

Nodaway County Ambulance Board of Directors Meeting Agenda

*103 W Carefree Drive
Maryville, MO 64468*

April 10th, 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 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: EMS Week

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

March 13, 2019 7:00 pm

Board Members Present: Standiford, Allen, Sparks, Walk and Snodderley were present. Rickabaugh arrived at 7:20.

Board members Absent: No one was absent

Introduction of Guests: There were no guests present.

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

Report from Burlington Junction Rescue Squad: CPR and the Refresher class have been taught as well as the EVOC (emergency vehicle driving class).

Report from Hopkins Rescue Squad: No one was present.

Report from Ravenwood Rescue Squad: All is OK.

Report from Tri-C Rescue Squad: All is good.

Report from Maryville Rescue Squad: No one was present.

Presentation of Treasurer's Report: The report was presented to the board members. One CD is coming due and will be redeemed.

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

Revenue and Expenses: Report was given to the board members. There was a question about the administration account. This is where classes at St. Louis are being used.

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

Item two was to inform the board members that the March sales tax deposits were \$101,015.54 which was 2.62% more than March 2018.

Item three was to inform the board members that Skidmore Fire has asked if there would be any consideration from the board members to purchase insurance on the SUV they are attempting to purchase from Union township fire. The cost would be \$379.00. Walk made the motion to pay for the insurance on the vehicle once it was purchased and Snodderley seconded the motion. Standiford called for a vote. Allen, abstained, Sparks, yea, Walk, yea, Snodderley, yea and Standiford yea. Motion carried.

Item four was to inform the board members that wash bay receiver in the garage door is not working and must be opened manually. Almost every ambulance uses this door and would have that remote in it and Brian Arnold is currently looking at other options. When McQueen is in the office he will check to see what status is and if a new receiver and remotes need to be purchased.

Item five was to discuss with the board members about purchasing at least two more portable ventilators for the ambulances. Florea has a quote on two new ones from Bound Tree for the cost of \$3,993.23 each for a total cost of \$7,986.46 and a quote from Bemes for a refurbished one for the cost of \$1,500.00. There was a discussion about how many were needed and Allen made the motion to purchase the two new ventilators and the one refurbished ventilator and Walk seconded the motion. Standiford called for a vote. Allen, yea, Sparks, yea, Walk, yea, Snodderley, yea and Standiford yea. Motion carried.

Item six was to inform the board that on April 6th, TNT tools will be at the base to show their battery powered extrication tools. Hurst tools have already been here and demonstrated their battery powered extrication tools.

Item seven was to inform the board members that he purchased six new pagers for the rescue squads.

Item eight was to inform the board members that the re-licensure inspection was on March 11,2019 and that the district did pass and is good for another five years. There was one item that needs to be addresses and that is a DNR on a possible pregnant female and the DNR cannot be honored because of the fetus.

Business Manager's Report: Item one was to inform the board members that the accounts receivable is at \$17.35 this month.

Item two was to discuss the Certified Ambulance Documentation Specialists program presented from PWW. Florea, Hall, Noland and Lager attended the class in Columbia. After discussing it with current MAA staff, they would be willing to put the class on and the district could co-sponsor it. MAA takes care of the contracts and registration and we would have to find a place to hold the class and help with catering options. The board agreed to co-sponsor the class and have Lager work with MAA to get it arranged.

Item three was to inform the board members that the first GEMT payment will be due on April 30th and the district would receive their money the first cycle in May. The district needs to submit \$77,322.23 before the due date and then in May the district will receive the amount of \$179,717.04. Lager and Florea have discussed when the payment will need to be sent as it is an ACH transfer and no checks will be written.

Item four was to inform the board members that EMS week starts May 19th and she and Schmitz were looking for ideas. There was a discussion held and ideas need to be brought back to the next meeting.

Training Managers Report: Item one was to inform the board members that the EMR class is finished and they have a total of eight new members.

Item two was to inform the board that there will be an extrication class on April 6th at the base.

Item three was to inform the board that the EMR EVOC class will be held on April 12 and April 13th.

Item four was to inform the board members that there will be a 24-hour refresher class for paramedics and EMT starting on April 1st. the next 24 hours will be held in the fall.

Item five was to inform the board members that the EMR refresher was held in Burlington Junction on March 9th. There will be another class at the ambulance base on March 16th.

Item six was to inform the board members that he will be attending a Pipeline class on March 19th.

Item seven was to inform the board members that the training site went through re-licensure on March 11th and passed as well.

On a side note, Hall and Phillips went to Rosecrans on March 6th to take a tour of the base and to be able to fly in the C130 airplanes as a thank you for helping with the air show.

Employee Concerns: The chairs were ordered after the previous board meeting and should be delivered by the next meeting. The chairs were different than what was proposed, but they are a wooden chair with padding and extra reinforcement to hold up to 500 pounds. These were purchased from the Missouri Vocation Enterprise.

Medicaid/Medicare Adjustments: Snodderley made the motion to approve the adjustments for January of \$6,970.59 and Walk seconded the motion. Standiford called for a vote. Allen, yea, Sparks, yea, Rickabaugh, yea, Walk, yea, Snodderley, yea and Standiford yea. Motion carried.

Snodderley made the motion to send to collections the amount of \$18,576.69 and Walk seconded the motion. Standiford called for a vote. Allen, yea, Sparks, yea, Rickabaugh, yea, Walk, yea, Snodderley, yea and Standiford yea. Motion carried.

Old Business: None brought to the board.

New Business: Snodderley mentioned that there are fracking tanks in Clearmont because there some points on the pipeline that may be compromised due to flooding. He just wanted staff to know about these tanks and be aware of the possible situation.

Florea stated that after a discussion with the state inspector, he would like some ideas or clarification about EMR and the refresher classes and board policy. The state doesn't have a guideline for EMR persons as they do for licensed EMT's and Paramedics. The board does have a policy that an EMR must take a refresher class and a driving class within the five-year time period of their license. There was a discussion about how to make sure the volunteers get their training in during that time frame, as there have been some that don't or can't get all the training in. This leaves the district in a tough spot when this happens.

After the discussion Allen made a motion that if an EMR has expired in the past two years, they would have until the end of 2019 to get their refresher taken as well as CPR and driving or Nodaway County Ambulance would recover the pagers and turn off active 911. There was no second and this motion died.

Sparks then made a motion that there should not be a need to repeat the entire 56-hour class if an EMR has expired, just to take the refresher, CPR and driving class. There was no second on this motion and it died.

More discussion was held. Allen then made a motion to hold quarterly EMR refresher classes which the EMR personnel could attend during their five year time frame, and if they do not take a refresher in that time frame the ambulance district will take back their pagers, and deactivate the active 911 until they take a refresher and pass the competency test, then pagers and active 911 will be reactivated, and Sparks seconded the motion. Standiford called for a vote. Allen, yea, Sparks, yea, Rickabaugh, yea, Walk, yea, Snodderley, yea and Standiford yea. Motion carried.

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

Meeting adjourned at 8: 50.pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____

Rick Allen, Secretary of the Board of Directors

2019 Budget As of FEB 28, 2019					
	2019	2019 Actual	ACCT	2018	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$890,000.00	\$140,803.39	4000	\$764,413.96	15.82%
Surtax	\$23,000.00	\$22,914.26	4150	\$28,657.83	99.63%
CPR Card Revenue 2617.48	\$3,400.00	\$410.00	4380	\$2,180.00	12.06%
Misc. Income	\$2,500.00	\$6,930.00	4730	\$6,588.46	277.20%
Bad Debt Income	\$3,500.00	\$3,197.79	4010	\$4,105.63	91.37%
Interest Income	\$37,500.00	\$2,114.47	4720	\$33,119.40	5.64%
Sales tax income	\$1,200,000.00	\$279,828.78	4105	\$1,220,555.17	23.32%
Sale of Assets	\$0.00		4710	\$100.00	0.00%
Knights	\$3,500.00	\$560.00	4008	\$3,886.75	16.00%
Pat Van Revenues	\$25,000.00	\$2,562.40	4009	\$14,415.92	10.25%
FRA FUNDS	\$95,000.00	\$2,780.11	4300	\$5,238.29	2.93%
Total	\$2,283,400.00	\$462,101.20		\$2,083,261.41	20.24%
Expenditures	2019	2019 Actual	ACCT	2018	Percentage
Salaries	\$855,000.00	\$165,424.91	5000	\$825,223.87	19.35%
Overtime	\$170,500.00	\$30,650.19	5001	\$159,951.20	17.98%
Special Performance Benefit	\$13,200.00	\$762.50	5003	\$10,337.50	5.78%
Rescue/Training Budget	\$59,400.00	\$6,748.06	5300	\$29,491.15	11.36%
Payroll FICA	\$92,000.00	\$14,074.20	5010	\$85,626.92	15.30%
Unemployment Taxes	\$1,700.00		5015	\$1,190.30	0.00%
Employee Benefits	\$145,500.00	\$33,050.32	5020	\$121,140.95	22.71%
Longevity Pay	\$4,200.00	\$960.00	5021	\$3,820.00	22.86%
Health. Ins. Pay out & Retirement	\$90,000.00	\$14,074.20	5005	\$88,474.06	15.64%
Mo Lagers Expense 5.3%	\$64,000.00	\$8,977.25	5006	\$50,223.11	14.03%
Interest Expense	\$0.00		5030		0.00%
Workman's Comp	\$71,000.00	\$5,634.00	5040	\$70,066.75	7.94%
Fleet/Mail/Liab Ins. Bond	\$55,000.00	\$54,279.00	5041	\$47,996.00	98.69%
Accident/Health Insurance	\$4,000.00	\$3,484.33	5044	\$3,310.07	87.11%
Rent/Lease	\$2,500.00	\$1,920.00	5050	\$1,960.00	76.80%
Legal/ Accounting	\$22,500.00	\$636.14	5060	\$3,084.06	2.83%
Administration Expense	\$7,200.00	\$8,323.03	5070	\$5,796.59	115.60%
Election Expense	\$4,000.00		5080	\$4,575.89	0.00%
Advertising Expense	\$500.00		5090	\$156.50	0.00%
Fuel & Oil	\$43,000.00	\$5,388.43	5100	\$36,760.20	12.53%
Fleet Repair	\$29,000.00	\$4,532.10	5110	\$17,645.00	15.63%
Building Repair/Maintenance	\$16,000.00	\$4,487.55	5135	\$7,646.53	28.05%
Medical & Operating Exp	\$47,000.00	\$5,612.24	5120	\$46,780.82	11.94%
Office Supplies	\$25,300.00	\$3,033.73	5130	\$15,439.16	11.99%
Technical Support	\$25,000.00	\$12,984.96	5131	\$17,259.76	51.94%
Capital Outlays ** 2 lines			5115		0.00%
Utilities	\$21,500.00	\$2,661.85	5140	\$17,963.48	12.38%
Telephone/Cell	\$7,000.00	\$1,169.14	5150	\$6,769.61	16.70%
Dues & Subscriptions	\$600.00		5180	\$33.00	0.00%
Laundry	\$3,500.00	\$126.00	5190	\$462.00	3.60%
Radios/Repairs Maint	\$7,500.00	\$2,662.25	5220	\$9,369.50	35.50%
Collection Expense	\$2,700.00	\$550.20	5290	\$1,590.39	20.38%
Miscellaneous Expense	\$5,500.00	\$413.25	5280	\$3,953.30	7.51%

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	\$28,160.69	5250	\$186,132.76	15.82%
Dispatching Expense	\$70,702.98		5105	\$67,626.00	0.00%
*New Rescue Equipment	\$6,847.02		5117	\$11,270.12	0.00%
Pat Van Expenditures	\$37,050.00	\$5,056.20	N/A	\$35,076.51	13.65%
GEMT Expense	\$24,500.00		5112	\$0.00	
Promotional items	\$1,000.00		5285	\$0.00	0.00%
Total	\$2,296,900.00	\$425,836.72		\$2,163,771.87	18.54%
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	\$107.89	5301	\$2,047.79	2.16%
Mandatory classes,	\$4,200.00		5305	\$2,008.22	0.00%
CE Empl.Wages 5303 &5370			5303	\$2,543.23	
Employee CE Elective	\$17,750.00	\$993.60	5370	\$11,905.12	5.60%
Guest Instructor Wages	\$3,000.00		5340		0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$1,581.65	5302	\$4,361.48	58.58%
1st responder Refresher Wages	\$800.00		5304		0.00%
Training Equipment/Maintenance	\$6,000.00		5310	\$2,263.41	0.00%
Training Books/Office expense	\$1,000.00		5331	\$296.31	0.00%
Training Miscellaneous/24-7	\$6,100.00	\$3,829.32	5380	\$1,395.59	62.78%
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	\$170.20	5320	\$2,670.00	8.51%
Total	\$59,400.00	\$6,748.06		\$29,491.15	11.36%
2019 Wheel Chair Budget					
	2019	2019 Actual	ACCT	2018	
w/c Actual Charges	\$25,000.00	\$2,562.40	4009	\$13,427.42	10.25%
Knights Pat Van	\$3,500.00	\$560.00	4008	\$3,646.75	16.00%
Contribution					
Total	\$28,500.00	\$3,122.40		\$17,074.17	10.96%
2019 Wheel Chair Expenditures					
Salaries	\$28,500.00	\$5,056.20	5009	\$28,209.23	17.74%
Overtime	\$1,000.00		5019	\$33.60	0.00%
Payroll FICA W Amb	\$2,256.75			\$2,160.58	0.00%
Repairs/Maint	\$3,000.00		5129	\$619.25	0.00%
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	\$5,056.20		\$35,076.51	12.86%
less FICA	\$37,050.00	\$5,056.20		\$32,915.93	