

**Nodaway County Ambulance District Board
of Directors Meeting
103 W Carefree Maryville, MO 64468
March 10th, 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

February 10th, 2021

7:00 pm

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

Board members Absent: No one was absent.

Introduction of Guests: Judy martin CPA with Harden, Cummings, Moss, & Miller was present to discuss the 2019 audit. It was a challenge due to COVID and was done off site this year with the staff providing the information requested from the CPA office. Martin discussed the financial statements, the budget changes, and other things from LAGER's. The LAGER's company prepares the information for the audit as well, and these deal with the inflows and outflows.

Martin discussed the need for separation of duties but due to the size of office staff, this is always on the paperwork. The adjustments were provided to the staff, and they have been entered and recorded. Martin is available for questions at any time and is hopeful that the next audit will be under different circumstances. She thanked the board for their patience and left the meeting.

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

Report from Burlington Junction Rescue Squad: All is fine.

Report from Hopkins Rescue Squad: No news.

Report from Ravenwood Rescue Squad: The new addition to the building is completed. Bryan Sobotka was not present but had spoken with Pat Giesken about some issues he would like to see addressed. The first one is to see if there could be a budget line for rescue squads for equipment or maintenance. There is a line item on the budget but must come through the office. The other was to inform the board that he will get a proposal for lights as well, but it may take some time. The next thing was that he didn't feel a LUCAS machine would be beneficial in that squad as there is not much room available.

Giesken suggested to ask all the squads for a "wish list" and provide it to the board to see what would be feasible to purchase for them.

Report from Tri-C Rescue Squad: No one available at the meeting .

Report from Maryville Rescue Squad: Rickabaugh supplied everyone with 2 quotes for RAM set for the rescue truck. The old set was gifted to Tri-C when the new tools were purchased for unit 136. There are no RAM'S now and there is a need for the tool. The 2 quotes were from Alex Air and Sentinel. The quotes are to two different

options. Options one is for a 53-inch RAM, the kicker plate and two batteries, option two was for a 59-inch RAM, a kicker plate and two batteries. The price quote from Alex Air on option one was \$7,210.00 and option two \$7,400.00, Sentinel quote for option 1 is \$6,859.34 and option two \$7,038.00. There was a discussion held about what size would be the best and to make sure these tools will work with the current tools on the squad.

After discussion Allen made the motion to purchase option one from Sentinel, the 53-inch RAM and the kick plate and batteries, and Giesken seconded the motion. Snodderley called for a vote. Rickenbaugh, yea, Allen, yea, Sparks, yea, Giesken, yea, Shipps yea, and Snodderley yea. Motion carried.

Presentation of Treasurer's Report: The CD was cashed in and left as extra funds in the Money Market to cover the upcoming GEMT payment. Interest is terrible. Stands as presented.

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

Revenue and Expenses: Stands as presented.

Director of Operations Report: Bill Florea started his report by informing the board that there will be a closed session for LaRee Lager evaluation and item 11 needs to be moved to closed for a hardship request.

Item two was to inform the board members that the sales tax revenue deposit was \$83,542.91 which is an increase from 2020 of .877%.

Item three was to discuss the call volume for January 2021. The average calls per day for the previous years was 5.5 calls a day, at the end of January the average call volume was 6.23 per day. That is a 12% increase.

Item four was to inform the board members that the staff has been helping with he COVID vaccine clinics.

Item five was to discuss the long-term planning situation with the new addition. After doing some investigation, the current plan would extend into the rainwater detention pond and the basement level of the new building would be lower than the drain. A discussion was held and how to move the new building to closer to the current building or to even build off the west end of the current office building. Florea will discuss the drainage situation with Brock Pfsot, as he did the work and will gets some ideas on the next step.

Item six was to inform the board members that Nodaway County Senior Board did grant \$9,000 to the PAT van to be split between the regular PAT van and the Knights.

Item seven was to inform the board members the by-laws need to be approved tonight after the third reading. Sparks made the motion to approve the change to the by laws to include the associate director to be added to allowable signatures, and Shipps seconded the motion. . Snodderley called for a vote. Rickenbaugh, yea, Allen, yea, Sparks, yea, Giesken, yea, Shipps yea, and Snodderley yea. Motion carried.

Item eight was to inform the board members he is still working with companies about glove orders. WE do have an allotment per month through Boundtree.

Item nine was to give prices of three pieces of equipment. A LUCAS device is between \$15,018 to \$15,500 with the maintenance agreement included.

1 Power load pro Cot is \$17,993.29. This is for the last ambulance that does not have a cot in place.

1 MTS Power Load \$21,605.37, the cot and load system together are \$39,598.66 w/o extended warranty.

These items need to be in the back the mind for the coming year.

Item ten was to inform the board members that there will be a non-election for District's 1 & 4 in the April election.

Item eleven the hardship case is moved to closed.

Business Manager's Report: Item one was to inform the board that the audit will need to be approved either tonight or next month.

Item two was to inform the board with the new journal entries the accounts receivable is off and will need to be looked at to find the differences.

Item three was to inform the board members that her surgery date has been changed and is no February 23,2021 and she will off until at least March 29th. She will be taking the laptop home to be able to do some work while recouping.

Item four was to inform the board members that the GEMT paperwork has been submitted and the amount of money the district should receive is \$133,302.32. Lager went on to explain this program and how the paperwork is designed to help cover actual charges that the district incurs for a Medicaid call.

Training Managers Report: Item one was to inform the board members that the CPR instructor was cancelled on January 25th and rescheduled for February 2nd, due to weather. Five new instructors took the class and will have to teach a class to be certified.

Item two was to inform the board members that the CPR instructors are now all current.

Item three was to inform the board members about the EMR class. There were four more names given to him and they will be allowed to take the class with NWMSU, and the two RN's will be able to take the needed classes at the district.

Item four was to inform the board members that the Paramedic Spring refresher classes have been set up. They will be March 29 & 31, April 5,7,12 and 19.

Item five was to inform the board that the ACLS class will be held at the ambulance district on April 6th.

Item six was to inform the board that the next EMT/EMT quarterly class will be April 8th.

Employee Concerns: Nothing brought to the board.

Medicaid/Medicare Adjustments: Allen made the motion to adjust Medicare/Medicaid for the month of January, the amount of \$7,917.44 to be adjusted and Rickabaugh seconded the motion. Snodderley called for a vote. Rickabaugh, yea, Shipps, yea, Allen, yea, Sparks, yea, Giesken, yea and Snodderley yea. Motion carried.

Allen made the motion for the collections for December in the amount of \$14,099.28 and Rickabaugh seconded the motion. Snodderley called for a vote. Rickabaugh, yea, Shipps, yea, Allen, yea, Sparks, yea, Giesken, yea and Snodderley yea. Motion carried.

Old Business: Rickabaugh asked if there was any discussion amongst the employees about receiving or using an extra “holiday” paid. Florea had spoken with some employees and was discussing the reasons of how the distort separates the sick time and vacation time. Snodderley wants a cost impact of adding an extra day for all full-time employees to use at their discretion. Florea will be able to get those figures to the board members before the next meeting so this can be discussed further. The board doesn’t want to move the sick and vacation into one account, they would still like it separated.

At the end of March, the full-time employees will be given a printout of their sick time hours.

New Business: None brought to the board.

Recess: Allen made the motion to go into closed session and Rickabaugh seconded the motion. Snodderley called for a vote. Rickabaugh, yea, Shipps, yea, Allen, yea, Sparks, yea, Giesken, yea and Snodderley yea. Motion carried. Closed session began at 8:47 pm

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

Open session starts at 9:15

Giesken made the motion to grant LaRee Lager a longevity pay of \$540.00 and a performance incentive of \$450.00, Sparks seconded the motion. Snodderley called for a vote. Rickabaugh, yea, Shipps, yea, Allen, yea, Sparks, yea, Giesken, yea and Snodderley yea. Motion carried.

Allen made a motion on the hardship case that was presented to write off the remaining balance and Shipps seconded the motion. Snodderley called for a vote. Rickabaugh, yea, Shipps, yea, Allen, yea, Sparks, yea, Giesken, yea and Snodderley yea. Motion carried.

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

Meeting adjourned at 9:18 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____

Pat Giesken, Secretary of the Board of Directors

2021 Budget As of 1/31/2021					
	2021	2021 Actual	ACCT	2020	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$1,061,000.00	\$105,434.28	4000	\$1,119,890.78	9.94%
Surtax	\$25,000.00	\$33,080.43	4150	\$28,270.20	132.32%
CPR Card Revenue 2617.48	\$2,200.00	\$0.00	4380	\$437.00	0.00%
Misc. Income(stimulus included)	\$2,500.00	\$1,012.90	4730	\$40,190.65	40.52%
Bad Debt Income	\$6,000.00	\$675.26	4010	\$12,204.03	11.25%
Interest Income	\$35,000.00	\$3,993.18	4720	\$47,119.25	11.41%
Sales tax income	\$1,100,000.00	\$107,772.93	4105	\$1,326,042.73	9.80%
Sale of Assets-CARES Reimbursement	\$0.00	\$0.00	4710	\$92,335.48	0.00%
Knights	\$3,500.00	\$320.00	4008	\$3,110.00	9.14%
Pat Van Revenues	\$25,000.00	\$1,405.40	4009	\$16,776.87	5.62%
FRA FUNDS/GEMT	\$130,000.00	\$359.84	4300	\$169,817.42	0.28%
Total	\$2,390,200.00	\$254,054.22		\$2,856,194.41	10.63%
Expenditures	2021	2021 Actual	ACCT	2020	Percentage
Salaries	\$933,600.00	\$75,182.58	5000	\$901,882.33	8.05%
Overtime	\$185,000.00	\$14,066.54	5001	\$192,888.29	7.60%
Special Performance Benefit	\$13,200.00	\$0.00	5003	\$11,385.00	0.00%
Rescue/Training Budget	\$59,400.00	\$159.15	5300	\$29,354.80	0.27%
Payroll FICA	\$96,000.00	\$7,519.77	5010	\$94,535.04	7.83%
Unemployment Taxes	\$1,700.00	\$0.00	5015	\$707.22	0.00%
Employee Benefits	\$137,000.00	\$10,373.51	5020	\$142,814.95	7.57%
Longevity Pay	\$4,700.00	\$0.00	5021	\$4,140.00	0.00%
Health. Ins. Pay out & Retirement	\$93,500.00	\$7,037.10	5005	\$91,332.30	7.53%
Mo Lagers Expense 4.8%	\$71,100.00	\$5,270.06	5006	\$58,205.93	7.41%
Interest Expense	\$0.00	\$0.00	5030	\$0.00	0.00%
Workman's Comp	\$72,000.00	\$5,439.00	5040	\$66,879.23	7.55%
Fleet/Mail/Liab Ins. Bond	\$71,400.00	\$68,897.00	5041	\$60,856.00	96.49%
Accident/Health Insurance	\$4,300.00	\$3,484.33	5044	\$3,484.33	81.03%
Rent/Lease	\$2,000.00	\$1,565.50	5050	\$1,960.61	78.28%
Legal/ Accounting	\$26,000.00	\$438.43	5060	\$4,957.51	1.69%
Administration Expense	\$6,200.00	\$0.00	5070	\$5,062.61	0.00%
Election Expense	\$3,500.00	\$0.00	5080	\$0.00	0.00%
Advertising Expense	\$500.00	\$0.00	5090	\$153.00	0.00%
Fuel & Oil	\$30,000.00	\$2,228.23	5100	\$22,704.25	7.43%
Fleet Repair	\$22,000.00	\$8,981.28	5110	\$21,581.59	40.82%
Building Repair/Maintenance	\$12,500.00	\$1,538.19	5135	\$10,997.80	12.31%
Medical & Operating Exp	\$59,000.00	\$5,537.31	5120	\$88,143.19	9.39%
Office Supplies	\$19,000.00	\$888.75	5130	\$16,072.45	4.68%
Technical Support	\$29,000.00	\$12,308.97	5131	\$28,419.64	42.44%
H.S.A. Expense	\$7,000.00	\$406.08	5025	\$0.00	0.00%
Utilities	\$22,000.00	\$1,336.84	5140	\$16,599.99	6.08%
Telephone/Cell	\$7,100.00	\$1,094.23	5150	\$6,971.37	15.41%
Dues & Subscriptions	\$600.00	\$0.00	5180	\$573.00	0.00%
Laundry	\$2,500.00	\$42.00	5190	\$504.00	1.68%
Radios/Repairs Maint	\$3,400.00	\$0.00	5220	\$3,149.80	0.00%
Collection Expense	\$3,000.00	\$260.53	5290	\$2,553.74	8.68%
Miscellaneous Expense	\$3,200.00	\$121.90	5280	\$3,626.04	3.81%

2021 Ambulance Budget Continued					
	2021	2021	ACCT	2020 proj	Percentage
New Ambulance/van	\$48,750.00	\$0.00	5115	\$221,907.68	0.83%
Bad Debt Allowance	\$180,000.00	\$21,086.86	5250	\$229,289.48	11.71%
Dispatching Expense	\$71,766.00	\$0.00	5105	\$70,014.00	0.00%
*New Rescue Equipment		\$0.00	5117	\$24,701.73	0.00%
Pat Van Expenditures	\$39,050.00	\$2,511.01	N/A	\$37,012.34	6.43%
GEMT Expense	\$63,000.00	\$0.00	0	\$59,914.90	
Promotional items	\$1,000.00	\$0.00	5285	\$0.00	0.00%
Total	\$2,404,966.00	\$257,775.15		\$2,535,336.14	10.72%
2021 Training Expense Detail					
Expenditures	2021	2021 Actual	ACCT	2020	Percentage
Instructor's Training Wages *	\$8,750.00	\$56.53	5300	\$297.81	0.65%
Instructor's Training Lodging *			5360		
Instructor's Training Mileage *			5361		
Instructor's tuition/books	\$600.00	\$0.00	5330	\$0.00	0.00%
CE Instructor wages **	\$5,000.00	\$27.92	5301	\$2,136.90	0.56%
Mandatory classes,	\$4,200.00	\$0.00	5305	\$2,037.66	0.00%
CE Empl.Wages 5303 &5370		\$74.70	5303	\$1,212.18	
Employee CE Elective	\$17,750.00	\$0.00	5370	\$15,473.50	0.42%
Guest Instructor Wages	\$3,000.00	\$0.00	5340	\$0.00	0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$0.00	5302	\$2,789.84	0.00%
1st responder Refresher Wages	\$800.00	\$0.00	5304	\$71.92	0.00%
Training Equipment/Maintenance	\$6,000.00	\$0.00	5310	\$0.00	0.00%
Training Books/Office expense	\$1,000.00	\$0.00	5331	\$0.00	0.00%
Training Miscellaneous/24-7	\$1,600.00	\$0.00	5380	\$2,359.06	0.00%
New EMD Training	\$3,000.00		5106		0.00%
Medical Director	\$1,500.00		5385	\$100.00	0.00%
EMD CEU Training	\$1,500.00		5107		0.00%
Training Supplies	\$2,000.00	\$0.00	5320	\$2,875.93	0.00%
Total	\$59,400.00	\$159.15		\$29,354.80	0.27%
2021 Wheel Chair Budget					
	2021	2021 Actual	ACCT	2020	
w/c Actual Charges	\$25,000.00	\$1,405.40	4009	\$16,776.87	5.62%
Knights Pat Van	\$3,500.00	\$320.00	4008	\$3,110.00	9.14%
Contribution					
Total	\$28,500.00	\$1,725.40		\$19,886.87	6.05%
2021 Wheel Chair Expenditures					
Salaries	\$31,500.00	\$2,425.69	5009	\$30,847.81	7.70%
Overtime	\$1,200.00		5019	\$116.94	0.00%
Payroll FICA W Amb	\$2,500.00	\$0.00		\$2,501.55	0.00%
Repairs/Maint	\$2,500.00	\$85.32	5129	\$1,861.05	3.41%
Fuel & Oil	\$3,300.00		5109	\$1,684.99	0.00%
New Equipment	\$500.00		5119	\$0.00	0.00%
Advertisement	\$50.00		5099	\$0.00	0.00%
Total	\$41,550.00	\$2,511.01		\$37,012.34	6.04%
less FICA	\$39,050.00	\$2,511.01		\$34,510.79	