

**Nodaway County Ambulance District
Board of Directors Meeting
103 W Carefree Maryville, MO 64468
June 10th, 2020
7:00 pm**

**PPE Committee Meeting
06:30 to 7:00pm**

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 13th, 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.

Florea took over the meeting for the first election of the chairman of the board.

Allen made the motion to elect Herb Snodderley as Chairman and Sparks seconded the motion. Walk made the motion to stop nominations and approve Snodderley by acclamation and Allen seconded the motion. Florea called for a vote. Sparks, yea, Snodderley, yea, Giesken, yea, Allen, yea, Walk, yea and Rickabaugh, yea. Snodderley took the meeting back.

Snodderley called for nominations for Vice chairman. Sparks made the motion to nominate Allen and Giesken seconded the motion. Walk made the motion to cease nominations and approve Allen by acclamation and Giesken seconded the motion. Snodderley called for a vote. Sparks, yea, Snodderley, yea, Giesken, yea, Allen, yea, Walk, yea and Rickabaugh, yea. Motion carried.

Snodderley called for nominations for secretary. Giesken made the motion to nominate Sparks and Allen seconded the motion. Walk made the motion to cease nominations and approve Sparks by acclamation, 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.

Snodderley called for nominations for treasurer. Allen made the motion to nominate Walk and Sparks seconded the motion. Allen made the motion to cease nominations and appoint Walk by acclamation and Giesken seconded the motion. Snodderley called for a vote. Sparks, yea, Snodderley, yea, Giesken, yea, Allen, yea, Walk, yea and Rickabaugh, yea. Motion carried.

The officers for Nodaway County Ambulance for the year 2020-2021 are Snodderley, chairman, Allen vice -chair, Sparks, secretary and Walk, treasurer.

Presentation of Minutes: The minutes were presented to the board members. Rickabaugh made the motion to approve the minutes 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.

Report from Burlington Junction Rescue Squad: There was no meeting, but there is one scheduled for June. The chevrons were placed on the rig on May 13th, and the rig should be back to the base.

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

Report from Ravenwood Rescue Squad: All is good,

Report from Tri-C Rescue Squad: The fire district received a grant and is purchasing a side by side ATV. The squad would like some help to pay for a Q-tach bed. The cost is \$1,400 and the rescue squad would like to pay for half or it if the ambulance district would pay for the balance. Discussion held. Rickabaugh made the motion to pay half and Walk 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 Maryville Rescue Squad: Nothing new to report.

Presentation of Treasurer's Report: Stands as presented. There was a discussion about cashing in a CD early to pay for the remount. There was no decision made at this time, Florea and Walk will decide what to do if that needs to be done.

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

Revenue and Expenses: There were questions about some of the accounts. Lager informed the board members that the stimulus money was placed in the miscellaneous income account in the budget. There were a couple budget items in training that were over.

Director of Operations Report: Item one was to inform the board members that there would be a closed session for employee evaluations for Paramedics Jeremy Meyer, Jill Nielson, Kim Campbell and Patrick Greife.

Item two was to inform the board members that the sales tax revenue deposit was \$90,442.59, which is an increase of 11.3% from 2019.

Item three was to inform the board members that the call volume has decreased this year and the district could be facing a loss of revenue around \$81,000, because of loss volume. There is a way to use the stimulus money to off set the loss.

Item four was to inform the board members that all the Chevrons are on the rescue squads, and there is a took up to be done on the Hopkins unit.

Item five was to inform the board members that the PTAC unit in the bathroom is failing and it has lasted over 22 years. Florea and John Myers worked on the unit to get it in working condition, but it is a temporary fix. There are three bids for a new unit and installation. Geist \$750.00, Sleek Creel \$1,300.00 and First Choice, \$1,566.10. Discussion was held. Allen made the motion to approve Geist for the PTAC and Walk seconded the motion. Snodderley called for a vote. Sparks, yea, Snodderley, yea, Giesken, yea, Allen, yea, Walk, yea and Rickabaugh, yea. Motion carried.

The next to be discussed was ventilation in the server closet. It is too warm in the closet and it needs ventilated. Sleek Creek came by to discuss options and it was decided to rebid the closet job as the project has changed.

Item six was to discuss the new gas fuel barrel set up. It has been started, but it must be wired with explosion proof conduit and after a discussion it was decided to have an emergency shut off valve. Florea will discuss this Darrell Schieber.

Item seven was to inform the board that the EDU-435 ultraviolet light is not delivered yet. Florea hopes that it will be delivered by the end of the month.

Item eight was to inform the board members that unit 131 is complete and will need to be picked up before May 22. It will need to be paid for at the time of delivery. Florea asked if the bumper that is on it with the small damage is acceptable and to take the credit the company offered.

Item nine was to inform the board members that he had a meeting with Keith Wood and Jessica Rickabaugh with the City of Maryville about dispatching. Florea explained that the city is wanting to do the EMD certified dispatching and is asking that the district help with the costs. There was a discussion held. Allen made the motion to approve \$25,000 for EMD dispatching and Giesken seconded the motion. Snodderley called for a vote. Sparks, yea, Snodderley, yea, Giesken, yea, Allen, yea, Walk, yea and Rickabaugh, yea. Motion carried.

Item ten was to discuss the application for public assistance through the County. Florea discussed various options to receive stimulus money and how to use it and would like a committee of the board members to help guide him through the process. Rickabaugh, Walk, Giesken and Sparks volunteered and will help him. They will not meet as a group, as that would be a quorum. The county does have a time limit to use or distribute their money and what that money can be used to pay for items. Florea will be contacting at least three of those that volunteered to further discuss options.

Business Manager's Report: Item one was to inform the board members that the accounts receivable is at \$61.97. Walk asked how a payment could be missed and Lager explained it was on one system but not the other and going through the payments for the month it was discovered.

Item two 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. There are four individuals that must take the classes to keep up their CEU's. Florea, McQueen have one day of classes and Lager and Schmitz will have two days.

Item three was to inform the board members she had applied for a grant through AAA,(American Ambulance Association) for super rural ambulances to be able to use the cost data information and classes that AAA provides. The district has not been chosen to start the cost reporting format as of yet, but Lager would like to be ahead once it happens.

Item four is to inform the board members that the Workers Compensation audit is to be a telephone audit on June 3rd. She has provided all information to the auditor and after it is finished, there could be a credit issued or the district may have to make a payment.

Item five was to inform the board the 2019 audit has not been scheduled due to the Coronavirus. The auditor is working on the start of it and will be trying to do more work in her office.

Training Managers Report: Item one was to inform the board members the EMT/EMR training had 10 EMT's and 8 EMR's attending. He will have more courses offered in July that will be Core CEU's for the EMT's. These will also be held via Zoom.

Item two was to inform the board members that the EVOG training may be piggy backed with the Firefighter 1 & 2 classes this fall.

Item three was to inform the board members that he will be contacting Life Net to have them teach a class dealing with the ventilators that have been purchased by the district. He is unsure of when this can be scheduled but will keep the board informed.

Employee Concerns: None currently.

Medicaid/Medicare Adjustments: Allen made the motion to approve the adjustments of \$4,106.09 and Walk 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 \$8,886.09 and Walk seconded motion. Snodderley called for a vote. Sparks, yea, Snodderley, yea, Giesken, yea, Allen, yea, Walk, yea and Rickabaugh, yea. Motion carried.

Old Business: None brought to the board.

New Business: None brought to the board.

Recess: Walk made the motion to recess and go into closed session 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.

Closed session began at 8:07 pm.

Open session: Walk 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 8:35 pm

Sparks made the motion to grant Jeremy Meyer a performance incentive of \$462.50 and a merit raise of 17 cents, Jill Nielson a performance incentive of \$462.50 and a merit raise of 18 cents, Pat Greife a performance incentive of \$462.50 and a merit raise of 18 cents and Kim Campbell a performance incentive of \$562.50 and a merit raise of 18 cents, Allen seconded the motion. Snodderley called for a vote. Sparks, yea, Snodderley, yea, Giesken, yea, Allen, yea, Walk, yea and Rickabaugh, yea. Motion carried.

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.

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

Meeting ended at 8:37 p.m.

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____

Carrie Sparks, Secretary of the Board of Directors

AS OF4-30-2020					
	2020	2020 Actual	ACCT	2019	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$908,000.00	\$349,740.24	4000	\$917,512.51	38.52%
Surtax	\$25,000.00	\$24,564.67	4150	\$25,419.57	98.26%
CPR Card Revenue 2617.48	\$2,200.00	\$132.00	4380	\$2,015.45	6.00%
Misc. Income(stimulus included)	\$2,500.00	\$30,601.57	4730	\$12,861.45	1224.06%
Bad Debt Income	\$6,000.00	\$3,980.10	4010	\$16,277.72	66.34%
Interest Income	\$33,000.00	\$16,154.32	4720	\$46,495.60	48.95%
Sales tax income	\$1,200,000.00	\$404,081.31	4105	\$1,235,712.47	33.67%
Sale of Assets	\$0.00		4710	\$100.00	0.00%
Knights	\$3,500.00	\$1,030.00	4008	\$3,434.00	29.43%
Pat Van Revenues	\$25,000.00	\$5,788.60	4009	\$20,942.35	23.15%
FRA FUNDS/GEMT	\$110,000.00	\$1,392.62	4300	\$187,604.11	1.27%
Total	\$2,315,200.00	\$837,465.43		\$2,468,375.23	36.17%
Expenditures	2020	2020 Actual	ACCT	2019	Percentage
Salaries	\$883,500.00	\$301,653.60	5000	\$864,326.97	34.14%
Overtime	\$170,200.00	\$61,129.85	5001	\$171,593.97	35.92%
Special Performance Benefit	\$13,200.00	\$3,535.00	5003	\$9,280.00	26.78%
Rescue/Training Budget	\$59,400.00	\$8,632.11	5300	\$42,543.03	14.53%
Payroll FICA	\$96,000.00	\$31,695.33	5010	\$90,352.16	33.02%
Unemployment Taxes	\$1,700.00	\$634.60	5015	\$1,671.72	37.33%
Employee Benefits	\$151,000.00	\$51,095.33	5020	\$124,694.69	33.84%
Longevity Pay	\$4,700.00	\$1,700.00	5021	\$3,980.00	36.17%
Health. Ins. Pay out & Retirement	\$93,500.00	\$32,531.10	5005	\$88,827.90	34.79%
Mo Lagers Expense 4.8%	\$61,300.00	\$20,055.44	5006	\$60,076.61	32.72%
Interest Expense	\$0.00	\$0.00	5030	\$0.00	0.00%
Workman's Comp	\$75,000.00	\$23,642.98	5040	\$65,105.35	31.52%
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	\$2,453.76	5060	\$13,884.14	9.82%
Administration Expense	\$7,200.00	\$3,508.25	5070	\$8,912.72	48.73%
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	\$10,803.66	5100	\$30,255.36	24.01%
Fleet Repair	\$27,000.00	\$7,898.99	5110	\$20,207.60	29.26%
Building Repair/Maintenance	\$12,500.00	\$3,980.14	5135	\$11,820.72	31.84%
Medical & Operating Exp	\$52,000.00	\$35,396.82	5120	\$54,290.05	68.07%
Office Supplies	\$21,500.00	\$4,823.44	5130	\$13,887.52	22.43%
Technical Support	\$25,400.00	\$22,069.92	5131	\$21,757.73	86.89%
Capital Outlays ** 2 lines			5115	\$22,986.00	0.00%
Utilities	\$23,500.00	\$7,059.34	5140	\$19,614.28	30.04%
Telephone/Cell	\$7,100.00	\$2,222.29	5150	\$6,847.96	31.30%
Dues & Subscriptions	\$600.00	\$0.00	5180	\$538.00	0.00%
Laundry	\$3,500.00	\$168.00	5190	\$546.00	4.80%
Radios/Repairs Maint	\$3,500.00	\$1,727.00	5220	\$3,345.75	49.34%
Collection Expense	\$3,000.00	\$812.65	5290	\$3,974.27	27.09%
Miscellaneous Expense	\$5,200.00	\$1,218.84	5280	\$12,548.81	23.44%

2020 Ambulance Budget Continued					
	2020	2020 Actual	ACCT	2019	Percentage
New Ambulance/van ** 2 lines	\$136,000.00	\$43,526.79	5115		#REF!
Bad Debt Allowance	\$178,000.00	\$69,948.07	5250	\$183,701.25	39.30%
Dispatching Expense	\$72,118.00	\$34,834.50	5105	\$68,979.00	48.30%
*New Rescue Equipment		\$8,082.84	5117	\$22,727.41	#DIV/0!
Pat Van Expenditures	\$37,550.00	\$12,084.16	N/A	\$35,201.98	32.18%
GEMT Expense	\$15,000.00	\$59,914.90	0	\$76,322.23	
Promotional items	\$1,000.00	\$0.00	5285	\$993.00	0.00%
Total	\$2,384,168.00	\$933,518.03		\$2,221,210.48	39.15%
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		\$169.84	5303	\$5,521.64	
Employee CE Elective	\$17,750.00	\$745.00	5370	\$14,817.49	5.15%
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	\$2,329.08	5380	\$5,153.06	145.57%
New EMD Training	\$3,000.00		5106		0.00%
Medical Director	\$1,500.00		5385		0.00%
EMD CEU Training	\$1,500.00		5107		0.00%
Training Supplies	\$2,000.00	\$1,439.99	5320	\$1,534.46	72.00%
Total	\$59,400.00	\$8,632.11		\$42,543.03	14.53%
2020 Wheel Chair Budget					
	2020	2020 Actual	ACCT	2019	
w/c Actual Charges	\$25,000.00	\$5,788.60	4009	\$20,942.35	23.15%
Knights Pat Van	\$3,500.00	\$1,030.00	4008	\$3,434.00	29.43%
Contribution					
Total	\$28,500.00	\$6,818.60		\$24,376.35	23.92%
2020 Wheel Chair Expenditures					
Salaries	\$29,000.00	\$10,540.70	5009	\$29,135.08	36.35%
Overtime	\$1,200.00	\$77.96	5019	\$17.97	6.50%
<i>Payroll FICA W Amb</i>	\$2,180.25	\$812.33		\$2,228.83	37.26%
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	\$12,084.16		\$35,201.98	30.42%
<i>less FICA</i>	\$37,550.00	\$11,271.83		\$32,973.15	
		4169.66	5545		

