

Nodaway County Ambulance District

103 W Carefree Maryville, MO 64468

October 13th, 2021

7:00 pm

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 8th, 2021

7:00 pm

Board Members Present: Snodderley, Allen, Sparks, Giesken, Shipps and Rickabaugh were all present.

Board members Absent: No one was absent.

Introduction of Guests: No guests were present.

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

Report from Burlington Junction Rescue Squad: There is a Landing Zone class on September 15th.

Report from Hopkins Rescue Squad: They will be involved in the Landing Zone class on September 15th.

Report from Ravenwood Rescue Squad: There was a rescue training held.

Report from Tri-C Rescue Squad: All is fine, but there was a question about purchasing some handheld search lights. Jared will get some prices and come back with them at the next board meeting.

Report from Maryville Rescue Squad: There is an extrication class to be held on 9-13th at Kizer's that will be at the same time as the paramedic refresher so that staff understands the mechanism of extrication. There will be a 9-11 ceremony at Freed Rock on 9-10, at 8:30 am. Everyone is invited.

Presentation of Treasurer's Report: The next CD that is due is in December.

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

Revenue and Expenses: The report was presented to the board members. Florea requested that the Power load system be placed in the ne equipment account on the budget, so Lager will change it from 5120 to 5117.

Director of Operations Report: Item one was to inform the board members that there would be a closed session for evaluations of EMT's Jubal Smitha and Alex Huntsman.

Item two was to inform the board members that the sales tax payment of \$145,018.49 was entered, and that is an increase of 7.95% over 2020 monies.

Item three was to inform the board members that the call volume is staying steady at 6.30% above the previous year's call volume.

Item four was to inform the board that the paging issues for the SE part of the county is using the E-Dispatch and is on a few select phones. The contract from NW Cell is to be delivered and the lawyer will preview it, the cost of tower rental is \$50 per month, and to lease the equipment and to get the license there were two bids. Haug can install all equipment and get the FCC License for \$2,700 and with tower rental it would be \$3,300 per year, Midwest Mobile would install refurbished equipment for \$1,620 and get the FCC license for @2,100 and with tower rental it would be \$2,700 yearly. Discussion held, there were questions about the length of the lease and the possibility of a performance clause. Florea said the option would be for a yearly lease. No action taken.

Item five was to inform the board members that the Multi-Zone split unit was installed and there is currently some noise problems in the one room, where the vibrations make the bed move, and the staff stated it was very loud. Giest will be contacted to see if there is something that needs adjusted.

Item six was to discuss the standby charge rate; it hasn't been raised since 2003. Florea states that in the current year there could be a lost of \$656. He suggested that the rate be raised to \$85.00 an hour to cover all costs to the district. There was a discussion held. Several ideas were discussed. Allen made the motion to change the standby charge to \$100 an hour starting 1-1-2022, and Snodderley seconded the motion. More discussion was held. It was decided to table this idea and place it on old business next month to form a better charge and to gather information.

Item seven was to inform the board that two new Part time employees have been hired. EMT Braxton Long and Paramedic Joshua Van Hulzen.

Item eight was to inform the board that the Power Load system has been delivered and installed and the cot will be sent approximately November.

Item nine was to ask the board members about selling some older backboards to Maryville Treatment Center. The district has some of the older orange backboards that could be sold to the treatment center. Discussion was held. Shipps made the motion to sell four backboards at a cost of \$100 each to Maryville Treatment and Sparks seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Shipps, yea, Rickabaugh nay, and Snodderley yea. Motion carried

Item ten was to inform that board members that there have been no bids returned for the windows.

Item eleven was to discuss the questions about workers compensation that were discussed last meeting. Currently awaiting estimated cost savings of increasing the district's cost share when using (Report only claims) by setting the district's monetary threshold higher.

Business Manager's Report: Item one was to inform the board members that the accounts receivable is closer to be correct than last month. It is currently at \$51.87. After tracing all cash deposits and looking at the records, she found an error with one payment that is not on the cash receipts report, and the call is off the aging report. There is still a problem with the aging report and the closing balance report not balancing. She has contacted ESO.

Item two was to inform the board members that she will be having surgery in the future and the time off could be from 6-12 weeks, but she is hoping for the 6 weeks, as it is a desk job. She will be able to use the computer at home and do work from home as well.

Item three was to inform the board that the auditor is in hopes of coming down to go over some items and get more work done.

Training Managers Report: Item one was to inform the board members that August 13 and the 20th was the C-spine classes.

Item two was to inform the board members that the EVOC class will be September 24th, for classroom and the 25th for driving. The driving will be at the Kawasaki parking lot.

Item three was to inform the board about the second Block of Paramedic refresher classes.

Item four was to ask for a \$500 check so he may purchase gift cards for the guest teachers.

Item five was to inform the board members that the EMR refresher will be October 9th and if he can get a couple individuals to attend, this would be the last one of the year needed.

Item six was to inform he board that quarterly CPR is to be held on September 9th and Jeff Hall will be lead instructor.

Item seven was to inform the board that there will be a BBQ on the last night of the refresher class, 9-29-2021, and the funds will come out of the training budget.

Employee Concerns: None we brought to the board of directors.

Medicaid/Medicare Adjustments: Allen made the motion to approve the adjustments of \$9,155.98 and Rickabaugh seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Shipps, yea, Rickabaugh yea, and Snodderley yea. Motion carried.

Allen made a motion for invoices to be sent to collections for \$11,865.48 and Sparks seconded motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Shipps, yea, Rickabaugh yea, and Snodderley yea. Motion carried.

Old Business: None brought to the board.

New Business: None brought to the board.

Recess: Sparks made the motion to go into closed session and Shipps seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea, Shipps, Rickabaugh yea, and Snodderley yea. Motion carried. Closed session begins at 8:12 pm.

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

Open session started at 8:56.

Giesken made the motion to grant Jubal Smith a performance incentive of \$650.00 and a longevity of \$420., and to grant Alex Huntsman a performance incentive of \$575, and a merit raise of 17 cents. Allen seconded the motion. Snodderley called for a vote. Allen, yea, Sparks, yea, Giesken, yea , Shipps, yea, Rickabaugh yea, and Snodderley yea. Motion carried.

Florea mentions to the board members that he will not be present at the October board meeting, as he will be on vacation, and he asked about transferring the stimulus funds from the current account it is in , to the checking account to pay for the power load as discussed last month.

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

Adjournment at 9:00 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: _____ Pat Giesken, Secretary of the Board of Directors

| 2021 Budget As of 8/31/2021 | | | | | |
|------------------------------------|-----------------------|-----------------------|------|-----------------------|---------------|
| | 2021 | 2021 Actual | ACCT | 2020 | Percentage |
| Revenues | | | # | Actual | |
| Ambulance Receivable | \$1,061,000.00 | \$842,780.32 | 4000 | \$1,119,890.78 | 79.43% |
| Surtax | \$25,000.00 | \$33,614.02 | 4150 | \$28,270.20 | 134.46% |
| CPR Card Revenue 2617.48 | \$2,200.00 | \$705.00 | 4380 | \$437.00 | 32.05% |
| Misc. Income(zoll refund) | \$2,500.00 | \$17,868.95 | 4730 | \$40,190.65 | 714.76% |
| Bad Debt Income | \$6,000.00 | \$8,709.47 | 4010 | \$12,204.03 | 145.16% |
| Interest Income | \$35,000.00 | \$20,485.09 | 4720 | \$47,119.25 | 58.53% |
| Sales tax income | \$1,100,000.00 | \$904,903.82 | 4105 | \$1,326,042.73 | 82.26% |
| Sale of Assets-CARES Reimbursement | \$0.00 | \$0.00 | 4710 | \$92,335.48 | 0.00% |
| Knights | \$3,500.00 | \$1,600.00 | 4008 | \$3,110.00 | 45.71% |
| Pat Van Revenues | \$25,000.00 | \$12,663.50 | 4009 | \$16,776.87 | 50.65% |
| FRA FUNDS/GEMT | \$130,000.00 | \$205,589.51 | 4300 | \$169,817.42 | 158.15% |
| Total | \$2,390,200.00 | \$2,048,919.68 | | \$2,856,194.41 | 85.72% |
| Expenditures | 2021 | 2021 Actual | ACCT | 2020 | Percentage |
| Salaries | \$933,600.00 | \$642,400.87 | 5000 | \$901,882.33 | 68.81% |
| Overtime | \$185,000.00 | \$153,034.91 | 5001 | \$192,888.29 | 82.72% |
| Special Performance Benefit | \$13,200.00 | \$9,605.00 | 5003 | \$11,385.00 | 72.77% |
| Rescue/Training Budget | \$59,400.00 | \$16,003.59 | 5300 | \$29,354.80 | 26.94% |
| Payroll FICA | \$96,000.00 | \$67,701.22 | 5010 | \$94,535.04 | 70.52% |
| Unemployment Taxes | \$1,700.00 | \$234.07 | 5015 | \$707.22 | 13.77% |
| Employee Benefits | \$137,000.00 | \$95,742.04 | 5020 | \$142,814.95 | 69.88% |
| Longevity Pay | \$4,700.00 | \$3,080.00 | 5021 | \$4,140.00 | 65.53% |
| Health. Ins. Pay out & Retirement | \$93,500.00 | \$52,540.20 | 5005 | \$91,332.30 | 56.19% |
| Mo Lagers Expense 4.8% | \$71,100.00 | \$89,746.78 | 5006 | \$58,205.93 | 126.23% |
| Interest Expense | \$0.00 | \$0.00 | 5030 | \$0.00 | 0.00% |
| Workman's Comp | \$72,000.00 | \$39,325.97 | 5040 | \$66,879.23 | 54.62% |
| Fleet/Mail/Liab Ins. Bond | \$71,400.00 | \$46,482.44 | 5041 | \$60,856.00 | 65.10% |
| Accident/Health Insurance | \$4,300.00 | \$3,484.33 | 5044 | \$3,484.33 | 81.03% |
| Rent/Lease | \$2,000.00 | \$1,653.50 | 5050 | \$1,960.61 | 82.68% |
| Legal/ Accounting | \$26,000.00 | \$15,692.99 | 5060 | \$4,957.51 | 60.36% |
| Administration Expense | \$6,200.00 | \$6,866.50 | 5070 | \$5,062.61 | 110.75% |
| Election Expense | \$3,500.00 | \$0.00 | 5080 | \$0.00 | 0.00% |
| Advertising Expense | \$500.00 | \$0.00 | 5090 | \$153.00 | 0.00% |
| Fuel & Oil | \$30,000.00 | \$24,304.32 | 5100 | \$22,704.25 | 81.01% |
| Fleet Repair | \$22,000.00 | \$19,750.69 | 5110 | \$21,581.59 | 89.78% |
| Building Repair/Maintenance | \$12,500.00 | \$12,020.43 | 5135 | \$10,997.80 | 96.16% |
| Medical & Operating Exp *** | \$59,000.00 | \$64,625.80 | 5120 | \$88,143.19 | 109.54% |
| Office Supplies | \$19,000.00 | \$7,849.79 | 5130 | \$16,072.45 | 41.31% |
| Technical Support | \$29,000.00 | \$14,471.52 | 5131 | \$28,419.64 | 49.90% |
| H.S.A. Expense | \$7,000.00 | \$4,060.80 | 5025 | \$0.00 | 0.00% |
| Utilities | \$22,000.00 | \$10,410.84 | 5140 | \$16,599.99 | 47.32% |
| Telephone/Cell | \$7,100.00 | \$5,593.65 | 5150 | \$6,971.37 | 78.78% |
| Dues & Subscriptions | \$600.00 | \$598.00 | 5180 | \$573.00 | 99.67% |
| Laundry | \$2,500.00 | \$168.00 | 5190 | \$504.00 | 6.72% |
| Radios/Repairs Maint | \$3,400.00 | \$3,092.50 | 5220 | \$3,149.80 | 90.96% |
| Collection Expense | \$3,000.00 | \$3,510.03 | 5290 | \$2,553.74 | 117.00% |
| Miscellaneous Expense | \$3,200.00 | \$1,057.00 | 5280 | \$3,626.04 | 33.03% |

| 2021 Ambulance Budget Continued | | | | | |
|-------------------------------------|-----------------------|-----------------------|------|-----------------------|---------------|
| | 2021 | 2021 | ACCT | 2020 proj | Percentage |
| New Ambulance/van | \$48,750.00 | \$0.00 | 5115 | \$221,907.68 | 8.33% |
| Bad Debt Allowance | \$180,000.00 | \$168,451.10 | 5250 | \$229,289.48 | 93.58% |
| Dispatching Expense | \$71,766.00 | \$35,883.00 | 5105 | \$70,014.00 | 50.00% |
| *New Rescue Equipment | | \$36,296.86 | 5117 | \$24,701.73 | 0.00% |
| Pat Van Expenditures | \$39,050.00 | \$26,718.39 | N/A | \$37,012.34 | 68.42% |
| GEMT Expense | \$63,000.00 | \$67,458.08 | 0 | \$59,914.90 | |
| Promotional items | \$1,000.00 | \$0.00 | 5285 | \$0.00 | 0.00% |
| Total | \$2,404,966.00 | \$1,749,915.21 | | \$2,535,336.14 | 72.76% |
| 2021 Training Expense Detail | | | | | |
| Expenditures | 2021 | 2021 Actual | ACCT | 2020 | Percentage |
| Instructor's Training Wages * | \$8,750.00 | \$56.53 | 5300 | \$297.81 | 0.65% |
| Instructor's Training Lodging * | | | 5360 | | |
| Instructor's Training Mileage * | | | 5361 | | |
| Instructor's tuition/books | \$600.00 | \$0.00 | 5330 | \$0.00 | 0.00% |
| CE Instructor wages ** | \$5,000.00 | \$1,833.92 | 5301 | \$2,136.90 | 36.68% |
| Mandatory classes, | \$4,200.00 | \$1,657.56 | 5305 | \$2,037.66 | 39.47% |
| CE Empl.Wages 5303 &5370 | | \$4,182.86 | 5303 | \$1,212.18 | |
| Employee CE Elective | \$17,750.00 | \$1,795.00 | 5370 | \$15,473.50 | 33.68% |
| Guest Instructor Wages | \$3,000.00 | \$0.00 | 5340 | \$0.00 | 0.00% |
| 1st Responder Orig. Cert Wages | \$2,700.00 | \$1,788.30 | 5302 | \$2,789.84 | 66.23% |
| 1st responder Refresher Wages | \$800.00 | \$416.96 | 5304 | \$71.92 | 52.12% |
| Training Equipment/Maintenance | \$6,000.00 | \$2,436.64 | 5310 | \$0.00 | 40.61% |
| Training Books/Office expense | \$1,000.00 | \$0.00 | 5331 | \$0.00 | 0.00% |
| Training Miscellaneous/24-7 | \$1,600.00 | \$307.11 | 5380 | \$2,359.06 | 19.19% |
| New EMD Training | \$3,000.00 | | 5106 | | 0.00% |
| Medical Director & Guest Instructor | \$1,500.00 | \$575.00 | 5385 | \$100.00 | 0.00% |
| EMD CEU Training | \$1,500.00 | | 5107 | | 0.00% |
| Training Supplies | \$2,000.00 | \$953.71 | 5320 | \$2,875.93 | 47.69% |
| Total | \$59,400.00 | \$16,003.59 | | \$29,354.80 | 26.94% |
| 2021 Wheel Chair Budget | | | | | |
| | 2021 | 2021 Actual | ACCT | 2020 | |
| w/c Actual Charges | \$25,000.00 | \$12,663.50 | 4009 | \$16,776.87 | 50.65% |
| Knights Pat Van | \$3,500.00 | \$1,600.00 | 4008 | \$3,110.00 | 45.71% |
| Contribution | | | | | |
| Total | \$28,500.00 | \$14,263.50 | | \$19,886.87 | 50.05% |
| 2021 Wheel Chair Expenditures | | | | | |
| Salaries | \$31,500.00 | \$21,636.11 | 5009 | \$30,847.81 | 68.69% |
| Overtime | \$1,200.00 | \$145.41 | 5019 | \$116.94 | 12.12% |
| Payroll FICA W Amb | \$2,500.00 | \$0.00 | | \$2,501.55 | 0.00% |
| Repairs/Maint | \$2,500.00 | \$4,936.87 | 5129 | \$1,861.05 | 197.47% |
| Fuel & Oil | \$3,300.00 | | 5109 | \$1,684.99 | 0.00% |
| New Equipment | \$500.00 | | 5119 | \$0.00 | 0.00% |
| Advertisement | \$50.00 | | 5099 | \$0.00 | 0.00% |
| Total | \$41,550.00 | \$26,718.39 | | \$37,012.34 | 64.30% |
| less FICA | \$39,050.00 | \$26,718.39 | | \$34,510.79 | |

\$1,892,496.01

\$642,840.13
\$2,535,336.14