

**Nodaway County Ambulance District
103 W Carefree Maryville, MO 64468
MARCH 8, 2023**

Next meeting APRIL 11, 2023

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 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 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.

(15) Adjournment:

March 8, 2023

7:00 PM

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

Board members Absent:

Introduction of Guests:

Presentation of Minutes: The minutes were presented to the board members. Shipps had a spelling correction to be made. Rickabaugh made the motion to accept the minutes with corrections, Sparks 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: Need a pulse Ox. Florea will get one after meeting is over.

Report from Hopkins Rescue Squad: No Report.

Report from Ravenwood Rescue Squad: All good.

Report from Tri-C Rescue Squad: All good Have a new rescue member Brayden Holtman.

Report from Maryville Rescue Squad: All good. Had a meeting with Docu Drama committee. Will be one in the Hopkins/Pickering school district sometime in October.

Presentation of Treasurer's Report: Sparks states the new CD started @ 4.75%. CD 1009 is allocated for sick leave.

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.

Director of Operations Report:

Item 1 is to inform that there will not be a closed meeting.

Item 2 was to inform the board members that the sales tax payment for the month was \$ 126,379.19.

Item 3 was to inform the board members that the ESO PM and scheduling modules are set up. Training has started for management. Two more dates, 3/13/23 go live training 3/20/23 go live #2. It is visible now to employees. Anticipate a few bugs to work out.

Item 4 was to ask the board if they would consider paying for PALS and ACLS classes for PRN staff? There was discussion that right now there were only two that needed to be covered. Allen made a motion for board to pay for these classes. Sparks second. Snodderley called for a vote., Shipp, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

Item 5 was to let the board know that there is a vacation time changes request: Two weeks do not equal 80 hours for 24-hr shift. 8 hrs/wk short.

Yrs	Hrs	Add	Total	Weeks/off	
	2-5	80	16	96	2
	6-15	120	24	144	3
	16 ^	160	32	192	4

Estimated cost \$11,600

Vacation carry over.

24 hour shifts 48 hours

8 hour shifts 40 hours

Estimates Cost non in the current year.

Cost of increase. \$2,200 on 3% increase!

Allen made a motion to follow Florea's recommendation. Shipp, second. Snodderley called for a vote., Shipp, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

Business Coordinator and Accounting Report:

1. ALICE SCHIEFFER RESPONDED TO THE SOCIAL SECURITY ADMINISTRATION REGARDING DISCREPANCY BETWEEN IRS AND SSA RECORDS FOR 2021.
2. ALICE SCHIEFFER REVIEWED GEMT COST REPORT FOR JUL-19 TO JUN-20 AND UPLOADED REPRESENTATION LETTER TO THE GEMT WEB PORTAL.
3. ALICE SCHIEFFER COMPLETED THE DETAIL FOR JUL-22 TO DEC-22 TRIPS IN PREPARATION FOR THE UPCOMING GEMT REPORT DUE NOV-23.
4. ALICE SCHIEFFER REMOVED TAX ON HEALTH SAVINGS ACCOUNT DEDUCTIONS AND CORRECTED TAXES MOVING FORWARD.
5. ALICE SCHIEFFER IS CURRENTLY WORKING ON PREPARING ADDITIONAL DOCUMENTATION REQUESTED BY MISSOURI GEMT FOR THE PERIOD ENDING JUNE 30, 2021.

All is balanced between ESO and Sage.

1. JULIE SCHMITZ IS WORKING ON GETTING SOME OF THE OLD TRIPS PAID. SEEMS AS WHEN THEY GET THE INVOICES, THEY ARE NOT BEING SENT TO THE CLAIMS DEPARTMENT. HAVE MADE NUMEROUS CALLS TO THEM TO GET THINGS MOVING.

Training Managers Report:

Training Manager Report March:

EMR class is finished up March 2nd.

EMT-B class is meeting Monday and Wednesday and go thru May 17th.

We had the virtual inspection for the state, We Passed!!!
The certificate should be issued by the end of week.

We need to purchase an ISimulate for the paramedic program. The cost is 7995.00.

Mercer described what the program was used for and how.

Allen made a motion to purchase this simulator program. Shipps second. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

We have ACLS renewal and quarterly CPR on March 9th, EMR refresher on March 11th.

John Maxwell is working on dates for the EVOC class.

Becky Mercer is working on dates for a BLS instructor class.

Kim Campbell and Becky Mercer will be submitting the Letter of Review for the Paramedic program as soon as we get our state number.

Paramedic program will start approximately June 1st and run through October of 2024.

Employee Concerns: It was discussed at the employee meeting about having the gray polos all year or keep it divided between the grays and official blues uniform. Employees wanted to have the gray polos year-round. Rickabaugh would like to possible see the employees wear long sleeve polos vs wearing long sleeve shirts under the polos, if not, having pullovers will be added into the uniform policy. Schmitz will look into the long sleeve polos.

Medicaid/Medicare Adjustments: Allen made the motion to approve the adjustments of \$5,208.98 and Shipps 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 \$16,578.37 and Rickabaugh seconded motion. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

Old Business: Rickabaugh brought up that the Maryville Rescue Squad would like to be the next ones considered for new rescue truck.

New Business: McQueen went over changes that administration would like to see be made to the policies. These amendments and corrections were made and approved by the board. Allen made motion to approve these changes. Sparks second. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

Adjournment: Allen 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 8:17 pm

Recorded by Julie Schmitz

Nodaway County Ambulance District

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

FEB 28, 2023 Budget					
	2023	2023 Actual	ACCT	2022	Percentage
Revenues			#	Actual	2023
Ambulance Receivable	\$1,350,000.00	\$268,369.20	4000	\$1,411,321.89	19.88%
Surtax	\$25,000.00	\$41,577.50	4150	\$43,372.82	166.31%
CPR Card Revenue 2617.48	\$2,000.00	\$265.00	4380	\$1,243.50	13.25%
Misc. Income(HRSA Funds)	\$2,500.00	\$88.61	4730	118,489.04	3.54%
Bad Debt Income	\$10,000.00	\$1,635.37	4010	\$10,748.40	16.35%
Interest Income	\$20,000.00	\$4,463.74	4720	\$17,337.71	22.32%
Sales tax income	\$1,410,000.00	\$231,262.60	4105	\$1,457,129.47	16.40%
Sale of Assets-APR Reimbursement	\$0.00		4710	\$0.00	#DIV/0!
EMT & Paramedic classes	\$64,000.00		4011	\$1,260.00	0.00%
Contra Revenue 8.6%	-\$116,100.00	-\$16,607.91	4001	\$19,499.40	14.30%
FRA FUNDS/GEMT	\$60,000.00	\$137.50	4300	\$116,524.03	0.23%
Total	\$2,827,400.00	\$531,191.61		\$3,078,437.22	18.79%
Expenditures	2023	2023 Actual	ACCT	2022 Actual	Percentage
Salaries	\$1,100,000.00	\$197,355.71	5000	\$991,545.83	17.94%
Overtime	\$230,000.00	\$50,007.14	5001	\$220,203.37	21.74%
Special Performance Benefit	\$500.00		5003	\$10,566.00	0.00%
Rescue/Training Budget	\$124,650.00		5300	\$2,821.38	0.00%
Payroll FICA	\$100,000.00	\$20,167.32	5010	\$101,223.74	20.17%
Unemployment Taxes	\$1,500.00		5015	\$0.00	0.00%
Employee Benefits	\$240,000.00	\$39,060.69	5020	\$190,987.33	16.28%
Longevity Pay	\$0.00		5021	\$3,700.00	#DIV/0!
Health. Ins. Pay out & Retirement	\$40,000.00	\$5,079.89	5005	\$47,505.30	12.70%
Mo Lagers Expense 8.4%	\$130,000.00	\$19,016.55	5006	\$1,247,307.17	14.63%
Stipends	\$18,000.00	\$2,800.00	5008	\$15,250.00	15.56%
Workman's Comp	\$68,000.00	\$6,186.00	5040	\$39,470.70	9.10%
Fleet/Mail/Liab Ins. Bond	\$86,000.00		5041	\$75,453.93	0.00%
Accident/Health Insurance	\$4,000.00		5044	\$3,519.67	0.00%
Rent/Lease	\$2,500.00		5050	\$2,008.00	0.00%
Legal/ Accounting	\$24,000.00	\$15,408.60	5060	\$7,268.18	64.20%
Administration Expense	\$18,000.00	\$735.59	5070	\$15,274.63	4.09%
Election Expense	\$3,500.00		5080	\$60.00	0.00%
Advertising Expense	\$500.00		5090	\$348.00	0.00%
Fuel & Oil	\$65,000.00	\$8,133.18	5100	\$59,824.94	12.51%
Fleet Repair	\$35,000.00	\$3,669.33	5110	\$24,602.34	10.48%
Building Repair/Maintenance	\$12,500.00	\$3,022.08	5135	\$7,424.37	24.18%
Medical & Operating Exp ***	\$79,000.00	\$7,516.21	5120	\$73,426.15	9.51%
Office Supplies	\$15,000.00	\$2,198.03	5130	\$13,771.11	14.65%
Technical Support	\$29,000.00	\$2,249.37	5131	\$39,790.91	7.76%
H.S.A. Expense	\$7,500.00		5025	\$1,374.24	0.00%
Utilities	\$22,000.00	\$2,750.33	5140	\$16,819.92	12.50%
Telephone/Cell	\$8,500.00	\$498.62	5150	\$7,957.56	5.87%
Dues & Subscriptions	\$800.00	\$2,105.00	5180	\$598.00	263.13%
Laundry	\$2,500.00		5190	\$0.00	0.00%
Radios/Repairs Maint	\$9,000.00	\$1,592.50	5220	\$4,552.35	17.69%
Collection Expense	\$3,500.00	\$237.86	5290	\$2,366.20	6.80%
Miscellaneous Expense	\$10,000.00	\$271.08	5280	\$13,430.15	2.71%
2023 Ambulance Budget Continued					
	2023	2023 Actual	ACCT	2022 Actual	Percentage
New Ambulance/van/Equipment	\$70,000.00		5115	\$144,158.05	0.00%

Bad Debt Allowance 8.2%	\$106,600.00	\$37,801.87	5250	\$280,997.99	35.46%
Dispatching Expense	\$77,250.00		5105	\$75,000.00	0.00%
*New Rescue Equipment	\$0.00	\$5,425.00	5117	\$170,414.96	#DIV/0!
Pat Van Expenditures	\$41,750.00	\$7,075.46	N/A	\$37,037.49	16.95%
GEMT Expense	\$42,000.00		0	\$36,628.52	0.00%
Promotional items	\$1,000.00		5285	\$551.92	0.00%
Total	\$2,829,050.00	\$440,363.41		\$3,985,240.40	15.57%
2023 Training Expense Detail					
Expenditures	2023	2023 Actual	ACCT	2022 Actual	Percentage
Instructor's Training Wages *	\$9,000.00		5300	\$2,821.38	\$0.00
Instructor's Training Lodging *			5360		
Instructor's Training Mileage *			5361		
Instructor's tuition/books	\$600.00		5330	\$200.00	0.00%
CE Instructor wages **	\$5,000.00	\$172.72	5301	\$3,544.55	3.45%
Mandatory classes,	\$4,200.00	\$31.13	5305	\$1,943.60	0.74%
CE Empl.Wages 5303 &5370		\$270.79	5303	\$1,834.45	
Employee CE Elective	\$17,750.00		5370	\$1,475.00	1.53%
Guest Instructor Wages	\$2,000.00		5340	\$0.00	0.00%
1st Responder Orig. Cert Wages	\$5,000.00	\$651.42	5302	\$4,327.64	13.03%
1st responder Refresher Wages	\$2,000.00	\$570.65	5304	\$2,017.35	28.53%
Training Equipment/Maintenance	\$6,000.00		5310	\$532.80	0.00%
Training Books/Office expense	\$1,000.00	\$194.25	5331	\$0.00	19.43%
Training Miscellaneous/24-7	\$1,600.00	\$30.48	5380	\$798.34	1.91%
Paramedic Instructor Wage Training	\$65,000.00	\$103.80	5106	\$0.00	0.16%
Medical Director & Guest Instructor	\$1,500.00		5385	\$300.00	0.00%
EMD CEU Training	\$1,500.00	\$488.52	5107	\$0.00	32.57%
Training Supplies	\$2,500.00	\$140.00	5320	\$3,458.93	5.60%
Total	\$124,650.00	\$2,653.76		\$23,254.04	2.13%
2023 Wheel Chair Budget					
	2023	2023 Actual	ACCT	2022 Actual	
w/c Actual Charges	\$25,000.00	\$4,318.00	4009	\$19,499.40	17.27%
Contribution/Donations	\$998.47	\$983.47	2107		-\$15.00
Total	\$25,000.00	\$4,318.00		\$19,499.40	17.27%
2023 Wheel Chair Expenditures					
Salaries	\$32,500.00	\$7,075.46	5009	\$34,347.49	21.77%
Overtime	\$1,200.00		5019	\$252.04	0.00%
<i>Payroll FICA W Amb</i>	\$2,600.00			\$0.00	0.00%
Repairs/Maint	\$3,500.00		5129	\$1,192.60	0.00%
<i>Fuel & Oil</i>	\$4,000.00		5109	\$1,215.36	0.00%
New Equipment	\$500.00		5119	\$0.00	0.00%
Advertisement	\$50.00		5099	\$30.00	0.00%
Total	\$44,350.00	\$7,075.46		\$37,037.49	15.95%
<i>less FICA</i>	\$41,750.00	\$7,075.46		\$37,037.49	

