

**Nodaway County Ambulance District**

**103 W Carefree Maryville, MO 64468**

**June 8<sup>th</sup>, 2022**

**Board members Present:**

**Board Members Absent:**

**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 11<sup>th</sup>, 2022

7:00 pm

**Board Members Present:** Snodderley, Sparks, Rickabaugh, Shipps, were all present. Allen was on the ZOOM connection at approximately 7:20.

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

**Introduction of Guests:** Kenny Shewey was present.

**Presentation of Minutes:** The minutes were presented to the board members. Rickabaugh asked that the wording of Maryville wanting to purchase the rescue truck be removed, as they would not have to purchase it, made the motion to accept the minutes as corrected and Sparks seconded the motion. Snodderley called for a vote. Sparks, yea, Rickabaugh yea, Shipps, yea and Snodderley yea. Motion carried.

**Report from Burlington Junction Rescue Squad:** Kenny Shewey was present to discuss the possibility of placing a rescue truck in Skidmore. They have twelve volunteers and a few more interested if a truck were there, and the City of Skidmore would apply for grants to help build a new building to house it. There was a discussion held about the two squads that would be available, one for Maryville and one for Skidmore. Allen made the motion to be able to provide an agreement with the City of Skidmore that Nodaway County Ambulance would provide a rescue squad and that Maryville would also receive a rescue squad, Shipps seconded he motion. Snodderley called for a vote. Sparks, yea, Rickabaugh yea, Shipps, yea and Snodderley yea. Motion carried.

There is a generator and Omni tools in the one unit that would go to Skidmore, and there is a LUCAS device as well, the other supplies that would need to be added is \$400 to \$500 at this time.

**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:** All is good.

**Presentation of Treasurer's Report:** Sparks informed the board that there is extra money in the money market and that would cover the new rescue truck and the liability for LAGER's. Shipps asked about having a LAGER's representative come to a meeting to give a presentation to the employees who may have questions as well as for any board member to be able to ask questions. Lager will work on that.

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

**Revenue and Expenses:** The report was presented to the board members. Lager did change an account for the Stipends to be on the budget.

**Director of Operations Report:** Florea started his report by informing the board members that there will be a closed session for evaluations of Patrick Greife, Kim Campbell, and Alicia Reeves. .

Item two was to inform the board members that the sales tax payment for the month was \$97,989.48 , which is an increase of 5.37%. from the previous year.

Item three was to inform the board members he has gotten a quote for five new Life-pack 15's. The quote is for \$100,203.25 with new software. Discussion was held. Allen made the motion to approve the purchase of the five Life-packs at the price of \$100,203.25 and Sparks seconded the motion. Snodderley called for a vote. Sparks, yea, Rickabaugh yea, Shipps, yea and Snodderley yea. Motion carried.

Item four was to inform the board that he is looking into radio updates.

Item five was to inform the board members to consider adjusting the training manager and assistant manager's wage. Florea would like to ad a \$1 to the training manager position and \$2 to the assistant manager spots. Discussion held. Sparks made the motion to bump up the training manager salary by \$2 and the assistant manager slot by \$4, Allen seconded the motion. Snodderley called for a vote. Sparks, yea, Rickabaugh yea, Shipps, yea and Snodderley yea. Motion carried.

Item six was to discuss the PTO program again. After a discussion it was decided that Shipps, Allen and Sparks would become a committee to figure out the possible new program and Lager will assist. Shipps will speak with the auditor to ask for guidance as well. They will bring information back at the next meeting.

He has done calculations and has found out that several part time and some full-time employees need an adjustment in wages. He would like to adjust wages for any EMT or Paramedic for years of service,20cents per year for 15 EMT's and 20 years for paramedics. Shipps made the motion to approve the years' experience increase as presented, and Allen seconded the motion Snodderley called for a vote. Sparks, yea, Rickabaugh yea, Shipps, yea and Snodderley yea. Motion carried.

Item seven was to inform the board members the new rescue truck is in Kansas City at the rail yard, and they would give a three-day notice before delivering.

Item eight was to inform the board members a new full-time EMT was hired, Brittney McIntyre, and Nicholas Morse and Melody Reese have been hired as Part-time EMT's.

**Business Manager's Report:** Item one was to inform the board members that the accounts receivable report between ESO ,and Peachtree is now \$380.13, and she was going to be in contact with Sue at ESO to see about the wheelchair items still in the balance, they should not be there.

Item two was to inform the board the GEMT payment has been delivered and it was \$40,189.99. which was less the amount owed from 2018. They have now closed 2018 and will continue to audit 2019.

Item three was to inform the board that Medicare Revalidation will be postponed for at least one year and two due to COVID. They will send information when the time is right.

Item four was to inform the board that the 2% sequestration will be in full effect July 1<sup>st</sup> This was put on hold during COVID and will increase the write off amounts for Medicare.

**Training Managers Report:** Item one was to inform the board members that the NWMSU class for EMR was final on April 28<sup>th</sup>.

Item two was to inform the board members that the LUCAS devices and new splints have been delivered and there was a class at the employee meeting. These will go to the Rescue squads in the next two months with classes being given.

Item three was to inform the board members that the quarterly CPR class is June 9<sup>th</sup>.

**Employee Concerns:** All employees will be able to wear their new T-shirts next week during EMS week.

**Medicaid/Medicare Adjustments:** Allen made the motion to approve the adjustments of \$6,276.27 and Rickabaugh seconded the motion. Snodderley called for a vote. Sparks, yea, Rickabaugh yea, Allen, yea, Shipps, yea and Snodderley yea. Motion carried.

Allen made a motion for invoices to be sent to collections for \$9,709.26 and Sparks seconded motion. Snodderley called for a vote. Sparks, yea, Rickabaugh yea, Allen, yea, Shipps, yea and Snodderley yea. Motion carried

**Old Business:** The EMS dinner was to be discussed. Currently there are 100-150 RSVPs turned in to the office. The Blow-up houses are ordered and will be delivered on the 17<sup>th</sup>. Schmitz informed the board members that there will also be four corn-hole boards to play. Rickabaugh will contact Bryan Sobotka about bringing the picnic tables over. Dinner will be from 5-7:30. The menu is set, and the supplies will be purchased. No other discussion.

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

**Recess:** Allen made the motion to recess and go into closed session and Sparks seconded the motion. Snodderley called for a vote. Sparks, yea, Rickabaugh yea, Shipps, yea and Snodderley yea. Motion carried. Recess began at 8:30.

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

Open session starts at 8:57.

Allen made the motion to grant Patrick Greife an 18 -cent merit raise and a \$737.50 performance incentive, Kim Campbell a 23-cent merit raise and a performance incentive of \$1,000.00, and to grant Alicia Reeves 18 -cent merit raise and a performance incentive of \$675.00, and Sparks seconded the motion. Snodderley called for a vote. Sparks, yea, Rickabaugh yea, Shipps, yea and Snodderley yea. Motion carried.

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

Adjournment at 8:57 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: \_\_\_\_\_ Pat Giesken, Secretary of the Board of Directors

**2022 BUDGET AS OF APRIL 30, 2022**

	<b>2022</b>	<b>2022 Actual</b>	<b>ACCT</b>	<b>2021 Actual</b>	<b>Percentage</b>
<b>Revenues</b>			<b>#</b>		
Ambulance Receivable	\$1,300,000.00	\$448,846.01	4000	\$1,261,156.45	34.53%
Surtax	\$27,000.00	\$39,149.85	4150	\$36,528.19	145.00%
CPR Card Revenue 2617.48	\$2,000.00	\$623.50	4380	\$1,205.00	31.18%
Misc. Income(zoll refund)	\$2,500.00	\$38,637.04	4730	\$60,197.57	1545.48%
Bad Debt Income	\$10,000.00	\$2,649.19	4010	\$17,825.86	26.49%
Interest Income	\$25,000.00	\$9,859.36	4720	\$27,894.88	39.44%
Sales tax income	\$1,350,000.00	\$452,339.19	4105	\$1,414,535.10	33.51%
Sale of Assets-CARES Reimbursement	\$0.00	\$0.00	4710		#DIV/0!
Knights van Revenues		\$440.00	4008	\$2,760.00	#DIV/0!
Pat Van Revenues	\$25,000.00	\$4,588.90	4009	\$19,360.70	18.36%
FRA FUNDS/GEMT	\$120,000.00	\$4,459.34	4300	\$208,524.00	3.72%
<b>Total</b>	<b>\$2,861,500.00</b>	<b>\$1,001,592.38</b>		<b>\$3,049,987.75</b>	<b>35.00%</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	\$344,148.77	5000	\$946,239.93	31.29%
Overtime	\$230,000.00	\$68,856.31	5001	\$218,327.96	29.94%
Special Performance Benefit	\$13,500.00	\$4,803.00	5003	\$12,342.50	35.58%
Rescue/Training Budget	\$60,150.00	\$9,847.03	5300	\$30,850.23	16.37%
Payroll FICA	\$100,000.00	\$34,775.05	5010	\$98,652.26	34.78%
Unemployment Taxes	\$1,500.00	\$0.00	5015	\$234.07	0.00%
Employee Benefits	\$150,000.00	\$61,199.54	5020	\$152,382.88	40.80%
Longevity Pay	\$4,500.00	\$1,820.00	5021	\$3,500.00	40.44%
Health. Ins. Pay out & Retirement	\$78,000.00	\$17,504.70	5005	\$74,427.60	22.44%
<b>Mo Lagers Expense 13.8%</b>	<b>\$218,900.00</b>	<b>\$555,706.39</b>	<b>5006</b>	<b>\$140,489.55</b>	<b>253.86%</b>
<b>Stipends</b>	<b>\$0.00</b>	<b>\$500.00</b>	<b>5008</b>		<b>#DIV/0!</b>
Workman's Comp	\$75,000.00	\$22,109.00	5040	\$59,743.97	29.48%
Fleet/Mail/Liab Ins. Bond	\$72,000.00	\$74,475.00	5041	\$68,897.00	103.44%
Accident/Health Insurance	\$4,000.00	\$3,519.67	5044	\$3,484.33	87.99%
Rent/Lease	\$2,500.00	\$1,920.00	5050	\$1,653.50	76.80%
Legal/ Accounting	\$26,000.00	\$2,969.11	5060	\$29,486.62	11.42%
<b>Administration Expense</b>	<b>\$8,500.00</b>	<b>\$12,108.48</b>	<b>5070</b>	<b>\$7,124.75</b>	<b>142.45%</b>
Election Expense	\$3,500.00	\$0.00	5080	\$119.00	0.00%
Advertising Expense	\$500.00	\$220.00	5090		44.00%
Fuel & Oil	\$53,000.00	\$17,656.35	5100	\$37,920.64	33.31%
Fleet Repair	\$35,000.00	\$5,733.09	5110	\$34,843.39	16.38%
Building Repair/Maintenance	\$12,500.00	\$2,542.81	5135	\$13,533.00	20.34%
Medical & Operating Exp ***	\$70,000.00	\$27,805.81	5120	\$69,761.62	39.72%
Office Supplies	\$12,500.00	\$5,090.03	5130	\$11,959.66	40.72%
Technical Support	\$29,000.00	\$13,712.92	5131	\$20,193.11	47.29%
H.S.A. Expense	\$7,500.00	\$450.30	5025	\$5,888.16	6.00%
Utilities	\$22,000.00	\$5,932.73	5140	\$16,075.93	26.97%
Telephone/Cell	\$8,500.00	\$2,655.60	5150	\$8,282.05	31.24%
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	\$3,365.40	5220	\$3,729.00	78.27%
Collection Expense	\$4,500.00	\$748.76	5290	\$4,301.01	16.64%

Miscellaneous Expense	\$3,500.00	\$1,960.26	5280	\$2,109.42	56.01%
<b>2022 Ambulance Budget Continued</b>					
	2022	2022 Actual	ACCT	2021 Actual	Percentage
New Ambulance/van	\$150,000.00	\$144,158.05	5115	\$0.00	96.11%
Bad Debt Allowance	\$260,000.00	\$89,769.22	5250	\$263,383.95	34.53%
Dispatching Expense	\$75,000.00	\$18,750.00	5105	\$71,765.00	25.00%
*New Rescue Equipment	\$110,000.00	\$74,623.07	5117	\$38,546.43	67.84%
Pat Van Expenditures	\$40,000.00	\$14,799.90	N/A	\$41,515.25	37.00%
GEMT Expense	\$67,500.00	\$36,628.52	5112	\$67,458.08	54.26%
Promotional items	\$1,000.00	\$0.00	5285	\$54.98	0.00%
Total	\$3,117,650.00	\$1,682,864.87		<b>\$2,560,542.83</b>	53.98%
<b>2022 Training Expense Detail</b>					
Expenditures	2022	2022 Actual	ACCT	2021 Actual	Percentage
Instructor's Training Wages *	\$9,000.00	\$48.18	5300	\$56.53	0.54%
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	\$1,708.25	5301	\$3,000.00	34.17%
Mandatory classes,	\$4,200.00	\$554.86	5305	\$1,657.56	13.21%
CE Empl.Wages 5303 &5370		\$431.59	5303	\$7,939.34	
Employee CE Elective	\$17,750.00	\$400.00	5370	\$6,865.99	4.69%
Guest Instructor Wages	\$3,000.00	\$0.00	5340	\$575	0.00%
<b>1st Responder Orig. Cert Wages</b>	<b>\$2,700.00</b>	<b>\$3,446.45</b>	<b>5302</b>	<b>\$2,166.78</b>	<b>127.65%</b>
<b>1st responder Refresher Wages</b>	<b>\$800.00</b>	<b>\$1,635.56</b>	<b>5304</b>	<b>\$889.53</b>	<b>204.45%</b>
Training Equipment/Maintenance	\$6,000.00	\$74.80	5310	\$4,616.74	1.25%
Training Books/Office expense	\$1,000.00	\$0.00	5331		0.00%
Training Miscellaneous/24-7	\$1,600.00	\$554.34	5380	\$999.23	34.65%
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	\$993.00	5320	\$1,983.53	39.72%
Total	\$60,150.00	\$9,847.03		\$30,850.23	16.37%
<b>2022 Wheel Chair Budget</b>					
	2022	2022 Actual	ACCT	2021 Proj	
w/c Actual Charges	\$25,000.00	\$4,588.90	4009	\$19,360.70	18.36%
Knights Pat Van	\$3,500.00	\$440.00	4008	\$2,760.00	12.57%
Contribution					
Total	\$28,500.00	\$4,588.90		\$22,120.70	16.10%
<b>2022 Wheel Chair Expenditures</b>					
Salaries	\$32,500.00	\$14,065.43	5009	\$30,956.52	43.28%
Overtime	\$1,200.00	\$19.92	5019	\$145.41	1.66%
Payroll FICA W Amb	\$2,600.00	\$0.00			0.00%
Repairs/Maint	\$3,500.00	\$684.55	5129	\$4,936.87	19.56%
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%
Total	\$44,350.00	\$14,799.90		\$41,515.25	33.37%
less FICA	\$41,750.00	\$14,799.90		\$41,515.25	