

**Nodaway County Ambulance District
Board of Directors Meeting
103 W Carefree Maryville, MO 64468
January 13, 2021**

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: LAGER'S

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 9th, 2020

7:00 pm

Board Members Present: Snodderley, Walk, Giesken, Allen, Sparks and Rickabaugh were all present, and the Zoom site was open to the public.

Board members Absent: No one was absent.

Introduction of Guests: None present.

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

Report from Burlington Junction Rescue Squad: The classes for LUCAS training are being held.

Report from Hopkins Rescue Squad: No news.

Report from Ravenwood Rescue Squad: All is good,

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

Report from Maryville Rescue Squad: A new Ice Suit was purchased as the old one was over 14 years old. Rickabaugh asked about liability issues for the rescue squad and will touch base with Florea later.

Presentation of Treasurer's Report: There is one CD that will come due 12/21/2020, and Walk will resign on 12-31-2020. He will be able to sign checks until that day.

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

Revenue and Expenses: The 2020 final budget needs to be approved. Walk made the motion to approve the 2020 budget as presented and Sparks seconded the motion. Snodderley called for a vote. Rickabaugh, yea, Walk, yea, Allen, yea, Sparks, yea, Giesken, yea and Snodderley yea. Motion carried.

The 2021 budget needs to be approved so the payroll can be done on January 4th, 2021. Allen made the motion to approve the 2021 budget and Sparks seconded the motion. Snodderley called for a vote. Rickabaugh, yea, Walk, yea, Allen, yea, Sparks, yea, Giesken, yea and Snodderley yea. Motion carried.

Director of Operations Report: Bill Florea started his report by informing the board there will be no closed session. No evaluation's and no hardship requests.

Item two was to inform the board members that the sales tax revenue deposit was \$143,606.83 which is an increase of 7.30% from the previous year.

Item three was to inform the board members about the call volume. He has broken down the months of the year and what the normal increase was for each month. The next chart was to explain the percentage of calls that dealt with COVID. The increase in COVID related calls has jumped from 18 % in November to 30% in the first week of December alone. The district has now caught up with lost calls and have had an increase in volume.

Item four was to discuss the long-term plan for separation of staff. There has been a different designer that is drawing the plans to the specifications of the committee. He should have those to the office for the next board meeting.

Item five was to inform the board members that unit 133 has been repaired and the long wait time was for a mirror that was out of stock.

Item six was to ask the board to hire a PRN medic, as one had resigned about three months ago. The board gave approval.

Item seven was to inform the that 73% of the staff has recovered from their COVID sickness.

Item eight was to inform the board members that the insurance package from Jackson Insurance went up by \$10,517 for coverage for 2020. Florea did ask for a quote from VFIS, but it will not be available until after the meeting. It was discussed about what the package entails, Sparks will go through the information and see about getting some adjustments. This check will need to be written before the end of the current year.

Business Manager's Report: Item one was to inform the board members that the accounts receivable for September was off by \$353.50. She is continuing to look for the amount.

Item two was to inform the board the auditor is starting to work on the 2019 audit remotely. This includes many phone calls, emails and other various ways to get the information shared.

Item three was to inform the board currently the GEMT program is not accepting applications, possibly by January 31, 2021. So, the budget numbers for that money are not current. The staff is currently working on reports that will need to go with the application.

Item four was to inform the board that she would be having surgery in March 2021 and will be off for at least 4-5 weeks. Lager will be able to use the laptop to help with any situations that may come up and the be able to help with other needs.

Training Managers Report: Item one was to inform the board members that there will be a CPR instructors recertification class in January. There are five individuals interested in participating.

Item two was to inform the board members he has three names that wish to take the EMR class. Griefe has spoken with Mark Corson at NWMSU and is willing to allow NCAD people to attend his classes at the University if needed. Griefe would help with instructors and there would be no cost.

Item three was to inform the board that he has held one class and scheduled a second for training on the LUCAS. Once the training is complete in the Burlington Junction/Clearmont area, the LUCAS will be on the squad. This should happen on 12/10/2020.

Item four was inform the board members that there is an instructor class being held on 12/16/2020.

Item five was to inform the board that the quarterly CPR class will be held on 12/10/2020.

Item six was to inform the board that he needs to order new material for CPR and ACLS. He will order some material in 2020 and some in 2021.

Employee Concerns: None brought up at this time.

Medicaid/Medicare Adjustments: Allen made the motion to adjust Medicare/Medicaid for the month of November the amount of \$6,987.75 to be adjusted and Sparks seconded the motion. Snodderley called for a vote. Rickabaugh, yea, Walk, yea, Allen, yea, Sparks, yea, Giesken, yea and Snodderley yea. Motion carried.

Allen made the motion for the collections for October in the amount of \$5,604.88 and Rickabaugh seconded the motion. Snodderley called for a vote. Rickabaugh, yea, Walk, yea, Allen, yea, Sparks, yea, Giesken, yea and Snodderley yea. Motion carried.

Old Business: The LAGER'S proposal was next on the agenda. Florea went over the prices for the three considerations. Discussion was held.

Walk made the motion to approve the L12 plan with and added cost to the district of approximately \$63,000 per year, nut he would like the employees to contribute the extra 2% to their side, no second, but discussion was held. Motion was withdrawn.

Walk made the motion to go to the L6 plan with an added cost to the district of approximately \$177,000, and the extra 2% contribution from the employees, Rickabaugh seconded the motion. Snodderley called for a vote. Rickabaugh, yea, Walk, yea, Allen, yea, Sparks, yea, Giesken, yea and Snodderley yea. Motion carried.

Florea will contact the LAGER's office.

New Business: Florea informed the board members that the district bylaws need to be amended. Page 4, article 10 needs to have the assistant director added to being able to sign the districts checks. Florea will present the change at the next meeting and it needs three readings before it can be changed.

Walk resigned from the board as of 12/31/2020. There will need to be a new treasurer for the district. Allen made the motion to appoint Sparks as treasurer and to appoint Giesken as secretary until reorganization in May,2021 and Rickabaugh seconded the motion. Snodderley called for a vote. Rickabaugh, yea, Walk, yea, Allen, yea, Sparks, yea, Giesken, yea and Snodderley yea. Motion carried.

Walk stated he has been in contact with a member of the community that would be interested in his seat. Corey McVinua will be invited the meeting in January.

Sparks brought cupcakes for a celebration for Walk and the plaque is ordered and will be here before the end of the year.

Snodderley asked Florea about the dispatching since it has been changed to the City there has been problems with being able to hear the communication. The nightly test pages are good and can be understood, but when a

call comes about , the communication on the pagers is very rough. Florea will discuss this with the tower people to see if there is something going on at that point.

There was a question about Active 911. Allen stated his doesn't place the chief complaint at the beginning but wraps it around towards the end of the transmission. Florea has been dealing with programing problems with them as well and will work on the problem.

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

Meeting adjourned at 7:55 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____

Pat Giesken, Secretary of the Board of Directors

AS OF 11-30-2020					
	2020	2020 Actual	ACCT	2019	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$908,000.00	\$1,003,992.70	4000	\$917,512.51	110.57%
Surtax	\$25,000.00	\$25,676.68	4150	\$25,419.57	102.71%
CPR Card Revenue 2617.48	\$2,200.00	\$427.00	4380	\$2,015.45	19.41%
Misc. Income(stimulus included)	\$2,500.00	\$39,993.79	4730	\$12,861.45	1599.75%
Bad Debt Income	\$6,000.00	\$12,006.17	4010	\$16,277.72	200.10%
Interest Income	\$33,000.00	\$41,822.75	4720	\$46,495.60	126.74%
Sales tax income	\$1,200,000.00	\$1,182,435.90	4105	\$1,235,712.47	98.54%
Sale of Assets-CARES Reimbursement	\$0.00	\$63,382.39	4710	\$100.00	0.00%
Knights	\$3,500.00	\$2,870.00	4008	\$3,434.00	82.00%
Pat Van Revenues	\$25,000.00	\$14,495.40	4009	\$20,942.35	57.98%
FRA FUNDS/GEMT	\$110,000.00	\$169,515.43	4300	\$187,604.11	154.10%
Total	\$2,315,200.00	\$2,556,618.21		\$2,468,375.23	110.43%
Expenditures	2020	2020 Actual	ACCT	2019	Percentage
Salaries	\$919,500.00	\$831,451.59	5000	\$864,326.97	90.42%
Overtime	\$196,200.00	\$180,408.29	5001	\$171,593.97	91.95%
Special Performance Benefit	\$13,200.00	\$10,347.50	5003	\$9,280.00	78.39%
Rescue/Training Budget	\$59,400.00	\$27,858.64	5300	\$42,543.03	46.90%
Payroll FICA	\$99,000.00	\$87,400.52	5010	\$90,352.16	88.28%
Unemployment Taxes	\$1,700.00	\$707.22	5015	\$1,671.72	41.60%
Employee Benefits	\$151,000.00	\$129,614.83	5020	\$124,694.69	85.84%
Longevity Pay	\$4,700.00	\$4,140.00	5021	\$3,980.00	88.09%
Health. Ins. Pay out & Retirement	\$93,500.00	\$84,295.20	5005	\$88,827.90	90.16%
Mo Lagers Expense 4.8%	\$61,300.00	\$54,161.10	5006	\$60,076.61	88.35%
Interest Expense	\$0.00	\$0.00	5030	\$0.00	0.00%
Workman's Comp	\$75,000.00	\$57,279.23	5040	\$65,105.35	76.37%
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	\$4,942.51	5060	\$13,884.14	19.77%
Administration Expense	\$7,200.00	\$4,616.16	5070	\$8,912.72	64.11%
Election Expense	\$4,000.00	\$0.00	5080	\$5,891.27	0.00%
Advertising Expense	\$500.00	\$60.00	5090	\$102.00	12.00%
Fuel & Oil	\$45,000.00	\$22,753.07	5100	\$30,255.36	50.56%
Fleet Repair	\$27,000.00	\$21,266.54	5110	\$20,207.60	78.76%
Building Repair/Maintenance	\$12,500.00	\$10,795.84	5135	\$11,820.72	86.37%
Medical & Operating Exp	\$97,000.00	\$83,491.15	5120	\$54,290.05	86.07%
Office Supplies	\$21,500.00	\$14,845.54	5130	\$13,887.52	69.05%
Technical Support	\$28,400.00	\$27,480.51	5131	\$21,757.73	96.76%
Capital Outlays ** 2 lines	\$0.00		5115	\$22,986.00	0.00%
Utilities	\$23,500.00	\$15,340.20	5140	\$19,614.28	65.28%
Telephone/Cell	\$7,100.00	\$6,239.70	5150	\$6,847.96	87.88%
Dues & Subscriptions	\$600.00	\$573.00	5180	\$538.00	95.50%
Laundry	\$3,500.00	\$462.00	5190	\$546.00	13.20%
Radios/Repairs Maint	\$3,500.00	\$2,191.80	5220	\$3,345.75	62.62%
Collection Expense	\$3,000.00	\$2,372.42	5290	\$3,974.27	79.08%
Miscellaneous Expense	\$5,200.00	\$2,576.03	5280	\$12,548.81	49.54%

2020 Ambulance Budget Continued					
	2020	2020 Actual	ACCT	2019	Percentage
New Ambulance/van ** 2 lines	\$275,000.00	\$219,862.76	5115		79.95%
Bad Debt Allowance	\$214,000.00	\$200,710.76	5250	\$183,701.25	93.79%
Dispatching Expense	\$72,118.00	\$52,424.25	5105	\$68,979.00	72.69%
*New Rescue Equipment	\$26,000.00	\$24,701.73	5117	\$22,727.41	
Pat Van Expenditures	\$40,050.00	\$32,545.77	N/A	\$35,201.98	81.26%
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	\$2,700,668.00	\$2,344,131.70		\$2,221,210.48	86.80%
2020 Training Expense Detail					
Expenditures	2020	2020 Actual	ACCT	2019	Percentage
Instructor's Training Wages *	\$8,750.00	\$297.81	5300	\$1,519.19	3.40%
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	\$1,767.24	5301	\$3,735.01	35.34%
Mandatory classes,	\$4,200.00	\$2,037.66	5305	\$5,268.94	48.52%
CE Empl.Wages 5303 &5370		\$1,212.18	5303	\$5,521.64	
Employee CE Elective	\$17,750.00	\$15,473.50	5370	\$14,817.49	94.00%
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	\$27,858.64		\$42,543.03	46.90%
2020 Wheel Chair Budget					
	2020	2020 Actual	ACCT	2019	
w/c Actual Charges	\$25,000.00	\$14,495.40	4009	\$20,942.35	57.98%
Knights Pat Van	\$3,500.00	\$2,870.00	4008	\$3,434.00	82.00%
Contribution					
Total	\$28,500.00	\$17,365.40		\$24,376.35	60.93%
2020 Wheel Chair Expenditures					
Salaries	\$31,500.00	\$28,426.19	5009	\$29,135.08	90.24%
Overtime	\$1,200.00	\$77.96	5019	\$17.97	6.50%
<i>Payroll FICA W Amb</i>	\$2,180.25	\$2,180.57		\$2,228.83	100.01%
Repairs/Maint	\$2,500.00	\$1,861.05	5129	\$678.25	74.44%
<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	\$42,230.25	\$32,545.77		\$35,201.98	77.07%
<i>less FICA</i>	\$40,050.00	\$30,365.20		\$32,973.15	
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