

**Nodaway County Ambulance District
103 W Carefree Maryville, MO 64468
February 14, 2024**

Next meeting March 13, 2024

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.

Oath:

Introduction of Guests: Bryan Sobotka

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 Coordinator/Accountant 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 concerning the performance or credit of individual 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.

(15) **Adjournment:**

Feb 14, 2024

7:00 PM

Board Members Present: HERB SNODDERLEY, RICK ALLEN, PAT GIESKEN, PHIL RICKABAUGH, CARRIE SPARKS, MARY BETH SHIPPS

Board members Absent:

Introduction of Guests BRYAN SOBOTKA

Mr. Sobotka came to ask the board and administration for stress and Mental Health support for the rescue volunteers in the county. They are around and see several stressors when providing assistance for medical calls. In this area the only people they have to talk to are people they know. Some people do not feel comfortable talking to them and would possibly talk to people outside our area. Mr. Sobotka volunteered to help set up a program to assist the volunteers with these issues.

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

Report from Burlington Junction Rescue Squad: There has been a better response to calls from this rescue squad.

Report from Hopkins Rescue Squad: No Report.

Report from Ravenwood Rescue Squad: No Report

Report from Tri-C Rescue Squad: All is good, Nothing to Report

Report from Maryville Rescue Squad: All good, nothing to report.

Presentation of Treasurer's Report: There is a CD that is coming due on 2-16-2024. Rates to be covered in operations report.

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

Revenue and Expenses: The report was presented to the board members. The monthly reconciliations were reviewed by the board. Schieffer presented a Modified Cash Accrual Report.

Director of Operations Report:

1. Closed Meeting, Evaluation Lane Huitt EMT, will need to discuss a leave of absence request from an employee.

2. February Tax Deposits: **\$124,535.24** January through February year to date sales tax deposits: **\$252,448.99** That's (\$21,187.93) more than the same period of 2023 (\$231,261.06). For a gain of **9.0162% over 2023**, and \$37,094.95 more than in 2022 (\$215,354.04) for an increase of **17.2251%**.
3. Garage door spring broke on door #3, it has been fixed however when it fell it damaged the bottom panel and bottom panel will need replaced, it has been ordered.
4. Ground Ambulance Service License application has been sent; I think I have everything about ready for the inspection.
5. Senior Citizens Service Tax Fund Board granted us \$15,000 for use with the Pat Van and Knights program for 2024. We have decided to put \$13,000 to PAT Van and \$2000 towards Knights.
6. Garage Door maintenance will be scheduled for all the doors.
7. new CD for \$212,000.00 at an interest rate of 4.45% for 2 years.
8. \$200,000.00 CD due 2/16/2024 (Friday),

1 yr. 5.0%
2 yr. 4.65%
3 yr. 4.45%
4 yr. 4.25%
5 yr. 4.20%

It was discussed if board wanted to go with a 1yr or 2yr CD. All were in agreement to do a 1yr at this time.

9. We would like to request that Alice Schieffer be added to the names at the banks so that she can call and discuss banking issues and to do all bank reconciliations. Sparks made a motion to add her name at the bank, Shipps seconded the motion. Snodderley called for a vote, Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.
10. Presenting a letter of support to the Joint 9-1-1 Oversight Board's implementation of a 3/8 cent county-wide Central Dispatch Sales Tax on the April 2, 2024 ballot. It was suggested that the board be added along with Director's signature.

Business Coordinator and Accounting Report

Julie

- ESO and Sage balance. Since this has been the norm over the last year and half, it was suggested that we no longer need to report this unless the two become unbalanced.

- Absent for May meeting. It was requested that Julie be allowed to be absent for the May meeting for personal reasons. Alice has agreed to take the minutes.

ALICE

- Balanced ESO and Sage Accounts Receivable totals.
- Completed W-2s and 1099s.
- Corresponded with Unum and forwarded them calculations regarding an employee's short-term disability – disputed the rate they were paying – employee received lump sum back-pay compensation.
- Tentatively scheduled 2023 audit for July 9 – 12th.
- Working on Medicare Ground Ambulance Data Collection due in May.

Training Managers Report:

There will be a quarterly CPR on March 14th at 1800. Lane Huitt will be teaching this class.

Paramedic class is going great. They have started their clinical portion.

Jerry Lager is still teaching the EMR class in Ravenwood.

There was an Ice Rescue training at Mozingo on Jan. 26th.

Morgan Wheeler and company will be having a class here at NCAD on Feb 19th – Ditch the class Do the Stuff for the rescue squads starting at 1800.

John Maxwell is working on coming up with the dates for the EMR and EVOC refreshers.

January 19th there was a site visit with CoaEMSP for the accreditation of the paramedic program. Kim Campbell and Becky Mercer are working on the paperwork required for the completion of the Letter of Review.

Employee Concerns: No employee concerns

Medicaid/Medicare Adjustments: Allen made the motion to approve the adjustments of \$14396.84 and Sparks seconded the motion. Allen seconded the motion. Snodderley called for a vote, Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

Allen made a motion for invoices to be sent to collections for \$6886.49, Shipps seconded the motion Sparks seconded the motion. Allen seconded the motion. Snodderley called for a vote, Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

Old Business: The staff would like the board to readdress the issue of sleeping quarters.

New Business: New hours for the crews was discussed at the employee meeting on Feb 14, 2024. The new hours for shifts will be A crews will stay with a shift of 6 am to 6 am. The B crews will start at 7am and end at 7am. First up will be the A shift for 12 hrs. then B will be up first next 12.

EMS week will be May 19 – 25. Discussed ideas for things to present members of the rescue squads and NCAD employees. Ideas mentioned were gift cards, thermometers for their bags, backpack coolers, sunglasses, and t-shirts.

Closed Meeting: Sparks made a motion to go to closed session, Allen second the motion. Snodderley called for a vote, Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

Closed at 8:42 pm.

Open Meeting: Sparks made a motion to into open meeting, Allen, second the motion. Snodderley called for a vote, Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

at 9:38 pm.

The evaluation for Darin Huitt was discussed. Giesken made a motion to approve the leave of absence, Allen seconded. Snodderley called for a vote, Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

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

Adjournment at 9:40 pm

Recorded by Julie Schmitz

Nodaway County Ambulance District

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

**Nodaway County Ambulance District
2024 Revenue & Expense Budget
Modified Cash Accrual Basis**

Ambulance Budget		2024 Proposed	Actual at		
GL Acct #	Account Description	Annual Budget	1/31/2024	% of Budget	2023 Actual
Ambulance Revenues					
4000	Ambulance Revenues	1,600,000.00	136,960.57	8.56%	1,658,813.57
4001	Contractual Adjustment (Medicaid /Medicare)	(130,000.00)	(14,138.21)	10.88%	(133,866.10)
	Net Revenues	1,470,000.00	122,822.36	8.36%	1,524,947.47
4105	Sales Tax	1,425,000.00	127,913.24	8.98%	1,466,468.64
4150	Surtax	40,000.00	43,518.41	108.80%	48,478.23
4720	Interest Income	62,000.00	1,930.82	3.11%	30,575.34
4010	Bad Debt Recovery	12,000.00	1,151.63	9.60%	15,557.79
4300	FRA/GEMT Income	30,000.00		0.00%	415.08
4730	Miscellaneous Income	10,000.00	300.00	3.00%	2,625.06
4011 & 4012	EMT & Paramedic Class Revenue	-	500.00	#DIV/0!	40,376.31
4380	CPR Card Revenue	1,000.00	200.00	20.00%	1,140.00
	Total Revenues	3,050,000.00	298,336.46	9.78%	3,130,583.92
Ambulance Expenses					
5000	Ambulance Salaries & Wages	1,200,000.00	113,915.45	9.49%	1,035,830.26
5001	Overtime Wages	182,000.00	22,273.61	12.24%	268,194.16
5005	Health Insurance Payout/Retirement	31,500.00	2,595.52	8.24%	37,770.69
5008	Stipends	15,000.00	2,200.00	14.67%	19,900.00
	Training Wages				
5106	Paramedic Instruction Wages RT	5,500.00	1,337.28	24.31%	3,999.77
5107	Paramedic Instruction Wages OT	18,500.00	4,256.06	23.01%	8,893.55
5300	Instructor Training Wages RT & OT	9,000.00		0.00%	818.31
5301	Continuing Ed Instructor Wages RT & OT	5,000.00		0.00%	1,863.01
5302	First Responder Orig. Cert. Wages RT & OT	5,000.00	480.00	9.60%	1,700.93
5303	Continuing Ed Employee Wages	14,750.00	71.13	0.48%	1,399.58
5304	First Responder Refresher Wages	2,000.00	439.17	21.96%	1,385.72
5305	Mandatory Training Wages	4,200.00		0.00%	2,793.37
5010	Payroll FICA Taxes	116,000.00	11,117.49	9.58%	103,291.24
5015	Unemployment Taxes	500.00		0.00%	-
	Fringe Benefits				
5006	MO LAGERS	177,000.00	12,183.55	6.88%	104,591.97
5020	Employee Benefits	240,000.00	18,980.53	7.91%	237,552.55
5040	Worker's Compensation	54,000.00	3,399.00	6.29%	49,748.00
5044	Accident/Sickness Insurance	3,519.67	3,519.66	100.00%	3,519.67
5041	Property Insurance	85,000.00	89,323.00	105.09%	80,835.00
5050	Rent/Lease	3,000.00		0.00%	1,960.00
5060	Legal, Accounting & Processing Fees	16,000.00	921.33	5.76%	26,005.97
5070	Administrative Expense	18,000.00		0.00%	11,744.37
5080	Election Expense	3,500.00		0.00%	181.00
5090	Advertising Expense	500.00		0.00%	204.00
5100	Fuel & Oil	60,000.00	3,073.24	5.12%	49,452.68
5105	Dispatch Expense	79,586.00		0.00%	77,250.00
5110	Fleet Repairs & Maintenance	37,000.00	6,606.89	17.86%	35,054.42
5115	Ambulance Supplies/Equip under \$2,000	131,500.00		0.00%	12,854.40
5117	Rescue Squad Supplies/Equip under \$2,000	53,594.33		0.00%	6,747.05
5120	Medical & Operating Supplies	68,500.00	2,509.64	3.66%	71,538.99
5130	Office Supplies Expense	10,000.00	1,938.57	19.39%	9,731.44
5131	Technical Support	31,000.00	19,511.68	62.94%	38,191.77
5132	Kitchen/Breakroom Supplies	-	158.05	#DIV/0!	-
5135	Building Repair & Maint	15,000.00	2,088.57	13.92%	15,598.67
5140	Utilities	22,000.00	2,018.25	9.17%	21,339.34
5150	Telephone/Cell	6,500.00	661.93	10.18%	6,444.85
5180	Dues & Subscriptions	2,500.00	1,025.00	41.00%	1,323.00
5190	Laundry	2,500.00		0.00%	-
5220	Radio Repairs & Maintenance	10,000.00		0.00%	4,815.15
5250	Bad Debt Expense Allowance	182,900.00	16,435.27	8.99%	214,921.35
5280	Miscellaneous Expense	8,000.00		0.00%	6,905.38

5285 Promotional Expense	1,000.00		0.00%	180.56
5290 Credit Recovery Expense	5,500.00	507.48	9.23%	4,179.26
5126 GEMT Expenses	50,000.00		0.00%	-
Training Expenses				
5310 Training Equipment Maintenance	6,000.00		0.00%	380.95
5320 Training Supplies	2,500.00	9.00	0.36%	408.50
5330 Instructor's Tuition/Books	600.00		0.00%	359.00
5331 Training Books & Support	1,000.00		0.00%	194.25
5340 Guest Instructor Expense	2,000.00		0.00%	-
5360 Training Lodging	-		#DIV/0!	1,273.19
5361 Instructor's Training Mileage	-		#DIV/0!	-
5370 CE Emoloyee Course	-	5,447.50	#DIV/0!	21,492.50
5375 Paramedic Class Expense	1,000.00	35.90	3.59%	16,950.05
5376 EMT Class Expense	-		#DIV/0!	-
5380 Training Miscellaneous	1,600.00		0.00%	4,473.87
5385 Medical Director	1,500.00	103.00	6.87%	
Capital Outlays				
1530 Ambulance Equipment over \$2,000	-		#DIV/0!	176,014.40
1540 Rescue Equipment over \$2,000	-		#DIV/0!	-
Total Ambulance Expenses	3,002,750.00	349,142.75	11.63%	2,802,258.14
Ambulance Net Surplus (Deficit)	47,250.00	(50,806.29)	-107.53%	

PAT Van Budget	2024 Proposed Annual Budget	Actual at 1/31/2024	% of Budget	2023 Actual
PAT Van Revenues				
4009 PAT Van Revenues	25,000.00	3,152.05	12.61%	28,684.70
PAT Van Expenses				
5009 PAT Van Wages	38,000.00	4,354.63	11.46%	38,343.49
5019 PAT Van Overtime	1,200.00	34.58	2.88%	157.00
5010 Payroll Taxes	-	335.77	#DIV/0!	2,945.29
5129 Repairs/Maint	3,500.00		0.00%	6,985.71
5109 Fuel & Oil	4,000.00	140.76	3.52%	5,156.64
5119 Supplies/New Equipment	500.00		0.00%	198.66
5099 Advertising	50.00		0.00%	-
Total PAT Van Expenses	47,250.00	4,865.74	10.30%	53,786.79
Pat Van Net Surplus (Deficit)	(22,250.00)	(1,713.69)	7.70%	(25,102.09)

Agencywide Revenues	3,075,000.00	301,488.51	9.80%	3,159,268.62
Agencywide Expenses	3,050,000.00	354,008.49	11.61%	2,856,044.93
Agencywide Surplus (Deficit)	25,000.00	(52,519.98)	-210.08%	303,223.69

Cash Balance at December 31, 2023	2,255,544.71
Cash Balance at January 31, 2024	2,219,366.76
Change in Cash Surplus (Deficit)	(36,177.95)