

**Nodaway County Ambulance District**

**103 W Carefree Maryville, MO 64468**

**February 9<sup>th</sup>, 2022**

**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 12, 2022

7:00 pm

**Board Members Present:** Snodderley, Sparks, Giesken, Shipp, Allen were all present. Rickabaugh was present via Zoom.

**Board members Absent:** None

**Introduction of Guests:** No one present

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

**Report from Burlington Junction Rescue Squad:** All is fine.

**Report from Hopkins Rescue Squad:** All is fine.

**Report from Ravenwood Rescue Squad:** All was fine.

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

**Report from Maryville Rescue Squad:** All is fine.

**Presentation of Treasurer's Report:** Sparks informed the board that the new CD has an interest rate of 1.4%.

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

**Revenue and Expenses:** The report was presented to the board members. The final 2021 budget for the year was presented. The new budget for 2022 was also presented as the prepaid items were placed into the expense accounts from the prepaid accounts. Stand as presented.

**Director of Operations Report:** Florea started his report by informing the board members that there will be a closed session for evaluation of EMT Kirby Sybert and PAT Van Driver Phil Lance.

Item two was to inform the board members that the sales tax payment for the month was \$125115.78, and this is an increase of 16.14 % from 2021.

Item three was to inform the board members that the call volume for the previous year was 2290 calls, with 2343 patients seen and the van had 693 calls and the Knights had 70 calls. The grand total of patient contact was 3,106.

Item four was to inform the board Leland Lane was hired for the PAT Van driver position, as Phil Lance will be retiring January 31<sup>st</sup>.

EMT Alex Huntsman has changed his status to PRN and the district is hiring for his spot.

Item five was to inform the board members that 132 will be taken to Iowa for the remount this month. It should be finished by the end of April.

Item six was to inform the board members that he will be meeting with the Senior Board on January 13<sup>th</sup>, asking for PAT Van money.

Item seven was to discuss the minimum wage and COLA. The 83-cent offset has been applied to all employees, and Florea would like the board to consider a 1.25% COLA. Allen stated he would like to see a higher amount for COLA, and he recommended a 2 % COLA with the possibility of an increase later in the year, and Shipps seconded the motion. Snodderley called for a vote. Sparks, yea, Giesken, yea, Rickabaugh yea, Allen, yea, Shipps, yea and Snodderley yea. Motion carried

Item eight was to inform the board that it will be a non-election in April, as only Shipps and Giesken signed up.

Item nine is a financial hardship request that will be moved to the closed session.

**Business Manager's Report:** Item one was to inform the board members that the accounts receivable report between ESO ,and Peachtree is now \$592.52.

Item two was to ask the board members if they would have any ideas on what to do for Phil Lance's retirement. He has driven the van for 9 years and has many patient contacts over the years. After the discussion it was decided to put something in the paper to congratulate Phil on his retirement.

Item three was to inform the board that the ABC 360 conferences are coming up in the future. Vegas is in March, which McQueen is going to and in April Lager and Schmitz are thinking of attending the one in San Antonio. Hotels and flights need booked.

**Training Managers Report:** Item one was to inform the board members that the instructor's

Item two was to inform the board members that the EMT refresher class will be held March 1 & 3, and October 25 & 27.

Item three was to inform the board that the quarterly CPR classes will be March 10, June 9, September 8 and December 8.

Item four was to inform the board that the EMR refresher will be March 12.

Item five was to inform the board that the EMR class has started in January. There are nine students at this time.

The statistics for the year 2021 were then discussed.

**Employee Concerns:** Josh Van Holzen spoke to the board about the website and possibly having an employee that could help do PR with the district. He suggested that a new Facebook page, Instagram and maybe even a Twitter account could be set up to keep the public informed. Kim Campbell does have knowledge and will be approached at the possibility of building new sites.

**Medicaid/Medicare Adjustments:** Allen made the motion to approve the adjustments of \$7,588.29 and Rickabaugh seconded the motion. Snodderley called for a vote. Sparks, yea, Giesken, yea, Rickabaugh yea, Allen, yea, Shipps, yea and Snodderley yea. Motion carried.

Allen made a motion for invoices to be sent to collections for \$11,842.24 and Rickabaugh seconded motion. Snodderley called for a vote. Sparks, yea, Giesken, yea, Rickabaugh yea, Allen, yea, Shipps, yea and Snodderley yea. Motion carried

**Old Business:** None brought to the board.

**New Business:** None brought to the board.

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

Closed session starts at 7:45.

**Open Session:** Sparks made the motion to go into open session and Giesken seconded the motion. Snodderley called for a vote. Sparks, yea, Giesken, yea, Rickabaugh yea, Allen, yea, Shipps, yea and Snodderley yea. Motion carried. Open session began at 8:43.

The hardship case will be managed by Florea.

Giesken made the motion to grant Phill Lance a performance incentive of \$787.50 and a merit raise of 19-cents and to grant Kirby Sybert a performance incentive of \$965.50 and a longevity of \$520.00, and Allen seconded the motion. Snodderley called for a vote. Sparks, yea, Giesken, yea, Rickabaugh yea, Allen, yea, Shipps, yea and Snodderley yea. Motion carried

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

Adjournment at 8:45pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: \_\_\_\_\_ Pat Giesken, Secretary of the Board of Directors

2022 Budget					
	2022	2022 Actual	ACCT	2021 Actual	Percentage
Revenues			#		
Ambulance Receivable	\$1,300,000.00	\$0.00	4000	\$1,261,156.45	0.00%
Surtax	\$27,000.00	\$0.00	4150	\$36,528.19	0.00%
CPR Card Revenue 2617.48	\$2,000.00	\$0.00	4380	\$1,205.00	0.00%
Misc. Income(zoll refund)	\$2,500.00	\$0.00	4730	\$60,197.57	0.00%
Bad Debt Income	\$10,000.00	\$0.00	4010	\$17,825.86	0.00%
Interest Income	\$25,000.00	\$0.00	4720	\$27,894.88	0.00%
Sales tax income	\$1,350,000.00	\$0.00	4105	\$1,414,535.10	0.00%
Sale of Assets-CARES Reimbursement	\$0.00	\$0.00	4710		#DIV/0!
		\$0.00	4008	\$2,760.00	#DIV/0!
Pat Van Revenues	\$25,000.00	\$0.00	4009	\$19,360.70	0.00%
FRA FUNDS/GEMT	\$120,000.00	\$0.00	4300	\$208,524.00	0.00%
Total	\$2,861,500.00	\$0.00		\$3,049,987.75	0.00%
Expenditures	2022	2022 Actual	ACCT	2021 Actual	Percentage
Salaries	\$1,100,000.00	\$48,429.52	5000	\$946,239.93	4.40%
Overtime	\$230,000.00	\$6,364.69	5001	\$218,327.96	2.77%
Special Performance Benefit	\$13,500.00	\$0.00	5003	\$12,342.50	0.00%
Rescue/Training Budget	\$60,150.00	\$0.00	5300	\$30,850.23	0.00%
Payroll FICA	\$100,000.00	\$4,239.51	5010	\$98,652.26	4.24%
Unemployment Taxes	\$1,500.00	\$0.00	5015	\$234.07	0.00%
Employee Benefits	\$150,000.00	\$0.00	5020	\$152,382.88	0.00%
Longevity Pay	\$4,500.00	\$0.00	5021	\$3,500.00	0.00%
Health. Ins. Pay out & Retirement	\$78,000.00	\$0.00	5005	\$74,427.60	0.00%
Mo Lagers Expense 13.8%	\$218,900.00	\$0.00	5006	\$140,489.55	0.00%
Interest Expense	\$0.00	\$0.00	5030		#DIV/0!
Workman's Comp	\$75,000.00	\$0.00	5040	\$59,743.97	0.00%
Fleet/Mail/Liab Ins. Bond	\$72,000.00	\$75,170.00	5041	\$68,897.00	104.40%
Accident/Health Insurance	\$4,000.00	\$3,519.67	5044	\$3,484.33	87.99%
Rent/Lease	\$2,500.00	\$0.00	5050	\$1,653.50	0.00%
Legal/ Accounting	\$26,000.00	\$511.11	5060	\$29,486.62	1.97%
Administration Expense	\$8,500.00	\$0.00	5070	\$7,124.75	0.00%
Election Expense	\$3,500.00	\$0.00	5080	\$119.00	0.00%
Advertising Expense	\$500.00	\$0.00	5090		0.00%
Fuel & Oil	\$53,000.00	\$0.00	5100	\$37,920.64	0.00%
Fleet Repair	\$35,000.00	\$0.00	5110	\$34,843.39	0.00%
Building Repair/Maintenance	\$12,500.00	\$0.00	5135	\$13,533.00	0.00%
Medical & Operating Exp ***	\$70,000.00	\$0.00	5120	\$69,761.62	0.00%
Office Supplies	\$12,500.00	\$0.00	5130	\$11,959.66	0.00%
Technical Support	\$29,000.00	\$11,905.00	5131	\$20,193.11	41.05%
H.S.A. Expense	\$7,500.00	\$0.00	5025	\$5,888.16	0.00%
Utilities	\$22,000.00	\$0.00	5140	\$16,075.93	0.00%
Telephone/Cell	\$8,500.00	\$0.00	5150	\$8,282.05	0.00%
Dues & Subscriptions	\$800.00	\$0.00	5180	\$1,098.00	0.00%
Laundry	\$2,500.00	\$0.00	5190	\$168.00	0.00%
Radios/Repairs Maint	\$4,300.00	\$0.00	5220	\$3,729.00	0.00%
Collection Expense	\$4,500.00	\$0.00	5290	\$4,301.01	0.00%
Miscellaneous Expense	\$3,500.00	\$0.00	5280	\$2,109.42	0.00%

<b>2022 Ambulance Budget Continued</b>					
	2022	2022 Actual	ACCT	2021 Actual	Percentage
New Ambulance/van	\$150,000.00	\$0.00	5115	\$0.00	0.00%
Bad Debt Allowance	\$260,000.00	\$0.00	5250	\$263,383.95	0.00%
Dispatching Expense	\$75,000.00	\$0.00	5105	\$71,765.00	0.00%
*New Rescue Equipment	\$110,000.00	\$0.00	5117	\$38,546.43	0.00%
Pat Van Expenditures	\$40,000.00	\$0.00	N/A	\$41,515.25	0.00%
GEMT Expense	\$67,500.00	\$0.00	0	\$67,458.08	0.00%
Promotional items	\$1,000.00	\$0.00	5285	\$54.98	0.00%
<b>Total</b>	<b>\$3,117,650.00</b>	<b>\$150,139.50</b>		<b>\$2,560,542.83</b>	<b>4.82%</b>
<b>2022 Training Expense Detail</b>					
Expenditures	2022	2022 Actual	ACCT	2021 Actual	Percentage
Instructor's Training Wages *	\$9,000.00	\$0.00	5300	\$56.53	0.00%
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	\$0.00	5301	\$3,000.00	0.00%
Mandatory classes,	\$4,200.00	\$0.00	5305	\$1,657.56	0.00%
CE Empl.Wages 5303 &5370			5303	\$7,939.34	
Employee CE Elective	\$17,750.00	\$0.00	5370	\$6,865.99	0.00%
Guest Instructor Wages	\$3,000.00	\$0.00	5340	\$575	0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$0.00	5302	\$2,166.78	0.00%
1st responder Refresher Wages	\$800.00	\$0.00	5304	\$889.53	0.00%
Training Equipment/Maintenance	\$6,000.00	\$0.00	5310	\$4,616.74	0.00%
Training Books/Office expense	\$1,000.00	\$0.00	5331		0.00%
Training Miscellaneous/24-7	\$1,600.00	\$0.00	5380	\$999.23	0.00%
New EMD Training	\$3,000.00	\$0.00	5106		0.00%
Medical Director & Guest Instructor	\$1,500.00	\$0.00	5385	\$100.00	0.00%
EMD CEU Training	\$1,500.00	\$0.00	5107		0.00%
Training Supplies	\$2,500.00	\$0.00	5320	\$1,983.53	0.00%
<b>Total</b>	<b>\$60,150.00</b>	<b>\$0.00</b>		<b>\$30,850.23</b>	<b>0.00%</b>
<b>2022 Wheel Chair Budget</b>					
	2022	2022 Actual	ACCT	2021 Proj	
w/c Actual Charges	\$25,000.00	\$0.00	4009	\$19,360.70	0.00%
Knights Pat Van	\$3,500.00	\$0.00	4008	\$2,760.00	0.00%
Contribution					
<b>Total</b>	<b>\$28,500.00</b>	<b>\$0.00</b>		<b>\$22,120.70</b>	<b>0.00%</b>
<b>2022 Wheel Chair Expenditures</b>					
Salaries	\$32,500.00	\$0.00	5009	\$30,956.52	0.00%
Overtime	\$1,200.00	\$0.00	5019	\$145.41	0.00%
Payroll FICA W Amb	\$2,600.00	\$0.00			0.00%
Repairs/Maint	\$3,500.00	\$0.00	5129	\$4,936.87	0.00%
Fuel & Oil	\$4,000.00	\$0.00	5109	\$5,278.61	0.00%
New Equipment	\$500.00	\$0.00	5119	4.84	0.00%
Advertisement	\$50.00	\$0.00	5099	\$193.00	0.00%
<b>Total</b>	<b>\$44,350.00</b>	<b>\$0.00</b>		<b>\$41,515.25</b>	<b>0.00%</b>
<i>less FICA</i>	<i>\$41,750.00</i>	<i>\$0.00</i>		<i>\$41,515.25</i>	