

**Nodaway County Ambulance District**

**103 W Carefree Maryville, MO 64468**

**April 13th, 2022**

**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**

March 9th, 2022

7:00 pm

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

**Board members Absent:** None

**Introduction of Guests:** No one present

**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. Sparks, yea, Giesken, yea, Rickabaugh yea, Allen, yea, Shipps, yea and Snodderley yea. Motion carried.

**Report from Burlington Junction Rescue Squad:** Nothing to report.

**Report from Hopkins Rescue Squad:** Nothing to report.

**Report from Ravenwood Rescue Squad:** Nothing to report.

**Report from Tri-C Rescue Squad:** Nothing to report

**Report from Maryville Rescue Squad:** Rickabaugh informed all present that there will be a benefit auction on April 16th for rescue squad member Bryan Arnold. There will more information to follow. Rickabaugh also

**Presentation of Treasurer's Report:** Sparks informed the board that a CD will be due March 31<sup>st</sup>. Florea mentioned that there will be bills for the rescue truck and the ambulance remount. It was decided to move the money to the money market for availability.

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

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

**Director of Operations Report:** Florea started his report by informing the board members that there not be a closed session.

Item two was to inform the board members that the sales tax payment for the month was \$122,683.58 and this is an increase of 3.11% from 2021.

Item three was to inform the board members that the call volume for the month of January was 6.75 calls a day.

Item four was to inform the board that COVID cases accounted for .25% in February.

Item five was to inform the board members that the remount on 132 will have some change orders, The three windows will need to be replaced, the Mirrors will be upgraded, there will be new 600 series Led lights and

some electrical changes in the cabinet. The captain's chair will be smaller, and the door will be changed out. The new invoice price will be \$144,158.05.

Item six was to inform the board members that Joshua Van Hulzen is off probation.

Item seven was to remind the board members that the payment to LAGER's did decrease our interest rate from 14.6% to 12.10%.

Item eight was to inform the board members that Jeremy Meyer has resigned, and Jubal Smith has taken his retirement. Jubal will remain PRN.

Item nine was to discuss the C-shift. With Jeremy resigning, there are no medics that want that spot. Lane Huitt was hired as an EMT.

Florea would like to have the board consider granting a 1% increase to the starting wages of all part time employees and a 2% increase to all full-time employees, He also would like some input about the possibility of an incentive for employees to become third crew or all call crew.

There was a discussion held about the incentive and how to arrange the call tree. More discussion about changing the sick time schedule to a PTO schedule.

The outcome was to have a crew member meeting and gather information and ideas and to bring some back to the next board meeting.

Sparks made the motion to adjust wages for starting pay to increase by 1% and current employees to adjust by 2% and Shipps seconded the motion. Snodderley called for a vote. Sparks, yea, Giesken, yea, Rickabaugh no, Allen, yea, Shipps, yea and Snodderley yea. Motion carried.

Item ten was to inform the board members that the build for the new rescue truck is set for March 21, 2022. This could change and the Stanberry truck is scheduled a few days after.

Item eleven was to discuss changing from ACH payments to MEM (the workers compensation company) to EFT transfer. If this changes MEM will reimburse the current security deposit of \$7,700.30. Sparks made the motion to change the plan for EFT transfer and Sparks seconded the motion. Snodderley called for a vote. Sparks, yea, Giesken, yea, Rickabaugh yea, Allen, yea, Shipps, yea and Snodderley yea. Motion carried.

**Business Manager's Report:** Item one was to inform the board members that the accounts receivable report between ESO ,and Peachtree is now \$199.18

Item two was to inform the board that Jubal Smith has filled out his retirement funds and as a part time employee he can no longer put money into his account, but the district needs to have a celebration for him. He has Sunday's off currently. Lager was told to make sure it happens.

Item three was to inform the board members that the revalidation for Medicaid has been re-submitted and it is out of the rejection file.

**Training Managers Report:** Item one was to inform the board members that the EMT refresher class that was scheduled for March 1<sup>st</sup> and 3<sup>rd</sup>, was rescheduled to April 4<sup>th</sup> and 6<sup>th</sup>. This was due to recertification schedule cycles.

Item two was to inform the board members that the quarterly CPR class was rescheduled to March 15<sup>th</sup> due to the weather.

Item three was to inform the board that the EMR refresher is March 12<sup>th</sup> and Greife and Wheeler are teaching.

Item four was to inform the board that Wheeler and Campbell have taken the EVOC class, and the district now has four instructors.

Item five was to inform the board that the EMR class is finished and there are six new members on the Maryville squad, and one RN for the Barnard squad.

Item six is to inform the board members that the NWMSU EMR refresher class will start March 15 and go until April 28<sup>th</sup>. The district will send instructors as needed.

Item seven was to inform the board members that there will be an EMR class for RN's only on April 9<sup>th</sup>. There are five RNs signed up. Three from Hopkins and two from Maryville.

Rickabaugh asked about having a CPR/AED class for some City employees. He will get the numbers to Greife, and they can discuss the classes.

**Employee Concerns:** Morgan Wheeler came to discuss the need for LUCAS devices on all the rescue squads in the district. She has a rough estimate for five units the cost of \$80,000 with the cost of maintenance of \$2,000 per unit, per year. She said she will look at grants and would like to be able to find the possible resources.

Then she discussed the possibility of purchasing different splints that are a vacuum type. She had discussed how other agencies use them and she would like to be able to stock them on all rigs, including the rescue squads. She did not have a cost but would put together information.

**Medicaid/Medicare Adjustments:** Allen made the motion to approve the adjustments of \$11,451.86 and Rickabaugh seconded the motion. Snodderley called for a vote. Sparks, yea, Giesken, yea, Rickabaugh yea, Allen, yea, Shipps, yea and Snodderley yea. Motion carried.

Allen made a motion for invoices to be sent to collections for \$16,718.70 and Rickabaugh seconded motion. Snodderley called for a vote. Sparks, yea, Giesken, yea, Rickabaugh yea, Allen, yea, Shipps, yea and Snodderley yea. Motion carried

**Old Business:** EMS week was on the agenda. The staff is asking for a monetary amount to use for the items for all the rescue squad members, and staff. There was a discussion about what to give each person and Shipps made the motion to allow no more than \$5,000 for the items and Sparks seconded the motion. Snodderley called for a vote. Sparks, yea, Giesken, yea, Rickabaugh yea, Allen, yea, Shipps, yea and Snodderley yea. Motion carried.

**New Business:** There was none brought to the board.

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

**2022 BUDGET AS OF FEB 28, 2022**

	<b>2022</b>	<b>2022 Actual</b>	<b>ACCT</b>	<b>2021 Actual</b>	<b>Percentage</b>
Revenues			#		
Ambulance Receivable	\$1,300,000.00	\$213,798.64	4000	\$1,261,156.45	16.45%
Surtax	\$27,000.00	\$39,091.01	4150	\$36,528.19	144.78%
CPR Card Revenue 2617.48	\$2,000.00	\$120.00	4380	\$1,205.00	6.00%
Misc. Income(zoll refund)	\$2,500.00	\$1,055.00	4730	\$60,197.57	42.20%
Bad Debt Income	\$10,000.00	\$280.80	4010	\$17,825.86	2.81%
Interest Income	\$25,000.00	\$3,881.58	4720	\$27,894.88	15.53%
Sales tax income	\$1,350,000.00	\$215,354.04	4105	\$1,414,535.10	15.95%
Sale of Assets-CARES Reimbursement	\$0.00	\$0.00	4710		#DIV/0!
		\$280.00	4008	\$2,760.00	#DIV/0!
Pat Van Revenues	\$25,000.00	\$2,285.40	4009	\$19,360.70	9.14%
FRA FUNDS/GEMT	\$120,000.00	\$2,059.29	4300	\$208,524.00	1.72%
<b>Total</b>	<b>\$2,861,500.00</b>	<b>\$478,205.76</b>		<b>\$3,049,987.75</b>	<b>16.71%</b>
<b>Expenditures</b>	<b>2022</b>	<b>2022 Actual</b>	<b>ACCT</b>	<b>2021 Actual</b>	<b>Percentage</b>
Salaries	\$1,100,000.00	\$160,214.09	5000	\$946,239.93	14.56%
Overtime	\$230,000.00	\$30,000.27	5001	\$218,327.96	13.04%
Special Performance Benefit	\$13,500.00	\$2,403.00	5003	\$12,342.50	17.80%
Rescue/Training Budget	\$60,150.00	\$3,272.33	5300	\$30,850.23	5.44%
Payroll FICA	\$100,000.00	\$16,620.94	5010	\$98,652.26	16.62%
Unemployment Taxes	\$1,500.00	\$0.00	5015	\$234.07	0.00%
Employee Benefits	\$150,000.00	\$30,118.22	5020	\$152,382.88	20.08%
Longevity Pay	\$4,500.00	\$1,080.00	5021	\$3,500.00	24.00%
Health. Ins. Pay out & Retirement	\$78,000.00	\$14,224.20	5005	\$74,427.60	18.24%
<b>Mo Lagers Expense 13.8%</b>	<b>\$218,900.00</b>	<b>\$529,553.94</b>	<b>5006</b>	<b>\$140,489.55</b>	<b>241.92%</b>
Interest Expense	\$0.00	\$0.00	5030		#DIV/0!
Workman's Comp	\$75,000.00	\$15,398.00	5040	\$59,743.97	20.53%
Fleet/Mail/Liab Ins. Bond	\$72,000.00	\$72,198.00	5041	\$68,897.00	100.28%
Accident/Health Insurance	\$4,000.00	\$3,519.67	5044	\$3,484.33	87.99%
Rent/Lease	\$2,500.00	\$0.00	5050	\$1,653.50	0.00%
Legal/ Accounting	\$26,000.00	\$952.52	5060	\$29,486.62	3.66%
Administration Expense	\$8,500.00	\$3,605.35	5070	\$7,124.75	42.42%
Election Expense	\$3,500.00	\$0.00	5080	\$119.00	0.00%
Advertising Expense	\$500.00	\$0.00	5090		0.00%
Fuel & Oil	\$53,000.00	\$7,675.19	5100	\$37,920.64	14.48%
Fleet Repair	\$35,000.00	\$2,993.31	5110	\$34,843.39	8.55%
Building Repair/Maintenance	\$12,500.00	\$805.47	5135	\$13,533.00	6.44%
Medical & Operating Exp ***	\$70,000.00	\$15,888.95	5120	\$69,761.62	22.70%
Office Supplies	\$12,500.00	\$1,692.68	5130	\$11,959.66	13.54%
Technical Support	\$29,000.00	\$12,858.76	5131	\$20,193.11	44.34%
H.S.A. Expense	\$7,500.00	\$216.60	5025	\$5,888.16	2.89%
Utilities	\$22,000.00	\$2,291.86	5140	\$16,075.93	10.42%
Telephone/Cell	\$8,500.00	\$1,054.61	5150	\$8,282.05	12.41%
Dues & Subscriptions	\$800.00	\$0.00	5180	\$1,098.00	0.00%
Laundry	\$2,500.00	\$0.00	5190	\$168.00	0.00%
Radios/Repairs Maint	\$4,300.00	\$1,194.00	5220	\$3,729.00	27.77%
Collection Expense	\$4,500.00	\$45.19	5290	\$4,301.01	1.00%

Miscellaneous Expense	\$3,500.00	\$1,265.13	5280	\$2,109.42	36.15%
<b>2022 Ambulance Budget Continued</b>					
	2022	2022 Actual	ACCT	2021 Actual	Percentage
New Ambulance/van	\$150,000.00	\$0.00	5115	\$0.00	0.00%
Bad Debt Allowance	\$260,000.00	\$42,759.74	5250	\$263,383.95	16.45%
Dispatching Expense	\$75,000.00	\$0.00	5105	\$71,765.00	0.00%
*New Rescue Equipment	\$110,000.00	\$0.00	5117	\$38,546.43	0.00%
Pat Van Expenditures	\$40,000.00	\$8,865.65	N/A	\$41,515.25	22.16%
GEMT Expense	\$67,500.00	\$0.00	0	\$67,458.08	0.00%
Promotional items	\$1,000.00	\$0.00	5285	\$54.98	0.00%
<b>Total</b>	<b>\$3,117,650.00</b>	<b>\$982,767.67</b>		<b>\$2,560,542.83</b>	<b>31.52%</b>
<b>2022 Training Expense Detail</b>					
Expenditures	2022	2022 Actual	ACCT	2021 Actual	Percentage
Instructor's Training Wages *	\$9,000.00	\$0.00	5300	\$56.53	0.00%
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	\$1,261.13	5301	\$3,000.00	25.22%
Mandatory classes,	\$4,200.00	\$0.00	5305	\$1,657.56	0.00%
CE Empl.Wages 5303 &5370		\$216.16	5303	\$7,939.34	
Employee CE Elective	\$17,750.00	\$0.00	5370	\$6,865.99	1.22%
Guest Instructor Wages	\$3,000.00	\$0.00	5340	\$575	0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$1,189.04	5302	\$2,166.78	44.04%
1st responder Refresher Wages	\$800.00	\$0.00	5304	\$889.53	0.00%
Training Equipment/Maintenance	\$6,000.00	\$0.00	5310	\$4,616.74	0.00%
Training Books/Office expense	\$1,000.00	\$0.00	5331		0.00%
Training Miscellaneous/24-7	\$1,600.00	\$216.00	5380	\$999.23	13.50%
New EMD Training	\$3,000.00	\$0.00	5106		0.00%
Medical Director & Guest Instructor	\$1,500.00	\$0.00	5385	\$100.00	0.00%
EMD CEU Training	\$1,500.00	\$0.00	5107		0.00%
Training Supplies	\$2,500.00	\$390.00	5320	\$1,983.53	15.60%
<b>Total</b>	<b>\$60,150.00</b>	<b>\$3,272.33</b>		<b>\$30,850.23</b>	<b>5.44%</b>
<b>2022 Wheel Chair Budget</b>					
	2022	2022 Actual	ACCT	2021 Proj	
w/c Actual Charges	\$25,000.00	\$2,285.40	4009	\$19,360.70	9.14%
Knights Pat Van	\$3,500.00	\$280.00	4008	\$2,760.00	8.00%
Contribution					
<b>Total</b>	<b>\$28,500.00</b>	<b>\$2,285.40</b>		<b>\$22,120.70</b>	<b>8.02%</b>
<b>2022 Wheel Chair Expenditures</b>					
Salaries	\$32,500.00	\$8,835.65	5009	\$30,956.52	27.19%
Overtime	\$1,200.00	\$0.00	5019	\$145.41	0.00%
Payroll FICA W Amb	\$2,600.00	\$0.00			0.00%
Repairs/Maint	\$3,500.00	\$0.00	5129	\$4,936.87	0.00%
Fuel & Oil	\$4,000.00	\$0.00	5109	\$5,278.61	0.00%
New Equipment	\$500.00	\$0.00	5119	4.84	0.00%
Advertisement	\$50.00	\$30.00	5099	\$193.00	60.00%
<b>Total</b>	<b>\$44,350.00</b>	<b>\$8,865.65</b>		<b>\$41,515.25</b>	<b>19.99%</b>
less FICA	\$41,750.00	\$8,865.65		\$41,515.25	