

Nodaway County Ambulance Board of Directors Meeting Agenda
103 W Carefree Drive
Maryville, MO 64468
August 8th, 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/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 particular 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

July 11th, 2018

7:30 pm

Board Members Present: Standiford, Crady, Allen, Rickabaugh, Snodderley and Walk.

Board members Absent: No one was absent

Introduction of Guests: None were present.

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

Report from Burlington Junction Rescue Squad: There are 10 new members that have passed the EMR class and will begin to ride along. They will not be allowed to drive until they take the driving class.

Report from Hopkins Rescue Squad: No one present.

Report from Ravenwood Rescue Squad: No one present.

Report from Tri-C Rescue Squad: No one was present.

Report from Maryville Rescue Squad: All is fine.

Presentation of Treasurer's Report: The report was presented to the board members. There were some questions about the CD's at Farmer's State Bank and Nodaway Valley Bank and the interest rate that is being paid. The question was if the CD's were redeemed and placed into an investment company would the banks waive the penalty. Nodaway Valley bank would waive the penalty, Farmer's State Bank would not. Walk and Florea discussed the options and what the possible outcome would be. It was left to Walk to make the necessary changes that may be needed, and he will report back to the board.

The report stands as presented.

Presentation of Bill's to be paid: The bills to be paid were presented. Walk made the motion to pay the bills as presented and Rickabaugh seconded the motion. Standiford called for a vote. Crady, yea, Allen, yea, Rickabaugh, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried.

Revenue and Expenses: Report was given to the board members.

Director of Operations Report: Item one was to inform the board members that there would be a closed session for employee evaluation of Jared McQueen, paramedic.

Item two was to inform the board members that the July sales tax deposits were \$113,381.16 which was 5.62 % less than July 2017.

Item three was to inform the board members that the Rescue Air Bags have been ordered for the units 140 and 142, for the cost of \$8,754.98.

Item four was to inform the board members that Brittney Drummond was released from probation.

Item five was to inform the board members that ten new EMR were added to the Burlington Junction squad.

Item six was to inform the board members that he had to purchase five new pagers for the new EMR staff.

Item seven was to inform the board members that unit 131 is on loan to Andrew County Ambulance. They had two of their ambulances break down.

Item eight was to inform the board members that the MCRS will be at the Nodaway County fair for relief and if any medical service is needed.

Business Manager's Report: Item one was to inform the board members that the accounts receivable is still off, but it is now \$210.61.

Item two was to inform the board the 2017 audit is to start on July 12th.

Item three was to inform the board members that her surgery is scheduled for August 27th. Her surgeon would like a 4-6-week recovery period but has agreed to let Lager decide when she can tolerate coming back to the office to work.

Training Managers Report: Item one was to inform the board members that quarterly CPR class had nine individuals
Item two has been discussed, the new EMR responders.

Employee Concerns: None brought to the board.

Medicaid/Medicare Adjustments: Snodderley made the motion to adjust the Medicare/Medicaid accounts by the amounts of \$5,734.47 and Walk seconded the motion. Standiford called for a vote. Crady, yea, Allen, yea, Rickabaugh, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried.

Snodderley made the motion to send to collections \$11,874.18 and Allen seconded the motion. Standiford called for a vote. Crady, nay, Allen, yea, Rickabaugh, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried.

Old Business: Julie Schmitz presented the quotes for the rescue squad hoodies. She had 91 Volunteers complete the form. The form was given to all volunteers and those that did not respond will not be getting one ordered. The quote from The Student body was \$1,708 and the quote from Betty Ginther was \$2,275.00. Walk made the motion to approve the quote from The Student Body and Allen seconded the motion. Standiford called for a vote. Crady, yea, Allen, yea, Rickabaugh, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried.

There was a discussion about how to present the hoodies to the squads. The board members will be delivering them and will discuss this once they have been delivered to the ambulance barn.

New Business: Rick Allen discussed a situation that happened in Graham on July 9th. The Skidmore rescue squad was never paged out and response time was not good. The crew needed extra personnel and they were late in arriving due to lack of page. There was a discussion about the money that the ambulance district pays for dispatching, and the quality of dispatching. There was no outcome of the discussion, Florea is to talk with the Sheriff to see if anything can be done about this type of situation.

Recess: Allen made the motion to go into closed session and Crady seconded the motion. Standiford called for a vote. Crady, yea, Allen, yea, Rickabaugh, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried. Closed session

Closed Session: Allen made the motion to go into open session and Rickabaugh seconded the motion. Standiford called for a vote. Crady, yea, Allen, yea, Rickabaugh, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried. Open session started at 8:30 pm.

Open session: Crady made the motion to grant Jared McQueen a performance incentive of \$800 and a merit raise of 19 cents, Allen seconded the motion. Standiford called for a vote. Crady, yea, Allen, yea, Rickabaugh, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried.

Adjournment: Walk made the motion to adjourn the meeting and Crady seconded the motion. Standiford called for a vote. Crady, yea, Allen, yea, Rickabaugh, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried.

Meeting adjourned at 8:32 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____ Julia A Crady, Secretary

JUNE 2018 Budget as of 6/30/18					
	2018	2018 Actual	ACCT	2017	Percentage
Revenues			#	Projected	2017 actual
Ambulance Receivable	\$715,000.00	\$471,149.35	4000	\$764,413.96	65.90%
Surtax	\$23,000.00	\$22,760.63	4150	\$28,657.83	98.96%
CPR Card Revenue 2617.48	\$2,000.00	\$2,964.00	4380	\$2,180.00	148.20%
Misc. Income	\$3,500.00	\$4,600.02	4730	\$6,588.46	131.43%
Bad Debt Income	\$1,800.00	\$4,671.89	4010	\$4,105.63	259.55%
Interest Income	\$26,700.00	\$14,928.91	4720	\$33,119.40	55.91%
Sales tax income	\$1,200,000.00	\$551,413.19	4105	\$1,220,555.17	45.95%
Sale of Assets	\$0.00		4710	\$100.00	
Knights	\$3,000.00	\$2,363.50	4008	\$3,886.75	78.78%
Pat Van Revenues	\$25,000.00	\$9,815.25	4009	\$14,415.92	39.26%
FRA FUNDS	\$20,000.00	\$3,679.04	4300	\$5,238.29	18.40%
Total	\$2,020,000.00	\$1,088,345.78		\$2,083,261.41	53.88%
Expenditures	2018	2018 Actual	ACCT	2017	Percentage
Salaries	\$845,000.00	\$411,035.32	5000	\$829,695.19	48.64%
Overtime	\$174,250.00	\$82,337.88	5001	\$164,996.47	47.25%
Special Performance Benefit	\$10,000.00	\$5,762.50	5003	\$8,262.50	57.63%
Rescue/Training Budget	\$59,400.00	\$14,265.30	5300	\$48,491.45	24.02%
Payroll FICA	\$91,250.00	\$42,938.11	5010	\$85,080.55	47.06%
Unemployment Taxes	\$1,500.00	\$1,103.38	5015	\$1,461.56	73.56%
Employee Benefits	\$140,500.00	\$56,882.82	5020	\$128,645.08	40.49%
Longevity Pay	\$3,700.00	\$2,560.00	5021	\$3,500.00	69.19%
Health. Ins. Pay out & Retirement	\$81,500.00	\$42,494.86	5005	\$71,713.32	52.14%
Mo Lagers Expense	\$45,000.00	\$24,625.44	5006	\$802,716.33	54.72%
Interest Expense	\$0.00		5030	\$0.00	\$\$\$
Workman's Comp	\$56,000.00	\$30,920.75	5040	\$57,431.25	55.22%
Fleet/Mail/Liab Ins. Bond	\$50,700.00	\$47,996.00	5041	\$45,014.00	94.67%
Accident/Health Insurance	\$3,359.00	\$3,310.07	5044	\$3,359.00	98.54%
Rent/Lease	\$2,500.00	\$1,920.00	5050	\$1,932.52	76.80%
Legal/ Accounting	\$17,000.00	\$1,707.97	5060	\$11,975.02	10.05%
Administration Expense	\$7,200.00	\$3,488.59	5070	\$5,034.19	48.45%
Election Expense	\$500.00	\$4,575.89	5080	\$144.00	915.18%
Advertising Expense	\$500.00	\$48.50	5090	\$110.00	9.70%
Fuel & Oil	\$30,000.00	\$17,634.37	5100	\$27,194.68	58.78%
Fleet Repair	\$29,000.00	\$6,652.42	5110	\$18,372.98	22.94%
Building Repair/Maintenance	\$15,000.00	\$4,211.29	5135	\$10,936.94	28.08%
Medical & Operating Exp	\$47,000.00	\$29,120.30	5120	\$35,562.18	61.96%
Office Supplies	\$25,300.00	\$6,506.10	5130	\$20,691.94	25.72%
Technical Support	\$19,500.00	\$13,369.93	5131	\$14,093.90	68.56%
Capital Outlays ** 2 lines	\$0.00	\$7,046.81	5115	\$8,786.44	\$\$\$
Utilities	\$18,900.00	\$7,683.80	5140	\$16,566.62	40.66%
Telephone/Cell	\$6,400.00	\$3,351.39	5150	\$6,434.88	52.37%
Dues & Subscriptions	\$600.00	\$0.00	5180	\$447.99	0.00%
Laundry	\$3,500.00	\$252.00	5190	\$462.00	7.20%
Radios/Repairs Maint	\$5,500.00	\$6,016.50	5220	\$1,757.90	109.39%
Collection Expense	\$2,700.00	\$847.55	5290	\$2,373.59	31.39%
Miscellaneous Expense	\$5,500.00	\$1,751.57	5280	\$3,926.99	31.85%

2018 Ambulance Budget Continued					
	2018	2018 Actual	ACCT	2017	Percentage
New Ambulance/van ** 2 lines	\$165,000.00	\$162,522.00	5115	\$161,237.00	98.50%
Bad Debt Allowance	\$143,000.00	\$94,059.40	5250	\$155,704.49	65.78%
Dispatching Expense	\$67,626.00	\$33,813.00	5105	\$66,300.00	50.00%
*New Rescue Equipment			5117	\$360.00	#DIV/0!
Pat Van Expenditures	\$33,750.00	\$14,638.96	N/A	\$29,901.73	43.37%
MO Lagers Retirement	\$0.00		5006	\$0.00	#DIV/0!
Promotional items	\$1,000.00		5285	\$0.00	0.00%
Total	\$2,209,135.00	\$1,187,450.77		\$2,850,674.68	53.75%
2018 Training Expense Detail					
Expenditures	2018	2018 Actual	ACCT	2017	Percentage
Instructor's Training Wages *	\$8,750.00		5300	\$348.52	0.00%
Instructor's Training Lodging *			5360		
Instructor's Training Mileage *			5361	\$212.00	
Instructor's tuition/books	\$600.00		5330	\$0.00	0.00%
CE Instructor wages **	\$5,000.00	\$989.28	5301	\$4,259.85	19.79%
Mandatory classes,	\$4,200.00	\$897.69	5305	\$1,826.68	21.37%
CE Empl.Wages 5303 &5370		\$1,582.75	5303	\$6,520.75	
Employee CE Elective	\$17,750.00	\$5,740.06	5370	\$25,034.10	41.26%
Guest Instructor Wages	\$3,000.00		5340	\$50.00	0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$3,756.74	5302	\$1,960.40	139.14%
1st responder Refresher Wages	\$800.00		5304	\$233.24	0.00%
Training Equipment/Maintenance	\$6,000.00		5310	\$4,402.25	0.00%
Training Books/Office expense	\$1,000.00	\$296.31	5331	\$30.00	29.63%
Training Miscellaneous	\$1,600.00	\$1,002.47	5380	\$450.20	62.65%
New EMD Training	\$3,000.00		5106		0.00%
Medical Director	\$1,500.00		5385	\$100.00	0.00%
EMD CUE Training	\$1,500.00		5107	\$203.52	0.00%
Training Supplies	\$2,000.00		5320	\$679.94	0.00%
Total	\$59,400.00	\$14,265.30		\$46,311.45	24.02%
2018 Wheel Chair Budget					
	2018	2018 Actual	ACCT	2017	
w/c Actual Charges	\$25,000.00	\$9,815.25	4009	\$13,427.42	39.26%
Knights Pat Van	\$3,000.00	\$2,363.50	4008	\$3,646.75	78.78%
Contribution					
Total	\$28,000.00	\$12,178.75		\$17,074.17	43.50%
2018 Wheel Chair Expenditures					
Salaries	\$26,500.00	\$13,565.06	5009	\$25,456.48	51.19%
Overtime	\$1,500.00	\$33.60	5019	\$37.80	2.24%
Payroll FICA W Amb	\$2,142.00	\$1,040.30		\$1,950.31	48.57%
Repairs/Maint	\$2,900.00		5129	\$345.50	0.00%
Fuel & Oil	\$2,300.00		5109	\$2,045.65	0.00%
New Equipment	\$500.00		5119	\$65.99	0.00%
Advertisement	\$50.00		5099	\$0.00	0.00%
Total	\$35,892.00	\$14,638.96		\$29,901.73	40.79%
less FICA	\$33,750.00	\$13,598.66		\$27,951.42	

