

Nodaway County Ambulance District

103 W Carefree Maryville, MO 64468

December 12,2019

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

November 13th, 2019

7:00 pm

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

Board members Absent: No one was absent.

Introduction of Guests: Charlie Standiford, past board member was present. Rickabaugh and Snodderley presented him with a plaque for his dedication to the Ambulance District. He served for 21 years for his sub district.

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

Report from Burlington Junction Rescue Squad: No one has been elected to be the Captain of 140. Mike Lightner has the email addresses for all members.

Report from Hopkins Rescue Squad: No one was present. The siren is working again.

Report from Ravenwood Rescue Squad: The squad will be having an extrication class on December 2, 2019.

Report from Tri-C Rescue Squad: The bracket has been installed and the old rescue tools are at the ambulance base. The squad will be participating in the extrication class on December 2 as well.

Report from Maryville Rescue Squad: The squad will be participating in the extrication class on December 2 as well.

Presentation of Treasurer's Report: The report was presented to the board members. There are two CD's that will be combined into a 7-month CD. This will be done in the next week. Report stands as presented.

Presentation of Bill's to be paid: The bills to be paid were presented. Allen asked about the lights that were replaced. He stated that Evergy has a rebate program that may need investigated. Allen made the motion to accept the minutes as presented and Sparks seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried.

Revenue and Expenses: Report was given to the board members. The 2020 budget was also presented to the board members. The final budget will be presented next month.

Director of Operations Report: Item one was to inform the board members that there will be a closed session for employees Jeff Hall and Morgan Wheeler and two hardship requests. The requests have patient information.

Item two was to inform the board members that October sales tax deposits ended up being \$76,685.48, which is 6.6% higher than 2018.

Item three was to inform the board members the remount is scheduled for February 21, 2020.

Item four was to inform the board members that the election notices will be listed in the newspapers for subdistricts 3 and 6, which would be Snodderley and Sparks.

Item five was to inform the board members that the PAT van matching funds have been depleted. Florea asked if the board wanted to continue to supplement the Senior funds. All agreed to do so.

Item six was to inform the board members unit 134 was involved in an accident and the parts have been ordered so that it can be repaired. Since there was a strike at GM, the parts are on back order.

Item seven was to inform the board members that he has requested bids for a new electrical panel for the server and office area. He asked three electricians for a bid, and one was received, from Darrel Schieber for \$2,095.00. A discussion was held about putting a 100-amp panel in instead of a 60 amp. Allen made the motion to have Schieber do the work and allowing an extra \$1,000 for the changes of amp size, and Sparks seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried. Florea will contact him in the morning.

Item eight was to ask the board members if he could hire a PRN employee. There was no problem doing so.

Item nine was to discuss the Air Guard members that need a 12-hour clinical ride along. Florea has sent the information to the state and is still waiting on their response. The board had no problems if they followed the districts protocols and procedures.

Item ten was discussed, this was about unit 134.

Item eleven was to ask the board for permission to hold the employee Christmas dinner on December 13th. All board members agreed that it could be held.

Business Manager's Report: Item one was to inform the board members that the accounts receivable is down to a difference of \$ 19.86 for October.

Training Managers Report: Item one was to inform the board members the refresher Paramedic class is finished as of October 17th. This will not be held again for two years.

Item two was to inform the board that the EMR refresher classes are complete. He had a total of five take them over the two-time frames.

Item three was to discuss a quote for a new sound system for the training department. He has gotten a quote from Northwest AV for \$1543.00 for the system and speakers. Allen made the motion to approve the purchase 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.

Item four was to inform the board that there will be an instructors meeting on November 20th. This is to set up the class schedule for the EMR class that will begin in January, CPR classes and a new EMT/EMR refresher class that is to be held quarterly.

Employee Concerns: None currently.

Medicaid/Medicare Adjustments: Rickabaugh made the motion to approve the adjustments for October of \$3,272.70 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.

Rickabaugh made a motion for invoices to be sent to collections for \$13,425.27 and Walk seconded motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried.

Old Business: None brought to the board.

New Business: None brought to the board.

Recess: Allen made the motion to go into closed session 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.

Closed Session: Began at 7:45 pm.

Open Session: Snodderley made motion to go into open session 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. Open session started at 8:05 pm.

Sparks made the motion to grant Jeff Hall a performance incentive of \$425.00 and a merit raise of 17 cents and to grant Morgan Wheeler a performance incentive of \$425.00 and a merit raise of 17 cents Allen, second. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried.

Walk made the motion to grant a hardship adjustment on case #1 and Allen seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Rickabaugh yea, Walk, yea and Snodderley yea. Motion carried.

Walk made the motion to approve the hardship request on case 2 and Giesken seconded the motion. Snodderley called for a vote. Allen, nay, Sparks, nay, Giesken, nay, Rickabaugh, nay, Walk, nay and Snodderley nay. Motion died, the case will not be adjusted.

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, Walk, yea and Snodderley yea. Motion carried.

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____

Carrie Sparks, Secretary of the Board of Directors

2019 Budget AS OF OCT 31,2019					
	2019	2019 Actual	ACCT	2018	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$890,000.00	\$757,728.73	4000	\$764,413.96	85.14%
Surtax	\$23,000.00	\$23,092.88	4150	\$28,657.83	100.40%
CPR Card Revenue 2617.48	\$3,400.00	\$1,875.45	4380	\$2,180.00	55.16%
Misc. Income	\$2,500.00	\$10,950.27	4730	\$6,588.46	438.01%
Bad Debt Income	\$3,500.00	\$13,480.80	4010	\$4,105.63	385.17%
Interest Income	\$37,500.00	\$33,823.26	4720	\$33,119.40	90.20%
Sales tax income	\$1,200,000.00	\$1,099,469.08	4105	\$1,220,555.17	91.62%
Sale of Assets	\$0.00		4710	\$100.00	0.00%
Knights	\$3,500.00	\$2,674.00	4008	\$3,886.75	76.40%
Pat Van Revenues	\$25,000.00	\$16,859.35	4009	\$14,415.92	67.44%
FRA FUNDS/GEMT	\$95,000.00	\$187,116.50	4300	\$5,238.29	196.96%
Total	\$2,283,400.00	\$2,147,070.32		\$2,083,261.41	94.03%
Expenditures	2019	2019 Actual	ACCT	2018	Percentage
Salaries	\$855,000.00	\$732,373.27	5000	\$825,223.87	85.66%
Overtime	\$170,500.00	\$143,124.37	5001	\$159,951.20	83.94%
Special Performance Benefit	\$13,200.00	\$8,430.00	5003	\$10,337.50	63.86%
Rescue/Training Budget	\$59,400.00	\$40,763.69	5300	\$29,491.15	68.63%
Payroll FICA	\$92,000.00	\$76,433.62	5010	\$85,626.92	83.08%
Unemployment Taxes	\$1,700.00	\$1,630.11	5015	\$1,190.30	95.89%
Employee Benefits	\$145,500.00	\$111,704.13	5020	\$121,140.95	76.77%
Longevity Pay	\$4,200.00	\$3,980.00	5021	\$3,820.00	94.76%
Health. Ins. Pay out & Retirement	\$90,000.00	\$73,501.50	5005	\$88,474.06	81.67%
Mo Lagers Expense 5.3%	\$64,000.00	\$50,590.29	5006	\$50,223.11	79.05%
Interest Expense	\$0.00		5030		0.00%
Workman's Comp	\$71,000.00	\$54,414.35	5040	\$70,066.75	76.64%
Fleet/Mail/Liab Ins. Bond	\$55,000.00	\$53,931.00	5041	\$47,996.00	98.06%
Accident/Health Insurance	\$4,000.00	\$3,484.33	5044	\$3,310.07	87.11%
Rent/Lease	\$2,500.00	\$2,007.70	5050	\$1,960.00	80.31%
Legal/ Accounting	\$22,500.00	\$3,875.36	5060	\$3,084.06	17.22%
Administration Expense	\$7,200.00	\$7,545.72	5070	\$5,796.59	104.80%
Election Expense	\$4,000.00	\$5,891.27	5080	\$4,575.89	147.28%
Advertising Expense	\$500.00		5090	\$156.50	0.00%
Fuel & Oil	\$43,000.00	\$26,646.91	5100	\$36,760.20	61.97%
Fleet Repair	\$29,000.00	\$26,831.70	5110	\$17,645.00	92.52%
Building Repair/Maintenance	\$16,000.00	\$8,571.20	5135	\$7,646.53	53.57%
Medical & Operating Exp	\$47,000.00	\$43,870.27	5120	\$46,780.82	93.34%
Office Supplies	\$25,300.00	\$10,852.17	5130	\$15,439.16	42.89%
Technical Support	\$25,000.00	\$19,135.83	5131	\$17,259.76	76.54%
Capital Outlays ** 2 lines		\$22,986.00	5115		0.00%
Utilities	\$21,500.00	\$19,295.40	5140	\$17,963.48	89.75%
Telephone/Cell	\$7,000.00	\$5,550.29	5150	\$6,769.61	79.29%
Dues & Subscriptions	\$600.00	\$538.00	5180	\$33.00	89.67%
Laundry	\$3,500.00	\$462.00	5190	\$462.00	13.20%
Radios/Repairs Maint	\$7,500.00	\$3,209.25	5220	\$9,369.50	42.79%
Collection Expense	\$2,700.00	\$3,096.71	5290	\$1,590.39	114.69%
Miscellaneous Expense	\$5,500.00	\$11,733.28	5280	\$3,953.30	213.33%

2019 Ambulance Budget Continued					
	2019	2019 Actual	ACCT	2018	Percentage
New Ambulance/van ** 2 lines	\$83,000.00		5115	\$169,568.81	0.00%
Bad Debt Allowance	\$178,000.00	\$151,790.33	5250	\$186,132.76	85.28%
Dispatching Expense	\$70,702.98	\$68,979.00	5105	\$67,626.00	97.56%
*New Rescue Equipment	\$6,847.02	\$22,727.41	5117	\$11,270.12	331.93%
Pat Van Expenditures	\$37,050.00	\$22,777.85	N/A	\$35,076.51	61.48%
GEMT Expense	\$24,500.00	\$76,322.23	5116	\$0.00	
Promotional items	\$1,000.00	\$993.00	5285	\$0.00	99.30%
Total	\$2,296,900.00	\$1,920,049.54		\$2,163,771.87	83.59%

2019 Training Expense Detail					
Expenditures	2019	2019 Actual	ACCT	2018	Percentage
Instructor's Training Wages *	\$8,750.00	\$1,519.19	5300		17.36%
Instructor's Training Lodging *			5360		
Instructor's Training Mileage *			5361		
Instructor's tuition/books	\$600.00		5330		0.00%
CE Instructor wages **	\$5,000.00	\$3,908.13	5301	\$2,047.79	78.16%
Mandatory classes,	\$4,200.00	\$4,755.31	5305	\$2,008.22	113.22%
CE Empl.Wages 5303 &5370		\$5,017.56	5303	\$2,543.23	
Employee CE Elective	\$17,750.00	\$14,817.49	5370	\$11,905.12	111.75%
Guest Instructor Wages	\$3,000.00		5340		0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$2,017.24	5302	\$4,361.48	74.71%
1st responder Refresher Wages	\$800.00	\$1,564.44	5304		195.56%
Training Equipment/Maintenance	\$6,000.00	\$811.41	5310	\$2,263.41	13.52%
Training Books/Office expense	\$1,000.00	\$19.95	5331	\$296.31	2.00%
Training Miscellaneous/24-7	\$6,100.00	\$4,798.51	5380	\$1,395.59	78.66%
New EMD Training	\$0.00		5106		0.00%
Medical Director	\$0.00		5385		0.00%
EMD CEU Training	\$1,500.00		5107		0.00%
Training Supplies/CPR SUPPLIES	\$2,000.00	\$1,534.46	5320	\$2,670.00	76.72%
Total	\$59,400.00	\$40,763.69		\$29,491.15	68.63%

2019 Wheel Chair Budget					
	2019	2019 Actual	ACCT	2018	
w/c Actual Charges	\$25,000.00	\$16,859.35	4009	\$13,427.42	67.44%
Knights Pat Van	\$3,500.00	\$2,674.00	4008	\$3,646.75	76.40%
Contribution					
Total	\$28,500.00	\$19,533.35		\$17,074.17	68.54%

2019 Wheel Chair Expenditures					
	2019	2019 Actual	ACCT	2018	Percentage
Salaries	\$28,500.00	\$20,529.12	5009	\$28,209.23	72.03%
Overtime	\$1,000.00		5019	\$33.60	0.00%
Payroll FICA W Amb	\$2,256.75	\$1,570.48		\$2,160.58	69.59%
Repairs/Maint	\$3,000.00	\$678.25	5129	\$619.25	22.61%
Fuel & Oil	\$4,000.00		5109	\$4,053.85	0.00%
New Equipment	\$500.00		5119	\$0.00	0.00%
Advertisement	\$50.00		5099		0.00%
Total	\$39,306.75	\$22,777.85		\$35,076.51	57.95%
less FICA	\$37,050.00	\$21,207.37		\$32,915.93	

Billing error

\$4,069.03 5545