

**Nodaway County Ambulance District**

**103 W Carefree Maryville, MO 64468**

**August 11<sup>th</sup>, 2021**

**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 14<sup>th</sup>, 2021

7:00 pm

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

**Board members Absent:** Shipps was absent.

**Introduction of Guests:** Jessica Rickabaugh, dispatcher. She was present to discuss any issues that may be occurring during dispatching, and she explain how the office was set up, with two people on always. She also explained the time frame and how the program works. Rickabaugh discussed the paging troubles and how things are working. The board asked some questions and thanked her for attending the meeting.

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

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

**Report from Hopkins Rescue Squad:** Nothing to report. No one present.

**Report from Ravenwood Rescue Squad:** There was a question about the lawn and if it looks better, they are hoping to have an extrication class in October and need to coordinate with the training manager.

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

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

**Presentation of Treasurer's Report:** There is a CD coming due July26th and another one in August. No decision on what to do with the funds.

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

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

**Director of Operations Report:** Item one was to inform the board members that there would be a closed session for evaluations of paramedic and assistant Jared McQueen, and number 8, hardship request.

Item two was to inform the board members that the sales tax payment of \$129,387.98 was entered, and that is an increase of 7.50 % over 2020 monies.

Item three was to inform the board members that the call volume has fluctuated in the past four months. January and February were up, March was down, and April was up, and May was up by almost 11 and June was up by 10.50% with July following close.

Item four was to inform the members he has been working on the paging issues and so has dispatch. They make sure they are using the north tower to page 140, and the E-dispatch works for those that work in metal buildings.

He has not gotten any bids for the Tri-C tower and is estimating the cost about \$12,000. He wants to wait.

Item five was to inform the board members that Taylor County EMS wants to get into an agreement with the district for Paramedic Intercept calls. After a discussion this was decided not to sign and continue to do intercepts as needed.

Item six was to inform the board members that he has been asking about a 2022 chassis for a remount. There was a discussion and Florea was told to get one reserved.

Item seven was to inform the board that unit 139 backed into a parked car and did approximately \$1,800 damage.

Item eight was moved to closed session.

Item nine was to discuss placing unit for heating and A/C for the two bedrooms. It is warm in those rooms and there is only one thermostat. When it is tolerable in those rooms, the office area is extremely cold. Geist Heating came down to look at what solutions could be, and he suggested the unit. Each room would have their own thermostat and the office one could be left on a comfortable setting for the office staff.

Florea will get bids on this and see what he can get put together for the next meeting.

**Business Manager's Report:** Item one was to inform the board members that the accounts receivable is closer to be correct than last month. It is currently at \$ 258.41, which could be a base rate reported incorrectly or an account that was missed in a write off. She will continue to look for it.

Item two was to inform the board members that she is working on the 20-21 GEMT papers.

Item three was to inform the board members that the BAC 360 conferences have gone back to in person and there are four destinations set up. Hershey, PA, Las Vegas, NV, San Antonio, TX and Clearwater, FL. The cost to send four people will be higher than that for previous years. This is a FYI only.

Item four was to inform the board members the final audit was sent of the GEMT for 2017-2018. The district will owe GEMT \$64,756.27, because we used Bad Debts in the formula, and it was in the paperwork and then they decided that it was not a figure we could use.

**Training Managers Report:** Item one was to inform the board members that the EMT quarterly class cancelled because of lack of interest.

Item two was to inform the board members that June 10<sup>th</sup> was the quarterly CPR class. There were seven students

Item three was to inform the board members that there is a Missouri EMS Conference Expo August 3-6 and he and Jill Nielson will be attending. The conference is in St. Charles.

Item four was to inform the board members that there will be an EVOC driving class this fall, there are some first responders and some full time employees that will need to take the two day class, and he will inform those that need to just drive. The class will be September 24<sup>th</sup> and 25<sup>th</sup>.

Block two of the paramedic refresher begin in September. The schedule will be posted soon.

The EMR refresher two will be scheduled for October 9<sup>th</sup>. Notices will be sent out for the individuals that need it.

Item seven was to inform the board that there is a new athletic trainer at NWMSU and he is trying to get in contact to schedule a C-spine class.

**Employee Concerns:** Morgan Wheeler informed the board members she is doing a fund raiser for Breast Cancer during the month of October by selling T-shirts and asked if the board would allow the staff to wear them during their shift. After a discussion it was decided that the staff would be able to wear the shirts during October and both staff members must be in the same uniform top.

Julie Schmitz asked about placing running boards on the pickup truck because it is being used for PAT van transfers for those who may not need a wheelchair. It has been utilized over 66 times since March first. Rickabaugh made the motion to place running boards on the pickup and Allen seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, and Snodderley yea. Motion carried.

**Medicaid/Medicare Adjustments:** Allen made the motion to approve the adjustments of \$13,942.40 and Rickabaugh seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, and Snodderley yea. Motion carried.

Allen made a motion for invoices to be sent to collections for \$9,066.00 and Sparks seconded motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh 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. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, and Snodderley yea. Motion carried. Closed session begins at 8:35 pm.

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

Open session started at 9:06.

Giesken made the motion to grant Jared McQueen a performance incentive of \$800 and performance incentive and a merit raise of 18 cents and Allen seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, and Snodderley yea. Motion carried.

The hardship case will be handled by Florea with the proposal the board is offering and the parameters that must be met. Sparks made the motion as stated and Giesken seconded. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, and Snodderley yea. Motion carried.

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

Adjournment at 9:10 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

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

2021 Budget As of 6/30/2021					
	2021	2021 Actual	ACCT	2020	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$1,061,000.00	\$618,152.69	4000	\$1,119,890.78	58.26%
Surtax	\$25,000.00	\$33,456.22	4150	\$28,270.20	133.82%
CPR Card Revenue 2617.48	\$2,200.00	\$510.00	4380	\$437.00	23.18%
Misc. Income(zoll refund)	\$2,500.00	\$17,699.56	4730	\$40,190.65	707.98%
Bad Debt Income	\$6,000.00	\$6,353.66	4010	\$12,204.03	105.89%
Interest Income	\$35,000.00	\$14,425.24	4720	\$47,119.25	41.21%
Sales tax income	\$1,100,000.00	\$669,692.42	4105	\$1,326,042.73	60.88%
Sale of Assets-CARES Reimbursement	\$0.00	\$0.00	4710	\$92,335.48	0.00%
Knights	\$3,500.00	\$1,040.00	4008	\$3,110.00	29.71%
Pat Van Revenues	\$25,000.00	\$9,413.50	4009	\$16,776.87	37.65%
FRA FUNDS/GEMT	\$130,000.00	\$201,514.02	4300	\$169,817.42	155.01%
<b>Total</b>	<b>\$2,390,200.00</b>	<b>\$1,572,257.31</b>		<b>\$2,856,194.41</b>	<b>65.78%</b>
Expenditures	2021	2021 Actual	ACCT	2020	Percentage
Salaries	\$933,600.00	\$457,970.17	5000	\$901,882.33	49.05%
Overtime	\$185,000.00	\$109,954.66	5001	\$192,888.29	59.43%
Special Performance Benefit	\$13,200.00	\$7,155.00	5003	\$11,385.00	54.20%
Rescue/Training Budget	\$59,400.00	\$15,184.69	5300	\$29,354.80	25.56%
Payroll FICA	\$96,000.00	\$48,834.59	5010	\$94,535.04	50.87%
Unemployment Taxes	\$1,700.00	\$234.07	5015	\$707.22	13.77%
Employee Benefits	\$137,000.00	\$71,694.35	5020	\$142,814.95	52.33%
Longevity Pay	\$4,700.00	\$2,360.00	5021	\$4,140.00	50.21%
Health. Ins. Pay out & Retirement	\$93,500.00	\$40,970.40	5005	\$91,332.30	43.82%
Mo Lagers Expense 4.8%	\$71,100.00	\$58,004.29	5006	\$58,205.93	81.58%
Interest Expense	\$0.00	\$0.00	5030	\$0.00	0.00%
Workman's Comp	\$72,000.00	\$36,682.87	5040	\$66,879.23	50.95%
Fleet/Mail/Liab Ins. Bond	\$71,400.00	\$68,897.00	5041	\$60,856.00	96.49%
Accident/Health Insurance	\$4,300.00	\$3,484.33	5044	\$3,484.33	81.03%
Rent/Lease	\$2,000.00	\$1,653.50	5050	\$1,960.61	82.68%
Legal/ Accounting	\$26,000.00	\$14,749.28	5060	\$4,957.51	56.73%
Administration Expense	\$6,200.00	\$6,772.50	5070	\$5,062.61	109.23%
Election Expense	\$3,500.00	\$0.00	5080	\$0.00	0.00%
Advertising Expense	\$500.00	\$0.00	5090	\$153.00	0.00%
Fuel & Oil	\$30,000.00	\$18,946.63	5100	\$22,704.25	63.16%
Fleet Repair	\$22,000.00	\$15,605.15	5110	\$21,581.59	70.93%
Building Repair/Maintenance	\$12,500.00	\$6,563.99	5135	\$10,997.80	52.51%
Medical & Operating Exp ***	\$59,000.00	\$31,887.69	5120	\$88,143.19	54.05%
Office Supplies	\$19,000.00	\$5,768.31	5130	\$16,072.45	30.36%
Technical Support	\$29,000.00	\$13,977.56	5131	\$28,419.64	48.20%
H.S.A. Expense	\$7,000.00	\$3,020.22	5025	\$0.00	0.00%
Utilities	\$22,000.00	\$7,192.07	5140	\$16,599.99	32.69%
Telephone/Cell	\$7,100.00	\$4,246.70	5150	\$6,971.37	59.81%
Dues & Subscriptions	\$600.00	\$525.00	5180	\$573.00	87.50%
Laundry	\$2,500.00	\$168.00	5190	\$504.00	6.72%
Radios/Repairs Maint	\$3,400.00	\$2,072.50	5220	\$3,149.80	60.96%
Collection Expense	\$3,000.00	\$2,041.42	5290	\$2,553.74	68.05%
Miscellaneous Expense	\$3,200.00	\$809.59	5280	\$3,626.04	25.30%

2021 Ambulance Budget Continued					
	2021	2021	ACCT	2020 proj	Percentage
New Ambulance/van	\$48,750.00	\$0.00	5115	\$221,907.68	6.20%
Bad Debt Allowance	\$180,000.00	\$123,525.56	5250	\$229,289.48	68.63%
Dispatching Expense	\$71,766.00	\$17,941.50	5105	\$70,014.00	25.00%
*New Rescue Equipment		\$13,302.06	5117	\$24,701.73	0.00%
Pat Van Expenditures	\$39,050.00	\$15,854.28	N/A	\$37,012.34	40.60%
GEMT Expense	\$63,000.00	\$67,458.08	0	\$59,914.90	
Promotional items	\$1,000.00	\$0.00	5285	\$0.00	0.00%
<b>Total</b>	<b>\$2,404,966.00</b>	<b>\$1,295,508.01</b>		<b>\$2,535,336.14</b>	<b>53.87%</b>
2021 Training Expense Detail					
Expenditures	2021	2021 Actual	ACCT	2020	Percentage
Instructor's Training Wages *	\$8,750.00	\$56.53	5300	\$297.81	0.65%
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	\$1,658.33	5301	\$2,136.90	33.17%
Mandatory classes,	\$4,200.00	\$1,607.08	5305	\$2,037.66	38.26%
CE Empl.Wages 5303 &5370		\$4,182.86	5303	\$1,212.18	
Employee CE Elective	\$17,750.00	\$1,270.00	5370	\$15,473.50	30.72%
Guest Instructor Wages	\$3,000.00	\$0.00	5340	\$0.00	0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$1,720.47	5302	\$2,789.84	63.72%
1st responder Refresher Wages	\$800.00	\$416.96	5304	\$71.92	52.12%
Training Equipment/Maintenance	\$6,000.00	\$2,436.64	5310	\$0.00	40.61%
Training Books/Office expense	\$1,000.00	\$0.00	5331	\$0.00	0.00%
Training Miscellaneous/24-7	\$1,600.00	\$307.11	5380	\$2,359.06	19.19%
New EMD Training	\$3,000.00		5106		0.00%
Medical Director & Guest Instructor	\$1,500.00	\$575.00	5385	\$100.00	0.00%
EMD CEU Training	\$1,500.00		5107		0.00%
Training Supplies	\$2,000.00	\$953.71	5320	\$2,875.93	47.69%
<b>Total</b>	<b>\$59,400.00</b>	<b>\$15,184.69</b>		<b>\$29,354.80</b>	<b>25.56%</b>
2021 Wheel Chair Budget					
	2021	2021 Actual	ACCT	2020	
w/c Actual Charges	\$25,000.00	\$9,413.50	4009	\$16,776.87	37.65%
Knights Pat Van	\$3,500.00	\$1,040.00	4008	\$3,110.00	29.71%
Contribution					
<b>Total</b>	<b>\$28,500.00</b>	<b>\$10,453.50</b>		<b>\$19,886.87</b>	<b>36.68%</b>
2021 Wheel Chair Expenditures					
Salaries	\$31,500.00	\$15,399.55	5009	\$30,847.81	48.89%
Overtime	\$1,200.00	\$145.41	5019	\$116.94	12.12%
Payroll FICA W Amb	\$2,500.00	\$0.00		\$2,501.55	0.00%
Repairs/Maint	\$2,500.00	\$309.32	5129	\$1,861.05	12.37%
Fuel & Oil	\$3,300.00		5109	\$1,684.99	0.00%
New Equipment	\$500.00		5119	\$0.00	0.00%
Advertisement	\$50.00		5099	\$0.00	0.00%
<b>Total</b>	<b>\$41,550.00</b>	<b>\$15,854.28</b>		<b>\$37,012.34</b>	<b>38.16%</b>
<i>less FICA</i>	<b>\$39,050.00</b>	<b>\$15,854.28</b>		<b>\$34,510.79</b>	