

**Nodaway County Ambulance District**

**103 W Carefree Maryville, MO 64468**

**June 9th, 2021**

**7:00 pm**

**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 12<sup>th</sup>, 2021

7:00 pm

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

**Board members Absent:** Shipps was absent.

**Introduction of Guests:** Bryan Sobotka was present to discuss Ravenwood Rescue.

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

**Report from Burlington Junction Rescue Squad:** All is fine.

**Report from Hopkins Rescue Squad:** Nothing to report. No one present.

**Report from Ravenwood Rescue Squad:** Sobotka informed the board members that the lights were installed on the unit and they work very well. There was a little problem with the LED lights and incoming radio traffic, the company sent new reprogrammed lights and had the situation fixed. Everything is fine.

**Report from Tri-C Rescue Squad:** All is fine.

**Report from Maryville Rescue Squad:** All is good.

**Presentation of Treasurer's Report:** The report was presented to the board members. Interest rates are flat and not expected to get any better. There will be some movement next month as there is a CD that is coming due.

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

**Revenue and Expenses:** The report was presented to the board members. Lager explained that the Zoll refund was placed into miscellaneous income with a note, and taken out of medical, so the figures are now stated correctly.

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

Item two was to inform the board members that the sales tax payment of \$102,326.61 was entered, and that is an increase of 5.61 % over 2020 monies.

Item three was to inform the board members that the call volume has fluctuated in the past four months. January and February were up, March was down, and April was up.

Item four was to inform the board that the XPS( bariatric cot) system was installed into unit 131.

Item five was to inform the board members that the dorm plan was sent to the City of Maryville for approval, but this will not be placed on hold for some time, due to construction costs rising.

Item six was to inform the board members he had gotten three application, two want part time, and one wants full time. He asked if there would be a board member available to sit in the interview and all were available at some time. Florea will set the interview up and notify a board member.

Item seven was to inform the board Kirby Sybert rescinded his request for a leave of absence.

Item eight was to inform the board members that Jeremy Meyer should be back working on May 26<sup>th</sup>.

Item nine was to inform the board members all rescue squads now have two ice suits on board as well as the Arm-Loc's. Training will be this upcoming winter.

Item ten was to discuss the bids for a new rescue squad for Ravenwood. There were many considerations about the chassis, as Ford was the only manufacture that makes a gas engine extended cab that would be able to carry the box. Therefore, Tri-State and Transwest Ford were the two companied that submitted bids for the chassis.

Tri-state bid \$46,900.68 on a F-550 XLT, Transwest bid was \$50,695.00 on t e same chassis. The box was bid by Alum Line at \$42,700.00 and from Knapaheide for \$45,763.00. The lettering and chevrons will be done once completed for \$12,500.00

There was a discussion held.

After the discussion Allen made the motion to purchase the chassis from Tri-State ate \$46,900.68, the box from Alum Line \$42,700.00 and the lettering for \$12,500 for a total cost of \$102,100.68 and Sparks seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, and Snodderley yea. Motion carried. There will be a deposit check for Alum Line for 25% of the cost, and Sobotka informed the board that there will be a donation of \$10,000 made to the district for the purchase from, United Electric and their subsidiaries.

**Business Manager's Report:** Item one was to inform the board members that the accounts receivable is a difference of \$819.99 and may have something to do with the timing of the refunds.

Item two was to inform the board members that the virtual classes were taken by Flore, McQueen and Schmitz, and Lager has completed most of her classes.

Item three was to inform the board members that the worker's compensation bid was up for renewal, she did have one company try to get a bid in but they didn't completer it in time, so the renewal payment was sent to Missouri Mutual.

**Training Managers Report:** Item one was to inform the board members that the EMT quarterly class will be held on May 13.

Item two was to inform the board members that the first block of the paramedic refresher is completed. All gift cards for instructors have been purchased.

Item three was to inform the board members that the Paramedic refresher is almost complete for this block.

Item four was to inform the board members August 3-6 is the Missouri EMS Conference and Expo at St. Charles. This will have CEU's for instructors and staff.

The Clarinda Air Evac wants to set up classes once they are up and running at full speed.

**Employee Concerns:** None currently.

**Medicaid/Medicare Adjustments:** Allen made the motion to approve the adjustments of \$7,533.82 and Rickabaugh seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, and Snodderley yea. Motion carried.

Allen made a motion for invoices to be sent to collections for \$10,998.05 and Rickabaugh seconded motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, and Snodderley yea. Motion carried.

**Old Business:** EMS week was on the agenda to discuss. The gifts were shown to the board members . The glasses are not in yet, and they may make it before the 17<sup>th</sup>, but no sure. The full-time staff will be able to wear the t-shirts during the EMS week and the board members will try to take the items to the squads.

**New Business:** None brought to the board.

**Recess:** Allen made the motion to go into closed session and Sparks seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, and Snodderley yea. Motion carried. Closed session begins at 7:55 pm.

**Open session:** Allen made the motion to go into open session and Sparks seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, and Snodderley yea. Motion carried.

Open session started at 8:22.

Giesken made the motion to grant Jeremy Meyer a performance incentive of \$775.00 and a merit raise of 18 cents, Jill Nielson a performance incentive of \$800.00 and a merit raise of 18 cents, Patrick Greife a performance incentive of \$475.00 and a merit raise of 18 cents and Kim Campbell a performance incentive of \$850.00 and a merit raise of 18 cents, Allen seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, and Snodderley yea. Motion carried.

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

Adjournment at 8:24

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: \_\_\_\_\_

Pat Giesken, Secretary of the Board of Directors

2021 Budget As of 04/30/2021					
	2021	2021 Actual	ACCT	2020	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$1,061,000.00	\$393,541.42	4000	\$1,119,890.78	37.09%
Surtax	\$25,000.00	\$33,323.79	4150	\$28,270.20	133.30%
CPR Card Revenue 2617.48	\$2,200.00	\$390.00	4380	\$437.00	17.73%
Misc. Income(zoll refund)	\$2,500.00	\$17,490.35	4730	\$40,190.65	699.61%
Bad Debt Income	\$6,000.00	\$5,075.85	4010	\$12,204.03	84.60%
Interest Income	\$35,000.00	\$11,423.42	4720	\$47,119.25	32.64%
Sales tax income	\$1,100,000.00	\$419,994.51	4105	\$1,326,042.73	38.18%
Sale of Assets-CARES Reimbursement	\$0.00	\$0.00	4710	\$92,335.48	0.00%
Knights	\$3,500.00	\$760.00	4008	\$3,110.00	21.71%
Pat Van Revenues	\$25,000.00	\$6,386.70	4009	\$16,776.87	25.55%
FRA FUNDS/GEMT	\$130,000.00	\$1,494.84	4300	\$169,817.42	1.15%
Total	<b>\$2,390,200.00</b>	<b>\$889,880.88</b>		<b>\$2,856,194.41</b>	<b>37.23%</b>
Expenditures	2021	2021 Actual	ACCT	2020	Percentage
Salaries	<b>\$933,600.00</b>	\$309,702.01	5000	\$901,882.33	33.17%
Overtime	<b>\$185,000.00</b>	\$75,351.80	5001	\$192,888.29	40.73%
Special Performance Benefit	<b>\$13,200.00</b>	\$2,905.00	5003	\$11,385.00	22.01%
Rescue/Training Budget	<b>\$59,400.00</b>	\$13,714.36	5300	\$29,354.80	23.09%
Payroll FICA	<b>\$96,000.00</b>	\$33,141.69	5010	\$94,535.04	34.52%
Unemployment Taxes	<b>\$1,700.00</b>	\$234.07	5015	\$707.22	13.77%
Employee Benefits	<b>\$137,000.00</b>	\$46,691.84	5020	\$142,814.95	34.08%
Longevity Pay	<b>\$4,700.00</b>	\$1,260.00	5021	\$4,140.00	26.81%
Health. Ins. Pay out & Retirement	\$93,500.00	\$28,148.40	5005	\$91,332.30	30.11%
Mo Lagers Expense 4.8%	<b>\$71,100.00</b>	\$31,679.40	5006	\$58,205.93	44.56%
Interest Expense	\$0.00	\$0.00	5030	\$0.00	0.00%
Workman's Comp	<b>\$72,000.00</b>	\$19,902.19	5040	\$66,879.23	27.64%
Fleet/Mail/Liab Ins. Bond	<b>\$71,400.00</b>	\$68,897.00	5041	\$60,856.00	96.49%
Accident/Health Insurance	<b>\$4,300.00</b>	\$3,484.33	5044	\$3,484.33	81.03%
Rent/Lease	<b>\$2,000.00</b>	\$1,565.50	5050	\$1,960.61	78.28%
Legal/ Accounting	<b>\$26,000.00</b>	\$13,872.53	5060	\$4,957.51	53.36%
Administration Expense	<b>\$6,200.00</b>	\$6,772.50	5070	\$5,062.61	109.23%
Election Expense	<b>\$3,500.00</b>	\$0.00	5080	\$0.00	0.00%
Advertising Expense	<b>\$500.00</b>	\$0.00	5090	\$153.00	0.00%
Fuel & Oil	<b>\$30,000.00</b>	\$11,403.90	5100	\$22,704.25	38.01%
Fleet Repair	<b>\$22,000.00</b>	\$10,280.90	5110	\$21,581.59	46.73%
Building Repair/Maintenance	<b>\$12,500.00</b>	\$5,162.37	5135	\$10,997.80	41.30%
Medical & Operating Exp ***	<b>\$59,000.00</b>	\$22,273.57	5120	\$88,143.19	37.75%
Office Supplies	<b>\$19,000.00</b>	\$3,632.98	5130	\$16,072.45	19.12%
Technical Support	<b>\$29,000.00</b>	\$13,483.60	5131	\$28,419.64	46.50%
H.S.A. Expense	<b>\$7,000.00</b>	\$2,106.54	5025	\$0.00	0.00%
Utilities	<b>\$22,000.00</b>	\$4,954.64	5140	\$16,599.99	22.52%
Telephone/Cell	<b>\$7,100.00</b>	\$3,062.56	5150	\$6,971.37	43.13%
Dues & Subscriptions	<b>\$600.00</b>	\$0.00	5180	\$573.00	0.00%
Laundry	<b>\$2,500.00</b>	\$168.00	5190	\$504.00	6.72%
Radios/Repairs Maint	<b>\$3,400.00</b>	\$1,052.50	5220	\$3,149.80	30.96%
Collection Expense	<b>\$3,000.00</b>	\$1,359.69	5290	\$2,553.74	45.32%
Miscellaneous Expense	<b>\$3,200.00</b>	\$376.20	5280	\$3,626.04	11.76%

2021 Ambulance Budget Continued					
	2021	2021	ACCT	2020 proj	Percentage
New Ambulance/van	\$48,750.00	\$0.00	5115	\$221,907.68	4.32%
Bad Debt Allowance	\$180,000.00	\$78,697.75	5250	\$229,289.48	43.72%
Dispatching Expense	\$71,766.00	\$17,941.50	5105	\$70,014.00	25.00%
*New Rescue Equipment		\$13,302.06	5117	\$24,701.73	0.00%
Pat Van Expenditures	\$39,050.00	\$10,167.76	N/A	\$37,012.34	26.04%
GEMT Expense	\$63,000.00	\$0.00	0	\$59,914.90	
Promotional items	\$1,000.00	\$0.00	5285	\$0.00	0.00%
<b>Total</b>	<b>\$2,404,966.00</b>	<b>\$856,749.14</b>		<b>\$2,535,336.14</b>	<b>35.62%</b>
2021 Training Expense Detail					
Expenditures	2021	2021 Actual	ACCT	2020	Percentage
Instructor's Training Wages *	\$8,750.00	\$56.53	5300	\$297.81	0.65%
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	\$1,479.50	5301	\$2,136.90	29.59%
Mandatory classes,	\$4,200.00	\$1,607.08	5305	\$2,037.66	38.26%
CE Empl.Wages 5303 &5370		\$4,061.36	5303	\$1,212.18	
Employee CE Elective	\$17,750.00	\$200.00	5370	\$15,473.50	24.01%
Guest Instructor Wages	\$3,000.00	\$0.00	5340	\$0.00	0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$1,720.47	5302	\$2,789.84	63.72%
1st responder Refresher Wages	\$800.00	\$416.96	5304	\$71.92	52.12%
Training Equipment/Maintenance	\$6,000.00	\$2,436.64	5310	\$0.00	40.61%
Training Books/Office expense	\$1,000.00	\$0.00	5331	\$0.00	0.00%
Training Miscellaneous/24-7	\$1,600.00	\$307.11	5380	\$2,359.06	19.19%
New EMD Training	\$3,000.00		5106		0.00%
Medical Director & Guest Instructor	\$1,500.00	\$475.00	5385	\$100.00	0.00%
EMD CEU Training	\$1,500.00		5107		0.00%
Training Supplies	\$2,000.00	\$953.71	5320	\$2,875.93	47.69%
<b>Total</b>	<b>\$59,400.00</b>	<b>\$13,714.36</b>		<b>\$29,354.80</b>	<b>23.09%</b>
2021 Wheel Chair Budget					
	2021	2021 Actual	ACCT	2020	
w/c Actual Charges	\$25,000.00	\$6,386.70	4009	\$16,776.87	25.55%
Knights Pat Van	\$3,500.00	\$760.00	4008	\$3,110.00	21.71%
Contribution					
<b>Total</b>	<b>\$28,500.00</b>	<b>\$7,146.70</b>		<b>\$19,886.87</b>	<b>25.08%</b>
2021 Wheel Chair Expenditures					
Salaries	\$31,500.00	\$9,937.03	5009	\$30,847.81	31.55%
Overtime	\$1,200.00	\$145.41	5019	\$116.94	12.12%
Payroll FICA W Amb	\$2,500.00	\$0.00		\$2,501.55	0.00%
Repairs/Maint	\$2,500.00	\$85.32	5129	\$1,861.05	3.41%
Fuel & Oil	\$3,300.00		5109	\$1,684.99	0.00%
New Equipment	\$500.00		5119	\$0.00	0.00%
Advertisement	\$50.00		5099	\$0.00	0.00%
<b>Total</b>	<b>\$41,550.00</b>	<b>\$10,167.76</b>		<b>\$37,012.34</b>	<b>24.47%</b>
less FICA	\$39,050.00	\$10,167.76		\$34,510.79	