

Nodaway County Ambulance District

103 W Carefree Maryville, MO 64468

OCTOBER 12th, 2022

7:00pm

The tape recorder is being used as a tool and is erased after minutes are transcribed.

Board members Present:

Board Members Absent:

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

Sept 14, 2022

7:04 pm

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

Board members Absent: Phil Rickabaugh

Introduction of Guests: None present.

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

Report from Burlington Junction Rescue Squad: All is good.

Report from Hopkins Rescue Squad: No Report.

Report from Ravenwood Rescue Squad: All is good.

Report from Tri-C Rescue Squad: No Report.

Report from Maryville Rescue Squad: No report.

Presentation of Treasurer's Report: Sparks states there are some CD's coming due in October. Suggested that they discuss at next meeting that the consider not rolling them over but possibly making payment to Lager's Retirement. Allen made a motion to discuss this option at next meeting. Sparks seconded. Snodderley called for a vote. Allen, yea, Giesken, yea, Shipps, yea, Sparks, yea, Snodderley yea. Motion carried.

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

Revenue and Expenses: The report was presented to the board members.

Director of Operations Report: Florea started his report by informing the board members that there will be a closed meeting 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.

Item two was to inform the board members that the sales tax payment for the month was \$145,244.77 which is 3.2138617% higher than last year.

Item three was to inform the board members that it is needed to Update Custodian of Records resolution. Adding Julie Schmitz as the Custodian of Records. Carrie Sparks, so moved to add Julie Schmitz as custodian of Records. Allen yea, Giesken, yea, Shipps, yea, Sparks, yea and Snodderley, yea. Motion carried.

Item four was to discuss the New Rescue Truck was taken in on 9/9/22 to get the graphics and lettering put on. It is anticipated that it will be completed on 9/16/22. Total cost less the rebate, so far is \$94,109.15. Florea estimates an additional \$600 to \$800 on electrical and battery maintainer.

Item five was to discuss the LED lighting project, it is not completed: They are in, was a delay in getting the additional bulbs in to complete the training room, now the time to get them installed.

Item six was to inform the board that the district's attorney passed away unexpectedly 8/14/22. We have another attorney that is taking over his EMS Legal Service with same agreement. We need to sign the agreement either way, should the Board accept or decline his services. A motion was made by Sparks to continue services with the new lawyer at EMS Legal Services and sign the agreement. Allen seconded. Snodderley called for vote. Allen yea, Giesken, yea, Shipps, yea, Sparks, yea and Snodderley, yea. Motion carried.

Item seven was to discuss Becky Mercer was released from probation. There are two other employees that are anticipated being released within the next week.

Item eight was to discuss Mo Hope will be Oct 7th, 8th, & 9th, 2022

Business Manager's Report: Item one was to inform the board members that accounts receivable current difference is \$171.81

Item two was to inform the board that we are still currently working on the audit, Auditor is still going to be working on items off site.

Training Managers Report: Item one was to inform the board that there was a C-Spine class on August 11th.

Item two was to inform the board Morgan Wheeler taught the quarterly CPR class on 9/8/22. The next quarterly class will be Dec. 8th. Will be an Airway class on 9/15/22.

Item three was to inform the board members that for CEU credits they would like to go with the EMS1 program.

Allen made a motion to purchase the EMS1, Shipps seconded. Snodderley called for a vote. Allen, yea, Giesken, yea, Shipps, yea, Sparks, yea, and Snodderley yea. Motion passed.

Item four was to inform the board members that the EMT-B class will start on Jan 9th, 2023. And go thru May 17th.

Item five was to inform the board members that there was instructor meeting held on Aug 19th and will continue to have monthly meetings.

Instructor Meeting Recap

EMT Class – With Technical School starting in Jan 2023, Mon, and Wed 6p-10p. \$1,000 tuition per student. End of May will be end of course.

CEU Classes Monthly. Sign-up sheet for each instructor to sign up to teach class.

Quarterly CPR Sept 8 – Morgan lead

Paramedic Program: After initial class, then self-study will be performed. 800 Didactic and 500 Clinical hours. No more skills labs for paramedic class, it's in student's portfolio to sign off on skills. Mark Corson to help with NW accreditation for paramedic program.

EMS 1: Instructors are good to proceed with this online course. Allows for NREMT staff to get automatic courses placed in the account for national registry.

Potential EMR course start date January 10.

Continue using Turning Point for test for all classes.

Item six was to inform the board that they wish to add the ESO scheduler if possible.

Employee Concerns: None brought to the board members.

Medicaid/Medicare Adjustments: Allen made the motion to approve the adjustments of \$11,532.61 and Sparks seconded the motion. Snodderley called for a vote. Allen, yea, Giesken, yea, Shipps, yea, a Sparks, yea, and Snodderley yea. Motion carried.

Allen made a motion for invoices to be sent to collections for \$11,964.83 and Sparks seconded motion. Snodderley called for a vote. Allen, yea, Giesken, yea, Shipps, yea, Sparks, yea, and Snodderley yea. Motion carried.

Old Business: None brought to board.

New Business: None brought to the board.

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

Closed session begins at 7:29 pm.

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

Open session begins at 7:54 pm.

A motion by Giesken was made outside of closed session to hire a part-time accountant. Shipps seconded.

Snodderley called for a vote. Allen, yea, Giesken, yea, Shipps, yea, Sparks, yea, Snodderley yea. Motion carried.

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

Adjournment at 7:56 pm

Recorded by Julie Schmitz

Nodaway County Ambulance District

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

2022 BUDGET AS OF AUGUST 31, 2022					
	2022	2022 Actual	ACCT	2021 Actual	Percentage
Revenues			#		
Ambulance Receivable	\$1,300,000.00	\$884,520.62	4000	\$1,261,156.45	68.04%
Surtax	\$27,000.00	\$39,218.89	4150	\$36,528.19	145.26%
CPR Card Revenue 2617.48	\$2,000.00	\$933.50	4380	\$1,205.00	46.68%
Misc. Income(zoll refund)	\$2,500.00	\$118,209.06	4730	\$60,197.57	4728.36%
Bad Debt Income	\$10,000.00	\$6,079.51	4010	\$17,825.86	60.80%
Interest Income	\$25,000.00	\$14,205.98	4720	\$27,894.88	56.82%
Sales tax income	\$1,350,000.00	\$934,368.80	4105	\$1,414,535.10	69.21%
Sale of Assets-CARES Reimbursement	\$0.00	\$0.00	4710		#DIV/0!
Knights van Revenues		\$340.00	4008	\$2,760.00	#DIV/0!
Pat Van Revenues	\$25,000.00	\$12,401.80	4009	\$19,360.70	49.61%
FRA FUNDS/GEMT	\$120,000.00	\$48,353.73	4300	\$208,524.00	40.29%
Total	\$2,861,500.00	\$2,058,631.89		\$3,049,987.75	71.94%
Expenditures	2022	2022 Actual	ACCT	2021 Actual	Percentage
Salaries	\$1,100,000.00	\$687,076.84	5000	\$946,239.93	62.46%
Overtime	\$230,000.00	\$145,622.01	5001	\$218,327.96	63.31%
Special Performance Benefit	\$13,500.00	\$9,666.00	5003	\$12,342.50	71.60%
Rescue/Training Budget	\$60,150.00	\$21,281.15	5300	\$30,850.23	35.38%
Payroll FICA	\$100,000.00	\$69,541.61	5010	\$98,652.26	69.54%
Unemployment Taxes	\$1,500.00	\$0.00	5015	\$234.07	0.00%
Employee Benefits	\$150,000.00	\$123,312.76	5020	\$152,382.88	82.21%
Longevity Pay	\$4,500.00	\$3,700.00	5021	\$3,500.00	82.22%
Health. Ins. Pay out & Retirement	\$78,000.00	\$32,505.00	5005	\$74,427.60	41.67%
Mo Lagers Expense 13.8%	\$218,900.00	\$604,750.18	5006	\$140,489.55	276.27%
Stipends	\$0.00	\$4,250.00	5008		#DIV/0!
Workman's Comp	\$75,000.00	\$33,907.70	5040	\$59,743.97	45.21%
Fleet/Mail/Liab Ins. Bond	\$72,000.00	\$75,405.00	5041	\$68,897.00	104.73%
Accident/Health Insurance	\$4,000.00	\$3,519.67	5044	\$3,484.33	87.99%
Rent/Lease	\$2,500.00	\$2,008.00	5050	\$1,653.50	80.32%
Legal/ Accounting	\$26,000.00	\$4,898.34	5060	\$29,486.62	18.84%
Administration Expense	\$8,500.00	\$14,947.16	5070	\$7,124.75	175.85%
Election Expense	\$3,500.00	\$0.00	5080	\$119.00	0.00%
Advertising Expense	\$500.00	\$240.00	5090		48.00%
Fuel & Oil	\$53,000.00	\$39,255.46	5100	\$37,920.64	74.07%
Fleet Repair	\$35,000.00	\$13,245.79	5110	\$34,843.39	37.85%
Building Repair/Maintenance	\$12,500.00	\$6,236.59	5135	\$13,533.00	49.89%
Medical & Operating Exp ***	\$70,000.00	\$57,366.76	5120	\$69,761.62	81.95%
Office Supplies	\$12,500.00	\$9,408.48	5130	\$11,959.66	75.27%
Technical Support	\$29,000.00	\$17,539.81	5131	\$20,193.11	60.48%
H.S.A. Expense	\$7,500.00	\$900.60	5025	\$5,888.16	12.01%
Utilities	\$22,000.00	\$11,016.11	5140	\$16,075.93	50.07%
Telephone/Cell	\$8,500.00	\$5,353.93	5150	\$8,282.05	62.99%
Dues & Subscriptions	\$800.00	\$73.00	5180	\$1,098.00	9.13%
Laundry	\$2,500.00	\$0.00	5190	\$168.00	0.00%
Radios/Repairs Maint	\$4,300.00	\$4,238.90	5220	\$3,729.00	98.58%
Collection Expense	\$4,500.00	\$1,281.46	5290	\$4,301.01	28.48%
Miscellaneous Expense	\$3,500.00	\$4,892.17	5280	\$2,109.42	139.78%

2022 Ambulance Budget Continued					
	2022	2022 Actual	ACCT	2021 Actual	Percentage
New Ambulance/van	\$150,000.00	\$144,158.05	5115	\$0.00	96.11%
Bad Debt Allowance	\$260,000.00	\$176,514.28	5250	\$263,383.95	67.89%
Dispatching Expense	\$75,000.00	\$37,500.00	5105	\$71,765.00	50.00%
*New Rescue Equipment	\$110,000.00	\$155,133.75	5117	\$38,546.43	141.03%
Pat Van Expenditures	\$40,000.00	\$26,983.19	N/A	\$41,515.25	67.46%
GEMT Expense	\$67,500.00	\$36,628.52	5112	\$67,458.08	54.26%
Promotional items	\$1,000.00	\$424.02	5285	\$54.98	42.40%
Total	\$3,117,650.00	\$2,584,782.29		\$2,560,542.83	82.91%
2022 Training Expense Detail					
Expenditures	2022	2022 Actual	ACCT	2021 Actual	Percentage
Instructor's Training Wages *	\$9,000.00	\$48.18	5300	\$56.53	0.54%
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	\$2,239.93	5301	\$3,000.00	44.80%
Mandatory classes,	\$4,200.00	\$1,183.70	5305	\$1,657.56	28.18%
CE Empl.Wages 5303 &5370		\$1,368.37	5303	\$7,939.34	
Employee CE Elective	\$17,750.00	\$7,775.00	5370	\$6,865.99	51.51%
Guest Instructor Wages	\$3,000.00	\$0.00	5340	\$575	0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$4,327.64	5302	\$2,166.78	160.28%
1st responder Refresher Wages	\$800.00	\$1,757.19	5304	\$889.53	219.65%
Training Equipment/Maintenance	\$6,000.00	\$74.80	5310	\$4,616.74	1.25%
Training Books/Office expense	\$1,000.00	\$0.00	5331		0.00%
Training Miscellaneous/24-7	\$1,600.00	\$654.34	5380	\$999.23	40.90%
New EMD Training	\$3,000.00	\$0.00	5106		0.00%
Medical Director & Guest Instructor	\$1,500.00	\$200.00	5385	\$100.00	13.33%
EMD CEU Training	\$1,500.00	\$0.00	5107		0.00%
Training Supplies	\$2,500.00	\$1,652.00	5320	\$1,983.53	66.08%
Total	\$60,150.00	\$21,281.15		\$30,850.23	35.38%
2022 Wheel Chair Budget					
	2022	2022 Actual	ACCT	2021 Proj	
w/c Actual Charges	\$25,000.00	\$12,401.80	4009	\$19,360.70	49.61%
Knights Pat Van	\$3,500.00	\$340.00	4008	\$2,760.00	9.71%
Contribution					
Total	\$28,500.00	\$12,401.80		\$22,120.70	43.52%
2022 Wheel Chair Expenditures					
Salaries	\$32,500.00	\$24,475.53	5009	\$30,956.52	75.31%
Overtime	\$1,200.00	\$69.70	5019	\$145.41	5.81%
<i>Payroll FICA W Amb</i>	\$2,600.00	\$0.00			0.00%
Repairs/Maint	\$3,500.00	\$1,192.60	5129	\$4,936.87	34.07%
<i>Fuel & Oil</i>	\$4,000.00	\$1,215.36	5109	\$5,278.61	30.38%
New Equipment	\$500.00	\$0.00	5119	4.84	0.00%
Advertisement	\$50.00	\$30.00	5099	\$193.00	60.00%
Total	\$44,350.00	\$26,983.19		\$41,515.25	60.84%
<i>less FICA</i>	<i>\$41,750.00</i>	<i>\$26,983.19</i>		<i>\$41,515.25</i>	