

**Nodaway County Ambulance District  
Board of Directors Meeting  
103 W Carefree Maryville, MO 64468  
October 14, 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

September 9, 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. Walk made the motion to approve the minutes 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.

**Report from Burlington Junction Rescue Squad:** No news.

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

**Report from Ravenwood Rescue Squad:** All is good,

**Report from Tri-C Rescue Squad:** Purchased a new battery and needed new light bulbs.

**Report from Maryville Rescue Squad:** All is good.

**Presentation of Treasurer's 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 Allen 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 employee evaluations for EMT's Jubal Smith and Alex Huntsman, and there is a hardship request to discuss.

Item two was to inform the board members that the sales tax revenue deposit was \$136,212.76 which is an increase of 5.82 % from 2019.

Item three was to inform the board members that Stephen Sporleder has given his resignation to PRN (part time) from his full-time position and the EMT Erin Keith has accepted the position. Florea asked about Sporleder's vacation time and if he should pay it, as he has 123 hours, which is more than Florea can approve for payment, and since he had earned the time, he is due the payment.

Item four was to inform the board members about the call statistics for the current year. Florea estimates that the district is currently short 123 calls for the year.

Item five was to inform the board members that PRN Alicia Reeves was hired and is almost completed her orientation time.

Item six was to discuss the alternative sites for separation of crew and office staff. NWMSU has a room in Millikan Hall, waiting on a lease agreement, and the ambulance would have to be outside with no electricity.

There were two other options for adding onto the current building. One plan is to build the West and add extra bedrooms and bathrooms as well as a storm shelter area, with an estimated cost of \$90,000. There are some rough drafts provided.

Options two would be to build a crew quarter to the NW corner of the building, with a basement and storm shelter as well as four bedrooms, two bathrooms and a kitchen/common area. The rough estimate for this was \$200,000.

An option to rent trailers was dismissed as was placing a modular home on a slab base. A shed house was another option but was not viable.

The discussion held included the need for a storm shelter, the need to move crews out of the public and office area and to continue safe social distancing.

The outcome was to form a committee of Giesken and Snodderley as well as Florea and McQueen and to get input from current employees. They will discuss options and needs and present back to the full board in the coming months, as the project will not be slated to begin until 2021.

Item seven was to discuss with the board the communication situation. There is a need for a way to speak between the driver and attendant and Florea has gotten some ideas as well as some items for trial use. The items from Fire Com will not fit under the Powered Air Purifying Respirators (PAPRs) and are bulky, with a cost of greater than \$3,00.00 per ambulance.

Sitcom system is \$3,415.77 per ambulance.

Kenwood digital handheld radios would be \$884.00 per ambulance.

Motorola has a new system but did not get a quote in.

Rickabaugh stated he had one other place to look and this discussion was tables until a later date.

Item eight was to inform the board members that the siren driver on 131 is in the front bumper and with remarkable noise reduction.

Item nine was inform the board members that the company he purchases most supplies from is now limiting the number of gloves that can be purchased, due to limited stock and the pandemic. The allotment of gloves per month will be 11 boxes, and the company is setting up the order.

**Business Manager's Report:** Item one was to inform the board members that the accounts receivable for July was off by \$26.08 and for August \$68.17.

Item two was to inform the board that the state of Missouri has released the new Medicaid payment for BLS and ALS emergency. The current payment for a BLS emergency is \$289.69 and will be going to \$334.69, and the ALS is currently \$384.75 and will go to \$429.75. The date this was to happen was July 1<sup>st</sup>, and so far, the payments have not changed, and Lager is not sure how they will apply the back payment.

**Training Managers Report:** Item one was to inform the board members that there will be a quarterly CPR class on 9-10-2020.

Item two was to inform the board members that the EVOC class will be held on September 25<sup>th</sup>, for in class and the 26<sup>th</sup> for the driving portion. Driving portion will be from 8-12 at the Kawasaki north lot. The classroom still starts at 6pm. There is a list of employees that need the class and they have been notified.

Item three was to inform the board that he will be working on the Medical pump training online. These pumps are used during transports and the staff needs to review them.

Item four was to inform the board members that there will be a CPR instructor class coming in the fall. Currently he has four people who wish to become instructors. More information to follow

**Employee Concerns:** Kirby Sybert asked the board members to consider increased the rate plan for the LAGER's plan. He realizes it will cost the district, but it is something that could be done for the employees. Lager also stated the need for a cost study for the possible increase for employee rate. Currently the employee contributes 4% but with approval could raise their contributions to 6%. The cost study would need to be done for this as well and would have a 45-day window for discussion. Lager and Florea will call LAGER's to get information about both ideas.

**Medicaid/Medicare Adjustments:** There are two months of adjustments to review. Allen made the motion to approve the July adjustment of \$4,281.83 and Sparks seconded the motion. Allen made the motion to approve the August adjustment of \$4,162.38 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.

The accounts sent to collections was next. Allen made the motion to approve the amount of \$26,071.83 to be sent to collection's 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.

**Old Business:** Snodderley informed the board members that the funding for the LUCAS machine\_ still has not been finalized, but he will let Florea know when they will be ready to place the order.

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

**Recess:** Walk made the motion to recess and go into closed session 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.

Closed session began at 8:12 pm.

**Open session:** Allen made the motion to go into open session 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.

Open session started at 8:43 pm

Sparks made the motion to grant Alex Huntsman a merit raise of 16 cents and performance incentive of \$437.50, and to grant Jubal Smith a longevity of \$400.00 and a performance incentive of \$500.00, Walk seconded the motion. Snodderley called for a vote. Sparks, yea, Snodderley, yea, Allen, yea, Walk, yea, Giesken yea, and Rickabaugh, yea. Motion carried.

Walk made the motion to deny the hardship request and instead to offer an alternative situation that was discussed in closed session and Sparks seconded the motion. Snodderley called for a vote. Sparks, yea, Snodderley, yea, Allen, yea, Walk, yea, Giesken yea, and Rickabaugh, nay. Motion carried.

**Adjournment:** Walk made the motion to adjourn the meeting 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.

Meeting adjourned at 8:45 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

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

Carrie Sparks, Secretary of the Board of Directors

AS OF 8-31-2020					
	2020	2020 Actual	ACCT	2019	Percentage
Revenues			#	Actual	
Ambulance Receivable	\$908,000.00	\$701,383.85	4000	\$917,512.51	77.24%
Surtax	\$25,000.00	\$24,666.29	4150	\$25,419.57	98.67%
CPR Card Revenue 2617.48	\$2,200.00	\$327.00	4380	\$2,015.45	14.86%
Misc. Income(stimulus included)	\$2,500.00	\$39,853.10	4730	\$12,861.45	1594.12%
Bad Debt Income	\$6,000.00	\$8,377.11	4010	\$16,277.72	139.62%
Interest Income	\$33,000.00	\$33,022.21	4720	\$46,495.60	100.07%
Sales tax income	\$1,200,000.00	\$835,671.12	4105	\$1,235,712.47	69.64%
Sale of Assets	\$0.00		4710	\$100.00	0.00%
Knights	\$3,500.00	\$2,230.00	4008	\$3,434.00	63.71%
Pat Van Revenues	\$25,000.00	\$9,495.30	4009	\$20,942.35	37.98%
FRA FUNDS/GEMT	\$110,000.00	\$167,043.49	4300	\$187,604.11	151.86%
<b>Total</b>	<b>\$2,315,200.00</b>	<b>\$1,822,069.47</b>		<b>\$2,468,375.23</b>	<b>78.70%</b>
Expenditures	2020	2020 Actual	ACCT	2019	Percentage
Salaries	\$883,500.00	\$589,587.55	5000	\$864,326.97	66.73%
Overtime	\$170,200.00	\$123,382.41	5001	\$171,593.97	72.49%
Special Performance Benefit	\$13,200.00	\$8,985.00	5003	\$9,280.00	68.07%
Rescue/Training Budget	\$59,400.00	\$15,798.93	5300	\$42,543.03	26.60%
Payroll FICA	\$96,000.00	\$62,116.45	5010	\$90,352.16	64.70%
Unemployment Taxes	\$1,700.00	\$674.89	5015	\$1,671.72	39.70%
Employee Benefits	\$151,000.00	\$94,831.46	5020	\$124,694.69	62.80%
Longevity Pay	\$4,700.00	\$3,460.00	5021	\$3,980.00	73.62%
Health. Ins. Pay out & Retirement	\$93,500.00	\$63,183.90	5005	\$88,827.90	67.58%
Mo Lagers Expense 4.8%	\$61,300.00	\$39,147.79	5006	\$60,076.61	63.86%
Interest Expense	\$0.00	\$0.00	5030	\$0.00	0.00%
Workman's Comp	\$75,000.00	\$33,055.23	5040	\$65,105.35	44.07%
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	\$3,554.50	5060	\$13,884.14	14.22%
Administration Expense	\$7,200.00	\$7,174.41	5070	\$8,912.72	99.64%
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	\$18,735.98	5100	\$30,255.36	41.64%
Fleet Repair	\$27,000.00	\$13,525.64	5110	\$20,207.60	50.09%
Building Repair/Maintenance	\$12,500.00	\$7,823.10	5135	\$11,820.72	62.58%
Medical & Operating Exp	\$52,000.00	\$47,899.49	5120	\$54,290.05	92.11%
Office Supplies	\$21,500.00	\$12,104.48	5130	\$13,887.52	56.30%
Technical Support	\$25,400.00	\$23,045.84	5131	\$21,757.73	90.73%
<b>Capital Outlays ** 2 lines</b>	<b>\$0.00</b>	<b>\$66,022.55</b>	<b>5115</b>	<b>\$22,986.00</b>	<b>0.00%</b>
Utilities	\$23,500.00	\$11,569.70	5140	\$19,614.28	49.23%
Telephone/Cell	\$7,100.00	\$4,457.49	5150	\$6,847.96	62.78%
Dues & Subscriptions	\$600.00	\$73.00	5180	\$538.00	12.17%
Laundry	\$3,500.00	\$336.00	5190	\$546.00	9.60%
<b>Radios/Repairs Maint</b>	<b>\$3,500.00</b>	<b>\$2,191.80</b>	<b>5220</b>	<b>\$3,345.75</b>	<b>62.62%</b>
Collection Expense	\$3,000.00	\$1,846.98	5290	\$3,974.27	61.57%
Miscellaneous Expense	\$5,200.00	\$2,314.39	5280	\$12,548.81	44.51%

2020 Ambulance Budget Continued					
	2020	2020 Actual	ACCT	2019	Percentage
New Ambulance/van ** 2 lines	\$136,000.00	\$201,427.02	5115		196.65%
Bad Debt Allowance	\$178,000.00	\$140,188.97	5250	\$183,701.25	78.76%
Dispatching Expense	\$72,118.00	\$52,424.25	5105	\$68,979.00	72.69%
*New Rescue Equipment	\$0.00	\$9,682.84	5117	\$22,727.41	
Pat Van Expenditures	\$37,550.00	\$23,426.74	N/A	\$35,201.98	62.39%
<b>GEMT Expense</b>	\$15,000.00	\$59,914.90	0	\$76,322.23	399.43%
Promotional items	\$1,000.00	\$0.00	5285	\$993.00	0.00%
<b>Total</b>	<b>\$2,384,168.00</b>	<b>\$1,810,264.62</b>		<b>\$2,221,210.48</b>	75.93%
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	\$805.08	5301	\$3,735.01	16.10%
Mandatory classes,	\$4,200.00	\$1,971.65	5305	\$5,268.94	46.94%
CE Empl.Wages 5303 &5370		\$500.08	5303	\$5,521.64	
Employee CE Elective	\$17,750.00	\$5,220.00	5370	\$14,817.49	32.23%
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%
<b>Total</b>	<b>\$59,400.00</b>	<b>\$15,798.93</b>		<b>\$42,543.03</b>	26.60%
2020 Wheel Chair Budget					
	2020	2020 Actual	ACCT	2019	
w/c Actual Charges	\$25,000.00	\$9,495.30	4009	\$20,942.35	37.98%
Knights Pat Van	\$3,500.00	\$2,230.00	4008	\$3,434.00	63.71%
Contribution					
<b>Total</b>	<b>\$28,500.00</b>	<b>\$11,725.30</b>		<b>\$24,376.35</b>	41.14%
2020 Wheel Chair Expenditures					
	2020	2020 Actual	ACCT	2019	Percentage
Salaries	\$29,000.00	\$19,955.19	5009	\$29,135.08	68.81%
Overtime	\$1,200.00	\$77.96	5019	\$17.97	6.50%
<i>Payroll FICA W Amb</i>	<b>\$2,180.25</b>	\$1,532.54		\$2,228.83	70.29%
Repairs/Maint	\$2,500.00	\$1,861.05	5129	\$678.25	74.44%
<i>Fuel &amp; Oil</i>	\$4,300.00		5109	<b>\$3,141.85</b>	0.00%
New Equipment	\$500.00		5119	\$0.00	0.00%
Advertisement	\$50.00		5099		0.00%
<b>Total</b>	<b>\$39,730.25</b>	<b>\$23,426.74</b>		<b>\$35,201.98</b>	58.96%
<i>less FICA</i>	<b>\$37,550.00</b>	<b>\$21,894.20</b>		<b>\$32,973.15</b>	
		4169.66	5545		