

Nodaway County Ambulance District

103 W Carefree Maryville, MO 64468

January 8, 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

December 11, 2019

7:00 pm

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

Board members Absent: No one was absent.

Introduction of Guests: Judy Martin, CPA was present to discuss the audit for 2018. She explained the financial pages as presented as well as her finding and a letter of deficiencies' as well. The items were discussed. Martin does require a letter from the office staff and they will get it to her the following day.

The board wanted to review the audit papers given to them and tabled approval until the next month.

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

Report from Burlington Junction Rescue Squad: No one has been elected to be the Captain of 140. Mike Lightner has the email addresses for all members and has been receiving the emails that pertain to the squad.

Report from Hopkins Rescue Squad: Nothing to report.

Report from Ravenwood Rescue Squad: The squad had an extrication class on December 2, 2019.

Report from Tri-C Rescue Squad: The bracket has been installed and the old rescue tools are at the ambulance base. The squad will be participating in the extrication class on December 2 as well.

Report from Maryville Rescue Squad: The squad participated with the extrication class, and the new tools had some problems. The next day the sales representative came to test them as well, and now there is a loaner set until the company can figure out what is wrong with the Hurst tools. They are hoping it is a battery issue and nothing will be wrong with the tools themselves.

Presentation of Treasurer's Report: The report was presented to the board members. There is one CD that will be due before the end of the year and then several will be due next year. The report stands as presented.

Presentation of Bill's to be paid: The bills to be paid were presented. The bill For Kizer's was not included in the bills to be paid and will be printed off the following day. It was for work done on to unit 134 after the accident. Rickabaugh made the motion to pay the bills with the addition of Kizer's and Walk seconded the motion. . Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried.

Revenue and Expenses: This was tabled until after Florea's report.

Director of Operations Report: Item one was to inform the board members that there will not be a closed meeting as there are no evaluations to be done.

Item two was to inform the board members that December sales tax deposits ended up being \$136,243.39, which is 7.3% higher than 2018.

Item three was to inform the board members that the electrical panel was complete. It was a 100-amp and the servers are now on a dedicated circuit.

Item four was to inform the board Bobbi Wells was hired as a PRN EMT.

Item five was to inform the board members that unit 134 is back in service. There was an issue with a circuit and then with the batteries. All items have been taken care of.

Item six was to inform the board members Windows 10 is installed on all the district's computers and laptops.

Item seven was to discuss the salary increase and the rate increase. Florea suggested that all base rates be the same as Medicare Rural rates and to raise the mileage charge to \$10.50 per mile and no sliding scale. By doing these adjustments he is predicting an increase in revenues of at least \$149,921 which will help with the salary increases. Walk made the motion to approve Florea's suggestions for changes in the base rate charges as well as the mileage charge, Rickabaugh seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried.

Item eight was to adjust the budget for the year 2019. There are 13 accounts that need adjusted and the list was provided. Allen made the motion to adjust the 2019 budget as presented and Sparks seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried.

Item nine was to discuss the Leave of Absence policy. Florea needed some clarification on if the individual will have to take his vacation pay as stated in the manual, or if they can just request the time off. Florea will work on the wording of the policy and bring it to the board in the future, as the individual is just trying to get plans figured out and this is one option, they are looking at this time.

Revenue and Expenses: Since the accounts have been adjusted, the final budget is presented to the board members. Allen made the motion to accept the final budget for 2019 and Snodderley seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried.

The budget for 2020 was next on the agenda. This need approved to be able to operate starting January 1st, 2020. Walk made the motion to approve the 2020 budget as presented and Giesken seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried.

Business Manager's Report: Item one was to inform the board members that the accounts receivable is down to a difference of \$19.20.

Item two was to inform the board members she would be having surgery on December 16th. She hopes to be back to work in a couple of days. She will be available for phone calls.

Training Managers Report: Item one was to inform the board members about the meeting he had with all the instructors, multiple items were discussed. These are the highlights of the meeting. The schedule for all classes was discussed with instructors.

The quarterly CPR classes were set up with instructors. The classes are scheduled for December 12, 2019, and the second Thursday in March, June, September and December for 2020.

He wants to start an EMT CEU class that will be held in April, July and October. There are 20 spots for EMT's and if they are not filled, EMR personnel will be allowed to sit in.

Item two was to inform the board that the EMR refresher classes are complete. He had a total of five take them over the two-time frames.

Item three was to discuss a quote for a new sound system for the training department. He has gotten a quote from Northwest AV for \$1543.00 for the system and speakers. Allen made the motion to approve the purchase and Rickabaugh seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried.

Item four was to inform the board that there will be an instructors meeting on November 20th. This is to set up the class schedule for the EMR class that will begin in January, CPR classes and a new EMT/EMR refresher class that is to be held quarterly.

2020 EMR class Starts in January.

2020 EMR refresher dates have been set and sent out.

24/7 classes for full time staff need to be done before the end of the year.

The instructors are working on a scenario book and NWMSU has offered the use of their mannequins if needed, He wishes to do more skills training too.

Northwest AV will be at the district to install equipment on December 19.

Greife did order some instructors shirts too.

Employee Concerns: None currently.

Medicaid/Medicare Adjustments: Rickabaugh made the motion to approve the adjustments for October of \$3,560.62 and Giesken seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried.

Rickabaugh made a motion for invoices to be sent to collections for \$11,821.34 and Allen seconded motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried.

Old Business: There was a discussion about the combined 911 center and what the cost to the ambulance district may be. There were no answers at this time.

New Business: The Armed Forces Task Force was at the employee meeting to renew the insurance policy. They are planning to return in January to help get the rescue squad members to get signed up again. Those days are January 13 and 14th and more information will be available closer to the dates.

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

Meeting ended at 8:25.

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____

Carrie Sparks, Secretary of the Board of Directors

2019 Budget AS OF NOV 30,2019 amended 12/11/2019					
	2019	2019 Actual	ACCT	2018	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$890,000.00	\$825,497.25	4000	\$764,413.96	92.75%
Surtax	\$23,000.00	\$23,092.88	4150	\$28,657.83	100.40%
CPR Card Revenue 2617.48	\$3,400.00	\$1,925.45	4380	\$2,180.00	56.63%
Misc. Income	\$2,500.00	\$11,040.27	4730	\$6,588.46	441.61%
Bad Debt Income	\$3,500.00	\$13,854.60	4010	\$4,105.63	395.85%
Interest Income	\$37,500.00	\$35,872.73	4720	\$33,119.40	95.66%
Sales tax income	\$1,200,000.00	\$1,099,469.08	4105	\$1,220,555.17	91.62%
Sale of Assets	\$0.00		4710	\$100.00	0.00%
Knights	\$3,500.00	\$2,834.00	4008	\$3,886.75	80.97%
Pat Van Revenues	\$25,000.00	\$18,825.05	4009	\$14,415.92	75.30%
FRA FUNDS/GEMT	\$95,000.00	\$187,298.25	4300	\$5,238.29	197.16%
Total	\$2,283,400.00	\$2,219,709.56		\$2,083,261.41	97.21%
Expenditures	2019	2019 Actual	ACCT	2018	Percentage
Salaries	\$891,200.00	\$795,796.99	5000	\$825,223.87	89.29%
Overtime	\$175,200.00	\$157,084.03	5001	\$159,951.20	89.66%
Special Performance Benefit	\$13,200.00	\$8,855.00	5003	\$10,337.50	67.08%
Rescue/Training Budget	\$59,400.00	\$40,860.78	5300	\$29,491.15	68.79%
Payroll FICA	\$94,000.00	\$83,169.08	5010	\$85,626.92	88.48%
Unemployment Taxes	\$1,700.00	\$1,630.11	5015	\$1,190.30	95.89%
Employee Benefits	\$145,500.00	\$123,451.05	5020	\$121,140.95	84.85%
Longevity Pay	\$4,200.00	\$3,980.00	5021	\$3,820.00	94.76%
Health. Ins. Pay out & Retirement	\$90,000.00	\$81,164.70	5005	\$88,474.06	90.18%
Mo Lagers Expense 5.3%	\$64,000.00	\$55,198.41	5006	\$50,223.11	86.25%
Interest Expense	\$0.00		5030		0.00%
Workman's Comp	\$71,000.00	\$59,577.35	5040	\$70,066.75	83.91%
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	\$3,909.61	5060	\$3,084.06	17.38%
Administration Expense	\$9,000.00	\$8,387.72	5070	\$5,796.59	93.20%
Election Expense	\$5,891.27	\$5,891.27	5080	\$4,575.89	100.00%
Advertising Expense	\$500.00		5090	\$156.50	0.00%
Fuel & Oil	\$43,000.00	\$28,827.96	5100	\$36,760.20	67.04%
Fleet Repair	\$32,000.00	\$29,972.15	5110	\$17,645.00	93.66%
Building Repair/Maintenance	\$16,000.00	\$11,597.83	5135	\$7,646.53	72.49%
Medical & Operating Exp	\$52,000.00	\$50,513.28	5120	\$46,780.82	97.14%
Office Supplies	\$25,300.00	\$13,427.83	5130	\$15,439.16	53.07%
Technical Support	\$25,000.00	\$21,376.81	5131	\$17,259.76	85.51%
Capital Outlays ** 2 lines		\$22,986.00	5115		0.00%
Utilities	\$21,500.00	\$17,938.85	5140	\$17,963.48	83.44%
Telephone/Cell	\$7,000.00	\$6,157.92	5150	\$6,769.61	87.97%
Dues & Subscriptions	\$600.00	\$538.00	5180	\$33.00	89.67%
Laundry	\$3,500.00	\$504.00	5190	\$462.00	14.40%
Radios/Repairs Maint	\$7,500.00	\$3,209.25	5220	\$9,369.50	42.79%
Collection Expense	\$3,700.00	\$3,379.84	5290	\$1,590.39	91.35%
Miscellaneous Expense	\$12,300.00	\$11,768.28	5280	\$3,953.30	95.68%

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	\$182,500.00	\$165,298.19	5250	\$186,132.76	90.57%
Dispatching Expense	\$70,702.98	\$68,979.00	5105	\$67,626.00	97.56%
*New Rescue Equipment	\$24,000.00	\$22,727.41	5117	\$11,270.12	94.70%
Pat Van Expenditures	\$37,050.00	\$29,308.31	N/A	\$35,076.51	79.10%
GEMT Expense	\$24,500.00	\$76,322.23	5116	\$0.00	
Promotional items	\$1,000.00	\$993.00	5285	\$0.00	99.30%
Total	\$2,380,944.25	\$2,074,205.27		\$2,163,771.87	87.12%

2019 Training Expense Detail					
Expenditures	2019	2019 Actual	ACCT	2018	Percentage
Instructor's Training Wages *	\$8,750.00	\$1,519.19	5300		17.36%
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	\$4,005.22	5301	\$2,047.79	80.10%
Mandatory classes,	\$6,500.00	\$4,755.31	5305	\$2,008.22	73.16%
CE Empl.Wages 5303 &5370		\$5,017.56	5303	\$2,543.23	
Employee CE Elective	\$17,750.00	\$14,817.49	5370	\$11,905.12	111.75%
Guest Instructor Wages	\$3,000.00		5340		0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$2,017.24	5302	\$4,361.48	74.71%
1st responder Refresher Wages	\$2,500.00	\$1,564.44	5304		62.58%
Training Equipment/Maintenance	\$6,000.00	\$811.41	5310	\$2,263.41	13.52%
Training Books/Office expense	\$1,000.00	\$19.95	5331	\$296.31	2.00%
Training Miscellaneous/24-7	\$6,100.00	\$4,798.51	5380	\$1,395.59	78.66%
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	\$1,534.46	5320	\$2,670.00	76.72%
Total	\$63,400.00	\$40,860.78		\$29,491.15	64.45%

2019 Wheel Chair Budget					
	2019	2019 Actual	ACCT	2018	
w/c Actual Charges	\$25,000.00	\$18,825.05	4009	\$13,427.42	75.30%
Knights Pat Van	\$3,500.00	\$2,834.00	4008	\$3,646.75	80.97%
Contribution					
Total	\$28,500.00	\$21,659.05		\$17,074.17	76.00%

2019 Wheel Chair Expenditures					
	2019	2019 Actual	ACCT	2018	Percentage
Salaries	\$28,500.00	\$26,595.50	5009	\$28,209.23	93.32%
Overtime	\$1,000.00		5019	\$33.60	0.00%
Payroll FICA W Amb	\$2,256.75	\$2,034.56		\$2,160.58	90.15%
Repairs/Maint	\$3,000.00	\$678.25	5129	\$619.25	22.61%
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%
Total	\$39,306.75	\$29,308.31		\$35,076.51	74.56%
less FICA	\$37,050.00	\$27,273.75		\$32,915.93	

Billing error \$4,069.03 5545