

*Nodaway County Ambulance Board of Directors Meeting Agenda
103 W Carefree Drive
Maryville, MO 644
February 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

January 10th, 2018

7:30 pm

Board Members Present: Allen, Walk, Snodderley Crady, and Standiford were present

Board members Absent: Redden was absent.

Introduction of Guests: Daily Forum Reporter Skye Pounazri was present, Leslie Schulte and Jerry Lager were all present as guests.

Leslie Schulte was at the meeting to present to give Nodaway County Ambulance District and the Mass Casualty Rescue Squad a presentation for all their participation in the Solar eclipse in August. The committee was grateful for all the help for Nodaway County and their employees and volunteers.

Jerry Lager will discuss his concerns later in the meeting.

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

Report from Burlington Junction Rescue Squad: The recall on the unit has been done, and a fuel pump was replaced as well.

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 several CD's that will come due in the current year. The sales tax was rather low.

Presentation of Bill's to be paid: The bills to be paid were presented. Snodderley 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, and Standiford, yea. Motion carried.

Revenue and Expenses: Report was given to the board members. This is the final budget for 2017 but for audit purposes the budget from December will be used. This one will be sent to the state.

The 2018 budget was presented to the board members next. There are some payments on the 2018 budget, prepaid insurance.

Director of Operations Report: Item one was to inform the board members that there would be a closed session for two employees, EMT Kirby Sybert and Van Driver Phil Lance.

Item two was to inform the board members that the January sales tax deposits were \$83,277.60 which was 37.66% less than January 2017 and 19% lower than January 2016. The upside was a rare second tax deposit in December for \$20,741.28.

Item three was to inform the board members that he will attend the Senior Board meeting to ask for funds for the PAT van and Knights service. This meeting is on 1-17-2018.

Item four was to clear up the base rates and mileage from the previous meeting. After reviewing the urban rates there were changes that happened prior to changing rates. Information was distributed. Florea is suggesting to the board members that the district uses a blended mileage rate starting at \$10 for mileage up to 17 miles and then to \$7.37 for all miles after 18. This does not follow urban rates. He then continued to discuss the base rates he would like the board to consider. The rates he is suggesting are as follows: BLS Emergency - \$331.60, BLS Non-emergency- \$ 229.23, ALS Nonemergency -\$248.70, ALS 1 Emergency- \$393.75 and ALS 2 Emergency \$569.95.

Walk made the motion to leave mileage as a blended rate as presented and to use the urban rates for the base rates, as presented, and these rates are to be reviewed annually when Medicare/Medicaid rates come out, and Crady seconded the motion. Standiford called for a vote. Allen, yea, Walk, yea, Crady yea, Snodderley yea, and Standiford, yea. Motion carried.

Item five was inform the board members that in 2017 there were 1,940 calls with 2,002 patient contacts. There were 1,544 transports in the ambulance ,424 transports in the PAT Van and the Knights did 105 transports.

Item six was to discuss the starting wage for EMT's. Per the board request, Florea called various agencies to find starting wages for EMT's. The salary range was between \$12.50 and \$9.00, with Nodaway County paying \$10.40, in the middle. After deciphering all the data attained, Florea is making the recommendation for a 3.8% pay increase for the starting wage of an EMT to bring it to \$10.78 and a 2% COLA for all employees, so the starting wage of an EMT would raise to \$11.00 an hour.

There were questions about the rest of the staff, and when or if they would get an adjustment to their wages, as well as how the part time employees get paid. Part time get a 50-cent shift differential due to no benefits being paid. It was discussed that wages need to be looked at this year to bring every employee up to a better wage. This is already included in the budget by Florea.

Jerry Lager asked why the budget was getting tighter if the district can purchase items such as flooring, security cameras and an ambulance that he says many employees did not want, they asked for a new ambulance and not a remount. He feels that money has been wasted on these items and it could have been spent elsewhere. Allen asked if Jerry Lager owned a house and if he does upkeep on the home, the office flooring and carpet is part of the upkeep of the building and needs to be done as this is a business and it needs to be presentable.

There was a discussion about the purchase of the remount and how it could have been different. Walk defended his votes by stating that all equipment needs to be updated and staffed with the best employees. Florea stated that the reason for having two ambulances done in consecutive years due to scheduling reasons. There is not an ambulance scheduled to be purchased until 2019.

Jerry Lager then stated that he feels that things are not being discussed with the board. Lager was asked if he has been in touch with Florea to discuss any concerns about day to day business. The answer was no, he had not.

Walk then reminded the employees that the board did something for them that cost the district over a million dollars by joining the LAGER's and this is part of the benefits package. This did take a lot of money out of reserves and it cost more than any flooring or security system.

After discussion Allen made the motion to approve the wage adjustment for EMT's to \$10.78 and a COLA adjustment for all employees, including part time which will bring starting EMT wages to \$11.00 and hour and Walk seconded the motion. Standiford called for a vote. Allen, yea, Walk, yea, Crady no, Snodderley yea, and Standiford, yea. Motion carried. Crady would have liked a 3.7 increase for all employees.

Item seven was to inform the board members that Alex Huntsman is now off probation.

Business Manager's Report: Item one was to inform the board members that the vans are good, but there is something funky with the ambulance accounts. Due to the year end and a family funeral she has not had time to find the difference, she will be working on this.

Item two was to inform the board members that he W-2 forms are printed and being mailed out.

Training Managers Report: Item one was to inform the board members there are at least 20 people taking the EMR classes.

Item two was to inform the board that he will be doing some office work while he is recouping from surgery.

Employee Concerns: Jerry Lager has a concern dealing with a Ravenwood rescue squad member. The member was late for a CPR class and it was the understanding of the training manager that an individual must take the class all at once, it is a four-hour class. This person came back to make up the time and was late for the class again, and he was told that he needed to sit through the class in whole.

Training manager Hall informs all volunteers when they need to take classes or refreshers. He sends out emails, but he has no way to know if they are read. Hall went by his manual and it stated that it should be done all at once, unless the class is scheduled to be split.

There was a discussion about how to help the individual get his CPR certification. Florea asked if the person was salvageable at this time. There seems to be communication problems that need to be corrected as well. There was a discussion about to do for communications besides sending emails, updating the web sites or sending out emails to the captains. Active 911 is not on most of the volunteer's phones due to data usage.

There were questions about what is done at squad meetings and how often they meet. The question was asked if they do training or if they requested any training from the district. Jerry Lager stated he was never informed that was available. There was a discussion held about going out to the rescue squads and not having the members come to the main office.

Snodderley stated he talked to the individual for over an hour the previous evening and he wanted to know what can be done to fix it and to get it corrected, that is reasonable for both sides. Jerry Lager stated that there needs to be an apology made and that every volunteer needs special consideration. Florea is willing to resolve this issue and to get it settled. Crady suggested that we accommodate the individual and see what happens. There have been several trainers offer to help him, and there is still an issue.

Snodderley is asked to reach out to talk with the individual to see what can be done to alleviate the issue and have Florea discuss what can be done and when it can be done.

Allen asked if CPR can be taken to the rescue squads as well as the quarterly classes so that there are more options to get the class taken. There is always going to be a conflict with some volunteers and not everyone is going to be able to make the quarterly classes.

Jerry Lager then stated that there were objects that were requested, lights and door seals and other items. He feels that the requests are not being given to the board members.

Morgan Wheeler made a comment about how to show appreciation to the volunteers and that there needs to be something done for them. There was a discussion held about previous functions that have been done. The board realizes that there has not been anything done for the rescue squads for a couple years, with the last thing done giving out a T-shirt and Maryville Chamber Bucks.

Kim Campbell asked about the officers cancelling rescue squads and it is not something that needs to be done, the rescue squads need to be there to be eyes and ears of the unit coming.

Medicaid/Medicare Adjustments: Crady made the motion to approve the Medicare adjustments for \$2,121.47 and Allen seconded the motion. Standiford called for a vote. Allen, yea, Walk, yea, Crady yea, Snodderley 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 \$10,354.59 and Walk seconded the motion. Standiford called for a vote. Allen, yea, Walk, yea, Crady nay, Snodderley yea, and Standiford, yea. Motion carried.

Old Business: Discussed.

New Business: Discussed

Recess: Walk 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, and Standiford, yea. Motion carried. Closed session starts at 9:05.

Open Session: Allen made the motion to go into open session and Walk seconded the motion. Standiford called for a vote. Allen, yea, Walk, yea, Crady yea, Snodderley yea, and Standiford, yea. Motion carried. Open session started back at 9:30. Crady made the motion to grant Kirby Sybert a Performance Incentive of \$275 and a longevity of \$440, and to grant Phil Lance a performance incentive of \$525.00 and a merit raise of 18 cents, and Allen seconded the motion. Standiford called for a vote. Allen, yea, Walk, yea, Crady yea, Snodderley yea, and Standiford, yea. Motion carried.

Adjournment: Allen made the motion to adjourn the meeting and Crady 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 9:35 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____ John C. Redden, Secretary

Nodaway County Amb. Dist.

As of 12/31/2017	2017	2017 Actual	ACCT	2016	Percentage
Revenues			#	ACTUAL	2017 actual
Ambulance Receivable	710,000.00	\$764,413.96	4000	\$707,222.30	107.66%
Surtax	20,500.00	\$28,657.83	4150	\$23,253.44	139.79%
Delinquent Taxes	0.00	\$0.00	4110	\$3,656.46	0.00%
Misc. Income	2,500.00	\$6,588.46	4730	\$88.92	263.54%
Bad Debt Income	1,500.00	\$4,105.63	4010	\$36,984.68	273.71%
Interest Income	32,000.00	\$33,119.40	4720	\$1,162,011.43	103.50%
Sales tax income	1,204,000.00	\$1,220,555.17	4105	\$4,722.00	101.38%
SALE OF ASSETS	0.00	\$100.00	4710	\$13,584.05	0.00%
Knights	500.00	\$3,886.75	4008	\$2,233.50	777.35%
Pat Van Revenues	25,000.00	\$14,415.92	4009	\$18,446.96	57.66%
FRA FUNDS	19,000.00	\$5,238.29	4300		27.57%
Total	\$2,017,350.00	\$2,081,081.41		\$1,972,203.74	103.16%
Expenditures	2017	2017 Actual	ACCT	2016 Actual	Percentage
Salaries	\$820,000.00	\$829,695.19	5000	\$797,979.07	101.18%
Overtime	\$170,000.00	\$164,996.47	5001	\$163,034.68	97.06%
Special Performance Benefit	\$10,000.00	\$8,262.50	5003	\$8,801.25	82.63%
Rescue/Training Budget	\$66,400.00	\$48,491.45	5300	\$25,380.23	73.03%
Payroll FICA	\$89,500.00	\$85,080.55	5010	\$82,467.70	95.06%
Unemployment Taxes	\$1,825.00	\$1,461.56	5015	\$1,327.74	80.09%
Employee Benefits	\$130,500.00	\$128,645.08	5020	\$124,165.56	98.58%
Longevity Pay	\$3,700.00	\$3,500.00	5021	\$3,380.00	94.59%
Health. Ins. Pay out & Retirement	\$81,500.00	\$71,713.32	5005	\$75,151.68	87.99%
Retirement/Lagers	\$920,000.00	\$802,716.33	5006	\$14,824.59	87.25%
Interest Expense	\$0.00	\$0.00	5030	\$0.00	\$\$\$
Workman's Comp	\$64,380.00	\$57,431.25	5040	\$50,550.56	89.21%
Fleet/Mail/Liab Ins. Bond	\$50,700.00	\$45,014.00	5041	\$43,543.00	88.79%
Accident/Health Insurance	\$3,359.00	\$3,359.00	5044	\$2,011.68	100.00%
Rent/Lease	\$2,500.00	\$1,932.52	5050	\$1,960.00	77.30%
Legal/ Accounting	\$15,000.00	\$11,975.02	5060	\$17,460.00	79.83%
Administration Expense	\$8,800.00	\$5,034.19	5070	\$5,211.62	57.21%
Election Expense	\$1,500.00	\$144.00	5080	\$0.00	9.60%
Advertising Expense	\$500.00	\$110.00	5090	\$273.50	22.00%
Fuel & Oil	\$39,000.00	\$27,194.68	5100	\$21,414.16	69.73%
Fleet Repair	\$29,000.00	\$18,372.98	5110	\$18,118.35	63.36%
Building Repair/Maintenance	\$12,000.00	\$10,936.94	5135	\$10,206.86	91.14%
Medical & Operating Exp	\$47,000.00	\$35,562.18	5120	\$44,172.44	75.66%
Office Supplies	\$22,700.00	\$20,691.94	5130	\$24,293.52	91.15%
Technical Support	\$19,500.00	\$14,093.90	5131	\$12,256.02	72.28%
Capital Outlays	\$0.00	\$8,786.44	5115	\$5,035.00	XXXX
Utilities	\$18,900.00	\$16,566.62	5140	\$17,674.64	87.65%
Telephone/Cell	\$6,400.00	\$6,434.88	5150	\$6,248.82	100.55%
Dues & Subscriptions	\$600.00	\$447.99	5180	\$147.99	74.67%
Laundry	\$1,000.00	\$462.00	5190	\$504.00	46.20%
Radios/Repairs Maint	\$5,000.00	\$1,757.90	5220	\$1,546.29	35.16%
Collection Expense	\$2,500.00	\$2,373.59	5290	\$1,974.77	94.94%
Miscellaneous Expense	\$5,000.00	\$3,926.99	5280	\$5,776.04	78.54%

Nodaway County Amb. Dist.

2017 Ambulance Budget Continued					
	2017	2017 Actual	ACCT	2016 Actual	Percentage
New Ambulance/van <small>2 lines</small>	\$174,000.00	\$161,237.00	5115	\$61,235.54	97.71%
Bad Debt Allowance	\$142,000.00	\$155,704.49	5250	\$144,597.90	109.65%
Dispatching Expense	\$66,300.00	\$66,300.00	5105	\$65,000.00	100.00%
*New Rescue Equipment	\$5,000.00	\$360.00	5117	\$0.00	7.20%
Pat Van Expenditures	\$37,525.00	\$29,901.73	N/A	\$28,227.58	79.68%
				\$68,263.89	0.00%
Promotional items	\$1,000.00	\$0.00	5285	\$0.00	0.00%
Total	\$3,074,589.00	\$2,850,674.68		\$1,954,216.67	92.72%
2017 Training Expense Detail					
Expenditures	2017	2017 Actual	ACCT	2016 Actual	Percentage
Instructor's Training Wages *	\$8,750.00	\$348.52	5300	\$39.46	6.41%
Instructor's Training Lodging *			5360		
Instructor's Training Mileage *		\$212.00	5361		
Instructor's tuition/books	\$600.00	\$0.00	5330	\$0.00	0.00%
CPR Card Revenue	\$2,350.00	\$2,180.00	4380		
CE Instructor wages **	\$5,000.00	\$4,259.85	5301	\$4,579.69	85.20%
Mandatory classes,	\$4,200.00	\$1,826.68	5305	\$4,940.75	43.49%
CE Empl.Wages 5303 &5370		\$6,520.75	5303	\$1,681.22	
Employee CE Elective	\$24,750.00	\$25,034.10	5370	\$4,053.94	127.49%
Guest Instructor Wages	\$3,000.00	\$50.00	5340	\$2,245.00	1.67%
1st Responder Orig. Cert Wages	\$2,700.00	\$1,960.40	5302	\$2,466.64	72.61%
1st responder Refresher Wages	\$800.00	\$233.24	5304	\$274.10	29.16%
Training Equipment/Maintenance	\$6,000.00	\$4,402.25	5310	\$3,363.05	73.37%
Training Books/Office expense	\$1,000.00	\$30.00	5331	\$240.03	3.00%
Training Miscellaneous	\$1,600.00	\$450.20	5380	-\$1,070.94	28.14%
New EMD Training	\$3,000.00		5106		0.00%
Medical Director	\$1,500.00	\$100.00	5385	\$0.00	6.67%
EMD CUE Training	\$1,500.00	\$203.52	5107		13.57%
Training Supplies	\$2,000.00	\$679.94	5320	\$2,567.29	34.00%
Total	\$66,400.00	\$48,491.45		\$25,380.23	73.03%
2017 Wheel Chair Budget					
	2017	2017 Actual	ACCT	2016 Actual	
w/c Actual Charges	\$25,000.00	\$13,427.42	4009	\$13,584.05	53.71%
Knights Pat Van	\$2,200.00	\$3,646.75	4008	\$2,233.50	165.76%
Contribution					
Total	\$27,200.00	\$17,074.17		\$15,817.55	62.77%
2017 Wheel Chair Expenditures					
Salaries	\$25,400.00	\$25,456.48	5009	\$23,884.50	100.22%
Overtime	\$1,600.00	\$37.80	5019	\$110.46	2.36%
Payroll FICA W Amb	\$2,500.00	\$1,950.31		\$1,835.61	78.01%
Repairs/Maint	\$2,500.00	\$345.50	5129	\$2,231.16	13.82%
Fuel & Oil	\$7,500.00	\$2,045.65	5109	\$1,865.71	27.28%
New Equipment	\$500.00	\$65.99	5119	\$135.75	13.20%
Advertisement	\$25.00	\$0.00	5099	\$0.00	0.00%
Total	\$40,025.00	\$29,901.73		\$30,063.19	74.71%
less FICA	\$37,525.00	\$27,951.42		\$28,227.58	