

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

January 8th, 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: No one has been elected to be the Captain of 140. The new insurance card was given to Snodderley to put in the truck.

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: The squad had an ice rescue in December and there were some issues that came up. A flat-bottomed boat was needed, and one of the ice suits has a hole in it and was leaking. Rickabaugh stated that Jackson township fire now has a flat-bottomed boat on a trailer for use. Rickabaugh will check the ice suit for a date and bring it in to be patched.

The extrication tools are being delivered in approximately one week. The motor was bad in it and caused the tool to use more battery power than it should. They will test it once it gets delivered. All rescue members are CPR certified and on a schedule for every two years.

Presentation of Treasurer's Report: The report was presented to the board members. Collections are currently higher than normal, but interest rates are low. Walk and Florea will make the necessary calls on interest rates when CD's come due.

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: 2019 was presented to the board with all corrections and additions. 2020 was presented to the board as there were some journal entries that have been done.

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

Item two was to inform the board members that December sales tax deposits ended up being \$109,211.26 which is 14.65 % higher than 2019.

Item three was to inform the board members of the 2019 Statistics. There were 2006 ambulance calls that had 2,062 patient contacts. The Pat Van ran 742 calls and the Knights did 86 calls. All calls equal 2,834 patient contacts. The rescue squads combined responded to 337 calls.

Item four was to inform the board that he will go the Senior Tax meeting on January 21,2020. He asked if the board will be matching what is donated by the tax board and they were all in agreement with that.

Item five was to inform the board members that the COLA or minimum wage adjustment for 2020 is .83 cents an hour.

Item six was to discuss the Leave of absence policy. After discussing some items with the lawyer and insurance company, it was discovered that Long term and short term disability would be terminated for the month the employee wishes to be gone and if the employee is in good standing, by paying any of the insurance bills that may be owed to the district, they could be placed back on the long and short term disability insurance. After reviewing the policy, the board was fine with the changes and wanted to make sure the employee understands and agrees to the policy before any time off is granted.

Business Manager's Report: Item one was to inform the board members that the accounts receivable is down to a difference of \$32.61.

Item two was to inform the board members that the audit for 2018 needs to be accepted. Walk made the motion to accept the audit 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.

Lager asked if she would be able to make a journal entry to write off the van's matching funds from the ambulance district. Allen made the motion to approve the write off 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.

Training Managers Report: Item one was to inform the board members about the EMR class that started January 7, 2020. There are eight people taking the class.

Item two was a training request. He will approve it as it is under the \$500 limit.

Item three was to inform the board members about his statistics for 2019.

There were 9 new EMRS

3 EMRs were removed

58 classes were held

191 Healthcare Provider CPR cards issued

20 Friend and Family CPR cards

63 Heart saver CPR cards

There are 34 Full time/PRN employee

CPR 100% current

ACLS 100% current

PALS 100% current

Driving 91% current, 2 new hires need it

C-Spine is 74% current, 2 new hires and 4 PRN

106 Active EMRS

CPR 97% current

EMR 100% current

Driving 91% current

C-Spine 67%, this is only required if working football games

Narcan 71% trained

Employee Concerns: None currently.

Medicaid/Medicare Adjustments: Rickabaugh made the motion to approve the adjustments of \$4,447.14 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 \$16,119.63 and Walk seconded motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried.

Old Business: None brought to the board.

New Business: Rickabaugh brought a new tool to be purchased to the table. Cars made after 2017 now have laminated glass on all windows and this needs to be cut to remove the glass. He found a tool for the cost of \$799 each and would like to purchase 5 tools, one for each rescue squad. The total cost would be \$3,995.00. There was a discussion held and this will be tabled for more investigation.

Recess: Allen made the motion to go into closed session for evaluations 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.

Open session: Allen made the motion to go into open session 8:24 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 8:24.

Sparks made the motion to grant Kirby Sybert a longevity pay of \$480. And a performance incentive of \$412.50, and to grant Phil Lance a merit raise of 18 cents and a performance incentive of \$587.50, 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.

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 8:26

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____

Carrie Sparks, Secretary of the Board of Directors

2019 Budget AS OF DEC 31,2019					
	2019	2019 Actual	ACCT	2018	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$890,000.00	\$917,512.51	4000	\$764,413.96	103.09%
Surtax	\$23,000.00	\$25,419.57	4150	\$28,657.83	110.52%
CPR Card Revenue 2617.48	\$3,400.00	\$2,015.45	4380	\$2,180.00	59.28%
Misc. Income	\$2,500.00	\$12,861.45	4730	\$6,588.46	514.46%
Bad Debt Income	\$3,500.00	\$16,277.72	4010	\$4,105.63	465.08%
Interest Income	\$37,500.00	\$46,495.60	4720	\$33,119.40	123.99%
Sales tax income	\$1,200,000.00	\$1,235,712.47	4105	\$1,220,555.17	102.98%
Sale of Assets	\$0.00		4710	\$100.00	0.00%
Knights	\$3,500.00	\$3,434.00	4008	\$3,886.75	98.11%
Pat Van Revenues	\$25,000.00	\$20,942.35	4009	\$14,415.92	83.77%
FRA FUNDS/GEMT	\$95,000.00	\$187,604.11	4300	\$5,238.29	197.48%
Total	\$2,283,400.00	\$2,468,275.23		\$2,083,261.41	108.10%
Expenditures	2019	2019 Actual	ACCT	2018	Percentage
Salaries	\$891,200.00	\$864,326.97	5000	\$825,223.87	96.98%
Overtime	\$175,200.00	\$171,593.97	5001	\$159,951.20	97.94%
Special Performance Benefit	\$13,200.00	\$9,280.00	5003	\$10,337.50	70.30%
Rescue/Training Budget	\$59,400.00	\$42,543.03	5300	\$29,491.15	71.62%
Payroll FICA	\$94,000.00	\$90,352.16	5010	\$85,626.92	96.12%
Unemployment Taxes	\$1,700.00	\$1,671.72	5015	\$1,190.30	98.34%
Employee Benefits	\$145,500.00	\$124,694.69	5020	\$121,140.95	85.70%
Longevity Pay	\$4,200.00	\$3,980.00	5021	\$3,820.00	94.76%
Health. Ins. Pay out & Retirement	\$90,000.00	\$88,827.90	5005	\$88,474.06	98.70%
Mo Lagers Expense 5.3%	\$64,000.00	\$60,076.61	5006	\$50,223.11	93.87%
Interest Expense	\$0.00		5030		0.00%
Workman's Comp	\$71,000.00	\$65,105.35	5040	\$70,066.75	91.70%
Fleet/Mail/Liab Ins. Bond	\$55,000.00	\$53,931.00	5041	\$47,996.00	98.06%
Accident/Health Insurance	\$4,000.00	\$3,484.33	5044	\$3,310.07	87.11%
Rent/Lease	\$2,500.00	\$2,007.70	5050	\$1,960.00	80.31%
Legal/ Accounting	\$22,500.00	\$13,884.14	5060	\$3,084.06	61.71%
Administration Expense	\$9,000.00	\$8,912.72	5070	\$5,796.59	99.03%
Election Expense	\$5,891.27	\$5,891.27	5080	\$4,575.89	100.00%
Advertising Expense	\$500.00	\$102.00	5090	\$156.50	20.40%
Fuel & Oil	\$43,000.00	\$30,255.36	5100	\$36,760.20	70.36%
Fleet Repair	\$32,000.00	\$20,207.60	5110	\$17,645.00	63.15%
Building Repair/Maintenance	\$16,000.00	\$11,820.72	5135	\$7,646.53	73.88%
Medical & Operating Exp	\$52,000.00	\$54,290.05	5120	\$46,780.82	104.40%
Office Supplies	\$25,300.00	\$13,887.52	5130	\$15,439.16	54.89%
Technical Support	\$25,000.00	\$21,757.73	5131	\$17,259.76	87.03%
Capital Outlays ** 2 lines		\$22,986.00	5115		0.00%
Utilities	\$21,500.00	\$19,614.28	5140	\$17,963.48	91.23%
Telephone/Cell	\$7,000.00	\$6,847.96	5150	\$6,769.61	97.83%
Dues & Subscriptions	\$600.00	\$538.00	5180	\$33.00	89.67%
Laundry	\$3,500.00	\$546.00	5190	\$462.00	15.60%
Radios/Repairs Maint	\$7,500.00	\$3,345.75	5220	\$9,369.50	44.61%
Collection Expense	\$3,700.00	\$3,974.27	5290	\$1,590.39	107.41%
Miscellaneous Expense	\$12,300.00	\$12,548.41	5280	\$3,953.30	102.02%

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	\$182,500.00	\$183,701.25	5250	\$186,132.76	100.66%
Dispatching Expense	\$70,702.98	\$68,979.00	5105	\$67,626.00	97.56%
*New Rescue Equipment	\$24,000.00	\$22,727.41	5117	\$11,270.12	94.70%
Pat Van Expenditures	\$37,050.00	\$35,201.98	N/A	\$35,076.51	95.01%
GEMT Expense	\$24,500.00	\$76,322.23	5116	\$0.00	
Promotional items	\$1,000.00	\$993.00	5285	\$0.00	99.30%
Total	\$2,380,944.25	\$2,221,210.08		\$2,163,771.87	93.29%

2019 Training Expense Detail					
Expenditures	2019	2019 Actual	ACCT	2018	Percentage
Instructor's Training Wages *	\$8,750.00	\$1,519.19	5300		17.36%
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	\$3,735.01	5301	\$2,047.79	74.70%
Mandatory classes,	\$6,500.00	\$5,268.94	5305	\$2,008.22	81.06%
CE Empl.Wages 5303 &5370		\$5,521.64	5303	\$2,543.23	
Employee CE Elective	\$17,750.00	\$14,817.49	5370	\$11,905.12	114.59%
Guest Instructor Wages	\$3,000.00		5340		0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$2,017.24	5302	\$4,361.48	74.71%
1st responder Refresher Wages	\$2,500.00	\$2,144.64	5304		85.79%
Training Equipment/Maintenance	\$6,000.00	\$811.41	5310	\$2,263.41	13.52%
Training Books/Office expense	\$1,000.00	\$19.95	5331	\$296.31	2.00%
Training Miscellaneous/24-7	\$6,100.00	\$5,153.06	5380	\$1,395.59	84.48%
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 SUPPLIES	\$2,000.00	\$1,534.46	5320	\$2,670.00	76.72%
Total	\$63,400.00	\$42,543.03		\$29,491.15	67.10%

2019 Wheel Chair Budget					
	2019	2019 Actual	ACCT	2018	
w/c Actual Charges	\$25,000.00	\$20,942.35	4009	\$13,427.42	83.77%
Knights Pat Van	\$3,500.00	\$3,434.00	4008	\$3,646.75	98.11%
Contribution					
Total	\$28,500.00	\$24,376.35		\$17,074.17	85.53%

2019 Wheel Chair Expenditures					
	2019	2019 Actual	ACCT	2018	Percentage
Salaries	\$28,500.00	\$29,135.08	5009	\$28,209.23	102.23%
Overtime	\$1,000.00	\$17.97	5019	\$33.60	1.80%
Payroll FICA W Amb	\$2,256.75	\$2,228.83		\$2,160.58	98.76%
Repairs/Maint	\$3,000.00	\$678.25	5129	\$619.25	22.61%
Fuel & Oil	\$4,000.00	\$3,141.85	5109	\$4,053.85	78.55%
New Equipment	\$500.00		5119	\$0.00	0.00%
Advertisement	\$50.00		5099		0.00%
Total	\$39,306.75	\$35,201.98		\$35,076.51	89.56%
less FICA	\$37,050.00	\$32,973.15		\$32,915.93	

Billing error

\$4,169.66

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