

Nodaway County Ambulance District
103 W Carefree Maryville, MO 64468
FEBRUARY 8, 2023

Next meeting March 8, 2023

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 Coordinator/Accountant 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.

(15) **Adjournment:**

Draft Minutes

February 8, 2023

7:00 PM

Board Members Present: CARRIE SPARKS, HERB SNODDERLEY, MARY BETH SHIPPS, RICK ALLEN, PAT GIESKEN, PHIL RICKABAUGH

Board members Absent:

Introduction of Guests:

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

Report from Burlington Junction Rescue Squad: All good. 140 would like to have a Binder Lift for their squad, plus an additional one for Clearmont area. This was discussed and Sparks made a motion to purchase for each rescue squad, Shipps second. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

Report from Hopkins Rescue Squad: No Report.

Report from Ravenwood Rescue Squad: All good.

Report from Tri-C Rescue Squad: All good

Report from Maryville Rescue Squad: All good

Presentation of Treasurer's Report: Sparks states interest rates are up and need to put some money from money market into a cd. Sparks made a motion to move \$200,00 into a CD, Shipps second. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

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

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

Director of Operations Report:

Item 1 is to inform that there will be a closed meeting. Evaluation of Lane Huitt EMT, Hardship Consideration.

Item 2 was to inform the board members that the sales tax payment for the month was \$ 111,235.34.

Item 3 was to inform the board members that the LED lighting is completed. The T5's had not started. They will likely require a lift.

Item 4 was to let the board know that the ESO PM and scheduling modules are ready for set up, training starts 2/17/23.

Item 5 was to let the board know that there is a non-election set for the April 2023 election for ambulance district board members.

Item 6 was to inform the board members know that the Senior Citizens Service Tax Fund Board granted us \$12,000 for use with the Pat Van and Knights program for 2023.

Item 7 was to inform the board that the garage door maintenance has been completed, and new opener installed.

Item 8 was to inform the board that there are write offs on occasions where accounts are written off and approved by the board. When later they must be added back into A/R for different reasons. So, the amount approved no longer matches what was approved. This is typically a result of health insurance being identified very late in the collection process or by a contractual agreement which we are not allowed to bill unless there is a PR on an EOB. Does the board need to see these changes or are you ok with us adding them back into A/R after removing from a bad debt/write off. The board discussed and were fine with just putting on the report showing the balances between the ESO and SAGE.

Business Coordinator and Accounting Report:

Item 1 was to inform the board members that accounts receivable is balanced for the month.

Item 2 was to inform the board that Alice Schieffer is attending the EMS Cost Collection workshop (Medicare Reporting) in St Charles, Mo held by American Ambulance Association.

Item 3 is to inform the board that Alice Schieffer has completed W-2's, 1099 and 941.

Training Managers Report:

Item 1 was to inform the board EMR Class is session on Tuesday and Thursday thru March 2nd. Mark Corson.

Item 2 was to inform the board that EMT – B class is meeting Monday and Wednesday and go thru May 17th.

Item 3 was to inform the board members that Kim Campbell and Becky Mercer are working on the LoR (Letter of Review) for the paramedic program, and the website. Waiting on Bureau of Emergency Medical Services approval.

Item 4 was to inform the board members that coming up we have ACLS renewal and quarterly CPR on March 9th, EMR refresher on March 11th.

Employee Concerns: Morgan Wheeler read a letter addressing the policy on uniforms worn on duty. It was stated that the blue class B uniform resembled police uniforms and right now that look may not be safe nor are they children friendly. It was stated that they are not comfortable, and there is a safety issue especially for the women, to get them to fit on top it makes them baggy on bottom and is a risk at catching on things during an emergency call. Would like to see the policy change on the uniform. The board discussed and requested that samples be presented at next meeting on what uniform the employees would like to see. It will be brought up at the next employee meeting to get other employee's input.

Medicaid/Medicare Adjustments: Allen made the motion to approve the adjustments of \$5,208.98 and Rickabaugh seconded the motion. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

Allen made a motion for invoices to be sent to collections for \$14,299.58 and Sparks seconded motion. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

Old Business: Florea presented to the board, the previous discussion on vacation, an idea of letting employees carry over 1 ½ times of their vacation to the next year. They discussed that there should be a limit of 40 hrs. as the max carried over. There will more discussion on this at a later date.

New Business: The question was brought up about using sick leave for a mental health day. There was much discussion and commented that the state was looking into adding mental health to the list of protected health issues. No decision was made.

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

Closed session begins at 8:21 pm.

Open Session: Allen made the motion to go into open session and Giesken seconded the motion. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried. Open session begins at 8:44 pm.

The evaluation of Lane Huitt was accepted. The topic of the Hardship Consideration was to follow normal policy.

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

Adjournment at 8:46 pm

Recorded by Julie Schmitz

Nodaway County Ambulance District

Signed: _____ Pat Giesken, Secretary of the Board of Directors

JAN 31, 2023 Budget					
	2023	2023 Actual	ACCT	2022	Percentage
Revenues			#	Actual	2023
Ambulance Receivable	\$1,350,000.00	\$149,426.85	4000	\$1,411,321.89	11.07%
Surtax	\$25,000.00	\$41,230.60	4150	\$43,372.82	164.92%
CPR Card Revenue 2617.48	\$2,000.00	\$140.00	4380	\$1,243.50	7.00%
Misc. Income(HRSA Funds)	\$2,500.00	\$85.39	4730	118.489.04	3.42%
Bad Debt Income	\$10,000.00	\$305.52	4010	\$10,748.40	3.06%
Interest Income	\$20,000.00	\$4,288.79	4720	\$17,337.71	21.44%
Sales tax income	\$1,410,000.00	\$120,025.72	4105	\$1,457,129.47	8.51%
Sale of Assets-APR Reimbursement	\$0.00		4710	\$0.00	#DIV/0!
EMT & Paramedic classes	\$64,000.00		4011	\$1,260.00	0.00%
Contra Revenue 8.6%	-\$116,100.00	-\$5,208.98	4001	\$19,499.40	4.49%
FRA FUNDS/GEMT	\$60,000.00	\$106.77	4300	\$116,524.03	0.18%
Total	\$2,827,400.00	\$310,400.66		\$3,078,437.22	10.98%
Expenditures	2023	2023 Actual	ACCT	2022 Actual	Percentage
Salaries	\$1,100,000.00	\$121,168.24	5000	\$991,545.83	11.02%
Overtime	\$230,000.00	\$29,496.95	5001	\$220,203.37	12.82%
Special Performance Benefit	\$500.00		5003	\$10,566.00	0.00%
Rescue/Training Budget	\$124,650.00		5300	\$2,821.38	0.00%
Payroll FICA	\$100,000.00	\$12,429.72	5010	\$101,223.74	12.43%
Unemployment Taxes	\$1,500.00		5015	\$0.00	0.00%
Employee Benefits	\$240,000.00	\$19,822.48	5020	\$190,987.33	8.26%
Longevity Pay	\$0.00		5021	\$3,700.00	#DIV/0!
Health. Ins. Pay out & Retirement	\$40,000.00	\$2,654.40	5005	\$47,505.30	6.64%
Mo Lagers Expense 8.4%	\$130,000.00	\$12,158.31	5006	\$1,247,307.17	9.35%
Stipends	\$18,000.00	\$2,400.00	5008	\$15,250.00	13.33%
Workman's Comp	\$68,000.00	\$208.00	5040	\$39,470.70	0.31%
Fleet/Mail/Liab Ins. Bond	\$86,000.00		5041	\$75,453.93	0.00%
Accident/Health Insurance	\$4,000.00		5044	\$3,519.67	0.00%
Rent/Lease	\$2,500.00		5050	\$2,008.00	0.00%
Legal/ Accounting	\$24,000.00	\$14,594.80	5060	\$7,268.18	60.81%
Administration Expense	\$18,000.00	\$129.55	5070	\$15,274.63	0.72%
Election Expense	\$3,500.00		5080	\$60.00	0.00%
Advertising Expense	\$500.00		5090	\$348.00	0.00%
Fuel & Oil	\$65,000.00	\$5,577.61	5100	\$59,824.94	8.58%
Fleet Repair	\$35,000.00	\$1,697.24	5110	\$24,602.34	4.85%
Building Repair/Maintenance	\$12,500.00	\$1,190.88	5135	\$7,424.37	9.53%
Medical & Operating Exp ***	\$79,000.00	\$6,641.61	5120	\$73,426.15	8.41%
Office Supplies	\$15,000.00	\$1,598.42	5130	\$13,771.11	10.66%
Technical Support	\$29,000.00	\$1,481.89	5131	\$39,790.91	5.11%
H.S.A. Expense	\$7,500.00		5025	\$1,374.24	0.00%
Utilities	\$22,000.00	\$1,529.16	5140	\$16,819.92	6.95%
Telephone/Cell	\$8,500.00	\$249.31	5150	\$7,957.56	2.93%
Dues & Subscriptions	\$800.00	\$2,105.00	5180	\$598.00	263.13%
Laundry	\$2,500.00		5190	\$0.00	0.00%
Radios/Repairs Maint	\$9,000.00		5220	\$4,552.35	0.00%
Collection Expense	\$3,500.00		5290	\$2,366.20	0.00%
Miscellaneous Expense	\$10,000.00	\$260.46	5280	\$13,430.15	2.60%
2023 Ambulance Budget Continued					
	2023	2023 Actual	ACCT	2022 Actual	Percentage
New Ambulance/van/Equipment	\$70,000.00		5115	\$144,158.05	0.00%

Bad Debt Allowance 8.2%	\$106,600.00	\$22,339.36	5250	\$280,997.99	20.96%
Dispatching Expense	\$77,250.00		5105	\$75,000.00	0.00%
*New Rescue Equipment	\$0.00		5117	\$170,414.96	#DIV/0!
Pat Van Expenditures	\$41,750.00	\$4,333.55	N/A	\$37,037.49	10.38%
GEMT Expense	\$42,000.00		0	\$36,628.52	0.00%
Promotional items	\$1,000.00		5285	\$551.92	0.00%
Total	\$2,829,050.00	\$264,066.94		\$3,985,240.40	9.33%
2023 Training Expense Detail					
Expenditures	2023	2023 Actual	ACCT	2022 Actual	Percentage
Instructor's Training Wages *	\$9,000.00		5300	\$2,821.38	\$0.00
Instructor's Training Lodging *			5360		
Instructor's Training Mileage *			5361		
Instructor's tuition/books	\$600.00		5330	\$200.00	0.00%
CE Instructor wages **	\$5,000.00	\$172.72	5301	\$3,544.55	3.45%
Mandatory classes,	\$4,200.00	\$31.13	5305	\$1,943.60	0.74%
CE Empl.Wages 5303 &5370		\$32.93	5303	\$1,834.45	
Employee CE Elective	\$17,750.00		5370	\$1,475.00	0.19%
Guest Instructor Wages	\$2,000.00		5340	\$0.00	0.00%
1st Responder Orig. Cert Wages	\$5,000.00	\$456.94	5302	\$4,327.64	9.14%
1st responder Refresher Wages	\$2,000.00		5304	\$2,017.35	0.00%
Training Equipment/Maintenance	\$6,000.00		5310	\$532.80	0.00%
Training Books/Office expense	\$1,000.00	\$194.25	5331	\$0.00	19.43%
Training Miscellaneous/24-7	\$1,600.00	\$30.48	5380	\$798.34	1.91%
Paramedic Instructor Wage Training	\$65,000.00	\$103.80	5106	\$0.00	0.16%
Medical Director & Guest Instructor	\$1,500.00		5385	\$300.00	0.00%
EMD CEU Training	\$1,500.00	\$488.52	5107	\$0.00	32.57%
Training Supplies	\$2,500.00	\$140.00	5320	\$3,458.93	5.60%
Total	\$124,650.00	\$1,650.77		\$23,254.04	1.32%
2023 Wheel Chair Budget					
	2023	2023 Actual	ACCT	2022 Actual	
w/c Actual Charges	\$25,000.00	\$2,080.50	4009	\$19,499.40	8.32%
Contribution/Donations	\$998.47	\$15.00	2107		-\$983.47
Total	\$25,000.00	\$2,080.50		\$19,499.40	8.32%
2023 Wheel Chair Expenditures					
Salaries	\$32,500.00	\$4,333.55	5009	\$34,347.49	13.33%
Overtime	\$1,200.00		5019	\$252.04	0.00%
<i>Payroll FICA W Amb</i>	\$2,600.00			\$0.00	0.00%
Repairs/Maint	\$3,500.00		5129	\$1,192.60	0.00%
<i>Fuel & Oil</i>	\$4,000.00		5109	\$1,215.36	0.00%
New Equipment	\$500.00		5119	\$0.00	0.00%
Advertisement	\$50.00		5099	\$30.00	0.00%
Total	\$44,350.00	\$4,333.55		\$37,037.49	9.77%
<i>less FICA</i>	\$41,750.00	\$4,333.55		\$37,037.49	

