

Nodaway County Ambulance Board of Directors Meeting Agenda
103 W Carefree Drive
Maryville, MO 64468
July 11th, 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

June 13th, 2018

7:30 pm

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

Board members Absent: Standiford was absent.

Introduction of Guests: None were present.

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

Report from Burlington Junction Rescue Squad: Nothing to report.

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: No one was present.

Presentation of Treasurer's Report: The report was presented to the board members. There is a CD due this month. Walk is going to invest it with NVB.

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

Revenue and Expenses: Report was given to the board members. Lager informed the board members that the election expense is correct. She had called the County to see why it was so high and they explained that since it was a small election, the cost was high for everyone.

Director of Operations Report: Item one was to inform the board members that there would be a closed session for employee evaluations for Dan Noland, Paramedic, and Bill Florea, paramedic.

Item two was to inform the board members that the May sales tax deposits were \$121,870.54 which was 6.81 % less than May 2017.

Item three was to discuss the air bags. Burlington Junction rescue purchased theirs at the same time Nodaway County purchased their first sets. The one on Maryville unit 136 were replaced and the ones on Ravenwood would have expired as well. The SCBA tanks also need to be hydrotested before they can be placed back on the units as well.

After a discussion Allen made the motion to purchase two more air bags systems from Sentinel at the cost of \$8,571.06 and Walk seconded the motion. Snodderley called for a vote. Crady, yea, Allen, yea, Rickabaugh ye, Walk. yea and Snodderley, yea. Motion passed.

Item four was to inform the board members that Florea had applied for a grant to get some help with additional needed equipment for the portable shelter.

Item five was to inform the board members that there is a new program called, GEMT (Ground Emergency Medical Transportation) that the district should participate in. This program will help defray costs of Medicaid calls and it is a federal program that provides additional funding. There was a meeting held in Jefferson City on May 30th the Florea and Lager attended. There will be a cost for administrative fees payable to DSS, and a deadline for all reporting to be turned into the state, as well as electronic fund agreements and Governmental wire transfers. This is totally voluntarily program and the district can opt in and out. The time frame will be from July 1, 2017 to June 30th, 2018. All paperwork will be finished in house and must be submitted prior to November 30, 2018. It has the possibility of generating \$60,000 to \$80,000 for this year.

Item six was to ask the board members if a National Guard medic, would be able to do some ride along to continue his medical training. Everyone was fine with this idea.

Item seven was to present two EMT contracts that were in the bills to be paid for reimbursement of their classes. Snodderley signed the contracts.

Item eight was to present the revision of the District's sunshine policy. The board members read the changes and Crady made the motion to approve the changes as presented and Rickabaugh seconded the motion. Snodderley called for a vote. Crady, yea, Allen, yea, Rickabaugh ye, Walk. yea and Snodderley, yea. Motion passed.

Business Manager's Report: Item one was to inform the board members that the accounts receivable is still off, but it is now \$1,347.29. This could be from a couple different things and she is looking at all deposits to get this back down.

Item two was to discuss the possibility of hosting a Documentation class at the district. She received information at the conference in St. Louis and presented it to the board members. The board members would like Lager to discuss having the class with other districts to see if there would be an interest as well and to get back with them.

Item three was to inform the board members that while in St. Louis she had discussed collections with another company. She gave the information to the board members and after a discussion they decided not to change companies at this time.

Item four was to inform the board members that her surgery will be scheduled in late august and she will have more information at the next meeting.

Item five was to inform the board members that KCP&L has not gotten back with her about the LED lighting plan. She will continue to work on this.

Training Managers Report: Item one was to inform the board members that quarterly CPR class will be held on June 14th.

Hall did inform the board that Life Net did come for the monthly employee meeting.

The board members asked Julie Schmitz about what she had found out about getting hoodies for the rescue squad members. She has found the ones she likes and had sent information to all the board members. The next step is to get sizes for all members and then to get the cost to the board.

Employee Concerns: None brought to the board.

Medicaid/Medicare Adjustments: Snodderley made the motion to adjust the Medicare/Medicaid accounts by the amounts of \$2,637.88 and Allen seconded the motion. Snodderley called for a vote. Crady, nay, Allen, yea, Rickabaugh ye, Walk. yea and Snodderley, yea. Motion passed.

Snodderley made the motion to send to collections \$14,051.58 and Walk seconded the motion. Snodderley called for a vote. Crady, yea, Allen, yea, Rickabaugh ye, Walk. yea and Snodderley, yea. Motion passed.

Crady made a motion to accept a lawyer's request to adjust a bill of a patient by the amount of \$219.37 and Rickabaugh seconded the motion. Snodderley called for a vote. Crady, yea, Allen, yea, Rickabaugh ye, Walk. yea and Snodderley, yea. Motion passed.

Old Business: None.

New Business: Rickabaugh asked about the district's policy on paying volunteers when they are subpoenaed to a court case. He asked is there was a way to compensate the volunteers for having to take time away from their employment. There was a discussion held about how to handle this possibility and it was agreed that the distinct would not be paying volunteers to go to a court case.

Recess: Walk made the motion to go into closed session and Allen seconded the motion. Snodderley called for a vote. Crady, yea, Allen, yea, Rickabaugh ye, Walk. yea and Snodderley, yea. Motion passed. Went into closed session for employee evaluations, at 8:35 pm.

Closed Session: Allen made the motion to go into open session and Walk seconded the motion. Snodderley called for a vote. Crady, yea, Allen, yea, Rickabaugh ye, Walk. yea and Snodderley, yea. Motion passed. Open session started at 8:54 pm.

Open session: Crady made the motion to grant Dan Noland a performance incentive of \$475.00 and a longevity of \$240.00, and Allen seconded the motion. Snodderley called for a vote. Crady, yea, Allen, yea, Rickabaugh ye, Walk. yea and Snodderley, yea. Motion passed.

Crady made the motion to grant Bill Florea a performance incentive of \$1,000 and a longevity of \$740.00 and Walk seconded the motion. Snodderley called for a vote. Crady, nay, Allen, yea, Rickabaugh ye, Walk. yea and Snodderley, yea. Motion passed.

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

Meeting adjourned at 9:00 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____ Julia A Crady, Secretary

MAY 2018 Budget as of 4/31/18					
	2018	2018 Actual	ACCT	2017	Percentage
			#	Projected	2017 actual
Revenues					
Ambulance Receivable	\$715,000.00	\$398,401.41	4000	\$764,413.96	55.72%
Surtax	\$23,000.00	\$22,737.83	4150	\$28,657.83	98.86%
CPR Card Revenue 2617.48	\$2,000.00	\$2,834.00	4380	\$2,180.00	141.70%
Misc. Income	\$3,500.00	\$4,024.90	4730	\$6,588.46	115.00%
Bad Debt Income	\$1,800.00	\$4,532.34	4010	\$4,105.63	251.80%
Interest Income	\$26,700.00	\$12,490.47	4720	\$33,119.40	46.78%
Sales tax income	\$1,200,000.00	\$429,542.65	4105	\$1,220,555.17	35.80%
Sale of Assets	\$0.00		4710	\$100.00	
Kights	\$3,000.00	\$2,003.50	4008	\$3,886.75	66.78%
Pat Van Revenues	\$25,000.00	\$6,802.90	4009	\$14,415.92	27.21%
FRA FUNDS	\$20,000.00	\$3,116.02	4300	\$5,238.29	15.58%
Total	\$2,020,000.00	\$886,486.02		\$2,083,261.41	43.89%
Expenditures	2018	2018 Actual	ACCT	2017	Percentage
Salaries	\$845,000.00	\$347,981.54	5000	\$829,695.19	41.18%
Overtime	\$174,250.00	\$69,282.11	5001	\$164,996.47	39.76%
Special Performance Benefit	\$10,000.00	\$4,287.50	5003	\$8,262.50	42.88%
Rescue/Training Budget	\$59,400.00	\$13,308.08	5300	\$48,491.45	22.40%
Payroll FICA	\$91,250.00	\$36,224.92	5010	\$85,080.55	39.70%
Unemployment Taxes	\$1,500.00	\$885.20	5015	\$1,461.56	59.01%
Employee Benefits	\$140,500.00	\$50,223.89	5020	\$128,645.08	35.75%
Longevity Pay	\$3,700.00	\$1,580.00	5021	\$3,500.00	42.70%
Health. Ins. Pay out & Retirement	\$81,500.00	\$35,457.76	5005	\$71,713.32	43.51%
Mo Lagers Expense	\$45,000.00	\$20,588.20	5006	\$802,716.33	45.75%
Interest Expense	\$0.00		5030	\$0.00	\$\$\$
Workman's Comp	\$56,000.00	\$25,623.75	5040	\$57,431.25	45.76%
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	\$1,568.91	5060	\$11,975.02	9.23%
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	\$14,975.93	5100	\$27,194.68	49.92%
Fleet Repair	\$29,000.00	\$5,183.68	5110	\$18,372.98	17.87%
Building Repair/Maintenance	\$15,000.00	\$3,572.27	5135	\$10,936.94	23.82%
Medical & Operating Exp	\$47,000.00	\$25,678.57	5120	\$35,562.18	54.64%
Office Supplies	\$25,300.00	\$6,019.44	5130	\$20,691.94	23.79%
Technical Support	\$19,500.00	\$13,294.93	5131	\$14,093.90	68.18%
Capital Outlays ** 2 lines	\$0.00	\$7,046.81	5115	\$8,786.44	\$\$\$\$
Utilities	\$18,900.00	\$7,130.64	5140	\$16,566.62	37.73%
Telephone/Cell	\$6,400.00	\$2,782.67	5150	\$6,434.88	43.48%
Dues & Subscriptions	\$600.00	\$0.00	5180	\$447.99	0.00%
Laundry	\$3,500.00	\$210.00	5190	\$462.00	6.00%
Radios/Repairs Maint	\$5,500.00	\$3,621.50	5220	\$1,757.90	65.85%
Collection Expense	\$2,700.00	\$847.55	5290	\$2,373.59	31.39%
Miscellaneous Expense	\$5,500.00	\$1,633.16	5280	\$3,926.99	29.69%

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	\$79,680.31	5250	\$155,704.49	55.72%
Dispatching Expense	\$67,626.00	\$16,906.50	5105	\$66,300.00	25.00%
*New Rescue Equipment			5117	\$360.00	#DIV/0!
Pat Van Expenditures	\$33,750.00	\$12,632.72	N/A	\$29,901.73	37.43%
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	\$1,032,089.59		\$2,850,674.68	46.72%
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	\$913.96	5301	\$4,259.85	18.28%
Mandatory classes,	\$4,200.00	\$395.22	5305	\$1,826.68	9.41%
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	\$3,377.31	5302	\$1,960.40	125.09%
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	\$13,308.08		\$46,311.45	22.40%
2018 Wheel Chair Budget					
	2018	2018 Actual	ACCT	2017	
w/c Actual Charges	\$25,000.00	\$8,242.50	4009	\$13,427.42	32.97%
Knights Pat Van	\$3,000.00	\$2,003.50	4008	\$3,646.75	66.78%
Contribution					
Total	\$28,000.00	\$10,246.00		\$17,074.17	36.59%
2018 Wheel Chair Expenditures					
Salaries	\$26,500.00	\$11,701.39	5009	\$25,456.48	44.16%
Overtime	\$1,500.00	\$33.60	5019	\$37.80	2.24%
Payroll FICA W Amb	\$2,142.00	\$897.73		\$1,950.31	41.91%
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	\$12,632.72		\$29,901.73	35.20%
less FICA	\$33,750.00	\$11,734.99		\$27,951.42	

Jan-18