

**Nodaway County Ambulance District**

**103 W Carefree Maryville, MO 64468**

**September 14<sup>th</sup>, 2022**

**7:00pm**

The tape recorder is being used as a tool and is erased after minutes are transcribed.

**Board members Present:**

**Board Members Absent:**

**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 10, 2022

7:00 pm

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

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

**Introduction of Guests:** None present.

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

**Report from Burlington Junction Rescue Squad:** All is good.

**Report from Hopkins Rescue Squad:** Nothing to report. May have had a meeting on August 9<sup>th</sup>.

**Report from Ravenwood Rescue Squad:** Nothing to report.

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

**Report from Maryville Rescue Squad:** All is good.

**Presentation of Treasurer's Report:** Sparks states there are no changes currently.

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

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

**Director of Operations Report:** Florea started his report by informing the board members that there will be a closed session for evaluation of Paramedic Rick Maudlin and EMT Bob Phillips.

Item two was to inform the board members that the sales tax payment for the month was \$132,347.96 which is 17.42% higher than last year.

Item three was to inform the board members that the Rescue truck is at the ambulance base and awaiting lettering and radios to be placed. So far, the cost is \$86,207.68, that includes a rebate of \$4,700 from Ford.

Item four was to discuss the LED lights. Florea has three more to install in the training room and then will start in the bay and other areas.

Item five was to discuss the scheduling software. Florea needs to get together with McQueen and do some more investigating on programs. He will bring information back at the next meeting.

Item six was to inform the board that calls are up 17.89% for the year. Many of them are out of county and even dry runs. No major causes.

Item seven was to discuss that Tri-C region's AED is not working. It has drained two new batteries and the cost to send in will be \$500 and it may not be able to be repaired. Florea got some quotes for new Life packs as well as refurbished. Florea went ahead and ordered a new LP-1000, with trade in and a five-year warranty for \$1,831.25.

Item eight was to discuss the Paramedic Protocol Provider application for cell phones. This would allow staff to download all the district's protocols on their personal cellphones. The cost of the Branded PPP app is \$2,500 and the Generic PPP agency is \$750 per year. Discussion was held.

Allen made the motion to purchase the Generic PPP for the cost of \$750 and Sparks seconded the motion. Snodderley called for a vote. Sparks, yea, Allen, yea, Rickabaugh, yea, Giesken, yea, Shipps, yea and Snodderley yea. Motion carried.

**Business Manager's Report:** Item one was to inform the board members that timing issues have been a major cause of difference in the accounts receivable and the current difference is \$33.45.

Item two was to inform the board that there is a GEMT online seminar on August 30<sup>th</sup>, and she encourages Florea, McQueen and Schmitz to attend or to be able to watch it in the future.

Item three was to inform the board that the auditor is requesting paperwork so she may start working on the audit and will find time to come to the office to get reports that she needs.

**Training Managers Report:** Item one was to inform the board that there will be a C-Spine class on August 11<sup>th</sup> at 6pm. Those who need the class have been informed.

Item two was to inform the board members was to discuss a new CEU program. Mercer has been looking at two programs, EMS 1 is \$60 per person, per year and Prodigy EMS is \$70 per person, per year. She is going to discuss with the other instructors and come back at the next board meeting with her recommendation.

Item three was to inform the board members the A. Jones will be starting the EMT program in January 2023, but it will be a satellite of NW Technical School. Mercer would like to start the Paramedic program in 2023. There is a cost of \$4,500 for a start up letter and review and there are five current employees that are interested in taking the class at Nodaway County. Discussion was held.

Mercer was asked to get a budget and what the cost to the district would be as well as the cost of the class and what the district may charge for outsiders. She will bring this back at the next meeting .

Item four was to inform the board members that she would like to use EMS Manager to track employees CEU's and the rescue squads.

Item five was to discuss the protocol program already discussed in Operations manager Report.

**Employee Concerns:** None brought to the board members.

**Medicaid/Medicare Adjustments:** Allen made the motion to approve the adjustments of \$10,877.92 and Rickabaugh seconded the motion. Snodderley called for a vote. Sparks, yea, Allen, yea, Rickabaugh, yea, Giesken, yea, Shipps, yea and Snodderley yea. Motion carried.

Allen made a motion for invoices to be sent to collections for \$15,057.32 and Giesken seconded motion. Snodderley called for a vote. Sparks, yea, Allen, yea, Rickabaugh, yea, Giesken, yea, Shipps, yea and Snodderley yea. Motion carried.

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

**New Business:** None brought to the board.

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

Closed session begins at 7:35 pm.

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

Open session begins at 8:00pm.

Giesken made the motion to grant Rock Maudlin a \$500 performance incentive and a \$740 longevity pay and to grant Bob Phillips a \$925 performance incentive and a merit raise of twenty-three cents, and Allen seconded the motion. Snodderley called for a vote. Sparks, yea, Allen, yea, Rickabaugh, yea, Giesken, yea, Shipps, yea and Snodderley yea. Motion carried.

Shipps made a motion to correct a motion that passed last month incorrectly, but the minutes reflected how the motion should have been, per management request. The correction is to not grant Jared McQueen the longevity pay of \$300 as he is not qualified for that at this time, and Sparks seconded the motion. Snodderley called for a vote. Sparks, yea, Allen, yea, Rickabaugh, yea, Giesken, yea, Shipps, yea and Snodderley yea. Motion carried.

McQueen did not receive the pay and the minutes need to reflect the error.

Mercer stated that she did some number crunching during the break and the cost per student should be under \$8,000 per student for the paramedic class. There may be incidental costs yet to be discussed.

Allen made the motion to start the Paramedic class and advertise as necessary, and Shipps seconded the motion. Snodderley called for a vote. Sparks, yea, Allen, yea, Rickabaugh, yea, Giesken, 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. Sparks, yea, Allen, yea, Rickabaugh, yea, Giesken, yea, Shipp, yea and Snodderley yea. Motion carried.

Adjournment at 8:10 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: \_\_\_\_\_ Pat Giesken, Secretary of the Board of Directors

2022 BUDGET AS OF JULY 31, 2022					
	2022	2022 Actual	ACCT	2021 Actual	Percentage
Revenues			#		
Ambulance Receivable	\$1,300,000.00	\$744,789.49	4000	\$1,261,156.45	57.29%
Surtax	\$27,000.00	\$39,218.89	4150	\$36,528.19	145.26%
CPR Card Revenue 2617.48	\$2,000.00	\$758.50	4380	\$1,205.00	37.93%
Misc. Income(zoll refund)	\$2,500.00	\$118,209.06	4730	\$60,197.57	4728.36%
Bad Debt Income	\$10,000.00	\$6,049.51	4010	\$17,825.86	60.50%
Interest Income	\$25,000.00	\$12,923.36	4720	\$27,894.88	51.69%
Sales tax income	\$1,350,000.00	\$801,942.22	4105	\$1,414,535.10	59.40%
Sale of Assets-CARES Reimbursement	\$0.00	\$0.00	4710		#DIV/0!
Knights van Revenues		\$1,120.00	4008	\$2,760.00	#DIV/0!
Pat Van Revenues	\$25,000.00	\$10,573.40	4009	\$19,360.70	42.29%
FRA FUNDS/GEMT	\$120,000.00	\$46,026.24	4300	\$208,524.00	38.36%
Total	\$2,861,500.00	\$1,781,610.67		\$3,049,987.75	62.26%
Expenditures	2022	2022 Actual	ACCT	2021 Actual	Percentage
Salaries	\$1,100,000.00	\$574,394.45	5000	\$946,239.93	52.22%
Overtime	\$230,000.00	\$117,861.92	5001	\$218,327.96	51.24%
Special Performance Benefit	\$13,500.00	\$8,241.00	5003	\$12,342.50	61.04%
Rescue/Training Budget	\$60,150.00	\$18,688.21	5300	\$30,850.23	31.07%
Payroll FICA	\$100,000.00	\$57,953.75	5010	\$98,652.26	57.95%
Unemployment Taxes	\$1,500.00	\$0.00	5015	\$234.07	0.00%
Employee Benefits	\$150,000.00	\$89,894.27	5020	\$152,382.88	59.93%
Longevity Pay	\$4,500.00	\$2,960.00	5021	\$3,500.00	65.78%
Health. Ins. Pay out & Retirement	\$78,000.00	\$28,598.40	5005	\$74,427.60	36.66%
<b>Mo Lagers Expense 13.8%</b>	<b>\$218,900.00</b>	<b>\$588,151.06</b>	<b>5006</b>	<b>\$140,489.55</b>	<b>268.68%</b>
<b>Stipends</b>	<b>\$0.00</b>	<b>\$2,950.00</b>	<b>5008</b>		#DIV/0!
Workman's Comp	\$75,000.00	\$36,345.70	5040	\$59,743.97	48.46%
Fleet/Mail/Liab Ins. Bond	\$72,000.00	\$75,405.00	5041	\$68,897.00	104.73%
Accident/Health Insurance	\$4,000.00	\$3,519.67	5044	\$3,484.33	87.99%
Rent/Lease	\$2,500.00	\$2,008.00	5050	\$1,653.50	80.32%
Legal/ Accounting	\$26,000.00	\$4,358.03	5060	\$29,486.62	16.76%
<b>Administration Expense</b>	<b>\$8,500.00</b>	<b>\$13,953.87</b>	<b>5070</b>	<b>\$7,124.75</b>	<b>164.16%</b>
Election Expense	\$3,500.00	\$0.00	5080	\$119.00	0.00%
Advertising Expense	\$500.00	\$220.00	5090		44.00%
Fuel & Oil	\$53,000.00	\$34,783.18	5100	\$37,920.64	65.63%
Fleet Repair	\$35,000.00	\$11,436.93	5110	\$34,843.39	32.68%
Building Repair/Maintenance	\$12,500.00	\$5,228.40	5135	\$13,533.00	41.83%
Medical & Operating Exp ***	\$70,000.00	\$54,536.28	5120	\$69,761.62	77.91%
Office Supplies	\$12,500.00	\$8,892.88	5130	\$11,959.66	71.14%
Technical Support	\$29,000.00	\$15,080.84	5131	\$20,193.11	52.00%
H.S.A. Expense	\$7,500.00	\$763.80	5025	\$5,888.16	10.18%
Utilities	\$22,000.00	\$9,775.61	5140	\$16,075.93	44.43%
Telephone/Cell	\$8,500.00	\$4,696.83	5150	\$8,282.05	55.26%
Dues & Subscriptions	\$800.00	\$73.00	5180	\$1,098.00	9.13%
Laundry	\$2,500.00	\$0.00	5190	\$168.00	0.00%
Radios/Repairs Maint	\$4,300.00	\$4,238.90	5220	\$3,729.00	98.58%
Collection Expense	\$4,500.00	\$1,273.96	5290	\$4,301.01	28.31%
Miscellaneous Expense	\$3,500.00	\$4,131.41	5280	\$2,109.42	118.04%

<b>2022 Ambulance Budget Continued</b>					
	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	\$154,568.05	5250	\$263,383.95	59.45%
Dispatching Expense	\$75,000.00	\$37,500.00	5105	\$71,765.00	50.00%
*New Rescue Equipment	\$110,000.00	\$154,317.25	5117	\$38,546.43	140.29%
Pat Van Expenditures	\$40,000.00	\$22,907.26	N/A	\$41,515.25	57.27%
GEMT Expense	\$67,500.00	\$36,628.52	5112	\$67,458.08	54.26%
Promotional items	\$1,000.00	\$424.02	5285	\$54.98	42.40%
<b>Total</b>	<b>\$3,117,650.00</b>	<b>\$2,330,918.50</b>		<b>\$2,560,542.83</b>	<b>74.77%</b>
<b>2022 Training Expense Detail</b>					
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	\$1,786.38	5301	\$3,000.00	35.73%
Mandatory classes,	\$4,200.00	\$1,183.70	5305	\$1,657.56	28.18%
CE Empl.Wages 5303 &5370		\$823.31	5303	\$7,939.34	
Employee CE Elective	\$17,750.00	\$6,900.00	5370	\$6,865.99	43.51%
Guest Instructor Wages	\$3,000.00	\$0.00	5340	\$575	0.00%
<b>1st Responder Orig. Cert Wages</b>	<b>\$2,700.00</b>	<b>\$4,327.64</b>	<b>5302</b>	<b>\$2,166.78</b>	<b>160.28%</b>
<b>1st responder Refresher Wages</b>	<b>\$800.00</b>	<b>\$1,696.86</b>	<b>5304</b>	<b>\$889.53</b>	<b>212.11%</b>
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	\$654.34	5380	\$999.23	40.90%
New EMD Training	\$3,000.00	\$0.00	5106		0.00%
Medical Director & Guest Instructor	\$1,500.00	\$200.00	5385	\$100.00	13.33%
EMD CEU Training	\$1,500.00	\$0.00	5107		0.00%
Training Supplies	\$2,500.00	\$993.00	5320	\$1,983.53	39.72%
<b>Total</b>	<b>\$60,150.00</b>	<b>\$18,688.21</b>		<b>\$30,850.23</b>	<b>31.07%</b>
<b>2022 Wheel Chair Budget</b>					
	2022	2022 Actual	ACCT	2021 Proj	
w/c Actual Charges	\$25,000.00	\$10,573.40	4009	\$19,360.70	42.29%
Knights Pat Van	\$3,500.00	\$1,120.00	4008	\$2,760.00	32.00%
Contribution					
<b>Total</b>	<b>\$28,500.00</b>	<b>\$10,573.40</b>		<b>\$22,120.70</b>	<b>37.10%</b>
<b>2022 Wheel Chair Expenditures</b>					
Salaries	\$32,500.00	\$20,399.60	5009	\$30,956.52	62.77%
Overtime	\$1,200.00	\$69.70	5019	\$145.41	5.81%
<i>Payroll FICA W Amb</i>	\$2,600.00	\$0.00			0.00%
Repairs/Maint	\$3,500.00	\$1,192.60	5129	\$4,936.87	34.07%
<i>Fuel &amp; Oil</i>	\$4,000.00	\$1,215.36	5109	\$5,278.61	30.38%
New Equipment	\$500.00	\$0.00	5119	4.84	0.00%
Advertisement	\$50.00	\$30.00	5099	\$193.00	60.00%
<b>Total</b>	<b>\$44,350.00</b>	<b>\$22,907.26</b>		<b>\$41,515.25</b>	<b>51.65%</b>
<i>less FICA</i>	<i>\$41,750.00</i>	<i>\$22,907.26</i>		<i>\$41,515.25</i>	