

*Nodaway County Ambulance Board of Directors Meeting Agenda  
103 W Carefree Drive  
Maryville, MO 644  
April 9th, 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 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 must 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

March 14<sup>th</sup>, 2018

7:30 pm

**Board Members Present:** Allen, Crady, Walk, Snodderley, Redden and Standiford were present.

**Board members Absent:** No one was absent.

**Introduction of Guests:** Bryan Sobotka, former Ravenwood rescue squad member was present to express some concerns of his ranging from mission statement, website, growth, appreciation, and employee issues. After his presentation the board took his concerns into consideration and will discuss these issues with the administration.

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

**Report from Burlington Junction Rescue Squad:** A CPR class is going to be held and a refresher EMR is in the works.

**Report from Hopkins Rescue Squad:** No one present.

**Report from Ravenwood Rescue Squad:** Nothing reported.

**Report from Tri-C Rescue Squad:** There are 5 new EMR's in the Barnard /Guilford area and they would like to respond to the calls in that area in the fire trucks and they would like to get an AED if possible. Florea is working to find one.

**Report from Maryville Rescue Squad:** Nothing reported.

**Presentation of Treasurer's Report:** The report was presented to the board members. There were 2 CD's that were converted into Edward Jones accounts, one account is for 12 months and the other is for 24 months.

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

**Revenue and Expenses:** Report was given to the board members.

**Director of Operations Report:** Item one was to inform the board members that there would not be a closed session.

Item two was to inform the board members that the February sales tax deposits were \$122,958.82 which was 14.37% less than January 2017.

Item three was to inform the board members that unit 139 is now on the streets, but there was a problem with the automatic step. It will be under warranty and parts have been ordered.

Item four was to inform the board members that the 20x20 shelter is not repairable. After discussing the claim with insurance, they had sent a check for \$8,750, and will add another check of \$12,754 to the total for the purchase of a shelter as well as the district having a \$500 deductible. There is a quote for a shelter for the cost of \$22,004 and John

Barkley from NW Missouri Regional EMS is willing to help write a grant to get the heating and air conditioning system as well.

Item five was to inform the board members that unit 133 has been repaired all but the striping, the paint had to cure.

Item six was to inform the board that there are 10 new EMR members for the district and nine for the MCRS squad. There is a need for some new pagers and Florea received two bids for Minitor 6 pagers. Haug Communication from Savannah, MO bid each pager at \$479.00 and Midwest Mobile from St. Joseph, MO bid \$495 per pager. Crady made the motion to approve the bid from Haug and Allen seconded the motion. Standiford called for a vote. Allen, yea, Walk, yea, Crady yea, Snodderley yea, Redden, yea and Standiford, yea. Motion carried.

Item seven was to inform the board members that Erin Keith has been hired a part time (PRN) employee.

Item eight was to inform the board members that he had purchased some active 911 spots for the rescue squads.

Item nine was to inform the board members that the kick off meeting for the feasibility study for the 911 merger is being held on March 27<sup>th</sup> from 8 am to 5 pm at the Nodaway County Administration building. There is a schedule of break out meetings and lunch will be provided.

**REMINDER!!!! THE APRIL MEETING IS MOVED TO MONDAY APRIL 9<sup>TH</sup>, 7:30 PM.**

**Business Manager's Report:** Item one was to inform the board members that the accounts receivable is still off, but it is now \$38.19.

**Training Managers Report:** Item one was to inform the board members that the EMR class is finished. The MCRS squad received 9 new members, 136 received 2, 140 received 1, 142 received 5 and 143 received 3.

Item two was to inform the board that the quarterly CPR class will be held at the districts training room on March 15<sup>t</sup> from 6 pm to 10 pm.

Item three was to inform the board members that the EMR renewal class is scheduled for Saturday March 17,2018.

Item four was to inform the board members that the old Energizer parking lot is available to hole the EVOC driving class. The owners have no issues with the district using it if they asked.

**Employee Concerns:** Andy Peterson, a PRN employee, spoke to the board members about how his job handles long on scene time and how other district handle volunteers. He did say thank you to the board members for all they do for the staff, paid and volunteer.

Morgan Wheeler spoke up with some of her concerns that she feels that the board needed information on.

Jill Nielson spoke up with praise for the training staff and how the district's training entity has evolved into what it is currently. She also praised the board for listening to concerns and wanted them to know that she feels the district has come a long way since she started as a PRN employee.

The board thanked the employees and will take concerns into consideration.

**Medicaid/Medicare Adjustments:** Crady made the motion to approve the Medicare adjustments for \$3,616.68 and Walk seconded the motion. Standiford called for a vote. Allen, yea, Walk, yea, Crady yea, Snodderley yea, Redden, yea and Standiford, yea. Motion carried.

The monthly adjustments were given to the board members next. After reviewing Crady made the motion to accept the monthly adjustments of \$5,576.37 and Standiford seconded the motion. Standiford called for a vote. Allen, yea, Walk, yea, Crady nay, Snodderley yea, Redden yea, and Standiford, yea. Motion carried.

**Old Business:** None

**New Business:** None brought to the board. Redden did ask why Sobotka was a guest and not under employee concerns. He has resigned from the rescue squad, so he is not considered an employee and he called to be placed on the agenda. Redden also suggested that there be a time limit on these types of requests. No action taken.

**Adjournment:** Walk made the motion to adjourn the meeting and Crady seconded the motion. Standiford called for a vote. Allen, yea, Crady, yea, Walk, yea, Snodderley, yea, Redden, yea, and Standiford, yea. Motion carried.

Meeting adjourned at 9:05 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: \_\_\_\_\_ John C. Redden, Secretary

<b>February 2018 Budget</b>					
	<b>2018</b>	2018 Actual	ACCT	<b>2017</b>	<b>Percentage</b>
Revenues			#	<b>Projected</b>	2017 actual
Ambulance Receivable	\$715,000.00	\$169,619.68	4000	\$764,413.96	23.72%
Surtax	\$23,000.00	\$22,680.86	4150	\$28,657.83	98.61%
CPR Card Revenue 2617.48	\$2,000.00	\$233.00	4380	\$2,180.00	11.65%
Misc. Income	\$3,500.00	\$87.19	4730	\$6,588.46	2.49%
Bad Debt Income	\$1,800.00	\$584.36	4010	\$4,105.63	32.46%
Interest Income	\$26,700.00	\$5,948.26	4720	\$33,119.40	22.28%
Sales tax income	\$1,200,000.00	\$149,531.64	4105	\$1,220,555.17	12.46%
Sale of Assets	\$0.00		4710	\$100.00	
Kights	\$3,000.00	\$723.50	4008	\$3,886.75	24.12%
Pat Van Revenues	\$25,000.00	\$3,241.00	4009	\$14,415.92	12.96%
FRA FUNDS	\$20,000.00	\$230.83	4300	\$5,238.29	1.15%
<b>Total</b>	<b>\$2,020,000.00</b>	<b>\$352,880.32</b>		<b>\$2,083,261.41</b>	<b>17.47%</b>
Expenditures	<b>2018</b>	2018 Actual	ACCT	<b>2017</b>	<b>Percentage</b>
Salaries	\$845,000.00	\$131,403.14	5000	\$829,695.19	15.55%
Overtime	\$174,250.00	\$24,413.12	5001	\$164,996.47	14.01%
Special Performance Benefit	\$10,000.00	\$1,225.00	5003	\$8,262.50	12.25%
Rescue/Training Budget	\$59,400.00	\$4,664.69	5300	\$48,491.45	7.85%
Payroll FICA	\$91,250.00	\$13,642.46	5010	\$85,080.55	14.95%
Unemployment Taxes	\$1,500.00		5015	\$1,461.56	0.00%
Employee Benefits	\$140,500.00	\$19,760.94	5020	\$128,645.08	14.06%
Longevity Pay	\$3,700.00	\$920.00	5021	\$3,500.00	24.86%
Health. Ins. Pay out & Retirement	\$81,500.00	\$14,345.46	5005	\$71,713.32	17.60%
Mo Lagers Expense	\$45,000.00	\$7,360.00	5006	\$802,716.33	16.36%
Interest Expense	\$0.00		5030	\$0.00	\$\$\$
<b>Workman's Comp</b>	\$56,000.00	\$4,843.00	5040	\$57,431.25	8.65%
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	\$247.06	5060	\$11,975.02	1.45%
Administration Expense	\$7,200.00	\$25.74	5070	\$5,034.19	0.36%
Election Expense	\$500.00		5080	\$144.00	0.00%
Advertising Expense	\$500.00		5090	\$110.00	0.00%
Fuel & Oil	\$30,000.00	\$5,983.47	5100	\$27,194.68	19.94%
Fleet Repair	\$29,000.00	\$2,848.51	5110	\$18,372.98	9.82%
Building Repair/Maintenance	\$15,000.00	\$505.37	5135	\$10,936.94	3.37%
Medical & Operating Exp	\$47,000.00	\$6,107.80	5120	\$35,562.18	13.00%
Office Supplies	\$25,300.00	\$3,555.51	5130	\$20,691.94	14.05%
Technical Support	\$19,500.00	\$12,367.96	5131	\$14,093.90	63.43%
<b>Capital Outlays ** 2 lines</b>	\$0.00	\$4,936.43	5115	\$8,786.44	\$\$\$\$
Utilities	\$18,900.00	\$3,545.91	5140	\$16,566.62	18.76%
Telephone/Cell	\$6,400.00	\$1,083.51	5150	\$6,434.88	16.93%
Dues & Subscriptions	\$600.00		5180	\$447.99	0.00%
Laundry	\$3,500.00	\$42.00	5190	\$462.00	1.20%
<b>Radios/Repairs Maint</b>	\$5,500.00	\$467.50	5220	\$1,757.90	8.50%
Collection Expense	\$2,700.00	\$230.54	5290	\$2,373.59	8.54%
Miscellaneous Expense	\$5,500.00	\$181.45	5280	\$3,926.99	3.30%

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	\$33,887.11	5250	\$155,704.49	23.70%
Dispatching Expense	\$67,626.00	\$16,906.50	5105	\$66,300.00	25.00%
<b>*New Rescue Equipment</b>			5117	\$360.00	#DIV/0!
Pat Van Expenditures	\$33,750.00	\$4,593.50	N/A	\$29,901.73	13.61%
<b>MO Lagers Retirement</b>	\$0.00		5006	\$0.00	#DIV/0!
Promotional items	\$1,000.00		5285	\$0.00	0.00%
<b>Total</b>	<b>\$2,209,135.00</b>	<b>\$535,841.75</b>		<b>\$2,850,674.68</b>	24.26%
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		5301	\$4,259.85	0.00%
Mandatory classes,	\$4,200.00		5305	\$1,826.68	0.00%
CE Empl.Wages 5303 &5370		\$1,073.01	5303	\$6,520.75	
Employee CE Elective	\$17,750.00	\$1,100.00	5370	\$25,034.10	12.24%
Guest Instructor Wages	\$3,000.00		5340	\$50.00	0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$1,519.42	5302	\$1,960.40	56.27%
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	\$675.95	5380	\$450.20	42.25%
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%
<b>Total</b>	<b>\$59,400.00</b>	<b>\$4,664.69</b>		<b>\$46,311.45</b>	7.85%
2018 Wheel Chair Budget					
	2018	2018 Actual	ACCT	2017	
w/c Actual Charges	\$25,000.00	\$3,241.00	4009	\$13,427.42	12.96%
Knights Pat Van	\$3,000.00	\$723.50	4008	\$3,646.75	24.12%
Contribution					
<b>Total</b>	<b>\$28,000.00</b>	<b>\$3,964.50</b>		<b>\$17,074.17</b>	14.16%
2018 Wheel Chair Expenditures					
Salaries	\$26,500.00	\$4,233.47	5009	\$25,456.48	15.98%
Overtime	\$1,500.00	\$33.60	5019	\$37.80	2.24%
Payroll FICA W Amb	\$2,142.00	\$326.43		\$1,950.31	15.24%
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%
<b>Total</b>	<b>\$35,892.00</b>	<b>\$4,593.50</b>		<b>\$29,901.73</b>	12.80%
less FICA	<b>\$33,750.00</b>	<b>\$4,267.07</b>		<b>\$27,951.42</b>	

Jan-18

