

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

**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

September 11<sup>th</sup>, 2019

7:00 pm

**Board Members Present:** Snodderley, Allen, Giesken, Rickabaugh and Sparks were present. Walk was late and showed up at 7:22

**Board members Absent:** No one was absent.

**Introduction of Guests:** There were no guests.

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

**Report from Burlington Junction Rescue Squad:** Narcan is now on the squad. They also have the Sawzall on board.

**Report from Hopkins Rescue Squad:** No one was present.

**Report from Ravenwood Rescue Squad:** Narcan on the squad.

**Report from Tri-C Rescue Squad:** The extrication equipment is on the squad. There is a need for some items for the hoses. Narcan is on the squad.

**Report from Maryville Rescue Squad:** Have the new rescue equipment. Bryan Sobotka is wanting to do a district wide extrication class to use the new tools and to make sure everyone knows how to use their own tools. More information to follow.

Rickabaugh stated that some of the members were asking about their dinner. On October 7<sup>th</sup> at 6 pm at the ambulance base, the dinner will be held for unit 136.

**Presentation of Treasurer's Report:** The report was presented to the board members. Stands as presented. Florea is getting bids on interest as two CD's have matured.

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

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

**Director of Operations Report:** Item one was to inform the board members that there will be a closed session for two employee evaluations for Jubal Smith, EMT and Alex Huntsman, EMT.

Item two was to inform the board members that August sales tax deposits were \$148069.62. That is an increase of 5.87% more from the previous year and 1.255 more than 2017.

Item three was to discuss CPR devices and the costs. Stryker medical showed the LUCAS to him to today and discussed the price. Florea also got several other price quotes and package deals. There was a discussion held and staff were asked is it a necessity or a tool? Many said it would be a nice tool, but not a necessity to have, as there are first responders in the county help with difficult situations. These devices were tabled until a further date.

Item four was to inform the board members that the next combined 911 meeting will be September 19, at 9 am, at the administration building. Florea made sure that everyone was still interested in combining the dispatch center. Florea will attend the meeting.

Item five was to inform the board members that the Docu-drama is set for September 24<sup>th</sup>.

Item six was to discuss the possibility of purchasing a better ventilator. Zoll is letting the district use one at the base only, it can't go on any calls. He has received two prices and right now he is asking the board to think about purchasing a new one.

Item seven was to inform the board members that MO-Hope is October 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>.

Item eight was to inform the board members that he has been doing some calculations on a diesel versus gas ambulance. He would like input from the board members as well. The board was leaning more to gas as it would have everything that Florea would like. No real decision was made.

Item nine was to ask the board members if he could hire a PRN EMT that would be available for all calls. He can interview and hire as needed.

**Business Manager's Report:** Item one was to inform the board members that between the new reports from ESO and the auditors help, the accounts receivable is down to a different of \$119.16 for August.

Item two was to in inform the board members that she has started working on the GEMT report and will have it completed before the deadline of December 31<sup>st</sup>.

Item three was to inform the board members that she will not be present at the next board meeting.

**Training Managers Report:** Item one was to inform the board members that the Narcan training is complete for all the squads and a follow up class with be held on October 3<sup>rd</sup> for those who may have missed it

Item two was to inform the board that two classes for the second block or refresher class have been held. Guests instructors were presenting the classes.

Item three was to inform the board members that the C-spine class was held on August 19<sup>th</sup>. A follow up for those who missed it will be September 25<sup>th</sup>.

Item four was to inform the board members EMR refreshers are set for October 28<sup>th</sup> and 29<sup>th</sup> in the evening and November 2<sup>nd</sup> all day. Emails have been sent to those who need the classes.

Item five was to inform the board members that two new pieces of equipment will be placed into service by the end of the month. The pelvic binder was discussed at the employee meeting and will be on all ambulances, and

the new chest decompression needles will be placed into service on September 24<sup>th</sup>. There will be a class on these during the refresher class later this month.

Item six was to inform the board members that Jerry Lager is now an instructor for the district.

Item Seven was to inform the board members he had purchased a video camera to record classes and in the future staff can watch them online. They will not receive CEU's for these classes, unless they were on duty and got called out and missed the remaining part of the class.

Item eight was to ask the board members if he could have some funds to purchase gift cards for the teachers that have come and put on the refresher classes. He is requesting \$300 to purchase gift cards and to send them out. Walk made the motion to approve the request and Sparks seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Walk, yea, Giesken, yea, Rickabaugh, yea and Snodderley, yea. Motion carried.

Greife asked about allowing PRN EMT's the option to come in and work a 12-hour shift if they haven't worked in a months' time. This did not go any further.

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

**Medicaid/Medicare Adjustments:** Rickabaugh made the motion to approve the adjustments for August of \$7,320.80 and Allen seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Rickabaugh, yea, Giesken, yea, Walk, yea and Snodderley yea. Motion carried.

Rickabaugh made a motion for invoices to be sent to collections for \$16,952.87 and Sparks seconded motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Rickabaugh, yea, Giesken, yea, Walk, yea and Snodderley yea. Motion carried.

**Old Business:** McQueen stated that the concrete work should begin next week.

**New Business:** None brought to the board.

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

**Closed Session:** Began at 7:55 pm.

**Open Session:** Allen made motion to go into open session and Sparks seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Rickabaugh yea, Giesken, yea, Walk, yea, and Snodderley yea. Motion carried. Open session started at 8:10 pm.

Sparks made the motion to grant Jubal Smith a performance incentive of \$380.00 and a merit raise of 17 cents, and to grant Alex Huntsman a performance incentive of \$437.50 and a merit raise of 16 cents, Allen seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Rickabaugh yea, Giesken, yea, Walk, yea, and Snodderley yea. Motion carried.

**Adjournment:** Allen made the motion to adjourn and Walk seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Rickabaugh yea, Giesken, yea, Walk, yea, and Snodderley yea. Motion carried. Meeting adjourned at 8:15 pm.

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: \_\_\_\_\_

Carrie Sparks, Secretary of the Board of Directors

2019 Budget AS OF AUG 31,2019					
	2019	2019 Actual	ACCT	2018	Percentage
Revenues			#	Actual	
Ambulance Receivable	<b>\$890,000.00</b>	\$605,286.61	4000	\$764,413.96	68.01%
Surtax	<b>\$23,000.00</b>	\$23,073.42	4150	\$28,657.83	100.32%
CPR Card Revenue 2617.48	<b>\$3,400.00</b>	\$1,075.45	4380	\$2,180.00	31.63%
Misc. Income	<b>\$2,500.00</b>	\$10,628.68	4730	\$6,588.46	425.15%
Bad Debt Income	<b>\$3,500.00</b>	\$10,883.13	4010	\$4,105.63	310.95%
Interest Income	<b>\$37,500.00</b>	\$29,603.41	4720	\$33,119.40	78.94%
Sales tax income	<b>\$1,200,000.00</b>	\$768,105.82	4105	\$1,220,555.17	64.01%
Sale of Assets	\$0.00		4710	\$100.00	0.00%
Knights	<b>\$3,500.00</b>	\$2,074.00	4008	\$3,886.75	59.26%
Pat Van Revenues	<b>\$25,000.00</b>	\$12,136.45	4009	\$14,415.92	48.55%
FRA FUNDS/GEMT	<b>\$95,000.00</b>	\$184,643.54	4300	\$5,238.29	194.36%
Total	<b>\$2,283,400.00</b>	\$1,647,510.51		\$2,083,261.41	72.15%
Expenditures	2019	2019 Actual	ACCT	2018	Percentage
Salaries	<b>\$855,000.00</b>	\$566,285.56	5000	\$825,223.87	66.23%
Overtime	<b>\$170,500.00</b>	\$109,498.50	5001	\$159,951.20	64.22%
Special Performance Benefit	<b>\$13,200.00</b>	\$7,230.00	5003	<b>\$10,337.50</b>	54.77%
Rescue/Training Budget	<b>\$59,400.00</b>	\$32,072.72	5300	\$29,491.15	53.99%
Payroll FICA	<b>\$92,000.00</b>	\$59,219.75	5010	\$85,626.92	64.37%
Unemployment Taxes	<b>\$1,700.00</b>	\$1,577.82	5015	\$1,190.30	92.81%
Employee Benefits	<b>\$145,500.00</b>	\$100,576.11	5020	\$121,140.95	69.12%
Longevity Pay	<b>\$4,200.00</b>	\$3,340.00	5021	\$3,820.00	79.52%
Health. Ins. Pay out & Retirement	<b>\$90,000.00</b>	\$58,175.10	5005	<b>\$88,474.06</b>	64.64%
Mo Lagers Expense 5.3%	<b>\$64,000.00</b>	\$39,047.00	5006	\$50,223.11	61.01%
Interest Expense	<b>\$0.00</b>		5030		0.00%
Workman's Comp	<b>\$71,000.00</b>	\$41,191.35	5040	<b>\$70,066.75</b>	58.02%
Fleet/Mail/Liab Ins. Bond	<b>\$55,000.00</b>	\$53,931.00	5041	\$47,996.00	98.06%
Accident/Health Insurance	<b>\$4,000.00</b>	\$3,484.33	5044	\$3,310.07	87.11%
Rent/Lease	<b>\$2,500.00</b>	\$2,007.70	5050	\$1,960.00	80.31%
Legal/ Accounting	<b>\$22,500.00</b>	\$3,151.36	5060	\$3,084.06	14.01%
Administration Expense	<b>\$7,200.00</b>	\$6,026.68	5070	\$5,796.59	83.70%
<b>Election Expense</b>	<b>\$4,000.00</b>	<b>\$5,891.27</b>	5080	<b>\$4,575.89</b>	147.28%
Advertising Expense	<b>\$500.00</b>		5090	\$156.50	0.00%
Fuel & Oil	<b>\$43,000.00</b>	\$21,906.91	5100	\$36,760.20	50.95%
Fleet Repair	<b>\$29,000.00</b>	\$20,987.85	5110	\$17,645.00	72.37%
Building Repair/Maintenance	<b>\$16,000.00</b>	\$7,660.11	5135	\$7,646.53	47.88%
Medical & Operating Exp	<b>\$47,000.00</b>	\$33,600.13	5120	\$46,780.82	71.49%
Office Supplies	<b>\$25,300.00</b>	\$8,918.15	5130	\$15,439.16	35.25%
Technical Support	<b>\$25,000.00</b>	\$14,424.84	5131	\$17,259.76	57.70%
<b>Capital Outlays ** 2 lines</b>		\$7,986.00	5115		0.00%
Utilities	<b>\$21,500.00</b>	\$13,733.57	5140	\$17,963.48	63.88%
Telephone/Cell	<b>\$7,000.00</b>	\$4,335.71	5150	<b>\$6,769.61</b>	61.94%
Dues & Subscriptions	<b>\$600.00</b>	\$538.00	5180	\$33.00	89.67%
Laundry	<b>\$3,500.00</b>	\$378.00	5190	\$462.00	10.80%
<b>Radios/Repairs Maint</b>	<b>\$7,500.00</b>	\$2,857.25	5220	\$9,369.50	38.10%
Collection Expense	<b>\$2,700.00</b>	\$2,426.13	5290	\$1,590.39	89.86%
Miscellaneous Expense	<b>\$9,597.00</b>	<b>\$11,475.86</b>	5280	\$3,953.30	119.58%

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	\$121,057.35	5250	\$186,132.76	68.01%
Dispatching Expense	\$70,702.98	\$51,734.25	5105	\$67,626.00	73.17%
*New Rescue Equipment	\$6,847.02	\$22,727.41	5117	\$11,270.12	331.93%
Pat Van Expenditures	\$37,050.00	\$19,819.60	N/A	\$35,076.51	53.49%
<b>GEMT Expense</b>	\$24,500.00	\$12,720.37	5112	\$0.00	
Promotional items	\$1,000.00	\$993.00	5285	\$0.00	99.30%
<b>Total</b>	<b>\$2,300,997.00</b>	<b>\$1,472,986.74</b>		<b>\$2,163,771.87</b>	64.02%
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	\$2,996.37	5301	\$2,047.79	59.93%
Mandatory classes,	\$4,200.00	\$4,344.40	5305	\$2,008.22	103.44%
CE Empl.Wages 5303 &5370		\$2,972.96	5303	\$2,543.23	
Employee CE Elective	\$17,750.00	\$11,004.99	5370	\$11,905.12	78.75%
Guest Instructor Wages	\$3,000.00		5340		0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$1,968.04	5302	\$4,361.48	72.89%
1st responder Refresher Wages	\$800.00	\$1,518.84	5304		189.86%
Training Equipment/Maintenance	\$6,000.00		5310	\$2,263.41	0.00%
Training Books/Office expense	\$1,000.00	\$19.95	5331	\$296.31	2.00%
Training Miscellaneous/24-7	\$6,100.00	\$4,363.52	5380	\$1,395.59	71.53%
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	\$1,364.46	5320	\$2,670.00	68.22%
<b>Total</b>	<b>\$59,400.00</b>	<b>\$32,072.72</b>		<b>\$29,491.15</b>	53.99%
2019 Wheel Chair Budget					
	2019	2019 Actual	ACCT	2018	
w/c Actual Charges	\$25,000.00	\$12,136.45	4009	\$13,427.42	48.55%
Knights Pat Van	\$3,500.00	\$2,074.00	4008	\$3,646.75	59.26%
Contribution					
<b>Total</b>	<b>\$28,500.00</b>	<b>\$14,210.45</b>		<b>\$17,074.17</b>	49.86%
2019 Wheel Chair Expenditures					
Salaries	\$28,500.00	\$18,250.67	5009	\$28,209.23	64.04%
Overtime	\$1,000.00		5019	\$33.60	0.00%
Payroll FICA W Amb	\$2,256.75	\$1,396.18		\$2,160.58	61.87%
Repairs/Maint	\$3,000.00	\$172.75	5129	\$619.25	5.76%
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%
<b>Total</b>	<b>\$39,306.75</b>	<b>\$19,819.60</b>		<b>\$35,076.51</b>	50.42%
less FICA	\$37,050.00	\$18,423.42		\$32,915.93	