

**Nodaway County Ambulance District
Board of Directors Meeting
103 W Carefree Maryville, MO 64468
September 9th, 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:

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 12th, 2020

7:00 pm

Board Members Present: Snodderley was present on ZOOM, Allen, Sparks, Rickabaugh, and Walk were all present.

Board members Absent: Giesken was absent.

Introduction of Guests: None present.

Presentation of Minutes: The minutes were presented to the board members. Walk made the motion to approve the minutes and Sparks seconded the motion. Snodderley called for a vote. Sparks, yea, Snodderley, yea, Allen, yea, Walk, yea and Rickabaugh, yea. Motion carried. Snodderley requested that Rack Allen, Vice Chairman take over the meeting. Allen proceeded.

Report from Burlington Junction Rescue Squad: The meeting was postponed as the other group helping to raise money for the LUCAS system did not meet. They are hoping to meet in September.

Report from Hopkins Rescue Squad: No one present.

Report from Ravenwood Rescue Squad: All is good,

Report from Tri-C Rescue Squad: All is good.

Report from Maryville Rescue Squad: All is good.

Presentation of Treasurer's Report: Stands as presented.

Presentation of Bill's to be paid: Bills were presented, and Rickabaugh made the motion to pay the bills as presented and Sparks seconded the motion. Allen called for a vote. Snodderley yea, Sparks, yea, Allen, yea, Walk, yea and Rickabaugh, 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 Rick Maudlin, EMT's Bob Phillips and Stephen Sporleder.

Item two was to inform the board members that the sales tax revenue deposit was \$123,614.55 which is an increase of 8.95% from 2019.

Item three was to inform the board members that two Purchase orders were over the \$2,000.00 limit he has, but both were needed. The first one is to Stryker Medical for seven Life Pack 1000 batteries for the AED's, it was \$2,330.05. The next was for new batteries for the ambulance's EKG monitors, Life Packs-15. 10 batteries were ordered for a total cost of \$4,121.50. The current batteries are between 9 to 10 years old.

Item four was to inform the board members about the call statistics for the current year. In July the average calls per day was 5.13 which is close to the averages of prior years of 5.5. Florea estimates that the district is down approximately 126 calls for the current year.

Item five was to inform the board members that he has purchased a laptop and necessary SSL Certificates for the firewall and VPN licenses so that some office staff can work from home securely. This was done in response to office staff being required to be out of the office.

Item six was to inform the board members about hiring some PRN (part time) employees. The board agreed that it should be done.

Item seven was to discuss with the board the possibility of alternate sites to be used to post or station ambulance crews at in order to reduce number of employees that could potentially be exposed to COVI-19 at the same time by fellow employees that unknowingly become infected and have not yet started having symptoms. This should help ensure the availability of ambulance staff during periods when positive quarantined ambulance staff are off work recuperating. There was discussion held that included several ideas and locations. The possibility that NWMSU would have an apartment available for a crew but would have an ambulance setting outside unattended was a concern. Other options discussed, the possibility of using the Public safety building when it becomes available if agreeable with the City. Adding on to the district building and the purchase of some prebuilt sheds or construction trailers. Florea was asked to get some ideas of costs and bring it back to the next meeting.

Item eight was a Paramedic class agreement. Walk made the motion to accept the agreement with Bryan Williams and Sparks seconded the motion. Allen called for a vote. Snodderley yea, Sparks, yea, Allen, yea, Walk, yea and Rickabaugh, yea. Motion carried.

Item nine was a hardship request, it was agreed to move the discussion to the closed meeting as it deals with personal identifiable information and vote when back in the open meeting.

Item ten was to inform the board members that tires have been ordered for the PAT Van and will be put on the van on 8-13-2020.

Item eleven was to discuss the communications difficulties between the driver and the attendant when transporting patients in an ambulance. The door is closed between the cab and the back it is impossible to talk directly to the driver and vis versa. Then add the PPE equipment such as N-95 masks and/or PAPR's (Powered Air Purifying Respirator) further reducing communications. Florea was looking for ideas on a secure communication system. Rickabaugh was going to get some information to Florea about the fire com system.

Item twelve was to discuss the FFCRA (Families First Coronavirus Response Act) and the workers compensation pay for the employees that have been affected with the Coronavirus. The district has paid 80 hours of time to affected employees, but then Worker Compensation also paid, he is looking for guidance. Sparks informed the board members that Governor Parson's signed into law that workers compensation must cover all First responder for time off and this will be the employee's money. Sparks gave the information to Florea and Lager for their files. The district will be able to recoup their part of the FICA taxes for the individuals that did receive payment for the 80 hours the employees were off.

EMT Angie Jones thanked the board members for taking care of her during her time off as well.

Business Manager's Report: Item one was to inform the board members due to illness, the journal entries have not been entered so the budget for a few highlighted accounts is not currently up to date, and she is working on entering calls and payments. There will be two months of write off's and collections next month. There will also be two months of reconciliations for the accounts receivable.

Item two was to inform the board that Julie Schmitz is currently entering trips and payments from the district's newly purchased laptop from home. She does not have a return date yet.

Training Managers Report: Item one was to inform the board members that there were 16 individuals at the second EMT/EMR CEU night.

Item two was to inform the board members that the annual sports meeting with NWMSU was done via ZOOM on August 10th.

Item three was to inform the board that he set up another class for the employee meeting, but Florea has cancelled that meeting at this time in response to the current COVID-19 outbreak trends in our area.

September 25th and 26th was to be the EVOC class, and that has been cancelled at this time.

Employee Concerns: There was a concern about unused vacation time for several individuals due to being unable to go anywhere and the availability to actually take the time off. These people were wondering about being about to carry some over. There was a discussion and Florea was told to deal with it as he sees fit.

Medicaid/Medicare Adjustments: Due to office staff being unavailable, these reports will be completed for the next month meeting, as will the collections.

Old Business: None brought to the board.

New Business: None brought to the board.

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

Closed session began at 7:45 pm.

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

Open session started at 8:07 pm

Sparks made the motion to grant Rick Maudlin, Paramedic a performance incentive of \$487.50 and longevity pay of \$700, Bob Phillips, EMT an performance incentive of \$900.00 and a merit raise of 20cents and Stephen Sporleder a performance incentive of \$600.00 and a merit raise of 18 cents, Walk seconded the motion. Allen called for a vote. Snodderley yea, Sparks, yea, Allen, yea, Walk, yea and Rickabaugh, yea. Motion carried.

Sparks made a motion to grant a hardship on the letter that was presented and Rickabaugh seconded the motion. Allen called for a vote. Snodderley yea, Sparks, yea, Allen, yea, Walk, yea and Rickabaugh, yea. Motion carried.

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

Meeting adjourned at 8:10 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____

Carrie Sparks, Secretary of the Board of Directors

AS OF 7-31-2020					
	2020	2020 Actual	ACCT	2019	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$908,000.00	\$494,348.72	4000	\$917,512.51	54.44%
Surtax	\$25,000.00	\$24,571.49	4150	\$25,419.57	98.29%
CPR Card Revenue 2617.48	\$2,200.00	\$327.00	4380	\$2,015.45	14.86%
Misc. Income(stimulus included)	\$2,500.00	\$39,527.06	4730	\$12,861.45	1581.08%
Bad Debt Income	\$6,000.00	\$8,137.11	4010	\$16,277.72	135.62%
Interest Income	\$33,000.00	\$31,196.48	4720	\$46,495.60	94.53%
Sales tax income	\$1,200,000.00	\$743,270.33	4105	\$1,235,712.47	61.94%
Sale of Assets	\$0.00		4710	\$100.00	0.00%
Knights	\$3,500.00	\$1,670.00	4008	\$3,434.00	47.71%
Pat Van Revenues	\$25,000.00	\$7,548.10	4009	\$20,942.35	30.19%
FRA FUNDS/GEMT	\$110,000.00	\$166,093.63	4300	\$187,604.11	150.99%
Total	\$2,315,200.00	\$1,516,689.92		\$2,468,375.23	65.51%
Expenditures	2020	2020 Actual	ACCT	2019	Percentage
Salaries	\$883,500.00	\$513,588.51	5000	\$864,326.97	58.13%
Overtime	\$170,200.00	\$105,243.31	5001	\$171,593.97	61.84%
Special Performance Benefit	\$13,200.00	\$6,997.50	5003	\$9,280.00	53.01%
Rescue/Training Budget	\$59,400.00	\$11,292.15	5300	\$42,543.03	19.01%
Payroll FICA	\$96,000.00	\$53,989.83	5010	\$90,352.16	56.24%
Unemployment Taxes	\$1,700.00	\$674.89	5015	\$1,671.72	39.70%
Employee Benefits	\$151,000.00	\$83,077.20	5020	\$124,694.69	55.02%
Longevity Pay	\$4,700.00	\$2,760.00	5021	\$3,980.00	58.72%
Health. Ins. Pay out & Retirement	\$93,500.00	\$55,520.70	5005	\$88,827.90	59.38%
Mo Lagers Expense 4.8%	\$61,300.00	\$34,149.77	5006	\$60,076.61	55.71%
Interest Expense	\$0.00	\$0.00	5030	\$0.00	0.00%
Workman's Comp	\$75,000.00	\$33,055.23	5040	\$65,105.35	44.07%
Fleet/Mail/Liab Ins. Bond	\$62,000.00	\$60,856.00	5041	\$53,931.00	98.15%
Accident/Health Insurance	\$4,000.00	\$3,484.33	5044	\$3,484.33	87.11%
Rent/Lease	\$2,500.00	\$1,960.61	5050	\$2,007.70	78.42%
Legal/ Accounting	\$25,000.00	\$3,290.19	5060	\$13,884.14	13.16%
Administration Expense	\$7,200.00	\$7,145.16	5070	\$8,912.72	99.24%
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	\$15,107.27	5100	\$30,255.36	33.57%
Fleet Repair	\$27,000.00	\$12,627.46	5110	\$20,207.60	46.77%
Building Repair/Maintenance	\$12,500.00	\$7,499.88	5135	\$11,820.72	60.00%
Medical & Operating Exp	\$52,000.00	\$38,514.15	5120	\$54,290.05	74.07%
Office Supplies	\$21,500.00	\$10,835.40	5130	\$13,887.52	50.40%
Technical Support	\$25,400.00	\$22,801.86	5131	\$21,757.73	89.77%
Capital Outlays ** 2 lines	\$0.00	\$0.00	5115	\$22,986.00	0.00%
Utilities	\$23,500.00	\$10,221.14	5140	\$19,614.28	43.49%
Telephone/Cell	\$7,100.00	\$3,905.93	5150	\$6,847.96	55.01%
Dues & Subscriptions	\$600.00	\$73.00	5180	\$538.00	12.17%
Laundry	\$3,500.00	\$294.00	5190	\$546.00	8.40%
Radios/Repairs Maint	\$3,500.00	\$2,191.80	5220	\$3,345.75	62.62%
Collection Expense	\$3,000.00	\$1,649.48	5290	\$3,974.27	54.98%
Miscellaneous Expense	\$5,200.00	\$2,238.52	5280	\$12,548.81	43.05%

2020 Ambulance Budget Continued					
	2020	2020 Actual	ACCT	2019	Percentage
New Ambulance/van ** 2 lines	\$136,000.00	\$135,404.47	5115		99.56%
Bad Debt Allowance	\$178,000.00	\$98,781.99	5250	\$183,701.25	55.50%
Dispatching Expense	\$72,118.00	\$52,424.25	5105	\$68,979.00	72.69%
*New Rescue Equipment	\$0.00	\$8,082.84	5117	\$22,727.41	
Pat Van Expenditures	\$37,550.00	\$19,855.60	N/A	\$35,201.98	52.88%
GEMT Expense	\$15,000.00	\$59,914.90	0	\$76,322.23	399.43%
Promotional items	\$1,000.00	\$0.00	5285	\$993.00	0.00%
Total	\$2,384,168.00	\$1,479,509.32		\$2,221,210.48	62.06%

2020 Training Expense Detail					
Expenditures	2020	2020 Actual	ACCT	2019	Percentage
Instructor's Training Wages *	\$8,750.00	\$231.87	5300	\$1,519.19	2.65%
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	\$750.30	5301	\$3,735.01	15.01%
Mandatory classes,	\$4,200.00	\$1,971.65	5305	\$5,268.94	46.94%
CE Empl.Wages 5303 &5370		\$500.08	5303	\$5,521.64	
Employee CE Elective	\$17,750.00	\$768.00	5370	\$14,817.49	7.14%
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	\$2,359.06	5380	\$5,153.06	147.44%
New EMD Training	\$3,000.00		5106		0.00%
Medical Director	\$1,500.00	\$100.00	5385		0.00%
EMD CEU Training	\$1,500.00		5107		0.00%
Training Supplies	\$2,000.00	\$1,749.43	5320	\$1,534.46	87.47%
Total	\$59,400.00	\$11,292.15		\$42,543.03	19.01%

2020 Wheel Chair Budget					
	2020	2020 Actual	ACCT	2019	
w/c Actual Charges	\$25,000.00	\$7,548.10	4009	\$20,942.35	30.19%
Knights Pat Van	\$3,500.00	\$1,670.00	4008	\$3,434.00	47.71%
Contribution					
Total	\$28,500.00	\$9,218.10		\$24,376.35	32.34%

2020 Wheel Chair Expenditures					
	2020	2020 Actual	ACCT	2019	
Salaries	\$29,000.00	\$17,759.88	5009	\$29,135.08	61.24%
Overtime	\$1,200.00	\$77.96	5019	\$17.97	6.50%
<i>Payroll FICA W Amb</i>	\$2,180.25	\$1,364.59		\$2,228.83	62.59%
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	\$19,855.60		\$35,201.98	49.98%
<i>less FICA</i>	\$37,550.00	\$18,491.01		\$32,973.15	

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