

*Nodaway County Ambulance Board of Directors Meeting Agenda*

*103 W Carefree Drive  
Maryville, MO 64468*

*January 9th, 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 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

December 12th, 2018 7:30 pm

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

**Board members Absent:** Standiford was absent. Crady has resigned her position.

**Introduction of Guests:** Judy Martin with Harden, Cummings, Moss and Miller was present to discuss the 2017 audit. She handed out the packets to the board members. She apologized for being so late in presenting the audit to the board members, but due to health reasons, and other obstacles it was unavoidable. She went on to explain the major changes to the audit due to the district joining Missouri LAGER'S retirement, and new accounts for inflows and outflows for LAGER'S as well. Her office will submit the audit to the state once the board members have approved it. Martin answered some questions and then left the meeting.

Walk made the motion to approve the audit as presented and Allen seconded the motion. Snodderley called for a vote. Allen, yea, Walk, yea, Rickabaugh, yea and Snodderley, yea. Motion carried.

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

**Report from Burlington Junction Rescue Squad:** Nothing new to report. All is OK.

**Report from Hopkins Rescue Squad:** There was a discussion about moving the rescue unit from Hopkins to Pickering as there are more members residing in Pickering and it would mean that they would be able to respond faster. They would like to move the Suburban that is currently in Pickering to Hopkins as it is equipped with an AED and all medical supplies so that the town and surrounding community would still have the tolls for an emergency. There were several questions about the movement and who would carry insurance on the Suburban. Florea is waiting on a quote from the districts insurance carrier on the cost. After all questions were discussed Walk made the motion to move the rescue unit from Hopkins to Pickering and to move the Suburban to Hopkins and to insure the Suburban as well and Rickabaugh seconded the motion. Snodderley called for a vote. Allen, nay, Walk, yea, Rickabaugh, yea and Snodderley, yea. Motion carried.

**Report from Ravenwood Rescue Squad:** They have at least one person wanting to take the EMR class.

**Report from Tri-C Rescue Squad:** They have a possibility of having two individuals who want to take the EMR class.

**Report from Maryville Rescue Squad:** They have a possibility of having two individuals who will take the EMR class as well.

**Presentation of Treasurer's Report:** The report was presented to the board members. There is a CD coming due this month and Walk was asking for some direction on where to place the money. Florea has gotten quotes on interest rates from the local banks and Walk would like to place the money in an actual brick and mortar bank and not in one of the investment firms that the district currently uses. There was a discussion held about the interest rates. After the discussion the board was in consensus to use Farmer's State Bank where the current CD is in force, as they had the best interest rate available.

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

**Revenue and Expenses:** Report was given to the board members. The final budget of 2018 needs to be approved. Walk made the motion to approve the 2018 budget as presented and Allen seconded the motion. Snodderley called for a vote. Allen, yea, Walk, yea, Rickabaugh, yea and Snodderley, yea. Motion carried.

The 2019 budget needed to be approved. Walk made the motion to approve the 2019 budget as presented and Allen seconded the motion. Snodderley called for a vote. Allen, yea, Walk, yea, Rickabaugh, yea and Snodderley, yea. Motion carried.

**Director of Operations Report:** Item one was to inform the board members that there would not be a closed session.

Item two was to inform the board members that the December sales tax deposits were \$117,586.27 which was 6.65% less than December 2017.

Item three was to inform the board members that he made changes to the budget to increase the Missouri LAGER's account as the district's rate went from 4.8% to 5.3 %.

Item four was to inform the board members that Jared McQueen was offered the job of assistant Director and the board members need to decide on his pay rate for the position. Florea had sent out recommendations prior to the meeting after discussing the position with other districts and how they pay their assistants. A discussion was held and Rickabaugh made the motion to increase his currently wage by \$2.00 an hour and Walk seconded the motion. Snodderley called for a vote. Allen, yea, Walk, yea, Rickabaugh, yea and Snodderley, yea. Motion carried.

Walk asked that there is a proposal for the next meeting on training and duties for the job and a timeline as well.

Item five was to inform the board members that the matching funds for the Senior funds the PAT Van have exceeded the \$4,200 that was originally agreed upon at the beginning of the fiscal year, by \$2,491.80 and that does not include the month of December. The board agreed to continue to provide the service under Senior Funds.

Item six was the old system accounts and it was moved to Medicare/Medicaid adjustment part of the agenda.

Item seven was to inform the board that the new dispatch agreement was presented. It is for the next three calendar years and has a 2% increase built into it. For the year 2019, dispatching will cost the ambulance district \$68,979, 2020- \$70,359 and 2021- \$71,766. There was a discussion about the dispatching currently. Walk made the motion to approve the contract as presented and Rickabaugh seconded the motion. Snodderley called for a vote. Allen, nay, Walk, yea, Rickabaugh, yea and Snodderley, yea. Motion carried.

Item eight has was to add the assistant director position to the handbook. Rickabaugh made the motion to add the position and place in the employee handbook and Walk seconded the motion. Snodderley called for a vote. Allen, yea, Walk, yea, Rickabaugh, yea and Snodderley, yea. Motion carried.

Item nine was to inform the board members that Mike Mercer has resigned his full-time position as a paramedic with the district to go to part time employee.

Item ten was to have both Florea and McQueen sign a new Power of Attorney for the DEA form 222. This needs to be witnessed and done to add McQueen to the DEA listing so he may be able to order drugs for the ambulance district.

Item eleven was to discuss tire bids for three different ambulances. For the 2016 Ford ambulance CO-OP had the low bid of \$665.04, the 2017 Ford ambulance and tires for the Chevy ambulance, Wilmes tire had the low bids of \$2,073.60 for the 2017 and \$972.00 for the Chevy ambulance. Those prices were for 6 tires, mounting and balancing of the tires and installation. Allen made the motion to purchase the tires as presented and Walk seconded the motion. Snodderley called for a vote. Allen, yea, Walk, yea, Rickabaugh, yea and Snodderley, yea. Motion carried.

Item twelve is to discuss the new policy concerning calling in more staff to run non-emergent calls. It is under the general policies of the board of directors, policy #3. Florea would like the board to read the policy change and to give final approval at the next meeting.

**Business Manager's Report:** Item one was to inform the board members that she has received the journal entries and is currently working on balancing the accounts receivables.

Item two was to inform the board that the GEMT report has been submitted and has been accepted.

**Training Managers Report:** Item one was to inform the board members that he has a contract with 24-7, an online CEU program, for a cost of \$3,800.00. Hall increased the number of people able to use the classes and he got the cost to \$95.00 per individual for a two-year period. Allen made the motion to approve the contract as presented and Walk seconded the motion. Snodderley called for a vote. Allen, yea, Walk, yea, Rickabaugh, yea and Snodderley, yea. Motion carried.

Item two was to inform the board that will be an EMR class starting January 8<sup>th</sup>, 2019. He has enough people interested in the class and it will be held on Tuesdays and Thursdays.

**Employee Concerns:** Morgan Wheeler and Kim Campbell asked about purchasing new chairs for the office. The board members told them to bring back ideas and quotes to the next meeting.

**Medicaid/Medicare Adjustments:** Snodderley made the motion to approve the adjustments for November of \$2,407.28 and Allen seconded the motion. Snodderley called for a vote. Allen, yea, Walk, yea, Rickabaugh, yea and Snodderley, yea. Motion carried.

Snodderley made the motion to send to collections and adjust the accounts from the old system, the amount of \$5,926.22 and Walk seconded the motion. Snodderley called for a vote. Allen, yea, Walk, yea, Rickabaugh, yea and Snodderley, yea. Motion carried.

Snodderley made the motion to send \$8,474.31, to collections from the ESO system and Allen seconded the motion Snodderley called for a vote. Allen, yea, Walk, yea, Rickabaugh, yea and Snodderley, yea. Motion carried.

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

**New Business:** New business is to find a replacement for Julia Crady position for sub-district 6. The board asked for suggestions. Kirby Sybert stated he had a possible person interested in the spot. He said that Carries Sparks would be willing to take over if the board so wished. The board members agreed to ask her to fill the seat to finish out the term. Florea will contact her and get back with the board members.

Allen asked about changing the meeting time from 7:30 to 7:00 and how to go about doing it. The time was set when the board was formed in 1974 and it is in the by-laws. Florea will contact the district's lawyer to discuss how to go about changing the time of the meetings and will report back at the next meeting.

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

Meeting adjourned at 9:20 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

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

2018 Budget as of 11/31/18					
	2018	2018 Actual	ACCT	2017	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$715,000.00	\$856,048.81	4000	\$764,413.96	119.73%
Surtax	\$23,000.00	\$22,869.68	4150	\$28,657.83	99.43%
CPR Card Revenue 2617.48	\$2,000.00	\$4,464.00	4380	\$2,180.00	223.20%
Misc. Income	\$3,500.00	\$4,722.45	4730	\$6,588.46	134.93%
Bad Debt Income	\$1,800.00	\$5,374.19	4010	\$4,105.63	298.57%
Interest Income	\$26,700.00	\$23,652.23	4720	\$33,119.40	88.59%
Sales tax income	\$1,200,000.00	\$1,026,825.61	4105	\$1,220,555.17	85.57%
Sale of Assets	\$0.00		4710	\$100.00	
Knights	\$3,000.00	\$3,723.60	4008	\$3,886.75	124.12%
Pat Van Revenues	\$25,000.00	\$17,030.60	4009	\$14,415.92	68.12%
FRA FUNDS	\$20,000.00	\$6,743.06	4300	\$5,238.29	33.72%
<b>Total</b>	<b>\$2,020,000.00</b>	<b>\$1,971,454.23</b>		<b>\$2,083,261.41</b>	<b>97.60%</b>
Expenditures	2018	2018 Actual	ACCT	2017	Percentage
Salaries	\$845,000.00	\$765,087.29	5000	\$829,695.19	90.54%
Overtime	\$174,250.00	\$148,019.77	5001	\$164,996.47	84.95%
Special Performance Benefit	\$10,000.00	\$9,450.00	5003	\$8,262.50	94.50%
Rescue/Training Budget	\$59,400.00	\$24,033.92	5300	\$48,491.45	40.46%
Payroll FICA	\$91,250.00	\$79,235.46	5010	\$85,080.55	86.83%
Unemployment Taxes	\$1,500.00	\$1,158.02	5015	\$1,461.56	77.20%
Employee Benefits	\$140,500.00	\$100,955.89	5020	\$128,645.08	71.85%
<b>Longevity Pay</b>	<b>\$4,000.00</b>	<b>\$3,820.00</b>	<b>5021</b>	<b>\$3,500.00</b>	<b>95.50%</b>
Health. Ins. Pay out & Retirement	\$81,500.00	\$80,810.86	5005	\$71,713.32	99.15%
<b>Mo Lagers Expense</b>	<b>\$51,000.00</b>	<b>\$46,312.10</b>	<b>5006</b>	<b>\$802,716.33</b>	<b>90.81%</b>
Interest Expense	\$0.00		5030	\$0.00	\$\$\$
<b>Workman's Comp</b>	<b>\$63,150.00</b>	<b>\$59,722.75</b>	<b>5040</b>	<b>\$57,431.25</b>	<b>94.57%</b>
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	\$2,749.44	5060	\$11,975.02	16.17%
Administration Expense	\$7,200.00	\$5,769.09	5070	\$5,034.19	80.13%
<b>Election Expense</b>	<b>\$4,575.89</b>	<b>\$4,575.89</b>	<b>5080</b>	<b>\$144.00</b>	<b>100.00%</b>
Advertising Expense	\$500.00	\$156.50	5090	\$110.00	31.30%
<b>Fuel &amp; Oil</b>	<b>\$38,000.00</b>	<b>\$35,675.06</b>	<b>5100</b>	<b>\$27,194.68</b>	<b>93.88%</b>
Fleet Repair	\$29,000.00	\$16,269.48	5110	\$18,372.98	56.10%
Building Repair/Maintenance	\$15,000.00	\$6,620.10	5135	\$10,936.94	44.13%
Medical & Operating Exp	\$47,000.00	\$38,434.58	5120	\$35,562.18	81.78%
Office Supplies	\$25,300.00	\$14,733.72	5130	\$20,691.94	58.24%
<b>Technical Support</b>	<b>\$22,225.00</b>	<b>\$16,812.85</b>	<b>5131</b>	<b>\$14,093.90</b>	<b>75.65%</b>
Capital Outlays ** 2 lines	\$0.00		5115	\$8,786.44	\$\$\$\$
Utilities	\$18,900.00	\$17,039.33	5140	\$16,566.62	90.16%
Telephone/Cell	\$6,400.00	\$6,197.48	5150	\$6,434.88	96.84%
Dues & Subscriptions	\$600.00	\$33.00	5180	\$447.99	5.50%
Laundry	\$3,500.00	\$462.00	5190	\$462.00	13.20%
<b>Radios/Repairs Maint</b>	<b>\$10,500.00</b>	<b>\$9,369.50</b>	<b>5220</b>	<b>\$1,757.90</b>	<b>89.23%</b>
Collection Expense	\$2,700.00	\$1,320.59	5290	\$2,373.59	48.91%
Miscellaneous Expense	\$5,500.00	\$3,605.50	5280	\$3,926.99	65.55%

2018 Ambulance Budget Continued					
	2018	2018 Actual	ACCT	2017	Percentage
<b>New Ambulance/van ** 2 lines</b>	<b>\$169,600.00</b>	\$169,568.81	<b>5115</b>	\$161,237.00	99.98%
<b>Bad Debt Allowance</b>	<b>\$169,600.00</b>	\$171,043.23	<b>5250</b>	<b>\$155,704.49</b>	<b>100.85%</b>
Dispatching Expense	\$67,626.00	\$67,626.00	5105	\$66,300.00	100.00%
<b>*New Rescue Equipment</b>	<b>\$13,000.00</b>	\$2,669.90	<b>5117</b>	\$360.00	20.54%
Pat Van Expenditures	\$33,750.00	\$28,198.62	N/A	\$29,901.73	83.55%
MO Lagers Retirement	\$0.00		<b>5006</b>	<b>\$0.00</b>	#DIV/0!
Promotional items	\$1,000.00		5285	\$0.00	0.00%
<b>Total</b>	<b>\$2,286,585.89</b>	<b>\$1,990,802.80</b>		<b>\$2,850,674.68</b>	87.06%
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	\$1,782.06	5301	\$4,259.85	35.64%
Mandatory classes,	\$4,200.00	\$1,458.64	5305	\$1,826.68	34.73%
CE Empl.Wages 5303 &5370		\$2,543.23	5303	\$6,520.75	
Employee CE Elective	\$17,750.00	\$7,290.06	5370	\$25,034.10	55.40%
Guest Instructor Wages	\$3,000.00		5340	\$50.00	0.00%
<b>1st Responder Orig. Cert Wages</b>	<b>\$4,400.00</b>	<b>\$4,361.48</b>	<b>5302</b>	<b>\$1,960.40</b>	<b>99.12%</b>
1st responder Refresher Wages	\$800.00		5304	\$233.24	0.00%
Training Equipment/Maintenance	\$6,000.00	\$2,263.41	5310	\$4,402.25	37.72%
Training Books/Office expense	\$1,000.00	\$296.31	5331	\$30.00	29.63%
Training Miscellaneous	\$1,600.00	\$684.30	5380	\$450.20	42.77%
New EMD Training	\$3,000.00		5106		0.00%
<b>Medical Director</b>	<b>\$650.00</b>		<b>5385</b>	\$100.00	0.00%
<b>EMD CUE Training</b>	<b>\$650.00</b>		5107	\$203.52	0.00%
Training Supplies	\$2,000.00	\$3,354.43	5320	\$679.94	167.72%
<b>Total</b>	<b>\$59,400.00</b>	<b>\$24,033.92</b>		<b>\$46,311.45</b>	40.46%
2018 Wheel Chair Budget					
	2018	2018 Actual	ACCT	2017	
w/c Actual Charges	\$25,000.00	\$17,030.60	4009	\$13,427.42	68.12%
Knights Pat Van	\$3,000.00	\$3,723.60	4008	\$3,646.75	124.12%
Contribution					
<b>Total</b>	<b>\$28,000.00</b>	<b>\$20,754.20</b>		<b>\$17,074.17</b>	74.12%
2018 Wheel Chair Expenditures					
Salaries	<b>\$30,000.00</b>	\$25,585.88	<b>5009</b>	\$25,456.48	85.29%
Overtime	\$1,500.00	\$33.60	5019	\$37.80	2.24%
<i>Payroll FICA W Amb</i>	\$2,409.75	\$1,959.89		\$1,950.31	81.33%
Repairs/Maint	\$2,900.00	\$619.25	5129	\$345.50	21.35%
<i>Fuel &amp; Oil</i>	\$2,300.00		5109	\$2,045.65	0.00%
New Equipment	\$500.00		5119	\$65.99	#VALUE!
Advertisement	\$50.00		5099	\$0.00	0.00%
<b>Total</b>	<b>\$39,659.75</b>	<b>\$28,198.62</b>		<b>\$29,901.73</b>	71.10%
<i>less FICA</i>	<b>\$37,250.00</b>	<b>\$26,238.73</b>		<b>\$27,951.42</b>	