

**Nodaway County Ambulance District
Board of Directors Meeting
103 W Carefree Maryville, MO 64468
November 11,2020**

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

October 14, 2020

7:00 pm

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

Board members Absent: No one was absent.

Introduction of Guests: None present.

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

Report from Burlington Junction Rescue Squad: No news. Lucas is at NCAD and training will be scheduled

Report from Hopkins Rescue Squad: No one present.

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: There is a CD due at Edwards Jones, and the recommendation was to move it to a bank CD. Florea and Walk will begin to look at rates. Report stands as presented.

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

Revenue and Expenses: Stands as presented.

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

Item two was to inform the board members that the sales tax revenue deposit was \$127,382.99 which is an increase of 7.54 % from 2019.

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. The rough estimates that Florea and McQueen have gotten so far are as follows: a Prefab built "home" from Rochester Homes, Cameron, MO was \$229,840-\$239,400 with appliances provided, and to have one built \$225,000 to \$270,000 and appliances would

need to be purchased. These are rough estimates. Rochester has provided a draft drawing for a four bedroom "home" and that would be placed onto of a concrete basement, which would include a storm shelter.

Discussion was held. Some questions were if the building was to be attached to the current building, the cost of the basement versus a slab foundation and the possibility of getting a grant to help with the cost.

Walk asked for a firm plan on what is needed for now and into the future. He asked for proposals for what can be done for right now and what there is needed for the future. Florea and McQueen will get that for the next meeting.

Item five, a set of cost inferences from Missouri Lagers was presented to the Board for consideration of adopting an alternate benefit plan, Per 105.675 RSMo this document will be made available as public information upon request for at least forty-five days before any action will be taken by The Board.

Item six was to inform the board members that Unit 133 had to have parts ordered and the cost for parts was \$3,800, and it will go to the shop on October 19,2020.

Unit 135 had a collision with a deer to the windshield, estimated cost \$4,599.25 and waiting on parts.

Item seven was to inform the board members that State Farm CD's will be moved to US Bank.

Item eight was to discuss the communications situation. Midwest Mobile has a wireless set they will be bringing up for testing. A discussion followed on the costs of what is needed versus what may be needed. There was a compromise with adding an intercom system to one or more ambulances that would allow the driver and the medic to communicate. Florea will still look at getting another system and would be able to use the CARES funds for the purchase. This will be worked on in the next month and the situation will be reevaluated.

Business Manager's Report: Item one was to inform the board members that the accounts receivable for September was off by \$469.86, which could be a misplaced payment, she is still looking.

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

Training Managers Report: Item one was to inform the board members that there the quarterly CPR class had seven people attending.

Item two was to inform the board members that the EVOC class was held on September 25 and 26. Five students were in the classroom and 14 took the driving course.

Item three was to inform the board that the med pump training was started on October 1st and will be available until December 31. All medical need to take the class and it's optional for EMT's.

Item four was to inform the board that the CPR instructor class will be held in January 2021. All current instructors are due currently.

Item four was to inform the board members that the EMT/EMR quarterly class will be held October 15 from 6:00 pm to 10:00 pm.

Item six was to inform the board members that the LUCAS device has been delivered and how is getting the full-time staff trained on the device and is looking for a day to have squad 140 members to have training in November. There are videos online to watch and then a skill test. Jill Nielson will be testing the fulltime employees while they are on duty.

Greife also asked if anyone has heard of a person that may be interested in taking the EMR course, he would like to get some names. He may present to course in January if there is an interest.

Employee Concerns: None brought up at this time.

Medicaid/Medicare Adjustments: Allen made the motion to adjust Medicare/Medicaid for the month of September for \$5,062.90 and Walk seconded the motion. Snodderley called for a vote. Sparks, yea, Snodderley, yea, Allen, yea, Walk, yea, Giesken yea, and Rickabaugh, yea. Motion carried.

Allen made the motion for the collections for September for \$10,399.32 and Sparks seconded the motion. Snodderley called for a vote. Sparks, yea, Snodderley, yea, Allen, yea, Walk, yea, Giesken yea, and Rickabaugh, yea. Motion carried.

Old Business: Walk asked if the ambulances have been decimal checked as discussed in a previous meeting. Florea stated that moving the speakers had helped but none of the ambulances had been checked. Walk has a meter and will come and do that in the future.

New Business: None brought to the board.

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

Closed session began at 8:20 pm.

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

Open session started at 8:30 pm

Sparks made the motion to grant Doug Greer a longevity pay of \$280.00 and a performance incentive of \$425.00 and Allen seconded the motion. Snodderley called for a vote. Sparks, yea, Snodderley, yea, Allen, yea, Walk, yea, Giesken yea, and Rickabaugh, yea. Motion carried.

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

Meeting adjourned at 8:32 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____

Carrie Sparks, Secretary of the Board of Directors

AS OF 9-30-2020					
	2020	2020 Actual	ACCT	2019	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$908,000.00	\$788,838.26	4000	\$917,512.51	86.88%
Surtax	\$25,000.00	\$25,547.31	4150	\$25,419.57	102.19%
CPR Card Revenue 2617.48	\$2,200.00	\$427.00	4380	\$2,015.45	19.41%
Misc. Income(stimulus included)	\$2,500.00	\$39,908.79	4730	\$12,861.45	1596.35%
Bad Debt Income	\$6,000.00	\$9,991.60	4010	\$16,277.72	166.53%
Interest Income	\$33,000.00	\$37,725.71	4720	\$46,495.60	114.32%
Sales tax income	\$1,200,000.00	\$972,552.79	4105	\$1,235,712.47	81.05%
Sale of Assets-CARES Reimbursement	\$0.00	\$9,512.94	4710	\$100.00	0.00%
Knights	\$3,500.00	\$2,550.00	4008	\$3,434.00	72.86%
Pat Van Revenues	\$25,000.00	\$11,141.60	4009	\$20,942.35	44.57%
FRA FUNDS/GEMT	\$110,000.00	\$168,239.95	4300	\$187,604.11	152.95%
Total	\$2,315,200.00	\$2,066,435.95		\$2,468,375.23	89.26%
Expenditures	2020	2020 Actual	ACCT	2019	Percentage
Salaries	\$883,500.00	\$696,166.16	5000	\$864,326.97	78.80%
Overtime	\$170,200.00	\$146,456.97	5001	\$171,593.97	86.05%
Special Performance Benefit	\$13,200.00	\$9,922.50	5003	\$9,280.00	75.17%
Rescue/Training Budget	\$59,400.00	\$17,932.67	5300	\$42,543.03	30.19%
Payroll FICA	\$96,000.00	\$72,975.01	5010	\$90,352.16	76.02%
Unemployment Taxes	\$1,700.00	\$707.22	5015	\$1,671.72	41.60%
Employee Benefits	\$151,000.00	\$105,418.75	5020	\$124,694.69	69.81%
Longevity Pay	\$4,700.00	\$3,860.00	5021	\$3,980.00	82.13%
Health. Ins. Pay out & Retirement	\$93,500.00	\$70,221.00	5005	\$88,827.90	75.10%
Mo Lagers Expense 4.8%	\$61,300.00	\$45,760.01	5006	\$60,076.61	74.65%
Interest Expense	\$0.00	\$0.00	5030	\$0.00	0.00%
Workman's Comp	\$75,000.00	\$46,698.23	5040	\$65,105.35	62.26%
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	\$3,809.39	5060	\$13,884.14	15.24%
Administration Expense	\$7,200.00	\$7,711.99	5070	\$8,912.72	107.11%
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	\$20,209.01	5100	\$30,255.36	44.91%
Fleet Repair	\$27,000.00	\$15,061.63	5110	\$20,207.60	55.78%
Building Repair/Maintenance	\$12,500.00	\$8,710.55	5135	\$11,820.72	69.68%
Medical & Operating Exp	\$52,000.00	\$75,660.66	5120	\$54,290.05	145.50%
Office Supplies	\$21,500.00	\$13,516.55	5130	\$13,887.52	62.87%
Technical Support	\$25,400.00	\$26,737.55	5131	\$21,757.73	105.27%
Capital Outlays ** 2 lines	\$0.00	\$66,022.55	5115	\$22,986.00	0.00%
Utilities	\$23,500.00	\$12,836.17	5140	\$19,614.28	54.62%
Telephone/Cell	\$7,100.00	\$5,016.36	5150	\$6,847.96	70.65%
Dues & Subscriptions	\$600.00	\$73.00	5180	\$538.00	12.17%
Laundry	\$3,500.00	\$378.00	5190	\$546.00	10.80%
Radios/Repairs Maint	\$3,500.00	\$2,191.80	5220	\$3,345.75	62.62%
Collection Expense	\$3,000.00	\$1,938.23	5290	\$3,974.27	64.61%
Miscellaneous Expense	\$5,200.00	\$2,448.81	5280	\$12,548.81	47.09%

2020 Ambulance Budget Continued					
	2020	2020 Actual	ACCT	2019	Percentage
New Ambulance/van ** 2 lines	\$136,000.00	\$219,862.76	5115		210.21%
Bad Debt Allowance	\$178,000.00	\$157,679.86	5250	\$183,701.25	88.58%
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	\$27,568.98	N/A	\$35,201.98	73.42%
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	\$2,086,210.79		\$2,221,210.48	87.50%
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	\$1,569.31	5301	\$3,735.01	31.39%
Mandatory classes,	\$4,200.00	\$2,037.66	5305	\$5,268.94	48.52%
CE Empl.Wages 5303 &5370		\$500.08	5303	\$5,521.64	
Employee CE Elective	\$17,750.00	\$6,523.50	5370	\$14,817.49	39.57%
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	\$17,932.67		\$42,543.03	30.19%
2020 Wheel Chair Budget					
	2020	2020 Actual	ACCT	2019	
w/c Actual Charges	\$25,000.00	\$11,141.60	4009	\$20,942.35	44.57%
Knights Pat Van	\$3,500.00	\$2,550.00	4008	\$3,434.00	72.86%
Contribution					
Total	\$28,500.00	\$13,691.60		\$24,376.35	48.04%
2020 Wheel Chair Expenditures					
Salaries	\$29,000.00	\$23,803.07	5009	\$29,135.08	82.08%
Overtime	\$1,200.00	\$77.96	5019	\$17.97	6.50%
<i>Payroll FICA W Amb</i>	\$2,180.25	\$1,826.90		\$2,228.83	83.79%
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	\$27,568.98		\$35,201.98	69.39%
<i>less FICA</i>	\$37,550.00	\$25,742.08		\$32,973.15	
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