

*Nodaway County Ambulance Board of Directors Meeting Agenda*

*103 W Carefree Drive  
Maryville, MO 64468*

*August 14, 2019*

**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

July 10, 2019

**Board Members Present:** Snodderley, Allen, Giesken, Walk, Rickabaugh and Sparks were present.

**Board members Absent:** No one was absent.

**Introduction of Guests:** There were no guests.

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

**Report from Burlington Junction Rescue Squad:** The picnic will be on July 11<sup>th</sup>.

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

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

**Report from Tri-C Rescue Squad:** Their rescue dinner was held, and they were approximately 50 attending. All is fine.

**Report from Maryville Rescue Squad:** They had a joint drill with the ambulance personnel for the windmill farms in Pickering area as well as doing a water safety training.

**Presentation of Treasurer's Report:** The report was presented to the board members. time. There are two CD's that have matured. Walk is waiting to renew them until some items have been paid for. Stands as presented.

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

**Revenue and Expenses:** Report was given to the board members. There are a few accounts that are currently overbudgeted and these were pointed out to the board members. Stands as presented.

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

Item two was to inform the board members that June sales tax deposits were \$110,861.31. that is an increase of 2.54 % more from the previous year.

Item three was to inform the board members that the MCRS did a standby at Mozingo lake for the July 4<sup>th</sup> celebration and will be at safety alley for the Nodaway County Fair.

Item four was to inform the board members that Patrick Greife was hired as Training manager and began his duties on July 2, 2019.

Item five was to inform the board members that the new HURST tools are in and he and McQueen were determining where to place them. After a discussion with the board members and Rickabaugh stated there will be room on the

Maryville unit as they will be keeping the RAM and a pump from the old set as well. It was then discussed about what to do with the current unit on board and if agreed upon by Polk township fire, they will be sent to Tri-C unit for use.

Item six was to ask the board if there was any interest in changing or modifying the qualifications for the Volunteer Rescue Squad members. IT was decided to leave as is with no changes at this time.

Item seven was to inform the board members unit 138, the PAT van was in a minor accident with a parked car and then with the MCRS trailer in the previous week. The insurance company has been notified.

Item eight was to inform the board members that he received one bid for the concrete work for the parking area and the driveways. Florea had requested bids from more contractors, but Phillip McIntyre was the only bid. For all the concrete work his bid was \$15,000. After a discussion Walk made the motion to accept the bid as presented and Sparks seconded the motion. Snodderley called for a vote. Allen, yea, Giesken, yea, Walk, yea, Rickabaugh yea, Sparks, yea and Snodderley yea. Motion carried.

**Business Manager's Report:** Item one was to inform the board members that the accounts receivable is at \$57.53 this month.

Item two was to inform the board members that the audit is starting.

**Training Managers Report:** Patrick Greife introduced himself to all the board members. He then presented a survey that he is presenting to all employees about what the needs are for training. He will then meet with everyone to discuss ideas. He may have some time where he will have to come into the office on his days off to touch base with everyone. The board had no problems with that idea.

Greife then asked for clarification about the EMR refresher courses that was to meet quarterly. He asked if there would be minimum participants that needed to be signed up for the refresher class. There is no minimum number and if no one signs up then there will not be a class. The board members feel that the volunteers need to be accommodated for their time and service. Greife will schedule two more classes for this year.

The Narcan class is scheduled for August 4<sup>th</sup> in the Pickering/Hopkins area. Brandi Gast is going to teach the class in Burlington, no date has been set yet. Cliff Wiederholt is on vacation but will bring it up at the next meeting and Jared McQueen has not discussed it yet with the Tri-C area.

**Employee Concerns:** Rickabaugh asked if the furniture has been repaired yet and how the new mattress was doing. After a discussion Allen made the motion to purchase three more mattresses from Fire House Furniture to replace the mattresses that have broken down and HineLine will not replace them., Rickabaugh seconded the motion. Snodderley called for a vote. Allen, yea, Giesken, yea, Walk, yea, Rickabaugh yea, Sparks, yea and Snodderley yea. Motion carried.

**Medicaid/Medicare Adjustments:** Rickabaugh made the motion to approve the adjustments for June of \$4,175.07 and Sparks seconded the motion. Snodderley called for a vote. Allen, yea, Giesken, yea, Walk, yea, Rickabaugh yea, Sparks, yea and Snodderley yea. Motion carried.

Rickabaugh made the motion to adjust a bill in the old system for \$141.16 and Allen seconded the motion. Snodderley called for a vote. Allen, yea, Giesken, yea, Walk, yea, Rickabaugh yea, Sparks, yea and Snodderley yea. Motion carried.

Rickabaugh made the motion to send accounts to collection for \$12,828.12 and Allen seconded the motion. Snodderley called for a vote. Allen, yea, Giesken, yea, Walk, yea, Rickabaugh yea, Sparks, yea and Snodderley yea. Motion carried.

**Old Business:** Walk made mention that the board picture on the wall needs to be updated and if necessary the board members need new shirts as well. A discussion was held. Allen made the motion to purchase shirts for the board members that are the same as the crews and Snodderley seconded the motion. Snodderley called for a vote. Allen, yea, Giesken, yea, Walk, yea, Rickabaugh yea, Sparks, yea and Snodderley yea. Motion carried. Jill Nielson will take pictures at the next board meeting.

Jill Nielson showed the board members the BID seat covers that she has gotten information for so far. She has contacted all the school counselors via email to introduce the program and let them know how to get more information. Nielsen also has a booth at the fair in Safety alley for information and sign up sheets as well. Nielson had 22 sleeves purchased and will be distributing them this week, she also made the information cards for each sleeve.

Nielson did say there was an interest in adult sleeves too, but currently she is focusing on the kids and the need for those sleeves.

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

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

**Closed Session:** 7:50 pm

**Open Session:** Allen made motion to go into open session and Walk seconded the motion. Snodderley called for a vote. Allen, yea, Giesken, yea, Walk, yea, Rickabaugh yea, Sparks, yea and Snodderley yea. Motion carried. Open session started at 8:00 pm.

Sparks made the motion to grant Jared McQueen a performance incentive of \$412.50 and a merit increase of 17 cents and Allen seconded the motion. Snodderley called for a vote. Allen, yea, Giesken, yea, Walk, yea, Rickabaugh yea, Sparks, yea and Snodderley yea. Motion carried.

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

Meeting adjourned at 8: 03.pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: \_\_\_\_\_

Carrie Sparks, Secretary of the Board of Directors

2019 Budget AS OF JUNE 30,2019					
	2019	2019 Actual	ACCT	2018	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$890,000.00	\$385,363.81	4000	\$764,413.96	43.30%
Surtax	\$23,000.00	\$23,032.48	4150	\$28,657.83	100.14%
CPR Card Revenue 2617.48	\$3,400.00	\$6,801.45	4380	\$2,180.00	200.04%
Misc. Income	\$2,500.00	\$10,067.75	4730	\$6,588.46	402.71%
Bad Debt Income	\$3,500.00	\$9,746.62	4010	\$4,105.63	278.47%
Interest Income	\$37,500.00	\$22,766.44	4720	\$33,119.40	60.71%
Sales tax income	\$1,200,000.00	\$571,301.10	4105	\$1,220,555.17	47.61%
Sale of Assets	\$0.00		4710	\$100.00	0.00%
Knights	\$3,500.00	\$1,354.00	4008	\$3,886.75	38.69%
Pat Van Revenues	\$25,000.00	\$6,205.95	4009	\$14,415.92	24.82%
FRA FUNDS/GEMT	\$95,000.00	\$183,132.78	4300	\$5,238.29	192.77%
Total	\$2,283,400.00	\$1,219,772.38		\$2,083,261.41	53.42%
Expenditures	2019	2019 Actual	ACCT	2018	Percentage
Salaries	\$855,000.00	\$429,081.11	5000	\$825,223.87	50.18%
Overtime	\$170,500.00	\$81,655.30	5001	\$159,951.20	47.89%
Special Performance Benefit	\$13,200.00	\$5,155.00	5003	\$10,337.50	39.05%
Rescue/Training Budget	\$59,400.00	\$28,651.31	5300	\$29,491.15	48.23%
Payroll FICA	\$92,000.00	\$44,833.97	5010	\$85,626.92	48.73%
Unemployment Taxes	\$1,700.00	\$1,265.14	5015	\$1,190.30	74.42%
Employee Benefits	\$145,500.00	\$68,565.00	5020	\$121,140.95	47.12%
Longevity Pay	\$4,200.00	\$2,660.00	5021	\$3,820.00	63.33%
Health. Ins. Pay out & Retirement	\$90,000.00	\$42,848.70	5005	\$88,474.06	47.61%
Mo Lagers Expense 5.3%	\$64,000.00	\$29,605.88	5006	\$50,223.11	46.26%
Interest Expense	\$0.00		5030		0.00%
Workman's Comp	\$71,000.00	\$35,829.00	5040	\$70,066.75	50.46%
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	\$1,967.70	5050	\$1,960.00	78.71%
Legal/ Accounting	\$22,500.00	\$2,792.60	5060	\$3,084.06	12.41%
Administration Expense	\$7,200.00	\$4,838.88	5070	\$5,796.59	67.21%
Election Expense	\$4,000.00	\$5,891.27	5080	\$4,575.89	147.28%
Advertising Expense	\$500.00		5090	\$156.50	0.00%
Fuel & Oil	\$43,000.00	\$16,116.63	5100	\$36,760.20	37.48%
Fleet Repair	\$29,000.00	\$10,217.94	5110	\$17,645.00	35.23%
Building Repair/Maintenance	\$16,000.00	\$6,612.15	5135	\$7,646.53	41.33%
Medical & Operating Exp	\$47,000.00	\$19,683.51	5120	\$46,780.82	41.88%
Office Supplies	\$25,300.00	\$5,711.79	5130	\$15,439.16	22.58%
Technical Support	\$25,000.00	\$13,701.90	5131	\$17,259.76	54.81%
Capital Outlays ** 2 lines		\$7,986.00	5115		0.00%
Utilities	\$21,500.00	\$9,617.06	5140	\$17,963.48	44.73%
Telephone/Cell	\$7,000.00	\$3,180.29	5150	\$6,769.61	45.43%
Dues & Subscriptions	\$600.00	\$500.00	5180	\$33.00	83.33%
Laundry	\$3,500.00	\$252.00	5190	\$462.00	7.20%
Radios/Repairs Maint	\$7,500.00	\$2,662.25	5220	\$9,369.50	35.50%
Collection Expense	\$2,700.00	\$2,016.16	5290	\$1,590.39	74.67%
Miscellaneous Expense	\$9,597.00	\$10,355.60	5280	\$3,953.30	107.90%

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	\$178,000.00	\$77,072.78	5250	\$186,132.76	43.30%
Dispatching Expense	\$70,702.98	\$34,489.50	5105	\$67,626.00	48.78%
*New Rescue Equipment	\$6,847.02	\$22,727.41	5117	\$11,270.12	331.93%
Pat Van Expenditures	\$37,050.00	\$15,217.20	N/A	\$35,076.51	41.07%
<b>GEMT Expense</b>	\$24,500.00	\$12,720.37	5112	\$0.00	
Promotional items	\$1,000.00	\$971.00	5285	\$0.00	97.10%
<b>Total</b>	<b>\$2,300,997.00</b>	<b>\$1,114,867.73</b>		<b>\$2,163,771.87</b>	<b>48.45%</b>
2019 Training Expense Detail					
Expenditures	2019	2019 Actual	ACCT	2018	Percentage
Instructor's Training Wages *	\$8,750.00	\$65.40	5300		0.75%
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	\$2,996.37	5301	\$2,047.79	59.93%
Mandatory classes,	\$4,200.00	\$4,344.40	5305	\$2,008.22	103.44%
CE Empl.Wages 5303 &5370		\$2,972.96	5303	\$2,543.23	
Employee CE Elective	\$17,750.00	\$9,609.63	5370	\$11,905.12	70.89%
Guest Instructor Wages	\$3,000.00		5340		0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$1,760.34	5302	\$4,361.48	65.20%
1st responder Refresher Wages	\$800.00	\$1,518.84	5304		189.86%
Training Equipment/Maintenance	\$6,000.00		5310	\$2,263.41	0.00%
Training Books/Office expense	\$1,000.00	\$19.95	5331	\$296.31	2.00%
Training Miscellaneous/24-7	\$6,100.00	\$3,998.96	5380	\$1,395.59	65.56%
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 SPPLIES	\$2,000.00	\$1,364.46	5320	\$2,670.00	68.22%
<b>Total</b>	<b>\$59,400.00</b>	<b>\$28,651.31</b>		<b>\$29,491.15</b>	<b>48.23%</b>
2019 Wheel Chair Budget					
	2019	2019 Actual	ACCT	2018	
w/c Actual Charges	\$25,000.00	\$6,205.95	4009	\$13,427.42	24.82%
Knights Pat Van	\$3,500.00	\$1,354.00	4008	\$3,646.75	38.69%
Contribution					
<b>Total</b>	<b>\$28,500.00</b>	<b>\$7,559.95</b>		<b>\$17,074.17</b>	<b>26.53%</b>
2019 Wheel Chair Expenditures					
Salaries	\$28,500.00	\$13,975.34	5009	\$28,209.23	49.04%
Overtime	\$1,000.00		5019	\$33.60	0.00%
Payroll FICA W Amb	\$2,256.75	\$1,069.11		\$2,160.58	47.37%
Repairs/Maint	\$3,000.00	\$172.75	5129	\$619.25	5.76%
Fuel & Oil	\$4,000.00		5109	\$4,053.85	0.00%
New Equipment	\$500.00		5119	\$0.00	0.00%
Advertisement	\$50.00		5099		0.00%
<b>Total</b>	<b>\$39,306.75</b>	<b>\$15,217.20</b>		<b>\$35,076.51</b>	<b>38.71%</b>
less FICA	\$37,050.00	\$14,148.09		\$32,915.93	