

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

January 13th, 2021

7:00 pm

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

Board members Absent: No one was absent.

Introduction of Guests: Mary Beth Shipps was present

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

Mary Beth Shipps informed the current board members about herself and her desire to be on the board of directors. She has a Public Relations degree from NWMSU and her family is self-employed. She is currently a board member of the Farm Bureau and feels she has much to bring to this board.

Corey McVinua was not present but wanted consideration for the open position too. His traits and information were then presented by Phil Rickabaugh. After a question and answer period the current board members voted on the new member. Lager gathered the votes and tallied them, four for Shipps and one for McVinua.

Mary Beth Shipps was sworn in at 7:10 and joined the board meeting for her sub-district.

Report from Burlington Junction Rescue Squad: The LUCAS device is on the truck and over half of the members have been trained on the device.

Report from Hopkins Rescue Squad: No news.

Report from Ravenwood Rescue Squad: All is good,

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

Report from Maryville Rescue Squad: Rickabaugh asked about purchasing RAM's for the squad, as they current system doesn't have them, only the cutter and spreader. McQueen and Florea will start pricing the pieces.

Presentation of Treasurer's Report: The CD that came due and was going to be placed in the Wells' Bank was decided against, as the bank was going to drop 2 points of interest since the money would come from a Political subdivision. A CD was opened at Farmer's Bank. There are two more CD's that will coming due in January and one will be rolled to a new CD and the other will place the money into the Money Market account to pay for the upcoming GEMT payment in April.

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

Revenue and Expenses: The 2020 final budget needs to be approved. Sparks made the motion to approve the 2020 budget as presented 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.

The 2021 budget was presented as the prepaid expenses have been placed into the current expense accounts. Stands as presented.

Director of Operations Report: Bill Florea started his report by informing the board that there will be a closed session for two employee evaluations, Kirby Sybert and Phil Lance and there are two hardship cases in item twelve that need to be discussed as there is personal information.

Item two was to inform the board members that the sales tax revenue deposit was \$107,722.93 which is a decrease -1.36 % from the previous year.

Item three was to inform the board members about the call statistics. The percentage of COVID suspected or confirmed calls for the year was at 9%. The calls did increase the last quarter.

Item four was to inform the board members that 94% of the full-time employees have had the first dose of the Covid vaccine. There was a discussion about what Workers compensation may do if those people would catch the virus. There was no outcome of this discussion and Florea stated that the remaining employees are either trying to schedule the shots or doing more research. He expects them to receive the vaccine in the future.

Item five was to discuss the long-term planning situation with the new addition. The site has complications due to the rainwater detention pond. He is working on other placement ideas and wants to survey the current site. There was discussion about fire suppression as well and because it will be considered a "dormitory" there will need to a sprinkler system. Rickabaugh discussed the option of attaching it to the current building with a firewall and a sprinkler system. Florea will contact the city of Maryville to get some other ideas of what may be needed to move the building closer to the current building and that may eliminate the problem with the detention pond.

Item six was to inform the board members that a part time medic was hire. Clinton Vanderpool is currently doing orientation hours.

Item seven was to inform the board members that the contract with VFIS was signed at the end of last year for the insurance needs of the district. He did make calls to inform all members that the check needed to be written before the end of the year, and that was done.

Item eight was to inform the board members that Erin Keith has done her 90-day probation period.

Item ten was to discuss the By-laws. The change to page four was to add the assistant director as a co-signer of checks and to add the position to the bonds. The final reading will be next month.

Item eleven was to discuss the five-year plan for wages, that the district is currently going into the third year. This will add 83 cents to all full-time employees' wages to keep up with the minimum wage increases. Rickabaugh made the motion to continue with the plan and add the increase base wages by 83 cents across the board and Sparks seconded the motion. Snodderley called for a vote. Rickabaugh, yea, Shipps, yea, Allen, yea, Sparks, yea, Giesken, yea and Snodderley yea. Motion carried.

Item twelve was moved to closed session due to client information and HIPAA.

Item thirteen was to bring to the board of directors of Nodaway county the cost information for a possible change in retirement benefits for its employee under Missouri Local Government Employees Retirement System. In accordance with Section 105.675 of Revised statutes of Missouri, said cost information shall be made available for public inspection for at least 45 calendar days for today prior to adoption of the benefit change, Interested parties may view a copy of this cost information at Nodaway County Ambulance District office or by contacting Bill Florea at 660-582-3311. February 27th, 2021 will be the end of the 45-day period, and this will be discussed in March meeting.

Business Manager's Report: Item one was to inform the board members that the accounts receivable for September was off by \$42.09. She is continuing to look for the amount.

Item two was to inform the board that the 2019 audit is ongoing, and the office is sharing the information via email and phone and other ways to make this an process where the auditor's staff do not have to come in to the district office. The year 2019 has been closed in the accounting package and all adjustments will be done in the year 2020 and will be made to the fund balance.

Item three was to inform the board that she had just been informed that the forms for the GEMT program are online and will be honored even with the incorrect dates printed on them. Lager will be focused on getting this finished before January 31st.

Lager again informed that board members she would be gone most of the month of March.

Training Managers Report: Item one was to inform the board members that the CPR instructor class will be held January 25th.

Item two was to inform the board members that the CPR instructor renewal class was held January 5th , there were six instructors present. The next class will be held on January 21st.

Item three was to inform the board members that the EMT quarterly class will be held on January 14th. Jerry Lager and Mark Corson will be lead instructors.

Item four was inform the board members that there is an instructor class being held on 12/16/2020.

Item five was to inform the board that there was an instructor meeting held in December. Nodaway County Ambulance will host an ACLS class in April and the paramedic refresher will be held in April and September of 2021. There will be 12 four-hour sessions.

NWMSU has confirmed that they have enough EMR instructors and will be in contact for any assistance needed. The district's volunteers that wish to take the class will be able to participate in the NWSMU classes at no cost to the district.

Item six was to inform the board the year end statistic for 2021.

5 new EMR's

24 CPR classes with 171 students

23 EMS classes with 217 students

For the employees	EMR'S
CPR 100% current	CPR 95% current
ACLS 100% current	EMR 100% current
PALS 94% current	EVOC 89% current
EVOC 94% Current	

He is planning a March EMR refresher and will schedule the EVOC class for spring and will set up an extrication class as well.

Employee Concerns: The board members were thanked for the LAGER's contribution increase as well as the wage increase.

Medicaid/Medicare Adjustments: Allen made the motion to adjust Medicare/Medicaid for the month of December, the amount of \$6,225.60 to be adjusted and Sparks seconded the motion. Snodderley called for a vote. Rickabaugh, yea, Shipp, 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 \$21,195.91 and Rickabaugh seconded the motion. Snodderley called for a vote. Rickabaugh, yea, Shipp, yea, Allen, yea, Sparks, yea, Giesken, yea and Snodderley yea. Motion carried.

Old Business: There was none brought to the board members.

New Business: Rickabaugh brought up the holidays that the employees are paid during the year. There are six major holidays that are included. He was asking about adding another holiday or personal day and the different ways to track time off. Currently the District grants 80 hours of vacation after one year of service and then it goes up in five-year increments to a maximum. Sick time is awarded for time worked, so every pay period, depending on your status, 8-hour, 120 hour or 24-hour staff time is placed in your account. The average allotment is 80 hours per year, and the employee can carry 160 hours of sick time. The balance is then converted to vacation time at the anniversary date of the employee at a two to one ratio. Vacation hours not used can be paid out in money after making sure 36 hours have been used.

New employees do not receive vacation time until their anniversary date, but they do accumulate sick time and holidays after their 90-day probation.

Discussion was held on what to do for the employees that would give them an extra day of personal time or a holiday. There were questions on how to inform the employees of the allotted sick time, and it was discussed that it is on a spread sheet and not incorporated into the accounting pack so it can't be printed on check, but it was decided to print off a quarterly report for the employees so they have an idea of their balance.

The vacation time is located behind the time sheets and employees can view that at any time.

Further discusses with the employees will be held and information brought back to the next meeting.

Allen asked about the feasibility of using CARES money to purchase more LUCAS machines to place in other squads. Florea can investigate getting bids and report back to the board members.

Recess: Giesken made the motion to go into closed session to discuss employee evaluations and hardship cases, 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 8:25 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 began at 9:05 pm

Sparks made the motion to grant Kirby Sybert, EMT a longevity of \$500.00 and a performance incentive of \$300.00 and to grant Phil Lance, Van driver, a performance incentive of \$587.50 and a 19-cent merit raise, Allen 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 Case #1 for hardship request to approve to write off the bill as discussed, and 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 the motion on Case#2 hardship request to accept payments as discussed and Sparks seconded the motion. Snodderley called for a vote. Rickabaugh, yea, Shipps, yea, Allen, yea, Sparks, yea, Giesken, yea and Snodderley yea. Motion carried.

Florea will send out letters to inform the individuals of the outcome.

Adjournment: Rickabaugh made the motion to adjourn the meeting and Allen 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 9:10 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____

Pat Giesken, Secretary of the Board of Directors

2021 Budget As of					
	2021	2021 Actual	ACCT	2020 proj	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$1,061,000.00	\$0.00	4000	\$1,069,071.35	0.00%
Surtax	\$25,000.00	\$0.00	4150	\$25,552.95	0.00%
CPR Card Revenue 2617.48	\$2,200.00	\$0.00	4380	\$512.40	0.00%
Misc. Income(stimulus included)	\$2,500.00	\$0.00	4730	\$47,950.55	0.00%
Bad Debt Income	\$6,000.00	\$0.00	4010	\$12,373.92	0.00%
Interest Income	\$35,000.00	\$0.00	4720	\$50,073.44	0.00%
Sales tax income	\$1,100,000.00	\$0.00	4105	\$1,289,930.04	0.00%
Sale of Assets-CARES Reimbursement	\$0.00	\$0.00	4710	\$63,382.39	0.00%
Knights	\$3,500.00	\$0.00	4008	\$3,348.00	0.00%
Pat Van Revenues	\$25,000.00	\$0.00	4009	\$15,431.40	0.00%
FRA FUNDS/GEMT	\$130,000.00	\$0.00	4300	\$169,155.33	0.00%
Total	\$2,390,200.00	\$0.00		\$2,746,781.77	0.00%
Expenditures	2021	2021 Actual	ACCT	2020	Percentage
Salaries	\$933,600.00	\$0.00	5000	\$919,500.00	0.00%
Overtime	\$185,000.00	\$0.00	5001	\$196,200.00	0.00%
Special Performance Benefit	\$13,200.00	\$0.00	5003	\$12,417.00	0.00%
Rescue/Training Budget	\$59,400.00	\$0.00	5300	\$22,510.94	0.00%
Payroll FICA	\$96,000.00	\$0.00	5010	\$99,000.00	0.00%
Unemployment Taxes	\$1,700.00	\$0.00	5015	\$848.66	0.00%
Employee Benefits	\$137,000.00	\$0.00	5020	\$142,322.77	0.00%
Longevity Pay	\$4,700.00	\$0.00	5021	\$4,140.00	0.00%
Health. Ins. Pay out & Retirement	\$93,500.00	\$0.00	5005	\$92,709.72	0.00%
Mo Lagers Expense 4.8%	\$71,100.00	\$0.00	5006	\$59,939.09	0.00%
Interest Expense	\$0.00	\$0.00	5030	\$0.00	0.00%
Workman's Comp	\$72,000.00	\$0.00	5040	\$68,735.08	0.00%
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	\$0.00	5050	\$1,960.61	0.00%
Legal/ Accounting	\$26,000.00	\$0.00	5060	\$25,000.00	0.00%
Administration Expense	\$6,200.00	\$0.00	5070	\$5,539.39	0.00%
Election Expense	\$3,500.00	\$0.00	5080	\$0.00	0.00%
Advertising Expense	\$500.00	\$0.00	5090	\$200.00	0.00%
Fuel & Oil	\$30,000.00	\$0.00	5100	\$26,054.77	0.00%
Fleet Repair	\$22,000.00	\$0.00	5110	\$18,401.64	0.00%
Building Repair/Maintenance	\$12,500.00	\$0.00	5135	\$11,619.71	0.00%
Medical & Operating Exp	\$59,000.00	\$0.00	5120	\$97,000.00	0.00%
Office Supplies	\$19,000.00	\$0.00	5130	\$17,162.53	0.00%
Technical Support	\$29,000.00	\$11,905.00	5131	\$28,400.00	41.05%
Capital Outlays ** 2 lines	\$234.00	\$0.00	5115	\$0.00	0.00%
Utilities	\$22,000.00	\$0.00	5140	\$16,877.21	0.00%
Telephone/Cell	\$7,100.00	\$0.00	5150	\$6,735.64	0.00%
Dues & Subscriptions	\$600.00	\$0.00	5180	\$87.60	0.00%
Laundry	\$2,500.00	\$0.00	5190	\$504.00	0.00%
Radios/Repairs Maint	\$3,400.00	\$0.00	5220	\$2,630.16	0.00%
Collection Expense	\$3,000.00	\$0.00	5290	\$2,780.04	0.00%
Miscellaneous Expense	\$3,200.00	\$0.00	5280	\$3,011.56	0.00%

2021 Ambulance Budget Continued					
	2021	2021	ACCT	2020 proj	Percentage
New Ambulance/van ** 2 lines	\$48,750.00	\$0.00	5115	\$275,000.00	0.00%
Bad Debt Allowance	\$180,000.00	\$0.00	5250	\$214,000.00	0.00%
Dispatching Expense	\$71,766.00	\$0.00	5105	\$62,909.10	0.00%
*New Rescue Equipment		\$0.00	5117	\$26,000.00	#DIV/0!
Pat Van Expenditures	\$39,050.00	\$0.00	N/A	\$36,196.41	0.00%
GEMT Expense	\$63,000.00	\$0.00	0	\$59,914.00	
Promotional items	\$1,000.00	\$0.00	5285	\$0.00	0.00%
Total	\$2,398,200.00	\$84,286.33		\$2,620,647.96	3.51%
2021 Training Expense Detail					
Expenditures	2021	2021 Actual	ACCT	2020	Percentage
Instructor's Training Wages *	\$8,750.00	\$0.00	5300		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	\$2,020.39	0.00%
Mandatory classes,	\$4,200.00	\$0.00	5305	\$2,445.19	0.00%
CE Empl.Wages 5303 &5370		\$0.00	5303	\$1,454.62	
Employee CE Elective	\$17,750.00	\$0.00	5370	\$7,828.20	0.00%
Guest Instructor Wages	\$3,000.00	\$0.00	5340		0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$0.00	5302	\$2,800.00	0.00%
1st responder Refresher Wages	\$800.00	\$0.00	5304	\$86.30	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	\$2,830.87	0.00%
New EMD Training	\$3,000.00		5106		0.00%
Medical Director	\$1,500.00		5385	\$120.00	0.00%
EMD CEU Training	\$1,500.00		5107		0.00%
Training Supplies	\$2,000.00	\$0.00	5320	\$2,099.32	0.00%
Total	\$59,400.00	\$0.00		\$21,684.89	0.00%
2021 Wheel Chair Budget					
	2021	2021 Actual	ACCT	2020	
w/c Actual Charges	\$25,000.00	\$0.00	4009	\$13,369.92	0.00%
Knights Pat Van	\$3,500.00	\$0.00	4008	\$3,060.00	0.00%
Contribution					
Total	\$28,500.00	\$0.00		\$16,429.92	0.00%
2021 Wheel Chair Expenditures					
Salaries	\$31,500.00	\$0.00	5009	\$31,500.00	0.00%
Overtime	\$1,200.00		5019	\$93.55	0.00%
Payroll FICA W Amb	\$2,500.00	\$0.00		\$2,416.91	0.00%
Repairs/Maint	\$2,500.00	\$0.00	5129	\$2,233.23	0.00%
Fuel & Oil	\$3,300.00		5109	\$2,020.00	0.00%
New Equipment	\$500.00		5119	\$0.00	0.00%
Advertisement	\$50.00		5099	\$0.00	0.00%
Total	\$41,550.00	\$0.00		\$38,263.68	0.00%
less FICA	\$39,050.00	\$0.00		\$35,846.78	

