

**Nodaway County Ambulance District
103 W Carefree Maryville, MO 64468
April 10, 2024**

Next meeting May 12, 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:

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 personal records period before such decision is made available to the public. Applicants for employment, the term "personal information" means information relating to the positions, salaries and benefits of employees 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, MARY BETH SHIPPS, RICK ALLEN, PAT GIESKEN, PHIL RICKABAUGH, CARRIE SPARKS,

Board members Absent:

Introduction of Guests

Presentation of Minutes: The minutes were presented to the board members. Shipps 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: Nothing to report

Report from Hopkins Rescue Squad: Has new squad member

Report from Ravenwood Rescue Squad: Would like to look at upgrading extrication equipment. Jeff Farnan is looking for some funding to help with some equipment for squads. If he gets the funding, then the board will decide where it will go.

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 5-16-2024.

Presentation of bills to be paid: The bills to be paid were presented. Rickabaugh made the motion to pay bills and Sparks 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 to discuss personnel
2. March Tax Deposits: **\$122,321.15** January through March year to date sales tax deposits: **\$374,770.14** That's (\$17,129.25) more than the same period of 2023 (\$357,640.25). For a gain of **4.789% over 2023**, and \$36,732.52 more than in 2022 (\$338,037.62) for an increase of **10.8664%**.
3. Front door glass has been replaced, waiting on parts for garage door.

4. Conrad Fire Equipment was here on 3/5/2024, Lead time for ambulance remount is close to 2 years. The question of how long do the boxes on back last and how soon we would need to replace them along with new chassis. Director McQueen will get the age of all the boxes by next meeting.
5. T.L.C. bid to remove bushes from around building. The board discussed the cost and said to get it taken care of.
6. Need to discuss running BLS when there is no medic to cover. There have been several PRN medics that have signed up for shifts. When BLS crews are running some of the PRN medics have agreed to be on call in case the call ends up needing a paramedic. Director McQueen said he would also be available
7. Starting April 8th, the B shift will be starting at 07:00 and when they start the day, they will be second up until 18:00 and be first up until 06:00 and then go home at 07:00. This schedule will continue for 6 months then be evaluated again.
8. I would like to explore the possibility of paying full-time employees a retention payment or a moral improvement payment. Discussion held and the board asked for a couple proposals to be brought to them for consideration.

BUSINESS COORDINATOR AND ACCOUNTING REPORT

JULIE

- Getting more old invoices paid
- No news is good news (still balancing)

ALICE

- Balanced ESO and Sage Accounts Receivable totals.
- Working on Medicare Ground Ambulance Data Collection due in May.
- Assisted with setting up online banking with Nodaway Valley Bank and Farmer's State Bank.
- Assisted with retention bonus questions.

Training Managers Report:

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

Employee Concerns: No employee concerns

Medicaid/Medicare Adjustments: Allen made the motion to approve the adjustments of \$12,955.77 and Rickabaugh seconded the motion. Allen seconded the motion. Snodderley called for a vote, Shipp, 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 \$8,724.19, Shipps seconded the motion Shipps 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:

1. McQueen is wanting to do a stipend of \$100.00 for those that come in to cover those that call in sick. Allen made a motion to approve the aforementioned request, Shipps second the motion. Snodderley called for a vote, Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.
2. Rickabaugh would still like the board to keep 136 Rescue in Maryville for the next new rescue truck.
3. EMS week will be May 19 – 25. It was asked of the board what budget would be for us to use. The board set a limit of \$6,000.00. We have contacted the bowling alley about renting it for 3 hrs. for the staff and county rescue members for food and entertainment. The bowling alley has been booked for May 23, 6pm to 9pm. We are also looking at other things for our rescue squads.

New Business:

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

Closed at 8:40 pm.

Open Meeting: Ships 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.

Open at 9:14 pm.

It was discussed to give the position of Paramedic Program Director a wage of \$2.00 an hour over their hourly wage for whoever holds that position. Giesken made a motion to accept the aforementioned proposal, Sparks seconded the motion. Snodderley called for a vote, Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

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

Adjournment at 9:19 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				
GL Acct #	Account Description	2024 Proposed Annual Budget	Actual at 2/29/2024	% of Budget
				2023 Actual
Ambulance Revenues				
4000	Ambulance Revenues	1,600,000.00	251,046.65	15.69%
4001	Contractual Adjustment (Medicaid /Medicare)	(130,000.00)	(26,490.34)	20.38%
	Net Revenues	1,470,000.00	224,556.31	15.28%
4105	Sales Tax	1,425,000.00	252,448.99	17.72%
4150	Surtax	40,000.00	43,596.89	108.99%
4720	Interest Income	62,000.00	21,456.01	34.61%
4010	Bad Debt Recovery	12,000.00	2,095.35	17.46%
4300	FRA/GEMT Income	30,000.00		0.00%
4730	Miscellaneous Income	10,000.00	300.00	3.00%
4011 & 4012	EMT & Paramedic Class Revenue	-	500.00	#DIV/0!
4380	CPR Card Revenue	1,000.00	200.00	20.00%
	Total Revenues	3,050,000.00	545,153.55	17.87%
Ambulance Expenses				
5000	Ambulance Salaries & Wages	1,200,000.00	187,825.86	15.65%
5001	Overtime Wages	182,000.00	37,813.78	20.78%
5005	Health Insurance Payout/Retirement	31,500.00	5,191.04	16.48%
5008	Stipends	15,000.00	2,700.00	18.00%
	Training Wages			
5106	Paramedic Instruction Wages RT	5,500.00	2,076.26	37.75%
5107	Paramedic Instruction Wages OT	18,500.00	5,716.29	30.90%
5300	Instructor Training Wages RT & OT	9,000.00	584.88	6.50%
5301	Continuing Ed Instructor Wages RT & OT	5,000.00		0.00%
5302	First Responder Orig. Cert. Wages RT & OT	5,000.00	1,248.00	24.96%
5303	Continuing Ed Employee Wages	14,750.00	71.13	0.48%
5304	First Responder Refresher Wages	2,000.00	1,223.35	61.17%
5305	Mandatory Training Wages	4,200.00	375.13	8.93%
5010	Payroll FICA Taxes	116,000.00	18,435.79	15.89%
5015	Unemployment Taxes	500.00		0.00%
	Fringe Benefits			
5006	MO LAGERS	177,000.00	20,730.85	11.71%
5020	Employee Benefits	240,000.00	35,496.15	14.79%
5040	Worker's Compensation	54,000.00	8,223.00	15.23%
5044	Accident/Sickness Insurance	3,519.67	3,519.66	100.00%
5041	Property Insurance	85,000.00	89,323.00	105.09%
5050	Rent/Lease	3,000.00		0.00%
5060	Legal, Accounting & Processing Fees	16,000.00	1,594.66	9.97%
5070	Administrative Expense	18,000.00	556.00	3.09%
5080	Election Expense	3,500.00		0.00%
5090	Advertising Expense	500.00		0.00%
5100	Fuel & Oil	60,000.00	4,905.66	8.18%
5105	Dispatch Expense	79,586.00		0.00%
5110	Fleet Repairs & Maintenance	37,000.00	9,187.57	24.83%
5115	Ambulance Supplies/Equip under \$2,000	131,500.00		0.00%
5117	Rescue Squad Supplies/Equip under \$2,000	53,594.33		0.00%
5120	Medical & Operating Supplies	68,500.00	9,992.66	14.59%
5130	Office Supplies Expense	10,000.00	3,000.78	30.01%
5131	Technical Support	31,000.00	20,552.27	66.30%
5132	Kitchen/Breakroom Supplies	-	228.85	#DIV/0!
5135	Building Repair & Maint	15,000.00	2,593.01	17.29%
5140	Utilities	22,000.00	4,056.06	18.44%
5150	Telephone/Cell	6,500.00	1,279.61	19.69%
5180	Dues & Subscriptions	2,500.00	1,025.00	41.00%
5190	Laundry	2,500.00		0.00%
5220	Radio Repairs & Maintenance	10,000.00	2,970.00	29.70%
5250	Bad Debt Expense Allowance	182,900.00	30,125.60	16.47%
5280	Miscellaneous Expense	8,000.00	267.21	3.34%

5285 Promotional Expense	1,000.00		0.00%	180.56
5290 Credit Recovery Expense	5,500.00	819.66	14.90%	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	370.69	14.83%	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	447.89	44.79%	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	520,077.85	17.32%	2,802,258.14
Ambulance Net Surplus (Deficit)	47,250.00	25,075.70	53.07%	

PAT Van Budget	2024 Proposed Annual Budget	Actual at 2/29/2024	% of Budget	2023 Actual
PAT Van Revenues				
4009 PAT Van Revenues	25,000.00	6,087.55	24.35%	28,684.70
PAT Van Expenses				
5009 PAT Van Wages	38,000.00	7,488.56	19.71%	38,343.49
5019 PAT Van Overtime	1,200.00	34.58	2.88%	157.00
5010 Payroll Taxes	-	575.52	#DIV/0!	2,945.29
5129 Repairs/Maint	3,500.00		0.00%	6,985.71
5109 Fuel & Oil	4,000.00	389.30	9.73%	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	8,487.96	17.96%	53,786.79
Pat Van Net Surplus (Deficit)	(22,250.00)	(2,400.41)	10.79%	(25,102.09)

Agencywide Revenues	3,075,000.00	551,241.10	17.93%	3,159,268.62
Agencywide Expenses	3,050,000.00	528,565.81	17.33%	2,856,044.93
Agencywide Surplus (Deficit)	25,000.00	22,675.29	90.70%	303,223.69

Cash Balance at December 31, 2023	2,255,544.71
Cash Balance at February 29, 2024	2,315,969.29
2024 Change in Cash Surplus (Deficit)	60,424.58

The large difference in cash vs accrual is due to the following:

- Cash receipts received in 2024 for previous years
- Expenses that are payable at Feb. 29th, but not yet paid