

*Nodaway County Ambulance Board of Directors Meeting Agenda  
103 W Carefree Drive  
Maryville, MO 64468  
October 10<sup>th</sup>, 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

September 12, 2018

7:30 pm

**Board Members Present:** Standiford, Allen, Crady, Snodderley and Walk as a few minutes late.

**Board members Absent:** Rickabaugh was absent

**Introduction of Guests:** James with Nodaway News Leader and Skye with Maryville Daily Forum

**Presentation of Minutes:** The minutes were presented to the board members.

Snodderley made the motion to accept the minutes and Walk seconded the motion. Standiford called for a vote. Allen, yea, Crady, yea, Snodderley, yea and Standiford yea. Motion carried.

Walk arrived.

**Report from Burlington Junction Rescue Squad:** Were to have LZ training but helicopter could not make it so has been rescheduled for next week.

**Report from Hopkins Rescue Squad:** Their meeting will be held on September 15<sup>th</sup> at 8:30 am and the board members will deliver the hoodies to that squad on that day.

**Report from Ravenwood Rescue Squad:** Nothing new

**Report from Tri-C Rescue Squad:** Nothing new

**Report from Maryville Rescue Squad:** Nothing new

**Presentation of Treasurer's Report:** The report was presented to the board members. No CD's due till later in year.

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

**Revenue and Expenses:** Report was given to the board members.

**Director of Operations Report:**

1. To inform the board members that there would be a closed session for employee evaluations of Mike Mercer, paramedic, Jubal Smith, EMT, and Alex Huntsman, EMT.
2. Was to inform the board members that the August sales tax deposits were \$123,933.37. The period of January through September of 2018 is down 4.91% from the same period in 2017.
3. Was to inform the board members Preventative Maintenance on Rescue tools was completed 8/21/18. 1 set of long hoses and one short set of hoses needs to be replaced. Generator at NCAD needs some carburetor work.
4. NCAD welcomes Dr. William J. Kinderknecht as the District's new consulting medical director. All necessary documents and signatures have been completed and mailed. Dr. John T. Symmonds will remain as our medical director.

5. NCAD helped provide mutual aid EMS support for the Air Show in St. Joseph on 8/25 and 8/26. There were 27 people that needed medical attention, NCAD transported 5 of the 27.
6. Doc U Drama will be October 11<sup>th</sup>.
7. Missouri Hope is set for Friday October the 5<sup>th</sup>, 18:00 – 22:00, and Saturday the 6<sup>th</sup> 8:00 – 22:00. Additional groups will be attending this year.
8. Reminder, Saturday 9/15/18, 8:30 Hopkins/Pickering Rescue Squad meeting at Pickering Fire Dept.
9. A patient's attorney sent a settlement offer to consider. The board was needing more personal information, discussion held over to closed meeting.
10. A person has asked to be a PRN/Volunteer EMT.
11. Have a bill from Tri-State for \$410.28. This was for wiring damaged by a hose clamp on unit 139. Life Line is covering under their warranty, they will mail the check to us.

**Business Manager's Report:** LaRee is hoping to be back at the end of the month.

**Training Managers Report:**

1. 6 attended the BJ EVOC class
2. Quarterly CPR is here on 9/13/18
3. Wanting to replace the training laptop. Have two bids. Allen made a motion to go with Midwest Computer bid. Walk Second. Standiford called for vote. Crady, yea, Allen, yea, Snodderley, yea, Walk, yea, Standiford yea. Motion passed.
4. American Heart Association is requiring feedback devices on CPR manikins effective 1/1/19. Would like to purchase 4 more along with all the needed equipment to make 4 more kits. Allen made a motion to purchase the needed equipment. Crady second. Standiford called for a vote. Standiford called for vote. Crady, yea, Allen, yea, Snodderley, yea, Walk, yea, Standiford yea. Motion passed.
5. Would like to donate one of the older manikins to the Maryville Swimming Pool.
6. Nucor is wanting to have an EMR class at their facility to have a Safety Committee. We will be charging \$125.00 a person to cover expenses.

**Employee Concerns:** None brought to the board.

**Medicaid/Medicare Adjustments:** Snodderley made the motion to adjust the Medicare/Medicaid accounts by the amounts of \$1971.03 and Allen seconded the motion. Standiford called for a vote. Allen, yea, Rickabaugh, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried.

Snodderley made the motion to send to collections \$10,132.30 and Walk seconded the motion. Standiford called for a vote. Allen, yea, Crady, no, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried.

**Old Business:** None

**New Business:** Snodderley asked about CPR machines that does the compressions for you, is that something we need in the rigs? They run \$20,000 to \$30,000, and some employees didn't feel the need for them at this time.

Allen asked with all the wind turbines coming in, will that interfere more with radio transmissions. Bill did not think at this time that it would.

There was a discussion on transfers out of county.

**Recess:** Allen made the motion to go into closed session and Crady seconded the motion. Standiford called for a vote. Allen, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried. Closed session.8:19

**Closed Session:** Crady made the motion to go into open session and Allen seconded the motion. Standiford called for a vote. Allen, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried. Open session started at 8:59 pm.

**Open session:** Crady made the motion to grant Jubal Smith a performance incentive of \$337.50 and a longevity of \$360.00, Mike Mercer a performance incentive of \$262.50 and a merit raise of 14 cents and Alex Huntsman a performance incentive of \$362.50 and a merit raise of 14 cents and Allen seconded the motion. Standiford called for a vote. Allen, yea, Crady, yea, Snodderley, yea, Walk, yea and Standiford, yea. Motion carried.

Discussion was continued during closed session on the settlement offer. Snodderley made a motion to accept the settlement from lawyer of patient, Allen second. Standiford asked for vote. Crady, no, Allen, yea, Snodderley, yea, Walk, yea, Standiford, yea. Motion passed. \$164.93 will be the adjustment shown in next months report.

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

Meeting adjourned at 9:03 pm

Recorded by Julie Schmitz

Nodaway County Ambulance District

Signed: \_\_\_\_\_ Julia A Crady, Secretary

| 2018 Budget as of 8/31/18         |                       |                       |             |                       |                 |
|-----------------------------------|-----------------------|-----------------------|-------------|-----------------------|-----------------|
|                                   | 2018                  | 2018 Actual           | ACCT        | 2017                  | Percentage      |
| Revenues                          |                       |                       | #           | Actual                |                 |
| Ambulance Receivable              | \$715,000.00          | \$609,488.83          | 4000        | \$764,413.96          | 85.24%          |
| Surtax                            | \$23,000.00           | \$22,760.63           | 4150        | \$28,657.83           | 98.96%          |
| CPR Card Revenue 2617.48          | \$2,000.00            | \$3,364.00            | 4380        | \$2,180.00            | 168.20%         |
| Misc. Income                      | \$3,500.00            | \$4,455.77            | 4730        | \$6,588.46            | 127.31%         |
| Bad Debt Income                   | \$1,800.00            | \$5,160.58            | 4010        | \$4,105.63            | 286.70%         |
| Interest Income                   | \$26,700.00           | \$18,301.51           | 4720        | \$33,119.40           | 68.54%          |
| Sales tax income                  | \$1,200,000.00        | \$738,393.87          | 4105        | \$1,220,555.17        | 61.53%          |
| Sale of Assets                    | \$0.00                |                       | 4710        | \$100.00              |                 |
| Knights                           | \$3,000.00            | \$2,763.60            | 4008        | \$3,886.75            | 92.12%          |
| Pat Van Revenues                  | \$25,000.00           | \$12,422.70           | 4009        | \$14,415.92           | 49.69%          |
| FRA FUNDS                         | \$20,000.00           | \$4,392.70            | 4300        | \$5,238.29            | 21.96%          |
| <b>Total</b>                      | <b>\$2,020,000.00</b> | <b>\$1,421,504.19</b> |             | <b>\$2,083,261.41</b> | <b>70.37%</b>   |
| Expenditures                      | 2018                  | 2018 Actual           | ACCT        | 2017                  | Percentage      |
| Salaries                          | \$845,000.00          | \$542,934.08          | 5000        | \$829,695.19          | 64.25%          |
| Overtime                          | \$174,250.00          | \$105,007.58          | 5001        | \$164,996.47          | 60.26%          |
| Special Performance Benefit       | \$10,000.00           | \$7,462.50            | 5003        | \$8,262.50            | 74.63%          |
| Rescue/Training Budget            | \$59,400.00           | \$16,429.62           | 5300        | \$48,491.45           | 27.66%          |
| Payroll FICA                      | \$91,250.00           | \$56,467.52           | 5010        | \$85,080.55           | 61.88%          |
| Unemployment Taxes                | \$1,500.00            | \$1,103.38            | 5015        | \$1,461.56            | 73.56%          |
| Employee Benefits                 | \$140,500.00          | \$76,779.07           | 5020        | \$128,645.08          | 54.65%          |
| Longevity Pay                     | \$3,700.00            | \$3,220.00            | 5021        | \$3,500.00            | 87.03%          |
| Health. Ins. Pay out & Retirement | \$81,500.00           | \$57,821.26           | 5005        | \$71,713.32           | 70.95%          |
| Mo Lagers Expense                 | \$45,000.00           | \$32,614.74           | 5006        | \$802,716.33          | 72.48%          |
| Interest Expense                  | \$0.00                |                       | 5030        | \$0.00                | \$\$\$          |
| <b>Workman's Comp</b>             | <b>\$56,000.00</b>    | <b>\$42,186.75</b>    | <b>5040</b> | <b>\$57,431.25</b>    | <b>75.33%</b>   |
| 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           | \$1,892.15            | 5060        | \$11,975.02           | 11.13%          |
| 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           | \$25,225.36           | 5100        | \$27,194.68           | 84.08%          |
| Fleet Repair                      | \$29,000.00           | \$8,712.79            | 5110        | \$18,372.98           | 30.04%          |
| Building Repair/Maintenance       | \$15,000.00           | \$5,065.76            | 5135        | \$10,936.94           | 33.77%          |
| Medical & Operating Exp           | \$47,000.00           | \$31,491.21           | 5120        | \$35,562.18           | 67.00%          |
| Office Supplies                   | \$25,300.00           | \$9,983.44            | 5130        | \$20,691.94           | 39.46%          |
| Technical Support                 | \$19,500.00           | \$15,691.89           | 5131        | \$14,093.90           | 80.47%          |
| <b>Capital Outlays ** 2 lines</b> | <b>\$0.00</b>         | <b>\$7,046.81</b>     | <b>5115</b> | <b>\$8,786.44</b>     | <b>\$\$\$\$</b> |
| Utilities                         | \$18,900.00           | \$11,781.01           | 5140        | \$16,566.62           | 62.33%          |
| Telephone/Cell                    | \$6,400.00            | \$4,487.78            | 5150        | \$6,434.88            | 70.12%          |
| Dues & Subscriptions              | \$600.00              | \$33.00               | 5180        | \$447.99              | 5.50%           |
| Laundry                           | \$3,500.00            | \$336.00              | 5190        | \$462.00              | 9.60%           |
| <b>Radios/Repairs Maint</b>       | <b>\$5,500.00</b>     | <b>\$7,932.50</b>     | <b>5220</b> | <b>\$1,757.90</b>     | <b>144.23%</b>  |
| Collection Expense                | \$2,700.00            | \$1,033.53            | 5290        | \$2,373.59            | 38.28%          |
| Miscellaneous Expense             | \$5,500.00            | \$2,356.65            | 5280        | \$3,926.99            | 42.85%          |

| <b>2018 Ambulance Budget Continued</b> |                       |                       |             |                       |               |
|--|-----------------------|-----------------------|-------------|-----------------------|---------------|
|  | 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          | \$121,727.29          | 5250        | \$155,704.49          | 85.12%        |
| Dispatching Expense                    | \$67,626.00           | \$50,719.50           | 5105        | \$66,300.00           | 75.00%        |
| <b>*New Rescue Equipment</b>           |                       | \$8,600.22            | 5117        | \$360.00              | #DIV/0!       |
| Pat Van Expenditures                   | \$33,750.00           | \$16,809.20           | N/A         | \$29,901.73           | 49.81%        |
| <b>MO Lagers Retirement</b>            | \$0.00                |                       | <b>5006</b> | <b>\$0.00</b>         | #DIV/0!       |
| Promotional items                      | \$1,000.00            |                       | 5285        | \$0.00                | 0.00%         |
| <b>Total</b>                           | <b>\$2,209,135.00</b> | <b>\$1,499,084.14</b> |             | <b>\$2,850,674.68</b> | <b>67.86%</b> |
| <b>2018 Training Expense Detail</b>    |                       |                       |             |                       |               |
| 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            | \$1,355.64            | 5301        | \$4,259.85            | 27.11%        |
| Mandatory classes,                     | \$4,200.00            | \$947.01              | 5305        | \$1,826.68            | 22.55%        |
| 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           | 46.35%        |
| 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            |                       | 5310        | \$4,402.25            | 0.00%         |
| Training Books/Office expense          | \$1,000.00            | \$296.31              | 5331        | \$30.00               | 29.63%        |
| Training Miscellaneous                 | \$1,600.00            | \$1,242.47            | 5380        | \$450.20              | 77.65%        |
| 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            |                       | 5320        | \$679.94              | 0.00%         |
| <b>Total</b>                           | <b>\$59,400.00</b>    | <b>\$16,429.62</b>    |             | <b>\$46,311.45</b>    | <b>27.66%</b> |
| <b>2018 Wheel Chair Budget</b>         |                       |                       |             |                       |               |
|  | 2018                  | 2018 Actual           | ACCT        | 2017                  |               |
| w/c Actual Charges                     | \$25,000.00           | \$12,422.70           | 4009        | \$13,427.42           | 49.69%        |
| Knights Pat Van                        | \$3,000.00            | \$2,763.60            | 4008        | \$3,646.75            | 92.12%        |
| Contribution                           |                       |                       |             |                       |               |
| <b>Total</b>                           | <b>\$28,000.00</b>    | <b>\$15,186.30</b>    |             | <b>\$17,074.17</b>    | <b>54.24%</b> |
| <b>2018 Wheel Chair Expenditures</b>   |                       |                       |             |                       |               |
| Salaries                               | \$26,500.00           | \$15,581.08           | 5009        | \$25,456.48           | 58.80%        |
| Overtime                               | \$1,500.00            | \$33.60               | 5019        | \$37.80               | 2.24%         |
| Payroll FICA W Amb                     | \$2,142.00            | \$1,194.52            |             | \$1,950.31            | 55.77%        |
| Repairs/Maint                          | \$2,900.00            |                       | 5129        | \$345.50              | 0.00%         |
| Fuel & Oil                             | \$2,300.00            |                       | 5109        | \$2,045.65            | 0.00%         |
| New Equipment                          | \$500.00              |                       | 5119        | \$65.99               | 0.00%         |
| Advertisement                          | \$50.00               |                       | 5099        | \$0.00                | 0.00%         |
| <b>Total</b>                           | <b>\$35,892.00</b>    | <b>\$16,809.20</b>    |             | <b>\$29,901.73</b>    | <b>46.83%</b> |
| less FICA                              | <b>\$33,750.00</b>    | <b>\$15,614.68</b>    |             | <b>\$27,951.42</b>    |               |

