

*Nodaway County Ambulance Board of Directors Meeting Agenda
103 W Carefree Drive
Maryville, MO 64468
November 14th, 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

October 10th, 2018

7:30 pm

Board Members Present: Standiford, Allen, Crady, Rickabaugh, Snodderley and Walk were present.

Board members Absent: No one was absent.

Introduction of Guests: None were present.

Presentation of Minutes: The minutes were presented to the board members. There is a correction on page four, Rickabaugh was not present and could not vote to go into Recess or back into open session. Allen made the motion to approve the minutes with corrections 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.

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

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: Jared McQueen informed the board members that the engine was replaced in unit 143 as well as the radiator. The mechanic believes that the oil pump may have gone out and seized the engine and threw a rod. The new engine has a three-year full warranty on it as well. He also informed the board members that his son has made a holder for the JAWS in school on the 3D printer. He showed pictures.

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.

Presentation of Bill's to be paid: The bills to be paid were presented. There was a question about the bill for ALEX Air, who does maintenance on all the Jaws of Life equipment that the district has as well as the generators. It was brought up about purchasing electric power tools and Florea is to get some quotes. Lager stated that the bill for the engine was not into t e office and wondered if the staff could print that check when it arrives. That check may be done as a direct disbursement.

Allen made the motion to pay the bills as presented and Crady seconded the motion. Standiford called for a vote. Allen, yea, Crady, yea, Rickabaugh, yea, Snodderley, 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.

Director of Operations Report: Item one was to inform the board members that there would be a closed session for employee evaluation for Doug Greer, Paramedic.

Item two was to inform the board members that the August sales tax deposits were \$89,354.14 which was 5.36 % less than August 2017.

Item three was to inform the board members that Unit 137, the PAT van had two rock strikes in the windshield and it needed replaced. The bill was in the packet to be approved.

Item four was to inform the board members that the yearly Docudrama will be held on October 11th at the Maryville High school.

Item five was to discuss MO Hope drill that took place October 5th and 6th. This was the first year that the drill was held in the dark. Several entities came to help as well. Life Net was able to do one flight before the weather prevented them from flying.

Item six was to inform the board members that ambulance calls are up 17% so far this year.

Item seven was to ask the board about a consideration for adjustment, because of PHI it needs to be discussed in closed session.

Item eight has been discussed, unit 143's engine.

Item nine was to inform the board members that there will be a volunteer EMT starting on the ambulance. He wants to gain some knowledge and is a student at NW.

Business Manager's Report: Item one was to inform the board members that she came back one week before scheduled and the first week Lager has been making corrections and trying to get items to balance.

Item two was to inform the board that she would be concentrating on getting the GEMT report finished so the district will be able to participate in the program.

Training Managers Report: Item one was to inform the board members that the new CPR equipment has been delivered.

Item two was to inform the board that the National Registry skills sign off classes will be held at the ambulance training room on October 10th and October 22nd.

Item three was to inform the board members that the new laptop was delivered and set up.

Item four was to inform the board members that there will be a Grain Bin rescue class held at the ambulance base on October 27th.

Employee Concerns: None brought to the board.

Medicaid/Medicare Adjustments: Lager informed the board members that there is a correction to the write off's that were presented last month, the report was ran before all payments were inputted leaving an outstanding adjustment of \$1,278.73. Snodderley made the motion to accept the adjusted amount 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 approve the adjustments for September of \$4,235.94 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 accept the write off \$164.93 that was discussed in the last month's meeting and Allen seconded the motion. Standiford called for a vote. Allen, yea, Crady, nay, Rickabaugh, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried.

Snodderley made the motion to send \$10,152.76 to collections and Allen 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 thought about the discussion about out of county transfers. He did get information from Frank Foster, our attorney, and he will send that out to the board members.

New Business: None brought to the board members.

Recess: Allen made the motion to go into closed session and Crady 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 8:00 p.m.

Closed Session: Allen made the motion to go into open session and Crady 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 8:30 p.m.

Open session: Crady made the motion to grant Doug Greer performance incentive of \$325.00 and a longevity of \$240.00, 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.

Crady stated they took no action on the request for reconsideration of a bill.

Adjournment: Snodderley made the motion to adjourn the meeting 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.

Meeting adjourned at 8:33 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____ Julia A Crady, Secretary

| 2018 Budget as of 9/30/18 | | | | |
|-----------------------------------|-----------------------|-----------------------|-------------|-----------------------|
| | 2018 | 2018 Actual | ACCT | 2017 |
| Revenues | | | # | Actual |
| Ambulance Receivable | \$715,000.00 | \$692,018.52 | 4000 | \$764,413.96 |
| Surtax | \$23,000.00 | \$22,772.12 | 4150 | \$28,657.83 |
| CPR Card Revenue 2617.48 | \$2,000.00 | \$3,464.00 | 4380 | \$2,180.00 |
| Misc. Income | \$3,500.00 | \$4,525.87 | 4730 | \$6,588.46 |
| Bad Debt Income | \$1,800.00 | \$5,260.58 | 4010 | \$4,105.63 |
| Interest Income | \$26,700.00 | \$20,699.83 | 4720 | \$33,119.40 |
| Sales tax income | \$1,200,000.00 | \$862,327.24 | 4105 | \$1,220,555.17 |
| Sale of Assets | \$0.00 | | 4710 | \$100.00 |
| Knights | \$3,000.00 | \$3,243.60 | 4008 | \$3,886.75 |
| Pat Van Revenues | \$25,000.00 | \$14,278.20 | 4009 | \$14,415.92 |
| FRA FUNDS | \$20,000.00 | \$6,278.03 | 4300 | \$5,238.29 |
| Total | \$2,020,000.00 | \$1,634,867.99 | | \$2,083,261.41 |
| Expenditures | 2018 | 2018 Actual | ACCT | 2017 |
| Salaries | \$845,000.00 | \$609,487.04 | 5000 | \$829,695.19 |
| Overtime | \$174,250.00 | \$116,755.50 | 5001 | \$164,996.47 |
| Special Performance Benefit | \$10,000.00 | \$8,762.50 | 5003 | \$8,262.50 |
| Rescue/Training Budget | \$59,400.00 | \$18,091.22 | 5300 | \$48,491.45 |
| Payroll FICA | \$91,250.00 | \$63,352.87 | 5010 | \$85,080.55 |
| Unemployment Taxes | \$1,500.00 | \$1,158.02 | 5015 | \$1,461.56 |
| Employee Benefits | \$140,500.00 | \$87,537.84 | 5020 | \$128,645.08 |
| Longevity Pay | \$3,700.00 | \$3,580.00 | 5021 | \$3,500.00 |
| Health. Ins. Pay out & Retirement | \$81,500.00 | \$65,484.46 | 5005 | \$71,713.32 |
| Mo Lagers Expense | \$45,000.00 | \$36,734.21 | 5006 | \$802,716.33 |
| Interest Expense | \$0.00 | | 5030 | \$0.00 |
| Workman's Comp | \$56,000.00 | \$47,365.75 | 5040 | \$57,431.25 |
| Fleet/Mail/Liab Ins. Bond | \$50,700.00 | \$47,996.00 | 5041 | \$45,014.00 |
| Accident/Health Insurance | \$3,359.00 | \$3,310.07 | 5044 | \$3,359.00 |
| Rent/Lease | \$2,500.00 | \$1,960.00 | 5050 | \$1,932.52 |
| Legal/ Accounting | \$17,000.00 | \$2,181.85 | 5060 | \$11,975.02 |
| Administration Expense | \$7,200.00 | \$5,719.09 | 5070 | \$5,034.19 |
| Election Expense | \$500.00 | \$4,575.89 | 5080 | \$144.00 |
| Advertising Expense | \$500.00 | \$48.50 | 5090 | \$110.00 |
| Fuel & Oil | \$30,000.00 | \$27,966.04 | 5100 | \$27,194.68 |
| Fleet Repair | \$29,000.00 | \$13,421.63 | 5110 | \$18,372.98 |
| Building Repair/Maintenance | \$15,000.00 | \$5,246.70 | 5135 | \$10,936.94 |
| Medical & Operating Exp | \$47,000.00 | \$33,613.53 | 5120 | \$35,562.18 |
| Office Supplies | \$25,300.00 | \$12,735.25 | 5130 | \$20,691.94 |
| Technical Support | \$19,500.00 | \$16,651.87 | 5131 | \$14,093.90 |
| Capital Outlays ** 2 lines | \$0.00 | \$7,046.81 | 5115 | \$8,786.44 |
| Utilities | \$18,900.00 | \$13,593.40 | 5140 | \$16,566.62 |
| Telephone/Cell | \$6,400.00 | \$5,056.02 | 5150 | \$6,434.88 |
| Dues & Subscriptions | \$600.00 | \$33.00 | 5180 | \$447.99 |
| Laundry | \$3,500.00 | \$378.00 | 5190 | \$462.00 |
| Radios/Repairs Maint | \$5,500.00 | \$7,932.50 | 5220 | \$1,757.90 |
| Collection Expense | \$2,700.00 | \$1,229.34 | 5290 | \$2,373.59 |
| Miscellaneous Expense | \$5,500.00 | \$3,470.67 | 5280 | \$3,926.99 |

| 2018 Ambulance Budget Continued | | | | |
|--|-----------------------|-----------------------|-------------|-----------------------|
| | 2018 | 2018 Actual | ACCT | 2017 |
| New Ambulance/van ** 2 lines | \$165,000.00 | \$162,522.00 | 5115 | \$161,237.00 |
| Bad Debt Allowance | \$143,000.00 | \$152,746.85 | 5250 | \$155,704.49 |
| Dispatching Expense | \$67,626.00 | \$50,719.50 | 5105 | \$66,300.00 |
| *New Rescue Equipment | | \$8,600.22 | 5117 | \$360.00 |
| Pat Van Expenditures | \$33,750.00 | \$22,188.31 | N/A | \$29,901.73 |
| MO Lagers Retirement | \$0.00 | | 5006 | \$0.00 |
| Promotional items | \$1,000.00 | | 5285 | \$0.00 |
| Total | \$2,209,135.00 | \$1,669,252.45 | | \$2,850,674.68 |
| 2018 Training Expense Detail | | | | |
| Expenditures | 2018 | 2018 Actual | ACCT | 2017 |
| Instructor's Training Wages * | \$8,750.00 | | 5300 | \$348.52 |
| Instructor's Training Lodging * | | | 5360 | |
| Instructor's Training Mileage * | | | 5361 | \$212.00 |
| Instructor's tuition/books | \$600.00 | | 5330 | \$0.00 |
| CE Instructor wages ** | \$5,000.00 | \$1,703.23 | 5301 | \$4,259.85 |
| Mandatory classes, | \$4,200.00 | \$1,458.64 | 5305 | \$1,826.68 |
| CE Empl.Wages 5303 &5370 | | \$2,170.65 | 5303 | \$6,520.75 |
| Employee CE Elective | \$17,750.00 | \$6,056.06 | 5370 | \$25,034.10 |
| Guest Instructor Wages | \$3,000.00 | | 5340 | \$50.00 |
| 1st Responder Orig. Cert Wages | \$2,700.00 | \$4,361.48 | 5302 | \$1,960.40 |
| 1st responder Refresher Wages | \$800.00 | | 5304 | \$233.24 |
| Training Equipment/Maintenance | \$6,000.00 | \$729.97 | 5310 | \$4,402.25 |
| Training Books/Office expense | \$1,000.00 | \$296.31 | 5331 | \$30.00 |
| Training Miscellaneous | \$1,600.00 | \$657.44 | 5380 | \$450.20 |
| New EMD Training | \$3,000.00 | | 5106 | |
| Medical Director | \$1,500.00 | | 5385 | \$100.00 |
| EMD CUE Training | \$1,500.00 | | 5107 | \$203.52 |
| Training Supplies | \$2,000.00 | \$657.44 | 5320 | \$679.94 |
| Total | \$59,400.00 | \$18,091.22 | | \$46,311.45 |
| 2018 Wheel Chair Budget | | | | |
| | 2018 | 2018 Actual | ACCT | 2017 |
| w/c Actual Charges | \$25,000.00 | \$14,278.20 | 4009 | \$13,427.42 |
| Knights Pat Van | \$3,000.00 | \$3,243.60 | 4008 | \$3,646.75 |
| Contribution | | | | |
| Total | \$28,000.00 | \$17,521.80 | | \$17,074.17 |
| 2018 Wheel Chair Expenditures | | | | |
| Salaries | \$26,500.00 | \$20,285.31 | 5009 | \$25,456.48 |
| Overtime | \$1,500.00 | \$33.60 | 5019 | \$37.80 |
| Payroll FICA W Amb | \$2,142.00 | \$1,554.40 | | \$1,950.31 |
| Repairs/Maint | \$2,900.00 | \$315.00 | 5129 | \$345.50 |
| Fuel & Oil | \$2,300.00 | | 5109 | \$2,045.65 |
| New Equipment | \$500.00 | | 5119 | \$65.99 |
| Advertisement | \$50.00 | | 5099 | \$0.00 |
| Total | \$35,892.00 | \$22,188.31 | | \$29,901.73 |
| less FICA | \$33,750.00 | \$20,633.91 | | \$27,951.42 |

| Percentage |
|----------------|
| 96.79% |
| 99.01% |
| 173.20% |
| 129.31% |
| 292.25% |
| 77.53% |
| 71.86% |
| |
| 108.12% |
| 57.11% |
| 31.39% |
| 80.93% |
| Percentage |
| 72.13% |
| 67.00% |
| 87.63% |
| 30.46% |
| 69.43% |
| 77.20% |
| 62.30% |
| 96.76% |
| 80.35% |
| 81.63% |
| \$\$\$ |
| 84.58% |
| 94.67% |
| 98.54% |
| 78.40% |
| 12.83% |
| 79.43% |
| 915.18% |
| 9.70% |
| 93.22% |
| 46.28% |
| 34.98% |
| 71.52% |
| 50.34% |
| 85.39% |
| \$\$\$\$ |
| 71.92% |
| 79.00% |
| 5.50% |
| 10.80% |
| 144.23% |
| 45.53% |
| 63.10% |

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|----------------|
| |
| Percentage |
| 98.50% |
| 106.82% |
| 75.00% |
| #DIV/0! |
| 65.74% |
| #DIV/0! |
| 0.00% |
| 75.56% |

| |
|----------------|
| Percentage |
| 0.00% |
| |
| |
| 0.00% |
| |
| 34.06% |
| 34.73% |
| |
| 46.35% |
| 0.00% |
| 161.54% |
| 0.00% |
| 12.17% |
| 29.63% |
| 41.09% |
| 0.00% |
| 0.00% |
| 0.00% |
| 32.87% |
| 30.46% |

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| |
| |
| 57.11% |
| 108.12% |
| |
| 62.58% |

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|--------|
| |
| 76.55% |
| 2.24% |
| 72.57% |
| 10.86% |
| 0.00% |
| 0.00% |
| 0.00% |
| 61.82% |
| |