070 | \$5,796.59     | 78.85%     |
| Election Expense                  | \$4,000.00     | \$5,891.27     | 5080 | \$4,575.89     | 147.28%    |
| Advertising Expense               | \$500.00       |                | 5090 | \$156.50       | 0.00%      |
| Fuel & Oil                        | \$43,000.00    | \$18,142.18    | 5100 | \$36,760.20    | 42.19%     |
| Fleet Repair                      | \$29,000.00    | \$12,475.12    | 5110 | \$17,645.00    | 43.02%     |
| Building Repair/Maintenance       | \$16,000.00    | \$7,060.01     | 5135 | \$7,646.53     | 44.13%     |
| Medical & Operating Exp           | \$47,000.00    | \$27,014.99    | 5120 | \$46,780.82    | 57.48%     |
| Office Supplies                   | \$25,300.00    | \$8,490.86     | 5130 | \$15,439.16    | 33.56%     |
| Technical Support                 | \$25,000.00    | \$14,183.86    | 5131 | \$17,259.76    | 56.74%     |
| Capital Outlays ** 2 lines        |                | \$7,986.00     | 5115 |                | 0.00%      |
| Utilities                         | \$21,500.00    | \$12,212.75    | 5140 | \$17,963.48    | 56.80%     |
| Telephone/Cell                    | \$7,000.00     | \$3,758.00     | 5150 | \$6,769.61     | 53.69%     |
| Dues & Subscriptions              | \$600.00       | \$538.00       | 5180 | \$33.00        | 89.67%     |
| Laundry                           | \$3,500.00     | \$336.00       | 5190 | \$462.00       | 9.60%      |
| Radios/Repairs Maint              | \$7,500.00     | \$2,662.25     | 5220 | \$9,369.50     | 35.50%     |
| Collection Expense                | \$2,700.00     | \$2,280.68     | 5290 | \$1,590.39     | 84.47%     |
| Miscellaneous Expense             | \$9,597.00     | \$11,190.16    | 5280 | \$3,953.30     | 116.60%    |

| 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          | \$104,772.52          | 5250 | \$186,132.76          | 58.86%     |
| Dispatching Expense             | \$70,702.98           | \$51,734.25           | 5105 | \$67,626.00           | 73.17%     |
| *New Rescue Equipment           | \$6,847.02            | \$22,727.41           | 5117 | \$11,270.12           | 331.93%    |
| Pat Van Expenditures            | \$37,050.00           | \$17,534.74           | N/A  | \$35,076.51           | 47.33%     |
| <b>GEMT Expense</b>             | \$24,500.00           | \$12,720.37           | 5112 | \$0.00                |            |
| Promotional items               | \$1,000.00            | \$993.00              | 5285 | \$0.00                | 99.30%     |
| <b>Total</b>                    | <b>\$2,300,997.00</b> | <b>\$1,315,441.21</b> |      | <b>\$2,163,771.87</b> | 57.17%     |
| 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            | \$2,996.37            | 5301 | \$2,047.79            | 59.93%     |
| Mandatory classes,              | \$4,200.00            | \$4,344.40            | 5305 | \$2,008.22            | 103.44%    |
| CE Empl.Wages 5303 &5370        |                       | \$2,972.96            | 5303 | \$2,543.23            |            |
| Employee CE Elective            | \$17,750.00           | \$11,004.99           | 5370 | \$11,905.12           | 78.75%     |
| Guest Instructor Wages          | \$3,000.00            |                       | 5340 |                       | 0.00%      |
| 1st Responder Orig. Cert Wages  | \$2,700.00            | \$1,760.34            | 5302 | \$4,361.48            | 65.20%     |
| 1st responder Refresher Wages   | \$800.00              | \$1,518.84            | 5304 |                       | 189.86%    |
| 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            | \$3,998.96            | 5380 | \$1,395.59            | 65.56%     |
| 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 SUPPLIES  | \$2,000.00            | \$1,364.46            | 5320 | \$2,670.00            | 68.22%     |
| <b>Total</b>                    | <b>\$59,400.00</b>    | <b>\$30,046.67</b>    |      | <b>\$29,491.15</b>    | 50.58%     |
| 2019 Wheel Chair Budget         |                       |                       |      |                       |            |
|                                 | 2019                  | 2019 Actual           | ACCT | 2018                  |            |
| w/c Actual Charges              | \$25,000.00           | \$9,859.85            | 4009 | \$13,427.42           | 39.44%     |
| Knights Pat Van                 | \$3,500.00            | \$1,794.00            | 4008 | \$3,646.75            | 51.26%     |
| Contribution                    |                       |                       |      |                       |            |
| <b>Total</b>                    | <b>\$28,500.00</b>    | <b>\$11,653.85</b>    |      | <b>\$17,074.17</b>    | 40.89%     |
| 2019 Wheel Chair Expenditures   |                       |                       |      |                       |            |
| Salaries                        | \$28,500.00           | \$16,128.18           | 5009 | \$28,209.23           | 56.59%     |
| Overtime                        | \$1,000.00            |                       | 5019 | \$33.60               | 0.00%      |
| Payroll FICA W Amb              | \$2,256.75            | \$1,233.81            |      | \$2,160.58            | 54.67%     |
| Repairs/Maint                   | \$3,000.00            | \$172.75              | 5129 | \$619.25              | 5.76%      |
| 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%      |
| <b>Total</b>                    | <b>\$39,306.75</b>    | <b>\$17,534.74</b>    |      | <b>\$35,076.51</b>    | 44.61%     |
| less FICA                       | \$37,050.00           | \$16,300.93           |      | \$32,915.93           |            |