

Nodaway County Ambulance District

103 W Carefree Maryville, MO 64468

February 12th, 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

February 12th, 2020

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: None present.

Presentation of Minutes: The minutes were presented to the board members. Allen made the motion to accept the minutes as presented 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.

Report from Burlington Junction Rescue Squad: There was a meeting on February 4th and they elected Mike Lightner and Kolton Jones as co captains.

Report from Hopkins Rescue Squad: Nothing to report. No one present.

Report from Ravenwood Rescue Squad: All is fine.

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

Report from Maryville Rescue Squad: All is good.

Presentation of Treasurer's Report: The report was presented to the board members. There are CD's that will coming due soon and Walk will be looking at interest rates and terms for these monies.

Presentation of Bill's to be paid: The bills to be paid were presented. Allen made the motion to pay the bills Sparks 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: The report was presented to the board members. There is a double entry of \$1,920.00, it should only be in rent and lease, and it is in radio repairs as well, this will be corrected.

Director of Operations Report: Item one was to inform the board members that there will be a closed meeting for evaluation for LaRee Lager, business manager.

Item two was to inform the board members that December sales tax deposits ended up being \$79,621.38 which is 5.6 % higher than 2019.

Item three was to inform the board members that the District received \$9,000 from the senior board for both the PAT van and the Knights van service.

Item four was to inform the board that the minimum wage change has made it so some employees could quit and get rehired at a higher rate. He discussed how to avoid this by changing the years of service benefit. The change would be for EMT-P prior years to change to .15 cents /year for a maximum of 15 years and a cost of \$2.25 and hour, and for EMT to .10 cents / year for maximum of 15 years and a total of \$1.50 an hour. Allen made the motion to approve the change as presented 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 five was to inform the board members that unit 131 will be going to Lifeline on February 21st.

Item six was to discuss the Leave of absence policy. If it is complete, will the board accept it? Allen made the motion to approve the leave of absence policy 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.

Item seven was to discuss the Burlington Junction squad and the co-captains.

Item eight was to ask that the board move the April meeting as on the 8th, the office staff will all be in St. Louis for the yearly Medicare update. The board approved to move April's meeting to April 15th at 7:00 pm.

Item nine was to discuss the purchase of a portable Ventilator for transfer trips. The cost is \$16,579.78 and will be purchased through Zoll. This is the only ventilator that all the crews were comfortable when testing was being done. Walk made the motion to purchase the ventilator from Zoll at the cost of \$16,579.78 and Allen seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried.

Item ten was to discuss the purchase of a new Life Pack 15. The current Life Pack 12 that is in unit 131 will no longer be able to have the program updated, as it is too old. Florea stated that the district can trade in the Life Pack 12 for \$6,200 and bring the cost of a new Life Pack 15 to \$26,947.01 from Stryker Medical. Allen made the motion to purchase the Life Pack 15 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.

Business Manager's Report: Item one was to inform the board members that the accounts receivable is down to a difference of \$58.52.

Item two was to inform the board members that Florea, McQueen, Schmitz and she would be in St. Louis for classes in April.

Training Managers Report: Item one was to inform the board members that the EMR class is over ¾ way through and the starting eight individuals are still in the class.

Item two was to inform the board members that the extrication class hasn't been set yet, nor has the driving class. These will be held in April.

Item three was to inform the board members that most of the employees licenses will be due in March and he has most of the information to Dr. Symonds.

Item four was to discuss the program Turning Point that the district has used. Greife has been doing some training and the employees could use a smartphone to take test and if they don't have a smartphone, they could use the district's I Pads.

Employee Concerns: None currently.

Medicaid/Medicare Adjustments: Rickabaugh made the motion to approve the adjustments of \$3,680.92 and Allen 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 \$13,544.01 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: Jill Nielson gave an update oh the BID program. To date there have been 27 kids, each receiving two belt protectors. She read a Thank you note from a parent who was very happy with the program and that the district is doing this for the children.

Nielson has been approached by other individuals who were wondering about an adult program. There was a discussion but no action on the idea.

Rickabaugh discussed the multi cutter tool to remove windows. He has done some pricing with Maryville Tool as well as looked at other cutters. There was a discussion held about which toll would work and what accessories would be needed for each squad. Allen made the motion to approve the spending limit of \$4,000 for five tools 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. Maryville and Ravenwood will not have to have batteries or a charger. Florea will get will Rickabaugh to discuss the order.

New Business: Allen passed along a compliment to the ambulance crew that recently provided service for someone he knows.

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

Open session: Allen made the motion to go into open session 8:23 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.

Open session started at 8:23.

Sparks made the motion to grant LaRee Lager a performance incentive of \$450.00 and a longevity of \$520.00, and Allen seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried.

Bryan Sobotka asked some questions to the board members about the possibility of purchasing new rescue trucks or updating the lights on the current ones. He has been looking into new emergency lights on the exterior of the trucks and has found some for the cost \$2,300 to \$2,500 and his squad members will install them. He also has investigated some extra scene lighting as well and had a question about possibly installing a roll up back door on the unit. There was a discussion held about these items and the board would like more information before they can decide. Bryan was asked if he would be able to get the information gathered before the next meeting or he could present it to Giesken to bring to the meeting. He will try to get information gathered.

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 8:45.

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____

Carrie Sparks, Secretary of the Board of Directors

2020 Budget As of JAN 31, 2020					
	2020	2020 Actual	ACCT	2019	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$908,000.00	\$110,563.99	4000	\$917,512.51	12.18%
Surtax	\$25,000.00	\$24,269.11	4150	\$25,419.57	97.08%
CPR Card Revenue 2617.48	\$2,200.00	\$60.00	4380	\$2,015.45	2.73%
Misc. Income	\$2,500.00	\$594.60	4730	\$12,861.45	23.78%
Bad Debt Income	\$6,000.00	\$92.26	4010	\$16,277.72	1.54%
Interest Income	\$33,000.00	\$5,344.54	4720	\$46,495.60	16.20%
Sales tax income	\$1,200,000.00	\$109,211.26	4105	\$1,235,712.47	9.10%
Sale of Assets	\$0.00	\$0.00	4710	\$100.00	0.00%
Knights	\$3,500.00	\$480.00	4008	\$3,434.00	13.71%
Pat Van Revenues	\$25,000.00	\$1,994.20	4009	\$20,942.35	7.98%
FRA FUNDS/GEMT	\$110,000.00	\$116.11	4300	\$187,604.11	0.11%
Total	\$2,315,200.00	\$252,726.07		\$2,468,375.23	10.92%
Expenditures	2020	2020 Actual	ACCT	2019	Percentage
Salaries	\$883,500.00	\$69,556.96	5000	\$864,326.97	7.87%
Overtime	\$170,200.00	\$13,214.32	5001	\$171,593.97	7.76%
Special Performance Benefit	\$13,200.00	\$1,000.00	5003	\$9,280.00	7.58%
Rescue/Training Budget	\$59,400.00	\$1,163.78	5300	\$42,543.03	1.96%
Payroll FICA	\$96,000.00	\$7,286.89	5010	\$90,352.16	7.59%
Unemployment Taxes	\$1,700.00	\$0.00	5015	\$1,671.72	0.00%
Employee Benefits	\$151,000.00	\$18,812.86	5020	\$124,694.69	12.46%
Longevity Pay	\$4,700.00	\$480.00	5021	\$3,980.00	10.21%
Health. Ins. Pay out & Retirement	\$93,500.00	\$8,289.30	5005	\$88,827.90	8.87%
Mo Lagers Expense 4.8%	\$61,300.00	\$4,617.76	5006	\$60,076.61	7.53%
Interest Expense	\$0.00	\$0.00	5030	\$0.00	0.00%
Workman's Comp	\$75,000.00	\$5,737.00	5040	\$65,105.35	7.65%
Fleet/Mail/Liab Ins. Bond	\$62,000.00	\$61,680.00	5041	\$53,931.00	99.48%
Accident/Health Insurance	\$4,000.00	\$3,484.33	5044	\$3,484.33	87.11%
Rent/Lease	\$2,500.00	\$1,920.00	5050	\$2,007.70	76.80%
Legal/ Accounting	\$25,000.00	\$253.71	5060	\$13,884.14	1.01%
Administration Expense	\$7,200.00	\$1,027.25	5070	\$8,912.72	14.27%
Election Expense	\$4,000.00	\$0.00	5080	\$5,891.27	0.00%
Advertising Expense	\$500.00	\$0.00	5090	\$102.00	0.00%
Fuel & Oil	\$45,000.00	\$4,511.88	5100	\$30,255.36	10.03%
Fleet Repair	\$27,000.00	\$9,576.84	5110	\$20,207.60	35.47%
Building Repair/Maintenance	\$12,500.00	\$2,534.08	5135	\$11,820.72	20.27%
Medical & Operating Exp	\$52,000.00	\$5,678.11	5120	\$54,290.05	10.92%
Office Supplies	\$21,500.00	\$1,540.10	5130	\$13,887.52	7.16%
Technical Support	\$25,400.00	\$13,276.32	5131	\$21,757.73	52.27%
Capital Outlays ** 2 lines		\$0.00	5115	\$22,986.00	0.00%
Utilities	\$23,500.00	\$1,698.45	5140	\$19,614.28	7.23%
Telephone/Cell	\$7,100.00	\$566.13	5150	\$6,847.96	7.97%
Dues & Subscriptions	\$600.00	\$0.00	5180	\$538.00	0.00%
Laundry	\$3,500.00	\$42.00	5190	\$546.00	1.20%
Radios/Repairs Maint	\$3,500.00	\$0.00	5220	\$3,345.75	0.00%
Collection Expense	\$3,000.00	\$144.38	5290	\$3,974.27	4.81%
Miscellaneous Expense	\$5,200.00	\$542.53	5280	\$12,548.81	10.43%

2020 Ambulance Budget Continued					
	2020	2020 Actual	ACCT	2019	Percentage
New Ambulance/van ** 2 lines	\$136,000.00		5115		0.00%
Bad Debt Allowance	\$178,000.00	\$22,112.80	5250	\$183,701.25	12.42%
Dispatching Expense	\$72,118.00	\$0.00	5105	\$68,979.00	0.00%
*New Rescue Equipment		\$0.00	5117	\$22,727.41	#DIV/0!
Pat Van Expenditures	\$37,550.00	\$3,163.95	N/A	\$35,201.98	8.43%
GEMT Expense	\$15,000.00	\$0.00	0	\$76,322.23	
Promotional items	\$1,000.00	\$0.00	5285	\$993.00	0.00%
Total	\$2,384,168.00	\$263,911.73		\$2,221,210.48	11.07%
2020 Training Expense Detail					
Expenditures	2020	2020 Actual	ACCT	2019	Percentage
Instructor's Training Wages *	\$8,750.00	\$0.00	5300	\$1,519.19	0.00%
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	\$0.00	5301	\$3,735.01	0.00%
Mandatory classes,	\$4,200.00	\$0.00	5305	\$5,268.94	0.00%
CE Empl.Wages 5303 &5370		\$0.00	5303	\$5,521.64	
Employee CE Elective	\$17,750.00	\$0.00	5370	\$14,817.49	0.00%
Guest Instructor Wages	\$3,000.00	\$0.00	5340		0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$639.63	5302	\$2,017.24	23.69%
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	\$452.23	5380	\$5,153.06	28.26%
New EMD Training	\$3,000.00		5106		0.00%
Medical Director	\$1,500.00		5385		0.00%
EMD CEU Training	\$1,500.00		5107		0.00%
Training Supplies	\$2,000.00	\$0.00	5320	\$1,534.46	0.00%
Total	\$59,400.00	\$1,163.78		\$42,543.03	1.96%
2020 Wheel Chair Budget					
	2020	2020 Actual	ACCT	2019	
w/c Actual Charges	\$25,000.00	\$1,994.20	4009	\$20,942.35	7.98%
Knights Pat Van	\$3,500.00	\$480.00	4008	\$3,434.00	13.71%
Contribution					
Total	\$28,500.00	\$2,474.20		\$24,376.35	8.68%
2020 Wheel Chair Expenditures					
Salaries	\$29,000.00	\$2,510.78	5009	\$29,135.08	8.66%
Overtime	\$1,200.00		5019	\$17.97	0.00%
<i>Payroll FICA W Amb</i>	\$2,180.25	\$0.00		\$2,228.83	0.00%
Repairs/Maint	\$2,500.00	\$653.17	5129	\$678.25	26.13%
<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	\$39,730.25	\$3,163.95		\$35,201.98	7.96%
<i>less FICA</i>	\$37,550.00	\$3,163.95		\$32,973.15	
		4169.66	5545		

