

**Nodaway County Ambulance District
Board of Directors Meeting
103 W Carefree Maryville, MO 64468
August 12th, 2020
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

July 8th, 2020

7:00 pm

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

Board members Absent: No one was absent.

Introduction of Guests: None 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. Sparks, yea, Snodderley, yea, Giesken, yea, Allen, yea, Walk, yea and Rickabaugh, yea. Motion carried.

Report from Burlington Junction Rescue Squad: The LUCAS system will be discussed in old business. Nothing to report.

Report from Hopkins Rescue Squad: No one present.

Report from Ravenwood Rescue Squad: All is good,

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

Report from Maryville Rescue Squad: Nothing new to report.

Presentation of Treasurer's Report: Florea had gotten some quotes for new interest rates, and Walk will do what is best for the district money as all rates are low. Report stands as presented.

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

Revenue and Expenses: Stands as presented.

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

Item two was to inform the board members that the sales tax revenue deposit was \$123,614.55 which is an increase of 8.95% from 2019.

Item three was to inform the board members that the UV light has been delivered and is being used by all crews. There have also been Sheriff vehicles that have used the system as well as rooms in the office building. Florea did order another light and replacement bulbs, but these are on backorder. He does have a way to get an extra bulb if one gets broken.

Item four was to inform the board members that the Priority dispatch software had a three-day meeting to set up the requirements and to discuss the training needs. There will be classes scheduled July 21-23, and then August 3 & 4th.

Item five was to inform the board members that call statistics are down for the year. In June the average was 4.27 per day and the previous year it was over 5.5. Florea figures that call volume is down by approximately 99 calls for the year.

Item six was to inform the board members The Mosaic Maryville Mental health unit will be closed for approximately 30 days starting August 1st, they are doing upgrades and remodeling. This could more transfer's to St. Joseph Mental health unit. This will be a possibility that the call volume will increase 13%. Florea is working with the unit to transport patients when the time comes.

Item seven was to inform the board that the overpayment from GEMT of the \$79,000 from the year 2017-2018 will be placed on hold because of the COVID crisis.

Business Manager's Report: Item one was to inform the board members that the accounts receivable is at \$92.00.

Item two was to inform the board that the new chairs in the office will be sent in to be repaired at no cost, as there are 10 of the 12 that need repair. MVE has been contacted and will be sending a vehicle to pick them up.

Training Managers Report: Item one was to inform the board members that the quarterly CPR class had two people and Steve Sporleder taught the class.

Item two was to inform the board members that July 16th will be the next EMT/EMR CEU night. There will be a ZOOM broadcast for the EMR's who may want to attend, as they do not need CEU's, and he has 13 EMT's that will be at the physical class as there will be hands on projects that they need to accomplish.

Item three was to inform the board that Kelly Quinlin will host the annual sports injury meeting in the training room. He will get in touch with the EMR's that will need to refresh or to take the class once this one is finished.

Employee Concerns: The new stove is in place and the employees say thank you for it. Right now, the refrigerator is acting up, but it will be looked at by a repairman.

Medicaid/Medicare Adjustments: Allen made the motion to approve the adjustments of \$4,843.47 and Walk seconded the motion. Snodderley called for a vote. Sparks, yea, Snodderley, yea, Giesken, yea, Allen, yea, Walk, yea and Rickabaugh, yea. Motion carried.

Allen made a motion for invoices to be sent to collections for \$13,199.32 and Rickabaugh seconded motion. Snodderley called for a vote. Sparks, yea, Snodderley, yea, Giesken, yea, Allen, yea, Walk, yea and Rickabaugh, yea. Motion carried.

Old Business: The LUCAS system was on the agenda to be discussed. The unit cost is \$14,335.49, this comes with three suction cups, three wrist straps, the power supply, batteries and the body straps. The replacement cost for three suction cups is \$125.80 and the wrist straps is \$242.25, with a Pro Care maintenance pack where

the unit gets sent to the factory for cleaning and inspection is \$4479.40, with a loaner shipped for use while gone. If an on-site visit is needed it will be \$683.40. These prices are good until February 2021. The only bid received was from Stryker medical. The Burlington Junction squad is looking to purchase this system with donations they have received in the memory of Brandy Gast.

Walk made the motion to approve paying the yearly maintenance fee and all relevant supplies pending the purchase of the system, and Rickabaugh seconded the motion. Snodderley called for a vote. Sparks, yea, Snodderley, yea, Giesken, yea, Allen, yea, Walk, yea and Rickabaugh , yea. Motion carried.

It is now up the Burlington squad to make the decision.

Florea stated that he had worked on the computer closet, but it is still quite warm, and he will be contacting Geist heating to get the other fan ordered and installed.

The celebration of Life for David Piveral was moved to July 18th.

New Business: None brought to the board.

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

Closed session began at 7:45 pm.

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

Open session started at 7:55 pm

Sparks made the motion to grant Jared McQueen a merit raise of 18 cents and a performance incentive of \$500.00, Allen seconded the motion. Snodderley called for a vote. Sparks, yea, Snodderley, yea, Giesken, yea, Allen, yea, Walk, yea and Rickabaugh , yea. Motion carried.

Pat Greife informed the board that there would be training for the LUCAS system for all the squad members in Burlington Junction as well as all the staff. There are individuals who work at Buchanan County that have used the system and will be able to help instruct as well. Greife is unsure of the costs but he wanted the board to be aware.

Adjournment: Walk made the motion to adjourn the meeting and Allen seconded the motion. Snodderley called for a vote. Sparks, yea, Snodderley, yea, Giesken, yea, Allen, yea, Walk, yea and Rickabaugh , yea. Motion carried. Meeting adjourned at 8:00 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____

Carrie Sparks, Secretary of the Board of Directors

AS OF 6-30-2020					
	2020	2020 Actual	ACCT	2019	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$908,000.00	\$494,348.72	4000	\$917,512.51	54.44%
Surtax	\$25,000.00	\$24,571.49	4150	\$25,419.57	98.29%
CPR Card Revenue 2617.48	\$2,200.00	\$272.00	4380	\$2,015.45	12.36%
Misc. Income(stimulus included)	\$2,500.00	\$37,471.81	4730	\$12,861.45	1498.87%
Bad Debt Income	\$6,000.00	\$7,291.36	4010	\$16,277.72	121.52%
Interest Income	\$33,000.00	\$27,499.65	4720	\$46,495.60	83.33%
Sales tax income	\$1,200,000.00	\$619,955.78	4105	\$1,235,712.47	51.66%
Sale of Assets	\$0.00		4710	\$100.00	0.00%
Knights	\$3,500.00	\$1,670.00	4008	\$3,434.00	47.71%
Pat Van Revenues	\$25,000.00	\$7,548.10	4009	\$20,942.35	30.19%
FRA FUNDS/GEMT	\$110,000.00	\$166,093.63	4300	\$187,604.11	150.99%
Total	\$2,315,200.00	\$1,386,722.54		\$2,468,375.23	59.90%
Expenditures	2020	2020 Actual	ACCT	2019	Percentage
Salaries	\$883,500.00	\$439,862.33	5000	\$864,326.97	49.79%
Overtime	\$170,200.00	\$88,880.40	5001	\$171,593.97	52.22%
Special Performance Benefit	\$13,200.00	\$6,497.50	5003	\$9,280.00	49.22%
Rescue/Training Budget	\$59,400.00	\$10,849.41	5300	\$42,543.03	18.27%
Payroll FICA	\$96,000.00	\$46,310.82	5010	\$90,352.16	48.24%
Unemployment Taxes	\$1,700.00	\$674.89	5015	\$1,671.72	39.70%
Employee Benefits	\$151,000.00	\$63,492.48	5020	\$124,694.69	42.05%
Longevity Pay	\$4,700.00	\$2,760.00	5021	\$3,980.00	58.72%
Health. Ins. Pay out & Retirement	\$93,500.00	\$47,857.50	5005	\$88,827.90	51.18%
Mo Lagers Expense 4.8%	\$61,300.00	\$29,298.39	5006	\$60,076.61	47.80%
Interest Expense	\$0.00	\$0.00	5030	\$0.00	0.00%
Workman's Comp	\$75,000.00	\$33,055.23	5040	\$65,105.35	44.07%
Fleet/Mail/Liab Ins. Bond	\$62,000.00	\$60,856.00	5041	\$53,931.00	98.15%
Accident/Health Insurance	\$4,000.00	\$3,484.33	5044	\$3,484.33	87.11%
Rent/Lease	\$2,500.00	\$1,920.00	5050	\$2,007.70	76.80%
Legal/ Accounting	\$25,000.00	\$3,006.36	5060	\$13,884.14	12.03%
Administration Expense	\$7,200.00	\$4,101.66	5070	\$8,912.72	56.97%
Election Expense	\$4,000.00	\$0.00	5080	\$5,891.27	0.00%
Advertising Expense	\$500.00	\$0.00	5090	\$102.00	0.00%
Fuel & Oil	\$45,000.00	\$12,249.17	5100	\$30,255.36	27.22%
Fleet Repair	\$27,000.00	\$11,591.95	5110	\$20,207.60	42.93%
Building Repair/Maintenance	\$12,500.00	\$6,943.11	5135	\$11,820.72	55.54%
Medical & Operating Exp	\$52,000.00	\$40,047.11	5120	\$54,290.05	77.01%
Office Supplies	\$21,500.00	\$5,921.64	5130	\$13,887.52	27.54%
Technical Support	\$25,400.00	\$22,557.88	5131	\$21,757.73	88.81%
Capital Outlays ** 2 lines	\$0.00	\$0.00	5115	\$22,986.00	0.00%
Utilities	\$23,500.00	\$10,196.66	5140	\$19,614.28	43.39%
Telephone/Cell	\$7,100.00	\$3,339.75	5150	\$6,847.96	47.04%
Dues & Subscriptions	\$600.00	\$0.00	5180	\$538.00	0.00%
Laundry	\$3,500.00	\$252.00	5190	\$546.00	7.20%
Radios/Repairs Maint	\$3,500.00	\$2,191.80	5220	\$3,345.75	62.62%
Collection Expense	\$3,000.00	\$1,649.48	5290	\$3,974.27	54.98%
Miscellaneous Expense	\$5,200.00	\$1,771.91	5280	\$12,548.81	34.08%

2020 Ambulance Budget Continued					
	2020	2020 Actual	ACCT	2019	Percentage
New Ambulance/van ** 2 lines	\$136,000.00	\$135,404.47	5115		99.56%
Bad Debt Allowance	\$178,000.00	\$98,781.99	5250	\$183,701.25	55.50%
Dispatching Expense	\$72,118.00	\$34,834.50	5105	\$68,979.00	48.30%
*New Rescue Equipment	\$0.00	\$8,082.84	5117	\$22,727.41	
Pat Van Expenditures	\$37,550.00	\$17,440.80	N/A	\$35,201.98	46.45%
GEMT Expense	\$15,000.00	\$59,914.90	0	\$76,322.23	399.43%
Promotional items	\$1,000.00	\$0.00	5285	\$993.00	0.00%
Total	\$2,384,168.00	\$1,316,079.26		\$2,221,210.48	55.20%
2020 Training Expense Detail					
Expenditures	2020	2020 Actual	ACCT	2019	Percentage
Instructor's Training Wages *	\$8,750.00	\$231.87	5300	\$1,519.19	2.65%
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	\$494.87	5301	\$3,735.01	9.90%
Mandatory classes,	\$4,200.00	\$1,971.65	5305	\$5,268.94	46.94%
CE Empl.Wages 5303 &5370		\$350.76	5303	\$5,521.64	
Employee CE Elective	\$17,750.00	\$745.00	5370	\$14,817.49	6.17%
Guest Instructor Wages	\$3,000.00	\$0.00	5340		0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$2,789.84	5302	\$2,017.24	103.33%
1st responder Refresher Wages	\$800.00	\$71.92	5304	\$2,144.64	8.99%
Training Equipment/Maintenance	\$6,000.00	\$0.00	5310	\$811.41	0.00%
Training Books/Office expense	\$1,000.00	\$0.00	5331	\$19.95	0.00%
Training Miscellaneous/24-7	\$1,600.00	\$2,344.07	5380	\$5,153.06	146.50%
New EMD Training	\$3,000.00		5106		0.00%
Medical Director	\$1,500.00	\$100.00	5385		0.00%
EMD CEU Training	\$1,500.00		5107		0.00%
Training Supplies	\$2,000.00	\$1,749.43	5320	\$1,534.46	87.47%
Total	\$59,400.00	\$10,849.41		\$42,543.03	18.27%
2020 Wheel Chair Budget					
	2020	2020 Actual	ACCT	2019	
w/c Actual Charges	\$25,000.00	\$7,548.10	4009	\$20,942.35	30.19%
Knights Pat Van	\$3,500.00	\$1,670.00	4008	\$3,434.00	47.71%
Contribution					
Total	\$28,500.00	\$9,218.10		\$24,376.35	32.34%
2020 Wheel Chair Expenditures					
Salaries	\$29,000.00	\$15,516.68	5009	\$29,135.08	53.51%
Overtime	\$1,200.00	\$77.96	5019	\$17.97	6.50%
<i>Payroll FICA W Amb</i>	\$2,180.25	\$1,192.99		\$2,228.83	54.72%
Repairs/Maint	\$2,500.00	\$653.17	5129	\$678.25	26.13%
<i>Fuel & Oil</i>	\$4,300.00		5109	\$3,141.85	0.00%
New Equipment	\$500.00		5119	\$0.00	0.00%
Advertisement	\$50.00		5099		0.00%
Total	\$39,730.25	\$17,440.80		\$35,201.98	43.90%
<i>less FICA</i>	\$37,550.00	\$16,247.81		\$32,973.15	
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