

*Nodaway County Ambulance Board of Directors Meeting Agenda
103 W Carefree Drive
Maryville, MO 644
March 14TH, 2018*

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 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 must 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

February 14th, 2018

7:30 pm

Board Members Present: Allen, Walk, Snodderley, Redden and Standiford were present. Crady was 10 minutes late.

Board members Absent: No one was absent.

Introduction of Guests: There were no guests present.

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

Report from Burlington Junction Rescue Squad: Nothing to report.

Report from Hopkins Rescue Squad: No one present.

Report from Ravenwood Rescue Squad: Nothing reported.

Report from Tri-C Rescue Squad: Nothing reported

Report from Maryville Rescue Squad: Nothing reported.

Presentation of Treasurer's Report: The report was presented to the board members. There are some CD's that will come due in the current month. The sales tax was rather low.

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

Revenue and Expenses: Report was given to the board members.

Director of Operations Report: Item one was to inform the board members that there would be a closed session for one employee, Business Manager LaRee Lager.

Item two was to inform the board members that the January sales tax deposits were \$66,254.04 which was 25.89% less than January 2017 and 10% lower than January 2016.

Item three was to inform the board members that the Senior Board awarded the PAT Van \$4,200 and the board will match that amount, and the after-hour Knights were awarded \$1,800.

Item four was to inform the board members that the remount was picked up February 2 and it is not in service yet.

Item five was inform the board members that the 20 X 20 portable shelter is not repairable, and it has been filed with insurance. Today we received a check for \$8,750.00, there would have been a \$250.00 deductible. This is after depreciation as the tent was valued over \$18,000 when purchased new.

Item six was to inform the board that unit 133 was damaged when it struck a parking bollard. The damage was \$3,051.75 and has been filed with insurance.

Item seven was to inform the board members that Shelby Bever resigned as of 2-12-2018.

Item eight was to discuss the Hurst Air bags that were put into service in 1996. They have a life span of 10 years and have been in service for over 22 years. They have been removed from service. Florea got two quotes for new air bag system. Alex Air \$5376.00 and Sentinel Emergency Solutions \$4373.00. Redden made the motion to purchase the air bag system from Sentinel Emergency Solutions and Allen seconded the motion. Standiford called for a vote. Allen, yea, Walk, yea, Crady yea, Snodderley yea, Redden, yea and Standiford, yea. Motion carried. Redden thought he would ask if Polk Township would be interesting in paying for half of the system. He will report back at the next meeting.

Item nine was to ask the board members if the April meeting could be moved up to Monday April 9th as he needs to be out of town on April 11th. Allen made the motion to move the meeting to April 9th and Redden seconded the motion. Standiford called for a vote. Allen, yea, Walk, yea, Crady yea, Snodderley yea, Redden, yea and Standiford, yea. Motion carried.

Business Manager's Report: Item one was to inform the board members that the accounts receivable is still off, but she has found some mistakes and is still looking at the accounts.

Item two was to inform the board members that helicopter insurance forms are available to fill out. Any member of the rescue squads is eligible for the insurance and the cost per family is \$70.

Item three was to hand a bill to John Redden a bill for Polk Township for the rope class that was held.

Training Managers Report: Item one was to inform the board members that the EMR class is going well.

Item two was to inform the board that the EMR renewal class and EVOC is scheduled for March and April. Hall asked about serving lunch during the class and the board members were in favor of getting lunch for any time there is a class for training the volunteers.

Item three was to inform the board members that Sharon Smith, RN from Mosaic Life Care will be teaching a PEARS class for the district's EMT's. She is not charging the district anything but the cost of the books.

Employee Concerns: No one was present with any concerns.

Medicaid/Medicare Adjustments: Crady made the motion to approve the Medicare adjustments for \$3,907.41 and Walk seconded the motion. Standiford called for a vote. Allen, yea, Walk, yea, Crady yea, Snodderley yea, Redden, yea and Standiford, yea. Motion carried.

The monthly adjustments were given to the board members next. After reviewing Crady made the motion to accept the monthly adjustments of \$9,139.17 and Walk seconded the motion. Standiford called for a vote. Allen, yea, Walk, yea, Crady nay, Snodderley yea, Redden yea, and Standiford, yea. Motion carried. Florea asked if a patient made a payment before the account was sent, could the office adjust the figure and notify the board members at the next meeting? This was approved by all.

Old Business: None

New Business: Snodderley was asked about why the district does not to transfers for patients. He stated someone asked why the district does not go to Kansas City to pick up patients and bring them back to the county. Florea

explained that KCFD has control over Kansas City and they do not allow other ambulances into their districts very often. So, it is not that the district will not go to Kansas City to bring a patient back, it is more like the district can't. Snodderley asked about transfers to other hospitals as well, and it was explained that if there is staff, the district will take to other hospitals within the mileage limit set, but there must be an ambulance in the county for emergency reasons. Sometimes there is not staff available, or there is an ambulance already out of county. The district makes every effort to take patients to the appropriate facilities.

Recess: Allen made the motion to go into closed session and Crady seconded the motion. Standiford called for a vote. Allen, yea, Walk, yea, Crady yea, Snodderley yea, Redden yea, and Standiford, yea. Motion carried. Closed session starts at 8:05.

Open Session: Allen made the motion to go into open session and Crady seconded the motion. Standiford called for a vote. Allen, yea, Walk, yea, Crady yea, Snodderley yea, Redden yea, and Standiford, yea. Motion carried. Open session started at 8:35.

Redden made the motion to grant LaRee Lager a performance incentive of \$425 and a longevity of \$480, and Walk seconded the motion. Standiford called for a vote. Allen, yea, Walk, yea, Crady yea, Snodderley yea, Redden yea, and Standiford, yea. Motion carried

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

Meeting adjourned at 8:35 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____ John C. Redden, Secretary

2018 Budget					
	2018	2018 Actual	ACCT	2017	Percentage
Revenues			#	Projected	2017 actual
Ambulance Receivable	\$715,000.00	\$93,704.99	4000	\$764,413.96	13.11%
Surtax	\$23,000.00	\$22,639.28	4150	\$28,657.83	98.43%
CPR Card Revenue 2617.48	\$2,000.00	\$140.00	4380	\$2,180.00	7.00%
Misc. Income	\$3,500.00	\$8.43	4730	\$6,588.46	0.24%
Bad Debt Income	\$1,800.00	\$325.92	4010	\$4,105.63	18.11%
Interest Income	\$26,700.00	\$5,166.77	4720	\$33,119.40	19.35%
Sales tax income	\$1,200,000.00	\$83,277.60	4105	\$1,220,555.17	6.94%
Sale of Assets	\$0.00		4710	\$100.00	
Kights	\$3,000.00	\$160.00	4008	\$3,886.75	5.33%
Pat Van Revenues	\$25,000.00	\$2,362.00	4009	\$14,415.92	9.45%
FRA FUNDS	\$20,000.00	\$110.61	4300	\$5,238.29	0.55%
Total	\$2,020,000.00	\$207,895.60		\$2,083,261.41	10.29%
Expenditures	2018	2018 Actual	ACCT	2017	Percentage
Salaries	\$845,000.00	\$70,376.01	5000	\$829,695.19	8.33%
Overtime	\$174,250.00	\$12,412.37	5001	\$164,996.47	7.12%
Special Performance Benefit	\$10,000.00	\$800.00	5003	\$8,262.50	8.00%
Rescue/Training Budget	\$59,400.00	\$1,622.73	5300	\$48,491.45	2.73%
Payroll FICA	\$91,250.00	\$7,177.35	5010	\$85,080.55	7.87%
Unemployment Taxes	\$1,500.00		5015	\$1,461.56	0.00%
Employee Benefits	\$140,500.00	\$10,456.09	5020	\$128,645.08	7.44%
Longevity Pay	\$3,700.00	\$440.00	5021	\$3,500.00	11.89%
Health. Ins. Pay out & Retirement	\$81,500.00	\$7,308.36	5005	\$71,713.32	8.97%
Mo Lagers Expense	\$45,000.00	\$3,786.70	5006	\$802,716.33	8.41%
Interest Expense	\$0.00		5030	\$0.00	\$\$\$
Workman's Comp	\$56,000.00	\$4,843.00	5040	\$57,431.25	8.65%
Fleet/Mail/Liab Ins. Bond	\$50,700.00	\$45,875.00	5041	\$45,014.00	90.48%
Accident/Health Insurance	\$3,359.00	\$3,310.07	5044	\$3,359.00	98.54%
Rent/Lease	\$2,500.00	\$1,920.00	5050	\$1,932.52	76.80%
Legal/ Accounting	\$17,000.00	\$136.36	5060	\$11,975.02	0.80%
Administration Expense	\$7,200.00		5070	\$5,034.19	0.00%
Election Expense	\$500.00		5080	\$144.00	0.00%
Advertising Expense	\$500.00		5090	\$110.00	0.00%
Fuel & Oil	\$30,000.00	\$3,584.66	5100	\$27,194.68	11.95%
Fleet Repair	\$29,000.00	\$1,135.59	5110	\$18,372.98	3.92%
Building Repair/Maintenance	\$15,000.00	\$468.54	5135	\$10,936.94	3.12%
Medical & Operating Exp	\$47,000.00	\$4,518.47	5120	\$35,562.18	9.61%
Office Supplies	\$25,300.00	\$2,045.53	5130	\$20,691.94	8.09%
Technical Support	\$19,500.00	\$12,226.96	5131	\$14,093.90	62.70%
Capital Outlays ** 2 lines	\$0.00		5115	\$8,786.44	\$\$\$\$
Utilities	\$18,900.00	\$1,522.71	5140	\$16,566.62	8.06%
Telephone/Cell	\$6,400.00	\$534.59	5150	\$6,434.88	8.35%
Dues & Subscriptions	\$600.00		5180	\$447.99	0.00%
Laundry	\$3,500.00	\$42.00	5190	\$462.00	1.20%
Radios/Repairs Maint	\$5,500.00		5220	\$1,757.90	0.00%
Collection Expense	\$2,700.00	\$81.07	5290	\$2,373.59	3.00%
Miscellaneous Expense	\$5,500.00	\$65.82	5280	\$3,926.99	1.20%

2018 Ambulance Budget Continued					
	2018	2017 Actual	ACCT	2017	Percentage
New Ambulance/van ** 2 lines	\$165,000.00		5115	\$161,237.00	0.00%
Bad Debt Allowance	\$143,000.00	\$18,741.00	5250	\$155,704.49	13.11%
Dispatching Expense	\$67,626.00	\$16,906.50	5105	\$66,300.00	25.00%
*New Rescue Equipment			5117	\$360.00	#DIV/0!
Pat Van Expenditures	\$33,750.00	\$2,191.84	N/A	\$29,901.73	6.49%
MO Lagers Retirement	\$0.00		5006	\$0.00	#DIV/0!
Promotional items	\$1,000.00		5285	\$0.00	0.00%
Total	\$2,209,135.00	\$234,529.32		\$2,850,674.68	10.62%
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		5301	\$4,259.85	0.00%
Mandatory classes,	\$4,200.00		5305	\$1,826.68	0.00%
CE Empl.Wages 5303 &5370		\$598.95	5303	\$6,520.75	
Employee CE Elective	\$17,750.00		5370	\$25,034.10	3.37%
Guest Instructor Wages	\$3,000.00		5340	\$50.00	0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$267.52	5302	\$1,960.40	9.91%
1st responder Refresher Wages	\$800.00		5304	\$233.24	0.00%
Training Equipment/Maintenance	\$6,000.00		5310	\$4,402.25	0.00%
Training Books/Office expense	\$1,000.00	\$296.31	5331	\$30.00	29.63%
Training Miscellaneous	\$1,600.00	\$459.95	5380	\$450.20	28.75%
New EMD Training	\$3,000.00		5106		0.00%
Medical Director	\$1,500.00		5385	\$100.00	0.00%
EMD CUE Training	\$1,500.00		5107	\$203.52	0.00%
Training Supplies	\$2,000.00		5320	\$679.94	0.00%
Total	\$59,400.00	\$1,622.73		\$46,311.45	2.73%
2018 Wheel Chair Budget					
	2018	2018 Actual	ACCT	2017	
w/c Actual Charges	\$25,000.00	\$2,202.00	4009	\$13,427.42	8.81%
Knights Pat Van	\$3,000.00	\$160.00	4008	\$3,646.75	5.33%
Contribution					
Total	\$28,000.00	\$2,362.00		\$17,074.17	8.44%
2018 Wheel Chair Expenditures					
Salaries	\$26,500.00	\$2,002.48	5009	\$25,456.48	7.56%
Overtime	\$1,500.00	\$33.60	5019	\$37.80	2.24%
Payroll FICA W Amb	\$2,142.00	\$155.76		\$1,950.31	7.27%
Repairs/Maint	\$2,900.00		5129	\$345.50	0.00%
Fuel & Oil	\$2,300.00		5109	\$2,045.65	0.00%
New Equipment	\$500.00		5119	\$65.99	0.00%
Advertisement	\$50.00		5099	\$0.00	0.00%
Total	\$35,892.00	\$2,191.84		\$29,901.73	6.11%
less FICA	\$33,750.00	\$2,036.08		\$27,951.42	

