

*NNodaway County Ambulance Board of Directors Meeting Agenda*

*103 W Carefree Drive  
Maryville, MO 64468*

*March 13, 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

February 13, 2019 7:00 pm

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

**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. Walk made the motion to accept the minutes as presented and Allen seconded the motion. Standiford called for a vote. Allen, yea, Sparks, yea, Rickabaugh, yea, Walk, yea, Snodderley, yea and Standiford yea. Motion carried.

**Report from Burlington Junction Rescue Squad:** All is OK.

**Report from Hopkins Rescue Squad:** The rescue squad has been moved to Pickering.

**Report from Ravenwood Rescue Squad:** All is OK.

**Report from Tri-C Rescue Squad:** There are some pager issues. This is not just a problem for the district and Haug is looking into the problems.

**Report from Maryville Rescue Squad:** The Hurst demo has been rescheduled for February 22 at the ambulance and the Polar plunge at NWMSU has been scheduled for February 21<sup>st</sup>, at 5:00 pm at Colden Pond.

**Presentation of Treasurer's Report:** The report was presented to the board members. One CD came due and was redeemed. There will be several CD's coming due this year and the interest rates should go up.

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

**Revenue and Expenses:** Report was given to the board members. There were a few questions about the Fleet insurance and the accident insurance, these are a one-time payment and there should be no more cost to these accounts.

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

Item two was to inform the board members that the February sales tax deposits were \$83,556.60 which was 16.37% more than February 2018.

Item three was to inform the board members that there were two accounts removed from the sent to collections from last month, these were for \$284.03 and \$413.74, which brought the amount sent to collections to \$8,170.92.

Item four was to inform the board members that the Senior board granted the district \$7,400 for both Senior and the Knights after hours program.

Item five was to inform the board members that unit 141 has been moved to Pickering.

Item six was to inform the board that he had approved a repair on the generator for \$1,355.81 which includes a new throttle actuator, signal conditioner, mileage and travel from Absolute Comfort. It has not been installed yet.

Item seven was to inform the board members that the wash bay door is not working correctly, and the part has been ordered.

**Business Manager's Report:** Item one was to inform the board members that the accounts receivable has had a change since last month of \$3.61, so the difference is currently \$135.53.

Item two was to discuss the Certified Ambulance Documentation Specialists program presented from PWW. There is a class in Columbia on February 27<sup>th</sup> at a cost of \$200 per person. This class is a one-time class, no continuing education hours needed and was discussed at a previous board meeting. The cost for PWW to come to the district for the class would be \$7,000 plus expenses and we can have up to 50 people in the class. There is interest from other ambulance districts to attend the class.

There was a discussion held. Allen made the motion to approve up to four members to attend this class in Columbia and Walk seconded the motion. Standiford called for a vote. Allen, yea, Sparks, yea, Rickabaugh, nay, Walk, yea, Snodderley, yea and Standiford yea. Motion carried. More information about hosting a class will be discussed next month.

Item three was to inform the board members that McQueen, Florea, Schmitz and Lager will be attending classes in St Louis in April. These are hosted by PWW and the staff attends every year.

Item four was to inform the board members she went to the Lake of the Ozarks on January 30 and 31 to get information about the GEMT program and the new Cost Data Analysis program that Medicare will be implementing in January 2020. This is similar to the GEMT reporting with some changes.

**Training Managers Report:** Item one was to inform the board members that all CPR instructors have been recertified and there were two new instructors from the National guard that certified.

Item two was to inform the board that the EMR refreshers will be held in March. Burlington Junction will be held March 9<sup>th</sup>, 2019 and there will be a class at the ambulance on March 16, 2019.

Item three was to inform the AHA training site inspection was done on February 1, 2019. All positives were received.

**Employee Concerns:** None brought to the board members.

**Medicaid/Medicare Adjustments:** Snodderley made the motion to approve the adjustments for January of \$7,228.28 and Allen seconded the motion. Standiford called for a vote. Allen, yea, Sparks, yea, Rickabaugh, yea, Walk, yea, Snodderley, yea and Standiford yea. Motion carried.

Snodderley made the motion to send to collections the amount of \$16,340.45 and Walk seconded the motion. Standiford called for a vote. Allen, yea, Sparks, yea, Rickabaugh, yea, Walk, yea, Snodderley, yea and Standiford yea. Motion carried.

**Old Business:** The discussion about new chairs for the office area was discussed. The board did give a price range between \$50 to \$70 for chairs. After doing research that price range would not work due to the style of chairs needed. Three were presented to the board members. After a discussion Rickabaugh made the motion to approve up to \$2,000 for 12 chairs and Allen seconded the motion. Standiford called for a vote. Allen, yea, Sparks, yea, Rickabaugh, yea, Walk, nay, Snodderley, nay and Standiford yea. Motion carried.

**New Business:** None brought to the board.

**Recess:** Allen made the motion to go into closed session and Walk seconded the motion. Standiford called for a vote. Allen, yea, Sparks, yea, Rickabaugh, yea, Walk, yea, Snodderley, yea and Standiford yea. Motion carried. Closed session started at 7:45.

**Open Session:** Allen made the motion to go into open session and Sparks seconded the motion. Standiford called for a vote. Allen, yea, Sparks, yea, Rickabaugh, yea, Walk, yea, Snodderley, yea and Standiford yea. Motion carried.

Open session begins at 8:17.

Allen makes the motion to grant LaRee Lager a longevity of \$500.00 and a performance incentive of \$425.00, Walk seconded the motion. Standiford called for a vote. Allen, yea, Sparks, yea, Rickabaugh, yea, Walk, yea, Snodderley, yea and Standiford yea. Motion carried.

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

Meeting adjourned at 8:19 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

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

Rick Allen, Secretary of the Board of Directors

2019 Budget As of 1/31/2019					
	2019	2019 Actual	ACCT	2018	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$890,000.00	\$81,938.63	4000	\$764,413.96	9.21%
Surtax	\$23,000.00	\$22,887.33	4150	\$28,657.83	99.51%
CPR Card Revenue 2617.48	\$3,400.00		4380	\$2,180.00	0.00%
Misc. Income	\$2,500.00	\$6,890.00	4730	\$6,588.46	275.60%
Bad Debt Income	\$3,500.00	\$817.05	4010	\$4,105.63	23.34%
Interest Income	\$37,500.00	\$1,298.10	4720	\$33,119.40	3.46%
Sales tax income	\$1,200,000.00	\$95,256.64	4105	\$1,220,555.17	7.94%
Sale of Assets	\$0.00		4710	\$100.00	0.00%
Knights	\$3,500.00	\$280.00	4008	\$3,886.75	8.00%
Pat Van Revenues	\$25,000.00	\$1,087.00	4009	\$14,415.92	4.35%
FRA FUNDS	\$95,000.00	\$2,478.98	4300	\$5,238.29	2.61%
Total	\$2,283,400.00	\$212,933.73		\$2,083,261.41	9.33%
Expenditures	2019	2019 Actual	ACCT	2018	Percentage
Salaries	\$855,000.00	\$67,940.05	5000	\$825,223.87	7.95%
Overtime	\$170,500.00	\$13,220.66	5001	\$159,951.20	7.75%
Special Performance Benefit	\$13,200.00	\$337.50	5003	\$10,337.50	2.56%
Rescue/Training Budget	\$59,400.00	\$4,600.41	5300	\$29,491.15	7.74%
Payroll FICA	\$92,000.00	\$6,953.38	5010	\$85,626.92	7.56%
Unemployment Taxes	\$1,700.00		5015	\$1,190.30	0.00%
Employee Benefits	\$145,500.00	\$22,241.53	5020	\$121,140.95	15.29%
Longevity Pay	\$4,200.00	\$460.00	5021	\$3,820.00	10.95%
Health. Ins. Pay out & Retirement	\$90,000.00	\$7,037.10	5005	\$88,474.06	7.82%
Mo Lagers Expense 5.3%	\$64,000.00	\$4,651.74	5006	\$50,223.11	7.27%
Interest Expense	\$0.00		5030		0.00%
Workman's Comp	\$71,000.00	\$5,634.00	5040	\$70,066.75	7.94%
Fleet/Mail/Liab Ins. Bond	\$55,000.00	\$54,279.00	5041	\$47,996.00	98.69%
Accident/Health Insurance	\$4,000.00	\$3,484.33	5044	\$3,310.07	87.11%
Rent/Lease	\$2,500.00	\$1,920.00	5050	\$1,960.00	76.80%
Legal/ Accounting	\$22,500.00	\$163.32	5060	\$3,084.06	0.73%
Administration Expense	\$7,200.00	\$4,312.03	5070	\$5,796.59	59.89%
Election Expense	\$4,000.00		5080	\$4,575.89	0.00%
Advertising Expense	\$500.00		5090	\$156.50	0.00%
Fuel & Oil	\$43,000.00	\$2,992.69	5100	\$36,760.20	6.96%
Fleet Repair	\$29,000.00	\$870.50	5110	\$17,645.00	3.00%
Building Repair/Maintenance	\$16,000.00	\$1,680.44	5135	\$7,646.53	10.50%
Medical & Operating Exp	\$47,000.00	\$4,047.64	5120	\$46,780.82	8.61%
Office Supplies	\$25,300.00	\$2,644.87	5130	\$15,439.16	10.45%
Technical Support	\$25,000.00	\$12,174.98	5131	\$17,259.76	48.70%
Capital Outlays ** 2 lines			5115		0.00%
Utilities	\$21,500.00	\$1,613.89	5140	\$17,963.48	7.51%
Telephone/Cell	\$7,000.00	\$597.42	5150	\$6,769.61	8.53%
Dues & Subscriptions	\$600.00		5180	\$33.00	0.00%
Laundry	\$3,500.00	\$42.00	5190	\$462.00	1.20%
Radios/Repairs Maint	\$7,500.00	\$72.25	5220	\$9,369.50	0.96%
Collection Expense	\$2,700.00	\$312.10	5290	\$1,590.39	11.56%
Miscellaneous Expense	\$5,500.00	\$350.75	5280	\$3,953.30	6.38%

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	\$178,000.00	\$16,387.73	5250	\$186,132.76	9.21%
Dispatching Expense	\$70,702.98		5105	\$67,626.00	0.00%
*New Rescue Equipment	\$6,847.02		5117	\$11,270.12	0.00%
Pat Van Expenditures	\$37,050.00		N/A	\$35,076.51	0.00%
<b>GEMT Expense</b>	\$24,500.00		5112	\$0.00	
Promotional items	\$1,000.00		5285	\$0.00	0.00%
<b>Total</b>	<b>\$2,296,900.00</b>	<b>\$241,022.31</b>		<b>\$2,163,771.87</b>	<b>10.49%</b>
2019 Training Expense Detail					
Expenditures	2019	2019 Actual	ACCT	2018	Percentage
Instructor's Training Wages *	\$8,750.00	\$65.40	5300		0.75%
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	\$82.42	5301	\$2,047.79	1.65%
Mandatory classes,	\$4,200.00		5305	\$2,008.22	0.00%
CE Empl.Wages 5303 &5370			5303	\$2,543.23	
Employee CE Elective	\$17,750.00	\$129.00	5370	\$11,905.12	0.73%
Guest Instructor Wages	\$3,000.00		5340		0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$304.12	5302	\$4,361.48	11.26%
1st responder Refresher Wages	\$800.00		5304		0.00%
Training Equipment/Maintenance	\$6,000.00		5310	\$2,263.41	0.00%
Training Books/Office expense	\$1,000.00	\$19.95	5331	\$296.31	2.00%
Training Miscellaneous/24-7	\$6,100.00	\$3,829.32	5380	\$1,395.59	62.78%
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 SPPLIES	\$2,000.00	\$170.20	5320	\$2,670.00	8.51%
<b>Total</b>	<b>\$59,400.00</b>	<b>\$4,600.41</b>		<b>\$29,491.15</b>	<b>7.74%</b>
2019 Wheel Chair Budget					
	2019	2019 Actual	ACCT	2018	
w/c Actual Charges	\$25,000.00	\$1,087.00	4009	\$13,427.42	4.35%
Knights Pat Van	\$3,500.00	\$280.00	4008	\$3,646.75	8.00%
Contribution					
<b>Total</b>	<b>\$28,500.00</b>	<b>\$1,367.00</b>		<b>\$17,074.17</b>	<b>4.80%</b>
2019 Wheel Chair Expenditures					
Salaries	\$28,500.00	\$1,955.56	5009	\$28,209.23	6.86%
Overtime	\$1,000.00		5019	\$33.60	0.00%
Payroll FICA W Amb	\$2,256.75			\$2,160.58	0.00%
Repairs/Maint	\$3,000.00		5129	\$619.25	0.00%
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%
<b>Total</b>	<b>\$39,306.75</b>	<b>\$1,955.56</b>		<b>\$35,076.51</b>	<b>4.98%</b>
less FICA	\$37,050.00	\$1,955.56		\$32,915.93	