

**Nodaway County Ambulance District
Board of Directors Meeting
103 W Carefree Maryville, MO 64468
July 8th, 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

June 10th, 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. Walk made the motion to approve the minutes 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.

Report from Burlington Junction Rescue Squad: They held a meeting on Sunday June 7th and discussed the purchase of Lucas, system., in memory of Brandy Gast to be placed on unit 140. The squad would like to know if the ambulance district would pay for the yearly maintenance and supplies. Discussion held and the board asked for better cost figures.

Report from Hopkins Rescue Squad: No one present and no meeting held. There is part of the chevrons that will need to be redone to remove the bubbles.

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: Walk discussed the options for placing the funds that will be coming due, and there are no good interest rates unless the money is placed in a 5-year CD, this is not an option at this time. Walk is wanting to place monies into various 1- and 2-year CD's and will not take them out more than the 24 months.

Lager asked about the safety deposit box at US bank and if the board would like to pay for another year, as there was a fee to print a bill, bringing the cost to \$51.45. Discussion was held and the items in the safety deposit box will be brought to the ambulance district to be placed in the fireproof safe.

Presentation of Bill's to be paid: Bills were presented, and Allen made the motion to pay the bills as presented 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.

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 evaluations for Paramedic Dan Noland and Director Bill Florea.

Item two was to inform the board members that the sales tax revenue deposit was \$125,131.88 which is an increase of 8.4% from 2019.

Item three was to inform the board members that the call volume has decreased this year, mostly March and some of April. Florea has done some calculations and he estimate a loss for March between \$31,000 to \$33,000. Some of the stimulus money can be used to compensate.

Item four was to inform the board members that the closet ventilation has been changed again and he is waiting to hear from Geist when they can come and start the project as they were the only bid received. The new project is to place a vent in the solid core door and place a silent fan in the closet to push the hot air out. The bid was for 5750 for the project.

Item five was to inform the board members that new fuel barrel is completed, and the safety valve and emergency turn off completed as of June 10th.

Item six was to inform the board members that the UV light still has not been delivered and he would like to order another one. This is to be used under the PPE fund from the county, he was told to get one ordered.

Item seven was to inform the board unit 131 was placed into service on June4, 2020.

Item eight was to discuss a leave of absence for an employee. He needs to be able to take time to complete training for the National guard. Walk made the motion to approve the leave for military time and Sparks seconded the motion. Snodderley called for a vote. Sparks, yea, Snodderley, yea, Giesken, yea, Allen, yea, Walk, yea and Rickabaugh, yea. Motion carried.

The second part of the leave of absence was for him to take time off to do his clinical rotations for school. This was discussed and there should not be a problem covering his shifts. Walk made the motion to approve the leave of absence for schooling and Sparks seconded the motion. Snodderley called for a vote. Sparks, yea, Snodderley, yea, Giesken, yea, Allen, yea, Walk, yea and Rickabaugh, yea. Motion carried.

Item nine was to inform the board members Harden, Cummins, Moss and Miller have sent an engagement letter for the audits for 2019, 2020 and 2021. The cost for 2019 is %9,500, 2020 and 2021 it is \$10,400. No other bids were sent to the office. Walk approved the engagement letter 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.

Business Manager's Report: Item one was to inform the board members that the accounts receivable is at \$80.56.

Item two was to inform the board that the federal government has stopped taking out the 2%sequestered amount from Medicare calls after April 30,2020. This is to go until the end of this year.

Item three was to inform the board staff that will be taking the ABC 360 classes will set up meetings and do the classes while at work. Lager and Schmitz have taken some last month and will be able to take more this week. These classes are for the NAAC certificates that they hold for billing.

Training Managers Report: Item one was to inform the board members that part one of a four-part class on the ventilators was held today and the others have been scheduled for the quarterly meetings.

Item two was to inform the board members that the quarterly CPR class will be held on June 11th.

Item three was to inform the board members the second EMT/EMR CEU night will be July 16th. He would like to broadcast this live via Zoom so any EMR can take the class.

Employee Concerns: It was brought to the boards attention that the current stove/oven has been in use since 1999 and it needs replaced as there are burners not working and the oven temperature is not accurate. There are more employees cooking now since the COVID and they were hoping to be able to replace it. This was approved by all.

Medicaid/Medicare Adjustments: Allen made the motion to approve the adjustments of \$4,608.26 and Sparks 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 \$15,543.22 and Sparks seconded motion. Snodderley called for a vote. Sparks, yea, Snodderley, yea, Giesken, yea, Allen, yea, Walk, yea and Rickabaugh , yea. Motion carried.

Old Business: Florea mentions purchasing another UV light and the board agreed. He will order this and submit the bill to the county for payment under their COVID stimulus fund.

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 7:50 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 8:07 pm

Sparks made the motion to grant Dan Noland a longevity of \$280.00 and a performance incentive of \$487.50, and to grant Bill Florea a longevity of \$780 and a performance incentive of \$525.00, Walk seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried.

Florea informed the board that he would be having a carry over of vacation time if that was permissible, due the COIVD crisis and not being able to get away. This was approved.

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 8:10 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____

Carrie Sparks, Secretary of the Board of Directors

AS OF5-31-2020					
	2020	2020 Actual	ACCT	2019	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$908,000.00	\$428,411.92	4000	\$917,512.51	47.18%
Surtax	\$25,000.00	\$24,568.06	4150	\$25,419.57	98.27%
CPR Card Revenue 2617.48	\$2,200.00	\$262.00	4380	\$2,015.45	11.91%
Misc. Income(stimulus included)	\$2,500.00	\$30,759.41	4730	\$12,861.45	1230.38%
Bad Debt Income	\$6,000.00	\$4,428.85	4010	\$16,277.72	73.81%
Interest Income	\$33,000.00	\$16,183.80	4720	\$46,495.60	49.04%
Sales tax income	\$1,200,000.00	\$494,523.90	4105	\$1,235,712.47	41.21%
Sale of Assets	\$0.00		4710	\$100.00	0.00%
Knights	\$3,500.00	\$1,430.00	4008	\$3,434.00	40.86%
Pat Van Revenues	\$25,000.00	\$6,499.60	4009	\$20,942.35	26.00%
FRA FUNDS/GEMT	\$110,000.00	\$165,853.56	4300	\$187,604.11	150.78%
Total	\$2,315,200.00	\$1,172,921.10		\$2,468,375.23	50.66%
Expenditures	2020	2020 Actual	ACCT	2019	Percentage
Salaries	\$883,500.00	\$369,206.00	5000	\$864,326.97	41.79%
Overtime	\$170,200.00	\$74,696.65	5001	\$171,593.97	43.89%
Special Performance Benefit	\$13,200.00	\$5,022.50	5003	\$9,280.00	38.05%
Rescue/Training Budget	\$59,400.00	\$9,237.46	5300	\$42,543.03	15.55%
Payroll FICA	\$96,000.00	\$38,761.20	5010	\$90,352.16	40.38%
Unemployment Taxes	\$1,700.00	\$634.60	5015	\$1,671.72	37.33%
Employee Benefits	\$151,000.00	\$61,966.16	5020	\$124,694.69	41.04%
Longevity Pay	\$4,700.00	\$1,700.00	5021	\$3,980.00	36.17%
Health. Ins. Pay out & Retirement	\$93,500.00	\$40,194.30	5005	\$88,827.90	42.99%
Mo Lagers Expense 4.8%	\$61,300.00	\$24,548.81	5006	\$60,076.61	40.05%
Interest Expense	\$0.00	\$0.00	5030	\$0.00	0.00%
Workman's Comp	\$75,000.00	\$31,180.23	5040	\$65,105.35	41.57%
Fleet/Mail/Liab Ins. Bond	\$62,000.00	\$59,274.00	5041	\$53,931.00	95.60%
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	\$2,723.78	5060	\$13,884.14	10.90%
Administration Expense	\$7,200.00	\$3,863.66	5070	\$8,912.72	53.66%
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	\$10,878.81	5100	\$30,255.36	24.18%
Fleet Repair	\$27,000.00	\$8,370.73	5110	\$20,207.60	31.00%
Building Repair/Maintenance	\$12,500.00	\$0.00	5135	\$11,820.72	0.00%
Medical & Operating Exp	\$52,000.00	\$37,350.92	5120	\$54,290.05	71.83%
Office Supplies	\$21,500.00	\$5,559.19	5130	\$13,887.52	25.86%
Technical Support	\$25,400.00	\$22,313.90	5131	\$21,757.73	87.85%
Capital Outlays ** 2 lines	\$0.00	\$0.00	5115	\$22,986.00	0.00%
Utilities	\$23,500.00	\$8,715.31	5140	\$19,614.28	37.09%
Telephone/Cell	\$7,100.00	\$2,781.02	5150	\$6,847.96	39.17%
Dues & Subscriptions	\$600.00	\$0.00	5180	\$538.00	0.00%
Laundry	\$3,500.00	\$210.00	5190	\$546.00	6.00%
Radios/Repairs Maint	\$3,500.00	\$1,727.00	5220	\$3,345.75	49.34%
Collection Expense	\$3,000.00	\$1,343.99	5290	\$3,974.27	44.80%
Miscellaneous Expense	\$5,200.00	\$1,560.44	5280	\$12,548.81	30.01%

2020 Ambulance Budget Continued					
	2020	2020 Actual	ACCT	2019	Percentage
New Ambulance/van ** 2 lines	\$136,000.00	\$178,083.76	5115		130.94%
Bad Debt Allowance	\$178,000.00	\$85,594.63	5250	\$183,701.25	48.09%
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	#DIV/0!
Pat Van Expenditures	\$37,550.00	\$14,691.78	N/A	\$35,201.98	39.13%
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	\$1,210,427.40		\$2,221,210.48	50.77%
2020 Training Expense Detail					
Expenditures	2020	2020 Actual	ACCT	2019	Percentage
Instructor's Training Wages *	\$8,750.00	\$222.88	5300	\$1,519.19	2.55%
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	\$384.13	5301	\$3,735.01	7.68%
Mandatory classes,	\$4,200.00	\$479.43	5305	\$5,268.94	11.42%
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	\$9,237.46		\$42,543.03	15.55%
2020 Wheel Chair Budget					
	2020	2020 Actual	ACCT	2019	
w/c Actual Charges	\$25,000.00	\$6,499.60	4009	\$20,942.35	26.00%
Knights Pat Van	\$3,500.00	\$1,430.00	4008	\$3,434.00	40.86%
Contribution					
Total	\$28,500.00	\$7,929.60		\$24,376.35	27.82%
2020 Wheel Chair Expenditures					
Salaries	\$29,000.00	\$12,963.02	5009	\$29,135.08	44.70%
Overtime	\$1,200.00	\$77.96	5019	\$17.97	6.50%
<i>Payroll FICA W Amb</i>	\$2,180.25	\$997.63		\$2,228.83	45.76%
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	\$14,691.78		\$35,201.98	36.98%
<i>less FICA</i>	\$37,550.00	\$13,694.15		\$32,973.15	
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