

**Nodaway County Ambulance District
Board of Directors Meeting
103 W Carefree Maryville, MO 64468
December 9th, 2020**

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 11th, 2020

7:00 pm

Board Members Present: Snodderley, Walk, Giesken, Allen and Rickabaugh were all present, and the Zoom site was open to the public.

Board members Absent: Sparks was absent.

Introduction of Guests: None present.

Presentation of Minutes: The minutes were presented to the board members. Walk asked for a correction on page four to change the word decimal to decibel levels. This will be done. Rickenbaugh made the motion to approve the minutes with the correction and Walk seconded the motion. Snodderley called for a vote. Rickenbaugh, yea, Walk, yea, Allen, yea, Giesken, yea and Snodderley yea. Motion carried.

Report from Burlington Junction Rescue Squad: No news.

Report from Hopkins Rescue Squad: No news.

Report from Ravenwood Rescue Squad: All is good,

Report from Tri-C Rescue Squad: All is good.

Report from Maryville Rescue Squad: All is good.

Presentation of Treasurer's Report: The CD's that were due have been moved into two new CD's at Well's Bank. All cards have been signed as well.

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

Revenue and Expenses: Stands as presented. The 2020 projected budget was presented, and 2021 budget was presented for the board members to go through and look over and next month it will need approval.

Director of Operations Report: Bill Florea is out due to sickness and Jared McQueen is taking his spot. Item one was to inform the board members that there would be a closed session for an employee evaluation of paramedics Jeff Hall and Morgan Wheeler.

Item two was to inform the board members that the sales tax revenue deposit was \$82,500.12 which is an increase of 7.54% from the previous year.

Item three was to inform the board members that the call volume is still down about 96 calls.

Item four was to discuss the long-term plan for separation of staff. There are three proposals for review. #1 is for additional 750 square feet with a concrete cap over a storm shelter for approximately \$100,000. It has two bedrooms and one extra bathroom, and a commons area Option #2 is to have a full basement with 1600square feet of new space, four bedrooms, two baths and a commons area. If needed the basement could be converted to extra bedrooms in the future. This approximate cost is \$225,00-250,000. Option three is to place on a slab foundation with four bedrooms and two bathrooms and a common are adding 1516 square feet for the cost of \$200,000. There was a discussion held. It was decided to have a drawing done for bid specs and to gather bids for the project. It was option two that the board would like to have built as it has the most options for future development. The committee will have a meeting to discuss the project.

Item five was to inform the board members that unit 133 has been repaired and unit 135 is currently in the shop waiting on a mirror to ship.

Item six was to inform the board that intercoms were purchased, and they have static, and they are hard wired into the ambulances, still waiting on Midwest Mobile as they have a demo unit, they will be allowing the district to try.

Item seven was to inform the board that the two districts' up for election are subdistrict 1 (Allen) and 4 (Rickabaugh). Filing starts December 15th, 2020 from 8 to 5 (office hours) going through January 19th, 2021. The filing is Monday through Friday only and the ads will be placed in the papers.

Item eight was to inform the board members that there are three hardship cases that will move to closed session due to protected information.

Item nine was to discuss the health insurance and a new option. The health insurance is provided to all full-time employees and those who take it could have the option to stay with the current plan, \$1750.00 deductible and a \$4,500 out of pocket with four office visits at \$25. The less expensive plan has a \$1,500 deductible and a \$3,000 out of pocket, but all costs must be paid for and goes to the deductible. The second option is less money for the district, and they could allow the excess to be placed into a HSA, to help with costs. There was a discussion held. Allen made the motion to allow any employee to take the Plan B and use the HSA option and Giesken seconded the motion. Snodderley called for a vote. Rickabaugh, yea, Walk, yea, Allen, yea, Giesken, yea and Snodderley yea. Motion carried.

Item ten was to discuss the changes to the current C shift employees. He would like to change the days that C shift would work as Thursday, Friday and Saturday, working 13 hours per day, from 9 am to 10pm. The call volume is the main factor for the change.

Item ten deals with the current budget and the adjustments needed. The list was viewed by the board and after discussion Walk made the motion to approve the adjustments as presented and Allen seconded the motion. Snodderley called for a vote. Rickabaugh, yea, Walk, yea, Allen, yea, Giesken, yea and Snodderley yea. Motion carried.

Business Manager's Report: Item one was to inform the board members that the accounts receivable for September was off by \$37.70. There was a timing issue with a payment.

Item two was to inform the board the auditor is starting to work on the 2019 audit remotely.

Item three was to inform the board currently the GEMT program is not accepting applications, possibly by January 31, 2021. So, the budget numbers for that money are not current.

Training Managers Report: Item one was to inform the board members that there will be a CPR instructors recertification class in January.

Item two was to inform the board members that quarterly EMR/EMT class was held on October 15th. There were seven in attendance.

Item three was to inform the board that many of the full-time employees have tested on the LUCAS device and he needs to set up classes in Burlington Junction. He may have to do two dates.

Item four was to ask if there was a need for an EMR class to be held in January. After discussion the class will be scheduled. This class is for any individual who has an interest to join any rescue squad. It is at no cost and if there are individuals interested, they need to call and get signed up for the class.

Employee Concerns: None brought up at this time.

Medicaid/Medicare Adjustments: Allen made the motion to adjust Medicare/Medicaid for the month of October the amount of \$7,736.81 be adjusted and Rickabaugh seconded the motion. Snodderley called for a vote. Rickabaugh, yea, Walk, yea, Allen, yea, Giesken, yea and Snodderley yea. Motion carried.

Allen made the motion for the collections for October in the amount of \$9,143.77 and Rickabaugh seconded the motion. Snodderley called for a vote. Rickabaugh, yea, Walk, yea, Allen, yea, Giesken, yea and Snodderley yea. Motion carried.

Old Business: The LAGER'S proposal will be discussed next month.

New Business: Walk informed the board members that he will be resigning from the board before the end of December, His subdistrict is #5 and will need a replacement.

Recess: Allen made the motion to recess and go into closed session and Rickabaugh seconded the motion. Snodderley called for a vote. Rickabaugh, yea, Walk, yea, Allen, yea, Giesken, yea and Snodderley yea. Motion carried.

Closed session began at 8:10 pm.

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

Open session started at 9:18 pm

Giesken made the motion to grant Jeff hall a performance incentive of \$512.50 and a merit raise of 18 cents, and to grant Morgan Wheeler a performance incentive of \$525.00 and a merit raise of 19 cents, Walk seconded the motion. Snodderley called for a vote. Rickabaugh, yea, Walk, yea, Allen, yea, Giesken, yea and Snodderley yea. Motion carried.

Hardship cases Jared McQueen will handle.

Rickabaugh made the motion on the management issue to follow the recommendation on the personnel issue discussed in the closed session and Walk seconded the motion. Snodderley called for a vote. Rickabaugh, yea, Walk, yea, Allen, yea, Giesken, yea and Snodderley yea. Motion carried.

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

Meeting adjourned at 9:20 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____

Carrie Sparks, Secretary of the Board of Directors

AS OF 10-31-2020					
	2020	2020 Actual	ACCT	2019	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$908,000.00	\$890,892.79	4000	\$917,512.51	98.12%
Surtax	\$25,000.00	\$25,552.95	4150	\$25,419.57	102.21%
CPR Card Revenue 2617.48	\$2,200.00	\$427.00	4380	\$2,015.45	19.41%
Misc. Income(stimulus included)	\$2,500.00	\$39,958.79	4730	\$12,861.45	1598.35%
Bad Debt Income	\$6,000.00	\$10,311.60	4010	\$16,277.72	171.86%
Interest Income	\$33,000.00	\$41,727.87	4720	\$46,495.60	126.45%
Sales tax income	\$1,200,000.00	\$1,099,935.78	4105	\$1,235,712.47	91.66%
Sale of Assets-CARES Reimbursement	\$0.00	\$63,382.39	4710	\$100.00	0.00%
Knights	\$3,500.00	\$2,790.00	4008	\$3,434.00	79.71%
Pat Van Revenues	\$25,000.00	\$12,859.50	4009	\$20,942.35	51.44%
FRA FUNDS/GEMT	\$110,000.00	\$169,155.33	4300	\$187,604.11	153.78%
Total	\$2,315,200.00	\$2,356,994.00		\$2,468,375.23	101.81%
Expenditures	2020	2020 Actual	ACCT	2019	Percentage
Salaries	\$883,500.00	\$765,028.90	5000	\$864,326.97	86.59%
Overtime	\$170,200.00	\$160,932.85	5001	\$171,593.97	94.56%
Special Performance Benefit	\$13,200.00	\$10,347.50	5003	\$9,280.00	78.39%
Rescue/Training Budget	\$59,400.00	\$18,759.12	5300	\$42,543.03	31.58%
Payroll FICA	\$96,000.00	\$80,150.60	5010	\$90,352.16	83.49%
Unemployment Taxes	\$1,700.00	\$707.22	5015	\$1,671.72	41.60%
Employee Benefits	\$151,000.00	\$118,602.31	5020	\$124,694.69	78.54%
Longevity Pay	\$4,700.00	\$4,140.00	5021	\$3,980.00	88.09%
Health. Ins. Pay out & Retirement	\$93,500.00	\$77,258.10	5005	\$88,827.90	82.63%
Mo Lagers Expense 4.8%	\$61,300.00	\$49,949.24	5006	\$60,076.61	81.48%
Interest Expense	\$0.00	\$0.00	5030	\$0.00	0.00%
Workman's Comp	\$75,000.00	\$57,279.23	5040	\$65,105.35	76.37%
Fleet/Mail/Liab Ins. Bond	\$62,000.00	\$60,856.00	5041	\$53,931.00	98.15%
Accident/Health Insurance	\$4,000.00	\$3,484.33	5044	\$3,484.33	87.11%
Rent/Lease	\$2,500.00	\$1,960.61	5050	\$2,007.70	78.42%
Legal/ Accounting	\$25,000.00	\$4,207.19	5060	\$13,884.14	16.83%
Administration Expense	\$7,200.00	\$4,616.16	5070	\$8,912.72	64.11%
Election Expense	\$4,000.00	\$0.00	5080	\$5,891.27	0.00%
Advertising Expense	\$500.00	\$0.00	5090	\$102.00	0.00%
Fuel & Oil	\$45,000.00	\$21,765.58	5100	\$30,255.36	48.37%
Fleet Repair	\$27,000.00	\$15,281.43	5110	\$20,207.60	56.60%
Building Repair/Maintenance	\$12,500.00	\$10,611.09	5135	\$11,820.72	84.89%
Medical & Operating Exp	\$52,000.00	\$79,072.67	5120	\$54,290.05	152.06%
Office Supplies	\$21,500.00	\$14,302.11	5130	\$13,887.52	66.52%
Technical Support	\$25,400.00	\$26,737.55	5131	\$21,757.73	105.27%
Capital Outlays ** 2 lines	\$0.00		5115	\$22,986.00	0.00%
Utilities	\$23,500.00	\$14,064.34	5140	\$19,614.28	59.85%
Telephone/Cell	\$7,100.00	\$5,613.03	5150	\$6,847.96	79.06%
Dues & Subscriptions	\$600.00	\$73.00	5180	\$538.00	12.17%
Laundry	\$3,500.00	\$420.00	5190	\$546.00	12.00%
Radios/Repairs Maint	\$3,500.00	\$2,191.80	5220	\$3,345.75	62.62%
Collection Expense	\$3,000.00	\$2,316.70	5290	\$3,974.27	77.22%
Miscellaneous Expense	\$5,200.00	\$2,509.63	5280	\$12,548.81	48.26%

2020 Ambulance Budget Continued					
	2020	2020 Actual	ACCT	2019	Percentage
New Ambulance/van ** 2 lines	\$136,000.00	\$219,862.76	5115		161.66%
Bad Debt Allowance	\$178,000.00	\$178,090.77	5250	\$183,701.25	100.05%
Dispatching Expense	\$72,118.00	\$52,424.25	5105	\$68,979.00	72.69%
*New Rescue Equipment	\$0.00	\$24,018.33	5117	\$22,727.41	
Pat Van Expenditures	\$37,550.00	\$30,163.68	N/A	\$35,201.98	80.33%
GEMT Expense	\$15,000.00	\$59,914.90	0	\$76,322.23	399.43%
Promotional items	\$1,000.00	\$0.00	5285	\$993.00	0.00%
Total	\$2,384,168.00	\$2,177,712.98		\$2,221,210.48	91.34%
2020 Training Expense Detail					
Expenditures	2020	2020 Actual	ACCT	2019	Percentage
Instructor's Training Wages *	\$8,750.00	\$231.87	5300	\$1,519.19	2.65%
Instructor's Training Lodging *			5360		
Instructor's Training Mileage *			5361		
Instructor's tuition/books	\$600.00	\$0.00	5330		0.00%
CE Instructor wages **	\$5,000.00	\$1,683.66	5301	\$3,735.01	33.67%
Mandatory classes,	\$4,200.00	\$2,037.66	5305	\$5,268.94	48.52%
CE Empl.Wages 5303 &5370		\$1,212.18	5303	\$5,521.64	
Employee CE Elective	\$17,750.00	\$6,523.50	5370	\$14,817.49	43.58%
Guest Instructor Wages	\$3,000.00	\$0.00	5340		0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$2,789.84	5302	\$2,017.24	103.33%
1st responder Refresher Wages	\$800.00	\$71.92	5304	\$2,144.64	8.99%
Training Equipment/Maintenance	\$6,000.00	\$0.00	5310	\$811.41	0.00%
Training Books/Office expense	\$1,000.00	\$0.00	5331	\$19.95	0.00%
Training Miscellaneous/24-7	\$1,600.00	\$2,359.06	5380	\$5,153.06	147.44%
New EMD Training	\$3,000.00		5106		0.00%
Medical Director	\$1,500.00	\$100.00	5385		0.00%
EMD CEU Training	\$1,500.00		5107		0.00%
Training Supplies	\$2,000.00	\$1,749.43	5320	\$1,534.46	87.47%
Total	\$59,400.00	\$18,759.12		\$42,543.03	31.58%
2020 Wheel Chair Budget					
	2020	2020 Actual	ACCT	2019	
w/c Actual Charges	\$25,000.00	\$12,859.50	4009	\$20,942.35	51.44%
Knights Pat Van	\$3,500.00	\$2,790.00	4008	\$3,434.00	79.71%
Contribution					
Total	\$28,500.00	\$15,649.50		\$24,376.35	54.91%
2020 Wheel Chair Expenditures					
	2020	2020 Actual	ACCT	2019	Percentage
Salaries	\$29,000.00	\$26,213.38	5009	\$29,135.08	90.39%
Overtime	\$1,200.00	\$77.96	5019	\$17.97	6.50%
<i>Payroll FICA W Amb</i>	\$2,180.25	\$2,011.29		\$2,228.83	92.25%
Repairs/Maint	\$2,500.00	\$1,861.05	5129	\$678.25	74.44%
<i>Fuel & Oil</i>	\$4,300.00		5109	\$3,141.85	0.00%
New Equipment	\$500.00		5119	\$0.00	0.00%
Advertisement	\$50.00		5099		0.00%
Total	\$39,730.25	\$30,163.68		\$35,201.98	75.92%
<i>less FICA</i>	\$37,550.00	\$28,152.39		\$32,973.15	
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