

**Nodaway County Ambulance District
103 W Carefree Maryville, MO 64468
MAY 10,2023**

Next meeting JUNE 14, 2023

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.

Agenda: Board elections

Oath:

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 Coordinator/Accountant 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.

(15) Adjournment:

APRIL 13.2023

7:00 PM

Board Members Present: CARRIE SPARKS, HERB SNODDERLEY, MARY BETH SHIPPS, RICK ALLEN, PAT GIESKEN, PHIL RICKABAUGH

Board members Absent:

AGENDA: Officer Elections: Rickabaugh made a motion to keep officers as is. Giesken, seconded. Snodderley called for a vote, Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

President: Herb Snodderley

Vice President: Rick Allen

Secretary: Pat Giesken

Treasure: Carrie Sparks

Introduction of Guests:

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

Report from Burlington Junction Rescue Squad: Trying to get a meeting set so that they can have some training done with Becky Mercer, Training Director.

Report from Hopkins Rescue Squad: No Report.

Report from Ravenwood Rescue Squad: All good. Had extrication training on May 4. Several area squads attended. Good turnout.

Report from Tri-C Rescue Squad: All good

Report from Maryville Rescue Squad: All good. On May 6&7 the squad participated in a training with the Airwing 139th division medics. This consisted of breaching concrete wall in a simulated building collapse, items directed towards rescue efforts from a mass manmade or natural disaster. Excellent training. Rickabaugh expressed that he would like to recommend Jace Pine as the new Rescue Squad Captain when he steps down. Rickabaugh also invited everyone to the Retirement party for him at the fire house on June 2, 4-6 pm.

Presentation of Treasurer's Report: Sparks states that there is nothing at this time coming due. Shippo asked if it might be a possibility that the lower interest paying CDs might be drawn out, pay the fees and put into new CDs with higher paying interest? Sparks and Florea said that it might be a possibility and they would look into it.

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

Revenue and Expenses: The report was presented to the board members.

Director of Operations Report:

1. Is to inform the board that there will be a closed meeting. Evaluations for Brittney McIntrye, Kim Campbell, Alicia Reeves, Becky Mercer, and Patrick Greife.
2. Is to inform the board members that the sales tax payment for the month was \$ 99,117.44.
3. GEMT money came in on 5/5/23. In the net amount of \$28,718.27.
4. Ordered a new PC for the office. Mother board going out of the one that we use as a server for a peer-to-peer connection for accounting software only. We keep it segregated from our server as we have a Microsoft SQL Server, and our accounting software uses a Pervasive server PSQL. They do not always work well together.
5. Engagement letter for Harden Cummings Moss & Miller for the 2022 & 2023 Audit.
6. Lift assists: Florea started out with the percentage of the lifts assists that the crews do, 83% of them are mainly 6 patients. Two of them are now in Nursing Homes. McQueen has been investigating the practices across the country, more providers are starting to charge for these services at various different costs. McQueen suggested that possibly the policy might consist of 2 free assists, a letter will be sent out each time stating this fact and that there will be a flat fee of \$200.00 will be charged after the 2 free ones. It was questioned on how this would then be sent to billing to be billed out. McQueen stated that on the disposition that it be marked as Assist Public and then it would kick it over to billing. It was asked if this was going to be a yearly thing of 2 free ones or lifetime? McQueen thought probably that the policy would be yearly. Discussion brought up, what if they can't pay the \$200? Would this keep people from calling and they just lay there and not get the services they need? A few commented that they thought \$200 was too much. What has been the outcome of the other facilities that have been charging? Is it bringing in more revenue to cover costs accrued on these lift assists? It was decided to table this discussion till next month so that this could be looked into.
7. There was a thank you note from the employees to the board thanking them for paying for the Crisis Intervention class in Macon last month. Also paying for part-time employees' ACLS and PALS classes.

Business Coordinator and Accounting Report: Sage and ESO is balanced.

Julie

1. Business Coordinator is working on old outstanding invoices to try to recoup them.

2. Business Coordinator has set up to do Privacy Officer Training and will be doing live stream training June 7&8 to keep coding certification up to date.

Alice

1. Has been in contact with the IRS in attempt to clear up 941 reporting correction for quarter ending September 30,2020.
2. Has been working with Guy Kaskocsak at GEMT to correct Ambulance salaries reported for July 1, 2020 -June 30, 2021, period.
3. Has completed Sage payroll training.
4. Has completed Quarter 1 2023 unemployment and 941 Employer's Federal Tax Returns
5. Worked with Florea to complete Blue Cross Blue Shield Survey reporting premiums paid.

Training Managers Report:

1. EMT – B class is completed. They took the practical test on April 29th. All passed!
2. There will be quarterly CPR on June 8th.
3. The Paramedic program will start approximately Aug 1st and run through Dec of 2024. We are waiting for approval for the LoR submission from CoAEMSP.

Employee Concerns:

1. Jared McQueen brought up that the mattresses were purchased and have been installed.

Medicaid/Medicare Adjustments: Allen made the motion to approve the adjustments of \$9,880.40 and Sparks seconded the motion. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

Allen made a motion for invoices to be sent to collections for \$2,527.16 and Shipps seconded the motion. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

Old Business: Rickabaugh brought up that we need to readdress the crew quarters that were put on hold to be built, need to stay on top of this. It was discussed that different additional fundings have been looked at to help with costs such as a USDA Grant.

Schmitz brought up EMS week meals during that week. Additional help with the noon meal on May 24 and the evening of May 23 was requested. Giesken will be making cheesy potatoes for the evening meal and volunteered to help with lunch also. Several of the board members volunteered to help with the evening meal which will consist of hamburgers, hotdogs, chips, cheesy potatoes, cookies and drinks.

New Business: None

Closed Meeting: Snodderley made a motion to go into closed session, Sparks second the motion. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried. Closed at 8:04 pm.

Open Meeting: Allen made a motion to open session, Sparks second the motion. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried. Opened at 8:22 pm.

The Evaluations for Brittney McIntrye, Kim Campbell, Alicia Reeves, Becky Mercer, and Patrick Greife was reviewed and discussed.

Sparks made a motion to no longer use zoom meetings anymore. Shipps seconded. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

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

Adjournment at 8:24 pm

Recorded by Julie Schmitz

Nodaway County Ambulance District

Signed: _____ Pat Giesken, Secretary of the Board of Directors

APRIL 30, 2023 Budget					
	2023	2023 Actual	ACCT	2022	Percentage
Revenues			#	Actual	2023
Ambulance Receivable	\$1,350,000.00	\$542,500.79	4000	\$1,411,321.89	40.19%
Surtax	\$25,000.00	\$41,784.37	4150	\$43,372.82	167.14%
CPR Card Revenue 2617.48	\$2,000.00	\$520.00	4380	\$1,243.50	26.00%
Misc. Income(HRSA Funds)	\$2,500.00	\$89.93	4730	118.489.04	3.60%
Bad Debt Income	\$10,000.00	\$6,703.29	4010	\$10,748.40	67.03%
Interest Income	\$20,000.00	\$6,901.82	4720	\$17,337.71	34.51%
Sales tax income	\$1,410,000.00	\$477,525.86	4105	\$1,457,129.47	33.87%
Sale of Assets-APR Reimbursement	\$0.00		4710	\$0.00	#DIV/0!
EMT & Paramedic classes	\$64,000.00		4011	\$1,260.00	0.00%
Contra Revenue 8.6%	-\$116,100.00	-\$39,609.98	4001	\$19,499.40	34.12%
FRA FUNDS/GEMT	\$60,000.00	\$237.48	4300	\$116,524.03	0.40%
Total	\$2,827,400.00	\$1,036,653.56		\$3,078,437.22	36.66%
Expenditures	2023	2023 Actual	ACCT	2022 Actual	Percentage
Salaries	\$1,100,000.00	\$348,295.33	5000	\$991,545.83	31.66%
Overtime	\$230,000.00	\$87,623.22	5001	\$220,203.37	38.10%
Special Performance Benefit	\$500.00		5003	\$10,566.00	0.00%
Rescue/Training Budget	\$124,650.00		5300	\$2,821.38	0.00%
Payroll FICA	\$100,000.00	\$35,815.32	5010	\$101,223.74	35.82%
Unemployment Taxes	\$1,500.00		5015	\$0.00	0.00%
Employee Benefits	\$240,000.00	\$81,093.09	5020	\$190,987.33	33.79%
Longevity Pay	\$0.00		5021	\$3,700.00	#DIV/0!
Health. Ins. Pay out & Retirement	\$40,000.00	\$11,618.05	5005	\$47,505.30	29.05%
Mo Lagers Expense 8.4%	\$130,000.00	\$34,392.53	5006	\$1,247,307.17	26.46%
Stipends	\$18,000.00	\$3,850.00	5008	\$15,250.00	21.39%
Workman's Comp	\$68,000.00	\$14,204.00	5040	\$39,470.70	20.89%
Fleet/Mail/Liab Ins. Bond	\$86,000.00		5041	\$75,453.93	0.00%
Accident/Sickness Insurance	\$4,000.00		5044	\$3,519.67	0.00%
Rent/Lease	\$2,500.00	\$1,920.00	5050	\$2,008.00	76.80%
Legal/ Accounting/Pocessing Fees	\$24,000.00	\$17,893.73	5060	\$7,268.18	74.56%
Administration Expense	\$18,000.00	\$5,014.26	5070	\$15,274.63	27.86%
Election Expense	\$3,500.00		5080	\$60.00	0.00%
Advertising Expense	\$500.00		5090	\$348.00	0.00%
Fuel & Oil	\$65,000.00	\$16,346.36	5100	\$59,824.94	25.15%
Fleet Repair	\$35,000.00	\$7,181.40	5110	\$24,602.34	20.52%
Building Repair/Maintenance	\$12,500.00	\$5,848.95	5135	\$7,424.37	46.79%
Medical & Operating Exp ***	\$79,000.00	\$18,771.81	5120	\$73,426.15	23.76%
Office Supplies	\$15,000.00	\$4,446.17	5130	\$13,771.11	29.64%
Technical Support	\$29,000.00	\$5,422.10	5131	\$39,790.91	18.70%
H.S.A. Expense	\$7,500.00		5025	\$1,374.24	0.00%
Utilities	\$22,000.00	\$5,822.84	5140	\$16,819.92	26.47%
Telephone/Cell	\$8,500.00	\$1,752.36	5150	\$7,957.56	20.62%
Dues & Subscriptions	\$800.00	\$1,025.00	5180	\$598.00	128.13%
Laundry	\$2,500.00		5190	\$0.00	0.00%
Radios/Repairs Maint	\$9,000.00	\$1,592.50	5220	\$4,552.35	17.69%
Collection Expense	\$3,500.00	\$2,448.68	5290	\$2,366.20	69.96%
Miscellaneous Expense	\$10,000.00	\$887.37	5280	\$13,430.15	8.87%
2023 Ambulance Budget Continued					
	2023	2023 Actual	ACCT	2022 Actual	Percentage
New Ambulance/van/Equipment	\$70,000.00		5115	\$144,158.05	0.00%

Bad Debt Allowance 8.2%	\$106,600.00	\$73,438.97	5250	\$280,997.99	68.89%
Dispatching Expense	\$77,250.00	\$19,312.50	5105	\$75,000.00	25.00%
*New Rescue Equipment	\$0.00	\$4,650.00	5117	\$170,414.96	#DIV/0!
Pat Van Expenditures	\$41,750.00	\$12,441.80	N/A	\$37,037.49	29.80%
GEMT Expense	\$42,000.00	\$40,256.31	0	\$36,628.52	95.85%
Promotional items	\$1,000.00		5285	\$551.92	0.00%
Total	\$2,829,050.00	\$863,364.65		\$3,985,240.40	30.52%
2023 Training Expense Detail					
Expenditures	2023	2023 Actual	ACCT	2022 Actual	Percentage
Instructor's Training Wages *	\$9,000.00		5300	\$2,821.38	\$0.10
Instructor's Training Lodging *		\$874.45	5360		
Instructor's Training Mileage *			5361		
Instructor's tuition/books	\$600.00	\$321.00	5330	\$200.00	53.50%
CE Instructor wages **	\$5,000.00	\$1,401.42	5301	\$3,544.55	28.03%
Mandatory classes,	\$4,200.00	\$738.42	5305	\$1,943.60	17.58%
CE Empl.Wages 5303 &5370		\$391.30	5303	\$1,834.45	
Employee CE Elective	\$17,750.00		5370	\$1,475.00	2.20%
Guest Instructor Wages	\$2,000.00		5340	\$0.00	0.00%
1st Responder Orig. Cert Wages	\$5,000.00	\$1,139.96	5302	\$4,327.64	22.80%
1st responder Refresher Wages	\$2,000.00	\$1,019.62	5304	\$2,017.35	50.98%
Training Equipment/Maintenance	\$6,000.00	\$380.95	5310	\$532.80	6.35%
Training Books/Office expense	\$1,000.00	\$194.25	5331	\$0.00	19.43%
Training Miscellaneous/24-7	\$1,600.00	\$4,080.48	5380	\$798.34	255.03%
Paramedic Instructor Wage Training	\$65,000.00	\$288.51	5106	\$0.00	0.44%
Medical Director & Guest Instructor	\$1,500.00		5385	\$300.00	0.00%
Emt/Paramedic Training Overtime	\$1,500.00	\$1,222.10	5107	\$0.00	81.47%
Training Supplies	\$2,500.00	\$140.00	5320	\$3,458.93	5.60%
Total	\$124,650.00	\$12,192.46		\$23,254.04	9.78%
2023 Wheel Chair Budget					
	2023	2023 Actual	ACCT	2022 Actual	
w/c Actual Charges	\$25,000.00	\$7,528.10	4009	\$19,499.40	30.11%
Contribution/Donations	\$998.47	\$983.47	2107		-\$15.00
Total	\$25,000.00	\$7,528.10		\$19,499.40	30.11%
2023 Wheel Chair Expenditures					
Salaries	\$32,500.00	\$12,441.80	5009	\$34,347.49	38.28%
Overtime	\$1,200.00		5019	\$252.04	0.00%
<i>Payroll FICA W Amb</i>	\$2,600.00			\$0.00	0.00%
Repairs/Maint	\$3,500.00		5129	\$1,192.60	0.00%
<i>Fuel & Oil</i>	\$4,000.00		5109	\$1,215.36	0.00%
New Equipment	\$500.00		5119	\$0.00	0.00%
Advertisement	\$50.00		5099	\$30.00	0.00%
Total	\$44,350.00	\$12,441.80		\$37,037.49	28.05%
<i>less FICA</i>	\$41,750.00	\$12,441.80		\$37,037.49	

