

Nodaway County Ambulance Board of Directors Meeting Agenda

*103 W Carefree Drive
Maryville, MO 64468*

July 10, 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

June 12th, 2019

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

Board members Absent: Sparks and Giesken were 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 Rickabaugh seconded the motion. Snodderley called for a vote. Allen, yea, Rickabaugh, yea, Walk, yea and Snodderley yea. Motion carried.

Report from Burlington Junction Rescue Squad: All is OK. No dinner date has been set yet.

Report from Hopkins Rescue Squad: The dinner was provided on June 9th and there were approximately 10-15 members in attendance. Their shirts were given out as well as a dinner served by employees and board members. The Pickering wind farm is wanting to do a drill with the district in the future.

Report from Ravenwood Rescue Squad: The dinner was held on June 6th with approximately 10-15 in attendance. Their shirts were given to the members and dinner was served by employees and board members.

Report from Tri-C Rescue Squad: Their rescue dinner is scheduled for June 20th at the park in Conception Jct. Dinner will be served and shirts will be delivered. The Modern Woodman has granted Tri-C rescue squad with a \$100 grant for anything they need and a \$50 grant for the dinner.

Report from Maryville Rescue Squad: There will be a water rescue training coming up to be held at Mozingo Lake. The Barnard wind farm is wanting to do a drill as well.

Presentation of Treasurer's Report: The report was presented to the board members. time. There is one CD that has matured and Walk is wanting to move some money into State Farm as they are paying .50% more than he first received quotes. 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, Rickabaugh, yea, Walk, yea and Snodderley yea. Motion carried.

Revenue and Expenses: Report was given to the board members. There is a correction to the promotional items as it was not placed into the budget. The amount was \$971.00

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

Item two was to inform the board members that the June sales tax deposits were \$ 127,223.30, which was 3.48% more than June 2018.

Item three was to inform the board members that Trevor Beeler was hired as a PRN medic.

Item four was to inform the board members that there were two times that employees were called up for a possible STRIKE team during natural disasters in the past month. Neither time they were not deployed.

Item five was to inform the board members that two ambulances were used at the Vigilant Guard drill at the MOREA area. It was hot during the second day and ice and water was taken to the crews.

Item six was to inform the board that more equipment has been delivered for the MCI shelter and it is covered by the Homeland Security grant.

Item seven was to inform the board members that Conrad Fire is the new representative for Life Line ambulances for the area.

Item eight was to inform the board members that PO # 190601 was over his money limit. It was an order for AED batteries for the university and was for \$4,322.00 which an invoice has been sent to NWMSU.

Item nine was to inform the board members that the district will not be able to purchase supplies from the hospital. This means that supplies will need to be ordered from Bound tree and he has set up an account with another company as well.

Item ten was to inform the board members that Jeff Hall, training Manager has given his notice for the training position effective July 1st, 2019.

Item eleven was to inform the board members that a temporary fix has been completed on the driveway by Florea and McQueen. They used seven bags of concrete to fill the hole.

Business Manager's Report: Item one was to inform the board members that the accounts receivable is at \$69.76 this month.

Item two was to inform the board members that furniture is in being shipped, but no delivery date has been given yet. Lager will call the company the following day to see when it is to be delivered. She will hold the check until furniture is delivered.

Item three was to inform the board members that the mattress from HineLine still has not been replaced and she has been calling them since December about this trouble. The furniture company does have mattresses and the highest one is approximately \$500. She does not know about the warranty or delivery. After discussion Allen made the motion to purchase one mattress to replace the worse one that needs replaced and Rickabaugh seconded the motion. Snodderley called for a vote. Allen, yea, Rickabaugh, yea, Walk, yea and Snodderley yea. Motion carried.

Training Managers Report: Hall started his report by informing the board that it has been quiet in the training department.

Item two it to let the board know that the Narcan trainers have not delivered yet from the state to train the EMR staff.

Employee Concerns: Jill Nielson would like to discuss a project with the board members. She has found a place that makes custom seatbelt attachments that would alert EMS, or law enforcement to a possible handicap or medical condition of a child. She gave the board members information from three different companies. These covers would benefit the EMS or law by explaining a possible situation and inside them there could be extra instructions. The city of Maryville has a CASPER club that helps identify such individuals. She would like to start a program to get these out to the public. There was a discussion on who to contact and even to have space at the county fair. Walk made the motion to allow the purchase of up to 100 of these to start with and then to come back when more is needed, Allen seconded the motion. Snodderley called for a vote. Allen, yea, Rickabaugh, yea, Walk, yea and Snodderley yea. Motion carried.

Medicaid/Medicare Adjustments: Rickabaugh made the motion to approve the adjustments for April of \$9,363.53 and Allen seconded the motion. Snodderley called for a vote. Allen, yea, Rickabaugh, yea, Walk, yea and Snodderley yea. Motion carried.

Rickabaugh made the motion to send to collections the amount of \$15,911.99 and Walk seconded the motion. Snodderley called for a vote. Allen, yea, Rickabaugh, yea, Walk, yea and Snodderley yea. Motion carried.

Old Business: None brought to the board.

New Business: Rickabaugh asked if next year instead of providing T-shirts or hoodies to each squad member that each captain suggest of equipment for the rescue squad they would like to have.

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

Closed Session: 7:45 pm

Open Session: Rickabaugh made motion to go into open session and Walk seconded the motion. Snodderley called for a vote. Allen, yea, Rickabaugh, yea, Walk, yea and Snodderley yea. Motion carried. Open began at 8:05.

Rickabaugh made the motion to grant Dan Noland a performance incentive of \$650.00 and a longevity of \$260 and Bill Florea a performance incentive of \$550.00 and a longevity of \$760.00 and Allen seconded the motion. Snodderley called for a vote. Allen, yea, Rickabaugh, yea, Walk, yea and Snodderley yea. Motion carried.

Walk informed the staff he would be out of town for the next payroll and Snodderley will have to sign checks.

Snodderley will be out of town in July and was not sure if he would be at the next meeting.

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

Meeting adjourned at 8: 10.pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____

Carrie Sparks, Secretary of the Board of Directors

2019 Budget AS OF MAY 31,2019					
	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	\$23,022.54	4150	\$28,657.83	100.10%
CPR Card Revenue 2617.48	\$3,400.00	\$6,686.45	4380	\$2,180.00	196.66%
Misc. Income	\$2,500.00	\$9,905.09	4730	\$6,588.46	396.20%
Bad Debt Income	\$3,500.00	\$7,062.27	4010	\$4,105.63	201.78%
Interest Income	\$37,500.00	\$16,470.32	4720	\$33,119.40	43.92%
Sales tax income	\$1,200,000.00	\$444,077.80	4105	\$1,220,555.17	37.01%
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	\$1,083,281.01		\$2,083,261.41	47.44%
Expenditures	2019	2019 Actual	ACCT	2018	Percentage
Salaries	\$855,000.00	\$361,227.10	5000	\$825,223.87	42.25%
Overtime	\$170,500.00	\$68,092.16	5001	\$159,951.20	39.94%
Special Performance Benefit	\$13,200.00	\$3,555.00	5003	\$10,337.50	26.93%
Rescue/Training Budget	\$59,400.00	\$27,291.39	5300	\$29,491.15	45.95%
Payroll FICA	\$92,000.00	\$37,606.38	5010	\$85,626.92	40.88%
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	\$1,640.00	5021	\$3,820.00	39.05%
Health. Ins. Pay out & Retirement	\$90,000.00	\$35,185.50	5005	\$88,474.06	39.10%
Mo Lagers Expense 5.3%	\$64,000.00	\$24,648.93	5006	\$50,223.11	38.51%
Interest Expense	\$0.00		5030		0.00%
Workman's Comp	\$71,000.00	\$27,063.00	5040	\$70,066.75	38.12%
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	\$1,753.30	5060	\$3,084.06	7.79%
Administration Expense	\$7,200.00	\$4,517.13	5070	\$5,796.59	62.74%
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	\$14,469.25	5100	\$36,760.20	33.65%
Fleet Repair	\$29,000.00	\$9,949.01	5110	\$17,645.00	34.31%
Building Repair/Maintenance	\$16,000.00	\$6,236.08	5135	\$7,646.53	38.98%
Medical & Operating Exp	\$47,000.00	\$16,553.76	5120	\$46,780.82	35.22%
Office Supplies	\$25,300.00	\$5,388.46	5130	\$15,439.16	21.30%
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	\$8,691.60	5140	\$17,963.48	40.43%
Telephone/Cell	\$7,000.00	\$2,900.65	5150	\$6,769.61	41.44%
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	\$8,624.31	5280	\$3,953.30	89.86%

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	\$285.41	5117	\$11,270.12	4.17%
Pat Van Expenditures	\$37,050.00	\$12,968.06	N/A	\$35,076.51	35.00%
GEMT Expense	\$24,500.00	\$12,720.37	5112	\$0.00	
Promotional items	\$1,000.00	\$971.00	5285	\$0.00	97.10%
Total	\$2,300,997.00	\$966,122.88		\$2,163,771.87	41.99%
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	\$2,918.92	5301	\$2,047.79	58.38%
Mandatory classes,	\$4,200.00	\$3,446.24	5305	\$2,008.22	82.05%
CE Empl.Wages 5303 &5370		\$2,751.20	5303	\$2,543.23	
Employee CE Elective	\$17,750.00	\$9,609.63	5370	\$11,905.12	69.64%
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	\$1,201.91	5320	\$2,670.00	60.10%
Total	\$59,400.00	\$27,291.39		\$29,491.15	45.95%
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					
Total	\$28,500.00	\$7,559.95		\$17,074.17	26.53%
2019 Wheel Chair Expenditures					
Salaries	\$28,500.00	\$11,886.03	5009	\$28,209.23	41.71%
Overtime	\$1,000.00		5019	\$33.60	0.00%
Payroll FICA W Amb	\$2,256.75	\$909.28		\$2,160.58	40.29%
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%
Total	\$39,306.75	\$12,968.06		\$35,076.51	32.99%
less FICA	\$37,050.00	\$12,058.78		\$32,915.93	