

Nodaway County Ambulance Board of Directors Meeting Agenda

*103 W Carefree Drive
Maryville, MO 64468*

June 12, 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

May 8th, 2019

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

Board members Absent: Allen and Giesken were absent.

Introduction of Guests: There were no guests.

Election of officers: Snodderley was acting as chairman and called for nominations for the position of Chairman. Walk made the motion to nominate Snodderley as Chairman and Sparks seconded the motion. Walk then made the motion to cease nominations and Sparks seconded the motion. Snodderley called for a vote for the position of chairman to be filled by himself, Sparks, yea, Rickabaugh, yea, Walk, yea and Snodderley yea. Motion carried.

Walk made the motion to nominate Rickabaugh for Vice chairman and to cease nomination's and Sparks seconded the motion. Snodderley called for a vote. Sparks, yea, Rickabaugh, yea, Walk, yea and Snodderley yea. Motion carried.

Rickabaugh made the motion to nominate Sparks as secretary and to cease nominations and Walk seconded the motion. Snodderley called for a vote. Sparks, yea, Rickabaugh, yea, Walk, yea and Snodderley yea. Motion carried.

Sparks made the motion to nominate Walk as treasurer and to cease nominations and Rickabaugh seconded the motion. Snodderley called for a vote. Sparks, yea, Rickabaugh, yea, Walk, yea and Snodderley yea. Motion carried.

Officers for 2019-2020 as Chairman, Snodderley, Vice chairman, Rickabaugh, Secretary, Sparks and Treasurer, Walk. Allen and Giesken will be members.

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

Report from Burlington Junction Rescue Squad: All is OK.

Report from Hopkins Rescue Squad: No one present.

Report from Ravenwood Rescue Squad: The new face shield is great, and they need 3 more. Three more have been ordered.

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

Report from Maryville Rescue Squad: There was a training with the 139th airwing and there will be a training in June with the national Guard.

Presentation of Treasurer's Report: The report was presented to the board members. One CD will be due in June and Walk investigate options at that time.

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

Revenue and Expenses: Report was given to the board members. The election expense has gone over budget.

Director of Operations Report: Item one was to inform the board members that there will be a closed session for employee evaluations for Jeremy Meyer, Pat Greife, Jill Nielsen and Kim Campbell, and to discuss a hardship case, due to HIPPA regulations.

Item two was to inform the board members that the May sales tax deposits were \$ 66,898.62, which was 3.27% more than May 2018.

Item three was to inform the board members that Skidmore Fire is not purchasing the SUV from Pickering /Union township. There is an AED on it that may go to Barnard at some point.

Item four was to inform the board members that the conflict of interest policy needs approved. Walk made the motion to approve the Conflict policy and Rickabaugh seconded the motion. Snodderley called for a vote. Sparks, yea, Rickabaugh, yea, Walk, yea and Snodderley yea. Motion carried.

Item five was moved to closed.

Item six was to inform the board that the parking lot still had not been addressed. The concrete contractors have not gotten back with Florea.

Item seven was to inform the board members that there are two PC's that will need a total upgrade with Windows 10 and 7 laptops that will need upgraded to Windows 10 as well at an estimated cost of \$4,000. After a discussion Walk made the motion to upgrade all computers as needed for the estimate of \$4,000 and Sparks seconded the motion. Snodderley called for a vote. Sparks, yea, Rickabaugh, yea, Walk, yea and Snodderley yea. Motion carried.

Item eight was to discuss ask about hiring a PRN paramedic. Florea can set up interviews.

Business Manager's Report: Item one was to inform the board members that the accounts receivable is at \$79.17 this month.

Item two was to inform the board members that she had received two more quotes for furniture for the dayroom. Two quotes were presented last month from Sutherlands and Hinline furniture. Lager received a quote from Colony house for \$2,506 for regular Flex steel furniture and from Fire Station Furniture for \$4,097 for heavy duty made to order furniture. This has a five-year warranty and is custom made. There was a discussion held and questions were presented and discussed. After the discussion Rickabaugh made the motion to purchase the furniture from Fire Station for the quote for \$4,097.00 and Walk seconded the motion. Snodderley called for a vote. Sparks, yea, Rickabaugh, yea, Walk, yea and Snodderley yea. Motion carried.

Item three was to inform the board members that EMS week plans are being done. There was a question about having an evening dinner at the ambulance for any rescue squads' members and their families as well as the Sheriff department, public safety, highway patrol and all staff members. After a discussion it was decide that May 23rd at 5:30 there will be a BBQ at the ambulance and Florea will inform all rescue squads captains and the other entities.

The board will still go to the squads this summer to deliver T-shirts and to provide food as well. Almost all sizes for t-shirts have been sent into the office and they will be ordered soon.

Training Managers Report: Hall was not present, he was on an ambulance call. Lager read his report. Item one was to inform the board members that the CEU classes are complete for the spring.

Item two was to inform the board members that there were seven people that too the EVOC classroom and 16 drove the course.

Employee Concerns: Thank you for purchasing the furniture.

Medicaid/Medicare Adjustments: Rickabaugh made the motion to approve the adjustments for April of \$4,415.01 and Walk seconded the motion. Snodderley called for a vote. Sparks, yea, Rickabaugh, yea, Walk, yea and Snodderley yea. Motion carried.

Rickabaugh made the motion to send to collections the amount of \$7,427.93 and Sparks seconded the motion. Snodderley called for a vote. Sparks, yea, Rickabaugh, yea, Walk, yea and Snodderley yea. Motion carried.

Old Business: None brought to the board.

New Business: Rickabaugh informed the board members that there will be a water training soon at Mozingo.

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

Closed Session: 7:50 pm

Open Session: Walk made motion to go into open session and Sparks seconded the motion. Snodderley called for a vote. Sparks, yea, Rickabaugh, yea, Walk, yea and Snodderley yea. Motion carried. Open began at 8:30.

Sparks made the motion to give Jeremy Meyer a performance incentive of \$400, and a merit raise of 16 cents, Pat Greife a performance incentive of \$400 and a merit raise of 17 cents, Jill Nielson a performance incentive of \$650 and a merit raise of 17 cents and Kim Campbell a performance incentive of \$600 and a merit raise of 17cents, and Rickabaugh seconded the motion. Snodderley called for a vote. Sparks, yea, Rickabaugh, yea, Walk, yea and Snodderley yea. Motion carried.

Walk made the motion to approve the hardship/adjustment of \$234.26 as presented and Sparks seconded the motion. Snodderley called for a vote. Sparks, yea, Rickabaugh, yea, Walk, yea and Snodderley yea. Motion carried.

Walk asked about getting new shirts for the board members, this will be placed on new business for the next meeting.

Sparks and Giesken will not be at the next meeting as they will have board training that day at the Lake of the Ozarks.

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

Meeting adjourned at 8: 33.pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____

Carrie Sparks, Secretary of the Board of Directors

2019 Budget AS OF APRIL 30,2019					
	2019	2019 Actual	ACCT	2018	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$890,000.00	\$311,293.49	4000	\$764,413.96	34.98%
Surtax	\$23,000.00	\$23,012.32	4150	\$28,657.83	100.05%
CPR Card Revenue 2617.48	\$3,400.00	\$6,681.45	4380	\$2,180.00	196.51%
Misc. Income	\$2,500.00	\$9,904.55	4730	\$6,588.46	396.18%
Bad Debt Income	\$3,500.00	\$4,967.65	4010	\$4,105.63	141.93%
Interest Income	\$37,500.00	\$9,280.32	4720	\$33,119.40	24.75%
Sales tax income	\$1,200,000.00	\$377,179.18	4105	\$1,220,555.17	31.43%
Sale of Assets	\$0.00		4710	\$100.00	0.00%
Knights	\$3,500.00	\$1,040.00	4008	\$3,886.75	29.71%
Pat Van Revenues	\$25,000.00	\$4,783.35	4009	\$14,415.92	19.13%
FRA FUNDS/GEMT	\$95,000.00	\$2,780.11	4300	\$5,238.29	2.93%
Total	\$2,283,400.00	\$750,922.42		\$2,083,261.41	32.89%
Expenditures	2019	2019 Actual	ACCT	2018	Percentage
Salaries	\$855,000.00	\$296,737.17	5000	\$825,223.87	34.71%
Overtime	\$170,500.00	\$55,231.90	5001	\$159,951.20	32.39%
Special Performance Benefit	\$13,200.00	\$1,905.00	5003	\$10,337.50	14.43%
Rescue/Training Budget	\$59,400.00	\$23,143.23	5300	\$29,491.15	38.96%
Payroll FICA	\$92,000.00	\$30,671.06	5010	\$85,626.92	33.34%
Unemployment Taxes	\$1,700.00	\$1,265.14	5015	\$1,190.30	74.42%
Employee Benefits	\$145,500.00	\$38,598.91	5020	\$121,140.95	26.53%
Longevity Pay	\$4,200.00	\$1,640.00	5021	\$3,820.00	39.05%
Health. Ins. Pay out & Retirement	\$90,000.00	\$28,148.40	5005	\$88,474.06	31.28%
Mo Lagers Expense 5.3%	\$64,000.00	\$20,057.15	5006	\$50,223.11	31.34%
Interest Expense	\$0.00		5030		0.00%
Workman's Comp	\$71,000.00	\$21,607.00	5040	\$70,066.75	30.43%
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	\$1,920.00	5050	\$1,960.00	76.80%
Legal/ Accounting	\$22,500.00	\$1,587.72	5060	\$3,084.06	7.06%
Administration Expense	\$7,200.00	\$3,684.23	5070	\$5,796.59	51.17%
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	\$10,347.61	5100	\$36,760.20	24.06%
Fleet Repair	\$29,000.00	\$8,095.57	5110	\$17,645.00	27.92%
Building Repair/Maintenance	\$16,000.00	\$5,622.72	5135	\$7,646.53	35.14%
Medical & Operating Exp	\$47,000.00	\$13,358.29	5120	\$46,780.82	28.42%
Office Supplies	\$25,300.00	\$4,384.07	5130	\$15,439.16	17.33%
Technical Support	\$25,000.00	\$13,460.92	5131	\$17,259.76	53.84%
Capital Outlays ** 2 lines		\$7,986.00	5115		0.00%
Utilities	\$21,500.00	\$6,844.85	5140	\$17,963.48	31.84%
Telephone/Cell	\$7,000.00	\$2,328.86	5150	\$6,769.61	33.27%
Dues & Subscriptions	\$600.00	\$500.00	5180	\$33.00	83.33%
Laundry	\$3,500.00	\$210.00	5190	\$462.00	6.00%
Radios/Repairs Maint	\$7,500.00	\$2,662.25	5220	\$9,369.50	35.50%
Collection Expense	\$2,700.00	\$839.72	5290	\$1,590.39	31.10%
Miscellaneous Expense	\$5,500.00	\$4,047.71	5280	\$3,953.30	73.59%

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	\$62,258.71	5250	\$186,132.76	34.98%
Dispatching Expense	\$70,702.98	\$34,489.50	5105	\$67,626.00	48.78%
*New Rescue Equipment	\$6,847.02		5117	\$11,270.12	0.00%
Pat Van Expenditures	\$37,050.00	\$9,917.96	N/A	\$35,076.51	26.77%
GEMT Expense	\$24,500.00	\$12,720.37	5112	\$0.00	
Promotional items	\$1,000.00		5285	\$0.00	0.00%
Total	\$2,296,900.00	\$789,578.62		\$2,163,771.87	34.38%
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	\$2,886.22	5301	\$2,047.79	57.72%
Mandatory classes,	\$4,200.00	\$1,382.98	5305	\$2,008.22	32.93%
CE Empl.Wages 5303 &5370			5303	\$2,543.23	
Employee CE Elective	\$17,750.00	\$8,394.63	5370	\$11,905.12	47.29%
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	\$5,998.96	5380	\$1,395.59	98.34%
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	\$1,115.91	5320	\$2,670.00	55.80%
Total	\$59,400.00	\$23,143.23		\$29,491.15	38.96%
2019 Wheel Chair Budget					
	2019	2019 Actual	ACCT	2018	
w/c Actual Charges	\$25,000.00	\$4,783.35	4009	\$13,427.42	19.13%
Knights Pat Van	\$3,500.00	\$1,040.00	4008	\$3,646.75	29.71%
Contribution					
Total	\$28,500.00	\$5,823.35		\$17,074.17	20.43%
2019 Wheel Chair Expenditures					
Salaries	\$28,500.00	\$9,213.15	5009	\$28,209.23	32.33%
Overtime	\$1,000.00		5019	\$33.60	0.00%
Payroll FICA W Amb	\$2,256.75	\$704.81		\$2,160.58	31.23%
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	\$9,917.96		\$35,076.51	25.23%
less FICA	\$37,050.00	\$9,213.15		\$32,915.93	