

**Nodaway County Ambulance District  
103 W Carefree Maryville, MO 64468  
FEBRUARY 8, 2023**

**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 Coordinator/Accountant 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.

**(15) Adjournment:**

Board of Directors Meeting

JAN. 11,2023

7:00 PM

**Board Members Present:** PAT GEISKEN, PHIL RICKABAUGH, CARRIE SPARKS, HERB SNODDERLEY, RICK ALLEN BY ZOOM.

**Board members Absent:** MARY BETH SHIPPS

**Introduction of Guests:**

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

**Report from Burlington Junction Rescue Squad:** All good.

**Report from Hopkins Rescue Squad:** No Report.

**Report from Ravenwood Rescue Squad:** All good.

**Report from Tri-C Rescue Squad:** No Report.

**Report from Maryville Rescue Squad:** All good.

**Presentation of Treasurer's Report:** Sparks states that they need to look at moving money from a cd that is expiring and other cash into 2 new cd's.

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

**Revenue and Expenses:** The report was presented to the board members.

**Director of Operations Report:**

Item 1 is to inform that there will be a closed meeting. Evaluation of Leland Lane.

Item 2 was to inform the board members that the sales tax payment for the month was \$ 120,025.72.

Item 3 was to inform the board members that the LED lighting is not completed: They are in, was a delay in getting the additional bulbs in to complete the training room. Now getting the time to get them installed.

Item 4 was to let the board know that the ESP PM and scheduling modules are ready for setup and training. Set up started 11/4/2022 and expected to be finished mid-January.

Item 5 was to let the board know that EMT, Kaci Billings started on 12/27/2022.

Item 6 was to inform the board members know that Congress approved Medicare Super Rural fee schedule and it was signed by the president.

Item 7 was to inform the board 2022 Stats:

We ran 2,517 ambulance calls with 2,560 patient contacts.

Average calls/day 6.9, average weekly 48.4, monthly 209.8.

Pat Van 634, Knights 61 for a total of 3,255 patients for 2022

Cost per trip of PAT Van \$74.92 in 2022`

Item 8 was to inform the board 133 has been out of service since mid-December, parts are on back order from Tri State Ford.

Item 9 was to inform the board that the 911 Oversight meeting is 1/17/2023 at 09:00.

Item 10 was to inform the board that Florea will be meeting with the Senior Citizens Service Tax Fund Board on 1/12/2023.

Item 11 was to inform the board that Florea has a quote for a new Dipole base antenna. Total cost will be approximately \$7,716.31.

Item 12 was to inform the board that the Market adjustment for cost of living is an average of \$1.55.

Item 13 was to inform the board that the garage door opener for 131's door is \$1,473.69 installed. Have several issues with the current one and it will be 26 years old this summer. Preventative Maintenance on all doors 1<sup>st</sup> time will be \$570.00, parts not included.

#### **Business Coordinator and Accounting Report:**

Item 1 was to inform the board members that accounts receivable is balanced for the month.

Item 2 was to inform the board that Accountant is registered for the February 8<sup>th</sup> EMS Cost Collection Workshop (Medicare Reporting) in St Charles, Missouri held by American Ambulance Association.

Item 3 is to inform the board that we have been working with Dennise Schaben, Mo Lagers to correct reporting for January/February 2022.

Item 4 is to inform the board that Accountant reviewed option of reporting contractual adjustments for Medicaid and Medicare write-offs as a contra-revenue account versus reporting it as bad debt.

**Training Managers Report:**

Item 1 was to inform the board EMR Class started on Jan 17 and will go to March 2,2023. Mark Corson and John Maxwell are teaching.

Item 2 was to inform the board that EMT – B class started on JAN 9<sup>TH</sup> and will go thru May 17<sup>th</sup>. There are 7 students.

Item 3 was to inform the board members that the EMT-B Class will start on Jan 9<sup>th</sup> and go thru May 17<sup>th</sup>.

Item 4 was to inform the board members that Kim Campbell and Becky Mercer are working on the Letter of Review for the paramedic program, and the website. The fee for this will be \$4050.00.

Item 5 was to inform the board members that on Jan 4<sup>th</sup> we will have the BLS Instructor Renewal from 1800 - 2200.

Item 6 was to inform the board members that there will be a First Aid and CPR class on Jan 17 and March 7 with March 7 being for the city.

Item 7 was to inform the board that there will be training on Jan 12 for the Pickering Fire from 6-10 in Pickering. There will training in Skidmore on Jan 19<sup>th</sup>.

Item 8 was to inform the board that it is looking like the Paramedic classes will be starting June 1<sup>st</sup>.

**Employee Concerns:** The monthly newsletter was presented to the board. There will be a few things to be tweaked before next month. The board appreciated what was done to the letter and website.

**Medicaid/Medicare Adjustments:** Giesken made the motion to approve the adjustments of \$ 10,000.15 and Sparks seconded the motion. Snodderley called for a vote. Geisken, yea, Rickabaugh, yea, Allen, yea, Sparks, yea, Snodderley, yea Motion carried.

Giesken made a motion for invoices to be sent to collections for \$13432.95 and Giesken seconded motion. Snodderley called for a vote. Geisken, yea, Rickabaugh, yea, Allen, yea, Sparks, yea, Snodderley, yea Motion carried.

**Old Business:** It was asked if the Christmas party had been rescheduled. It will be discussed.

**New Business:** None

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

Closed session begins at 8:00 pm.

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

Open session begins at 8:14 pm.

The evaluation of Leland Lane was accepted.

**Adjournment:** Sparks made the motion to adjourn, and Rickabaugh seconded the motion. Snodderley called for a vote.

Adjournment at 8:15 pm

Recorded by Julie Schmitz

Nodaway County Ambulance District

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

2022 BUDGET AS OF DECEMBER 31 , 2022					
	2022	2022 Actual	ACCT	2021 Actual	Percentage
Revenues			#		
Ambulance Receivable	\$1,300,000.00	\$1,411,321.89	4000	\$1,261,156.45	108.56%
Surtax	\$27,000.00	\$43,372.82	4150	\$36,528.19	160.64%
CPR Card Revenue 2617.48	\$2,000.00	\$1,243.50	4380	\$1,205.00	62.18%
Misc. Income	\$2,500.00	118,489.04	4730	\$60,197.57	#VALUE!
Bad Debt Income	\$10,000.00	\$10,748.40	4010	\$17,825.86	107.48%
Interest Income	\$25,000.00	\$17,337.71	4720	\$27,894.88	69.35%
Sales tax income	\$1,350,000.00	\$1,457,129.47	4105	\$1,414,535.10	107.94%
Sale of Assets-ARPA Reimbursement	\$0.00	\$0.00	4710		#DIV/0!
Knights van Revenues		\$1,260.00	4008	\$2,760.00	#DIV/0!
Pat Van Revenues	\$25,000.00	\$19,499.40	4009	\$19,360.70	78.00%
FRA FUNDS/GEMT	\$120,000.00	\$116,524.03	4300	\$208,524.00	97.10%
Total	\$2,861,500.00	\$3,078,437.22		\$3,049,987.75	107.58%
Expenditures	2022	2022 Actual	ACCT	2021 Actual	Percentage
Salaries	\$1,100,000.00	\$991,545.83	5000	\$946,239.93	90.14%
Overtime	\$230,000.00	\$220,203.37	5001	\$218,327.96	95.74%
Special Performance Benefit	\$13,500.00	\$10,566.00	5003	\$12,342.50	78.27%
Rescue/Training Budget	\$60,150.00	\$2,821.38	5300	\$30,850.23	4.69%
Payroll FICA	\$105,000.00	\$101,223.74	5010	\$98,652.26	96.40%
Unemployment Taxes	\$1,500.00	\$0.00	5015	\$234.07	0.00%
Employee Benefits	\$188,000.00	\$190,987.33	5020	\$152,382.88	101.59%
Longevity Pay	\$4,500.00	\$3,700.00	5021	\$3,500.00	82.22%
Health. Ins. Pay out & Retirement	\$58,000.00	\$47,505.30	5005	\$74,427.60	81.91%
<b>Mo Lagers Expense 13.8%</b>	\$1,318,000.000	<b>\$1,247,307.17</b>	<b>5006</b>	<b>\$140,489.55</b>	<b>94.64%</b>
<b>Stipends</b>	\$15,000.00	<b>\$15,250.00</b>	<b>5008</b>	<b>\$0.00</b>	101.67%
Workman's Comp	\$75,000.00	\$39,470.70	5040	\$59,743.97	52.63%
Fleet/Mail/Liab Ins. Bond	\$75,600.00	\$75,453.93	5041	\$68,897.00	99.81%
Accident/Health Insurance	\$4,000.00	\$3,519.67	5044	\$3,484.33	87.99%
Rent/Lease	\$2,500.00	\$2,008.00	5050	\$1,653.50	80.32%
Legal/ Accounting	\$26,000.00	\$7,268.18	5060	\$29,486.62	27.95%
<b>Administration Expense</b>	\$20,000.00	<b>\$15,274.63</b>	<b>5070</b>	<b>\$7,124.75</b>	<b>76.37%</b>
Election Expense	\$3,500.00	\$60.00	5080	\$119.00	1.71%
Advertising Expense	\$500.00	\$348.00	5090		69.60%
Fuel & Oil	\$61,000.00	\$59,824.94	5100	\$37,920.64	98.07%
Fleet Repair	\$35,000.00	\$24,602.34	5110	\$34,843.39	70.29%
Building Repair/Maintenance	\$12,500.00	\$7,424.37	5135	\$13,533.00	59.39%
Medical & Operating Exp ***	\$81,000.00	\$73,426.15	5120	\$69,761.62	90.65%
Office Supplies	\$15,500.00	\$13,771.11	5130	\$11,959.66	88.85%
Technical Support	\$29,000.00	\$39,790.91	5131	\$20,193.11	137.21%
H.S.A. Expense	\$7,500.00	\$1,374.24	5025	\$5,888.16	18.32%
Utilities	\$22,000.00	\$16,819.92	5140	\$16,075.93	76.45%
Telephone/Cell	\$8,600.00	\$7,957.56	5150	\$8,282.05	92.53%
Dues & Subscriptions	\$800.00	\$598.00	5180	\$1,098.00	74.75%
Laundry	\$2,500.00	\$0.00	5190	\$168.00	0.00%
Radios/Repairs Maint	\$6,300.00	\$4,552.35	5220	\$3,729.00	72.26%
Collection Expense	\$4,500.00	\$2,366.20	5290	\$4,301.01	52.58%
Miscellaneous Expense	\$12,000.00	\$13,430.15	5280	\$2,109.42	111.92%

<b>2022 Ambulance Budget Continued</b>					
	2022	2022 Actual	ACCT	2021 Actual	Percentage
New Ambulance/van/Equipment	\$250,000.00	\$144,158.05	5115	\$0.00	57.66%
Bad Debt Allowance	\$275,000.00	\$280,997.99	5250	\$263,383.95	102.18%
Dispatching Expense	\$75,000.00	\$75,000.00	5105	\$71,765.00	100.00%
*New Rescue Equipment	\$172,000.00	\$170,414.96	5117	\$38,546.43	99.08%
Pat Van Expenditures	\$45,250.00	\$37,037.49	N/A	\$41,515.25	81.85%
GEMT Expense	\$67,500.00	\$36,628.52	5112	\$67,458.08	54.26%
Promotional items	\$1,000.00	\$551.92	5285	\$54.98	55.19%
<b>Total</b>	<b>\$4,484,700.00</b>	<b>\$3,985,240.40</b>		<b>\$2,560,542.83</b>	<b>88.86%</b>
<b>2022 Training Expense Detail</b>					
Expenditures	2022	2022 Actual	ACCT	2021 Actual	Percentage
Instructor's Training Wages *	\$9,000.00	\$2,821.38	5300	\$56.53	31.35%
Instructor's Training Lodging *			5360		
Instructor's Training Mileage *			5361		
Instructor's tuition/books	\$600.00	\$200.00	5330	\$0.00	33.33%
CE Instructor wages **	\$5,000.00	\$3,544.55	5301	\$3,000.00	70.89%
Mandatory classes,	\$4,200.00	\$1,943.60	5305	\$1,657.56	46.28%
CE Empl.Wages 5303 &5370		\$1,834.45	5303	\$7,939.34	
Employee CE Elective	\$17,750.00	\$1,475.00	5370	\$6,865.99	18.64%
Guest Instructor Wages	\$3,000.00	\$0.00	5340	\$575	0.00%
<b>1st Responder Orig. Cert Wages</b>	<b>\$4,400.00</b>	<b>\$4,327.64</b>	<b>5302</b>	<b>\$2,166.78</b>	<b>98.36%</b>
<b>1st responder Refresher Wages</b>	<b>\$800.00</b>	<b>\$2,017.35</b>	<b>5304</b>	<b>\$889.53</b>	<b>252.17%</b>
Training Equipment/Maintenance	\$4,300.00	\$532.80	5310	\$4,616.74	12.39%
Training Books/Office expense	\$1,000.00	\$0.00	5331		0.00%
Training Miscellaneous/24-7	\$1,600.00	\$798.34	5380	\$999.23	49.90%
New EMD Training	\$3,000.00	\$0.00	5106		0.00%
Medical Director & Guest Instructor	\$1,500.00	\$300.00	5385	\$100.00	20.00%
EMD CEU Training	\$1,500.00	\$0.00	5107		0.00%
Training Supplies	\$2,500.00	\$3,458.93	5320	\$1,983.53	138.36%
<b>Total</b>	<b>\$60,150.00</b>	<b>\$23,254.04</b>		<b>\$30,850.23</b>	<b>38.66%</b>
<b>2022 Wheel Chair Budget</b>					
	2022	2022 Actual	ACCT	2021 Proj	
w/c Actual Charges	\$25,000.00	\$19,499.40	4009	\$19,360.70	78.00%
Knights Pat Van	\$3,500.00	\$1,260.00	4008	\$2,760.00	36.00%
Contribution					
<b>Total</b>	<b>\$28,500.00</b>	<b>\$19,499.40</b>		<b>\$22,120.70</b>	<b>68.42%</b>
<b>2022 Wheel Chair Expenditures</b>					
Salaries	\$36,000.00	\$34,347.49	5009	\$30,956.52	95.41%
Overtime	\$1,200.00	\$252.04	5019	\$145.41	21.00%
<i>Payroll FICA W Amb</i>	\$2,600.00	\$0.00			0.00%
Repairs/Maint	\$3,500.00	\$1,192.60	5129	\$4,936.87	34.07%
<i>Fuel &amp; Oil</i>	\$4,000.00	\$1,215.36	5109	\$5,278.61	30.38%
New Equipment	\$500.00	\$0.00	5119	4.84	0.00%
Advertisement	\$50.00	\$30.00	5099	\$193.00	60.00%
<b>Total</b>	<b>\$47,850.00</b>	<b>\$37,037.49</b>		<b>\$41,515.25</b>	<b>77.40%</b>
<i>less FICA</i>	<i>\$45,250.00</i>	<i>\$37,037.49</i>		<i>\$41,515.25</i>	