

*Nodaway County Ambulance Board of Directors Meeting Agenda
103 W Carefree Drive
Maryville, MO 64468
December 12th, 2018*

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 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 particular 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

November 14th, 2018

7:30 pm

Board Members Present: Standiford, Allen, Crady, Rickabaugh, and Walk were present. Snodderley came in at 7:58.

Board members Absent: No one was absent.

Introduction of Guests: None were present.

Presentation of Minutes: The minutes were presented to the board members. Allen made the motion to approve the minutes and Crady seconded the motion. Standiford called for a vote. Allen, yea, Crady, yea, Rickabaugh, yea, Walk, yea and Standiford, yea. Motion carried.

Report from Burlington Junction Rescue Squad: Nothing new to report. All is OK.

Report from Hopkins Rescue Squad: Nothing new to report.

Report from Ravenwood Rescue Squad: Repairs to the lights have been made.

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

Report from Maryville Rescue Squad: Nothing new to report.

Presentation of Treasurer's Report: The report was presented to the board members. The next CD is due in December. Walk will look for places to move the money too. Report stands as presented.

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

Revenue and Expenses: Report was given to the board members. There are some accounts that are bolded that are currently overbudgeted. Florea will discuss the adjustments needed in his report.

The budget for 2019 was given to the board members for them to look over before next meeting.

Director of Operations Report: Item one was to inform the board members that there would be a closed session for employee evaluations for Jeff Hall Paramedic and Morgan Wheeler, paramedic.

Item two was to inform the board members that the November sales tax deposits were \$75,144.23 which was 3.38 % less than November 2017.

Item three was to inform the board members that he has been looking at purchasing new car seats for the ambulances. He has a quote from Ferno on 6 car seats that can be strapped to a cot and be stored when not in use, and they do not expire, unlike the current car seats that the district use. The cost for six of them is \$1,759.50. Allen made the motion to purchase the car seats and Walk seconded the motion. Standiford called for a vote. Allen yea, Walk, yea, Rickabaugh, yea, Crady yea and Standiford yea. Motion carried.

Item four was to inform the board members that the yearly Docudrama was held on October 11th and it went well. The helicopter was a bit early and the noise level made it difficult to hear what was going on.

Item five was to inform the board members that a new PRN paramedic has been hired. Craig Foster lives here in town and is currently finishing up orientation.

Item six was discuss a patient call. The patient was not taken to the closest facility, per Medicare laws, the excess mileage is billed to the patient, and it is not mandatory that the patient be informed of the cost, but the staff does inform the patient that there will be an extra cost billable to the patient. The patient in question states she was not informed, and she feels like she should not pay the excess mileage. There was a discussion and Crady made the motion to not adjust the bill as it was patient choice and Walk seconded the motion. Standiford called for a vote. Allen yea, Walk, yea, Rickabaugh, yea, Crady yea and Standiford yea. Motion carried. Florea will inform the patient the outcome of the meeting.

Item seven was to inform the board about the current adjustments he feels are needed.

Budget Adjustments

Act #	Adj. Bud	Current Bud	\$ Change
5021	+\$4,000.00	\$3,700.00	\$300
5006	+\$51,000.00	\$45,000.00	\$6,000
5040	+\$63,150.00	\$56,000.00	\$7,150
5080	+\$4,575.89	\$500.00	\$4,075.89
5100	+\$38,000.00	\$30,000.00	\$8,000
5131	+\$22,225.00	\$19,500.00	\$2,725
5115	+\$169,600.00	\$165,000.00	\$4,600
5220	+\$10,500.00	\$5,500.00	\$5,000
5250	+\$169,600.00	\$143,000.00	\$26,600
5117	+\$13,000.00	\$0.00	\$13,000

Training Expenses

5302	+\$4,400.00	\$2,700.00	\$1,700
5385	-\$650.00	\$1,500.00	-\$850
5107	-650.00	\$1,500.00	-\$850

Wheel Chair

5009	+\$30,000.00	\$26,500.00	\$3,500
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Here is the reason for the budget adjustments;

Net is \$81,350.89 or 0.0402727% of the original budget.

5006 MO Lagers was calculated at 4.0 % instead of 4.8%

5040 Work Comp. is now running 5.119% of all wages instead of 4.42%

5080 Election Expense, budgeted the customary \$500. Billed for \$4,575.89.

5100 Fuel & Oil costs have risen along with a 17% increase in calls.

5131 Technical Support- mis-projected. Added Active911

5115 Capital Outlays & new Ambulance, did not budget for any Capital outlays in 2018.

5220 Radio Repairs & Maintenance, didn't know Minitor V's would not be able to be repaired, VI's and adding more Rescue Squad members.

5250 Bad Debt Allowance, is 20% of charges, calls are up 17% more than budgeted for.

5117 New Rescue Equipment. There was no budget for new rescue equipment. We purchased 3 sets of air bags.

Training Budget

5302 1st Responder Original Training wages, had a second EMR class that was not budgeted.

5358 Medical Director, reduce by \$850 to cover 5302

5107 EMD CEU Training, reduce by \$850 to cover 5302

Wheel Chair

5009 wages, we have had an unusual number of out of county calls.

Item eight has been discussed and handed to the board members, the budget for 2019.

Item nine was to inform the board members that the 2018 State Homeland Security Program has awarded the district a grant for the MCI trailer to include purchasing of LED lighting, insulation, stakes, heating and cooling unit for \$25,478.95.

Item ten was to discuss Hurst tools that run on batteries, not the generator. Florea is getting quotes for them and should have at the next board meeting.

Snodderley joined the meeting at 8:50.

Item eleven was a FYI on how the new minimum wage will affect the district. Florea gave the board members some numbers that they wanted to look over, so no action was taken.

Item twelve is to discuss the ne Assistant Director of Operation position. Florea had questions about the wage for the new position, when to post it and what is needed as well as who will be sitting on the interview. The position require will be a paramedic who has had a license for a minimum of five years and that currently works for the district. Florea asked which board members wanted to do interviews and Allen, Standiford and Snodderley will do them with Florea. Rickabaugh requested that an outside EMS provider be included as an unbiased interviewer. Florea will work on getting that taken care of as well. Interviews will be either the week before Christmas or the week of Christmas.

Business Manager's Report: Item one was to inform the board members that she has gotten the GEMT report completed and it was available for them to look over and make corrections. Lager was told to send it into the state and keep records on how it was filled out. Lager did state that with all her calculations the District should get an additional \$116,000 in Medicaid funds. There was a new expense account that had to be made in the system as well as the district will have to contribute 20% of the funds to the state for filing purposes, which should amount to approximately \$24,000.

Item two was to inform the board members that she is waiting for the journal entries from the auditor so that the accounts receivable can be balanced.

Training Managers Report: Item one was to inform the board members John Maxwell is filling in for Jeff Hall.

Item two was to inform the board that there is an interest in having another EMR class in January. NWMSU will be holding one in March of 2019.

Employee Concerns: None brought to the board.

Medicaid/Medicare Adjustments: Snodderley made the motion to approve the adjustments for October of \$1,391.05 and Allen seconded the motion. Standiford called for a vote. Allen, yea, Crady, yea, Rickabaugh, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried.

Snodderley made the motion to send \$17,144.78 to collections and Walk seconded the motion. Standiford called for a vote. Allen, yea, Crady, nay, Rickabaugh, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried.

Old Business: Florea asked if the board members had a chance to go over the attorney's recommendations for calling in a third crew for a psychological transfer. The board directed Florea to make a policy and to bring it to the next board meeting, so it can be reviewed.

New Business: Allen asked if Florea had heard about the FirstNet cell plan by AT&T. They are putting up towers in the county and they will be dedicated to Fire, EMS and other emergency providers in case of a disaster. Florea has not heard about it and needs more information before he would change cell plans.

Recess: Walk made the motion to go into closed session and Allen seconded the motion. Standiford called for a vote. Allen, yea, Crady, yea, Rickabaugh, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried. Closed session started at 8:30 p.m.

Closed Session: Allen made the motion to go into open session and Walk seconded the motion. Standiford called for a vote. Allen, yea, Crady, yea, Rickabaugh, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried. Open session began at 8:45 p.m.

Open session: Crady made the motion to grant Jeff Hall performance incentive of \$462.50 and a merit raise of 17 cents, and to grant Morgan Wheeler a performance incentive of \$425.00 and a merit raise of 16 cents Walk seconded the motion. Standiford called for a vote. Allen, yea, Crady, yea, Rickabaugh, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried.

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

Meeting adjourned at 8:50 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____ Julia A Crady, Secretary

2018 Budget as of 10/30/18					
	2018	2018 Actual	ACCT	2017	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$715,000.00	\$775,602.87	4000	\$764,413.96	108.48%
Surtax	\$23,000.00	\$22,869.68	4150	\$28,657.83	99.43%
CPR Card Revenue 2617.48	\$2,000.00	\$3,784.00	4380	\$2,180.00	189.20%
Misc. Income	\$3,500.00	\$4,651.85	4730	\$6,588.46	132.91%
Bad Debt Income	\$1,800.00	\$5,364.19	4010	\$4,105.63	298.01%
Interest Income	\$26,700.00	\$21,202.46	4720	\$33,119.40	79.41%
Sales tax income	\$1,200,000.00	\$951,681.38	4105	\$1,220,555.17	79.31%
Sale of Assets	\$0.00		4710	\$100.00	
Knights	\$3,000.00	\$3,443.60	4008	\$3,886.75	114.79%
Pat Van Revenues	\$25,000.00	\$15,747.20	4009	\$14,415.92	62.99%
FRA FUNDS	\$20,000.00	\$6,538.27	4300	\$5,238.29	32.69%
Total	\$2,020,000.00	\$1,810,885.50		\$2,083,261.41	89.65%
Expenditures	2018	2018 Actual	ACCT	2017	Percentage
Salaries	\$845,000.00	\$699,607.89	5000	\$829,695.19	82.79%
Overtime	\$174,250.00	\$136,723.27	5001	\$164,996.47	78.46%
Special Performance Benefit	\$10,000.00	\$9,450.00	5003	\$8,262.50	94.50%
Rescue/Training Budget	\$59,400.00	\$22,823.23	5300	\$48,491.45	38.42%
Payroll FICA	\$91,250.00	\$72,648.00	5010	\$85,080.55	79.61%
Unemployment Taxes	\$1,500.00	\$1,158.02	5015	\$1,461.56	77.20%
Employee Benefits	\$140,500.00	\$99,563.03	5020	\$128,645.08	70.86%
Longevity Pay	\$3,700.00	\$3,820.00	5021	\$3,500.00	103.24%
Health. Ins. Pay out & Retirement	\$81,500.00	\$73,147.66	5005	\$71,713.32	89.75%
Mo Lagers Expense	\$45,000.00	\$42,274.81	5006	\$802,716.33	93.94%
Interest Expense	\$0.00		5030	\$0.00	\$\$\$
Workman's Comp	\$56,000.00	\$54,600.75	5040	\$57,431.25	97.50%
Fleet/Mail/Liab Ins. Bond	\$50,700.00	\$47,996.00	5041	\$45,014.00	94.67%
Accident/Health Insurance	\$3,359.00	\$3,310.07	5044	\$3,359.00	98.54%
Rent/Lease	\$2,500.00	\$1,960.00	5050	\$1,932.52	78.40%
Legal/ Accounting	\$17,000.00	\$2,734.44	5060	\$11,975.02	16.08%
Administration Expense	\$7,200.00	\$5,719.09	5070	\$5,034.19	79.43%
Election Expense	\$500.00	\$4,575.89	5080	\$144.00	915.18%
Advertising Expense	\$500.00	\$48.50	5090	\$110.00	9.70%
Fuel & Oil	\$30,000.00	\$31,396.26	5100	\$27,194.68	104.65%
Fleet Repair	\$29,000.00	\$16,028.95	5110	\$18,372.98	55.27%
Building Repair/Maintenance	\$15,000.00	\$5,451.63	5135	\$10,936.94	36.34%
Medical & Operating Exp	\$47,000.00	\$38,199.10	5120	\$35,562.18	81.27%
Office Supplies	\$25,300.00	\$14,272.70	5130	\$20,691.94	56.41%
Technical Support	\$19,500.00	\$16,812.85	5131	\$14,093.90	86.22%
Capital Outlays ** 2 lines	\$0.00	\$7,046.81	5115	\$8,786.44	\$\$\$
Utilities	\$18,900.00	\$15,454.25	5140	\$16,566.62	81.77%
Telephone/Cell	\$6,400.00	\$5,626.75	5150	\$6,434.88	87.92%
Dues & Subscriptions	\$600.00	\$33.00	5180	\$447.99	5.50%
Laundry	\$3,500.00	\$420.00	5190	\$462.00	12.00%
Radios/Repairs Maint	\$5,500.00	\$7,932.50	5220	\$1,757.90	144.23%
Collection Expense	\$2,700.00	\$1,256.84	5290	\$2,373.59	46.55%
Miscellaneous Expense	\$5,500.00	\$3,565.56	5280	\$3,926.99	64.83%

2018 Ambulance Budget Continued					
	2018	2018 Actual	ACCT	2017	Percentage
New Ambulance/van ** 2 lines	\$165,000.00	\$162,522.00	5115	\$161,237.00	98.50%
Bad Debt Allowance	\$143,000.00	\$169,463.72	5250	\$155,704.49	118.51%
Dispatching Expense	\$67,626.00	\$67,626.00	5105	\$66,300.00	100.00%
*New Rescue Equipment		\$8,600.22	5117	\$360.00	#DIV/0!
Pat Van Expenditures	\$33,750.00	\$22,492.56	N/A	\$29,901.73	66.64%
MO Lagers Retirement	\$0.00		5006	\$0.00	#DIV/0!
Promotional items	\$1,000.00		5285	\$0.00	0.00%
Total	\$2,209,135.00	\$1,876,362.35		\$2,850,674.68	84.94%
2018 Training Expense Detail					
Expenditures	2018	2018 Actual	ACCT	2017	Percentage
Instructor's Training Wages *	\$8,750.00		5300	\$348.52	0.00%
Instructor's Training Lodging *			5360		
Instructor's Training Mileage *			5361	\$212.00	
Instructor's tuition/books	\$600.00		5330	\$0.00	0.00%
CE Instructor wages **	\$5,000.00	\$1,703.23	5301	\$4,259.85	34.06%
Mandatory classes,	\$4,200.00	\$1,458.64	5305	\$1,826.68	34.73%
CE Empl.Wages 5303 &5370		\$2,543.23	5303	\$6,520.75	
Employee CE Elective	\$17,750.00	\$7,290.06	5370	\$25,034.10	55.40%
Guest Instructor Wages	\$3,000.00		5340	\$50.00	0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$4,361.48	5302	\$1,960.40	161.54%
1st responder Refresher Wages	\$800.00		5304	\$233.24	0.00%
Training Equipment/Maintenance	\$6,000.00	\$2,263.41	5310	\$4,402.25	37.72%
Training Books/Office expense	\$1,000.00	\$296.31	5331	\$30.00	29.63%
Training Miscellaneous	\$1,600.00	\$657.44	5380	\$450.20	41.09%
New EMD Training	\$3,000.00		5106		0.00%
Medical Director	\$1,500.00		5385	\$100.00	0.00%
EMD CUE Training	\$1,500.00		5107	\$203.52	0.00%
Training Supplies	\$2,000.00	\$2,249.43	5320	\$679.94	112.47%
Total	\$59,400.00	\$22,823.23		\$46,311.45	38.42%
2018 Wheel Chair Budget					
	2018	2018 Actual	ACCT	2017	
w/c Actual Charges	\$25,000.00	\$15,747.20	4009	\$13,427.42	62.99%
Knights Pat Van	\$3,000.00	\$3,443.60	4008	\$3,646.75	114.79%
Contribution					
Total	\$28,000.00	\$19,190.80		\$17,074.17	68.54%
2018 Wheel Chair Expenditures					
Salaries	\$26,500.00	\$20,285.31	5009	\$25,456.48	76.55%
Overtime	\$1,500.00	\$33.60	5019	\$37.80	2.24%
Payroll FICA W Amb	\$2,142.00	\$1,554.40		\$1,950.31	72.57%
Repairs/Maint	\$2,900.00	\$619.25	5129	\$345.50	21.35%
Fuel & Oil	\$2,300.00		5109	\$2,045.65	0.00%
New Equipment	\$500.00		5119	\$65.99	#VALUE!
Advertisement	\$50.00		5099	\$0.00	0.00%
Total	\$35,892.00	\$22,492.56		\$29,901.73	62.67%
less FICA	\$33,750.00	\$20,938.16		\$27,951.42	