

**Nodaway County Ambulance District
103 W Carefree Maryville, MO 64468
JUNE 14, 2023**

Next meeting JULY 12, 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.

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 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:

June 14, 2023

7:02 PM

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

Board members Absent: PHIL RICKABAUGH

Introduction of Guests:

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

Report from Burlington Junction Rescue Squad: Working on a time and date for training.

Report from Hopkins Rescue Squad: No Report.

Report from Ravenwood Rescue Squad: All good.

Report from Tri-C Rescue Squad: Will be doing Landing Zone training June 29th at 1900.

Report from Maryville Rescue Squad: Have had 38 calls that they assisted with since June 1, 2023. There will be a Landing Zone training June 19th at 1915, at the NCAD barn.

Have a request for the Rope Rescue.

Rescue Squad 136 has six state certified rope rescue techs and two sets of rope rescue equipment. Each set mirrors the other except in harnesses and helmets. Having two sets allows one to be taken out for training without removing the primary set from the truck and allows a thorough inspection of ropes and equipment used for a response prior to it being placed back into service. Currently, the equipment on both sets is reaching or has already reached its max lifespan. The request in front of you today is to replace what we see as the most important equipment.

We are requesting you to replace two of our four life safety ropes.

The litter currently in service has an unknown manufacture and in service date and is showing its age. We are requesting to replace this litter with another similar to it, as the split-apart design allows it to fit better in our rescue truck. In all the request includes, 2- 200 CMS Static Pro Lifeline ½ inch, 6 CMS NFPA Class III ATOM Rescue Harnesses, 1 CMC Stainless Steel Split-Apart Rescue Litter and 1 CMC Litter Harness. Project request of \$5,429.

Allen made a motion to purchase equipment, Sparks seconded. Snodderley called for a vote, Shipps, yea, Allen, yea, Giesken, yea, Sparks, yea, Snodderley, yea Motion carried.

Presentation of Treasurer's Report: Some CDs were taken out early and reorganized with much higher interest rates. Any penalties have been covered by the increase of interest that they are gaining now at much higher percentages.

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, Sparks, yea, Snodderley, yea Motion carried.

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

Director of Operations Report:

1. Is to inform the board that there will be a closed meeting. Evaluations Michael Mercer, Dan Noland, Bill Florea, Timaley Rich, and Bobbi Sprague.
2. Is to inform the board members that the sales tax payment for the month was \$ 133,696.47.
3. Two PRN EMT's were hired: Katelyn Frisch and Daniel Lemus Sliger.
4. Stats as of 5/31/23. YTD Monthly call average is 230, daily average is 7.57, OOC 2.48 per day average. Transports outside of our district, average is 30.02% of call our volume so far in 2023. Transports outside of our district in 1987 171/year, 2022, 807. (A 372% increase.)
5. Lift Assists – In discussing with another facility on what they do for their lift assist, they commented that is not seeing a great amount of people paying for their assistance. The reoccurring ones usually do not pay. Discussion was do we penalize the people that need the services once or twice a year just because of the ones abusing it? How do we invoice them? How do we keep track of how many people have used the service and how to notify them of the charge? The board asked that NCAD come up with policies for the lift assist service for next month's meeting and they will consider it. May be a possibility that we do a 6-month trial run before implementing anything.
6. There is an EMT off with a medical condition.
7. We will need to upgrade our current laptops in the ambulances. With the upgrades to software in the near future, current laptops cannot handle them. If possible, we could do some now and some later. The current laptops are 10 yrs old. It was suggested in the discussion that they go ahead and purchase them all now and get the new software going. With the hardware and laptops, they will run \$3,000 to 4,000 each.

Business Coordinator and Accounting Report:

JULIE

- Have been getting some of the old trips paid, slowly.
- Completed training on June 7 & 8 for my (CAC) Certified Ambulance Coder re-certification.
- Will be doing HIPAA Compliance Officer training soon.
- ESO and Sage balance, are finding several things now that can throw it off, has been a learning experience.

ALICE

- Began and completed NAAC Certified Ambulance Coder Certification.
- Preparing for Worker's Comp Audit to be held June 28th.
- Completed MO Form-2827 to give office staff access to MO Dept of Revenue information. Trying to verify the two different state ID numbers we use (one for MO-941 and one for MO W-3).
- Forwarded auditor requested reports.

- Discovered a way to enter third party sick-pay into Sage to be included in employee's year-to-date earnings.

Training Managers Report:

1. June 8th was the quarterly CPR with 5 students present.
2. June 19th there will be a Landing Zone class at 1915 for Rescue 136 and Ambulance employees.
3. June 29th there will be a Landing Zone class at 1900 with Tri-C.
4. Emails were sent to the 140, 141 and 142 for them to set up a Landing Zone class but have not heard back from them.
5. There is an Advisor Committee meeting on June 15th at 1830. The submission should be done next week. We will have to wait until we hear back from CoAEMSP about accreditation.

Employee Concerns:

No employee concerns.

Medicaid/Medicare Adjustments: Allen made the motion to approve the adjustments of \$ 11,497.45 and Shipps seconded the motion. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Sparks, yea, Snodderley, yea Motion carried.

Allen made a motion for invoices to be sent to collections for \$9,570.21 Shipps seconded the motion. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Sparks, yea, Snodderley, yea Motion carried.

Old Business: None

New Business: None

Closed Meeting: Sparks made a motion to go into closed session, Allen second the motion. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Sparks, yea, Snodderley, yea Motion carried. Closed at 8:20 pm.

Open Meeting: Allen made a motion to open session, Sparks second the motion. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Sparks, yea, Snodderley, yea Motion carried. Opened at 8:46 pm.

The Evaluations for Michael Mercer, Dan Noland, Bill Florea, Timaley Rich and Bobbi Sprague were reviewed and discussed.

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

Adjournment at 8:48 pm

Recorded by Julie Schmitz

Nodaway County Ambulance District

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

MAY 31, 2023 Budget					
	2023	2023 Actual	ACCT	2022	Percentage
Revenues			#	Actual	2023
Ambulance Receivable	\$1,350,000.00	\$700,928.21	4000	\$1,411,321.89	51.92%
Surtax	\$25,000.00	\$41,798.69	4150	\$43,372.82	167.19%
CPR Card Revenue 2617.48	\$2,000.00	\$520.00	4380	\$1,243.50	26.00%
Misc. Income(HRSA Funds)	\$2,500.00	\$90.80	4730	118.489.04	3.63%
Bad Debt Income	\$10,000.00	\$7,849.86	4010	\$10,748.40	78.50%
Interest Income	\$20,000.00	\$7,530.88	4720	\$17,337.71	37.65%
Sales tax income	\$1,410,000.00	\$576,643.30	4105	\$1,457,129.47	40.90%
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	-\$50,445.38	4001	\$19,499.40	43.45%
FRA FUNDS/GEMT	\$60,000.00	\$28,955.75	4300	\$116,524.03	48.26%
Total	\$2,827,400.00	\$1,313,872.11		\$3,078,437.22	46.47%
Expenditures	2023	2023 Actual	ACCT	2022 Actual	Percentage
Salaries	\$1,100,000.00	\$423,045.86	5000	\$991,545.83	38.46%
Overtime	\$230,000.00	\$110,888.37	5001	\$220,203.37	48.21%
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	\$43,916.02	5010	\$101,223.74	43.92%
Unemployment Taxes	\$1,500.00		5015	\$0.00	0.00%
Employee Benefits	\$240,000.00	\$101,554.17	5020	\$190,987.33	42.31%
Longevity Pay	\$0.00		5021	\$3,700.00	#DIV/0!
Health. Ins. Pay out & Retirement	\$40,000.00	\$14,887.13	5005	\$47,505.30	37.22%
Mo Lagers Expense 8.4%	\$130,000.00	\$42,483.82	5006	\$1,247,307.17	32.68%
Stipends	\$18,000.00	\$6,750.00	5008	\$15,250.00	37.50%
Workman's Comp	\$68,000.00	\$17,728.00	5040	\$39,470.70	26.07%
Fleet/Mail/Liab Ins. Bond	\$86,000.00		5041	\$75,453.93	0.00%
Accident/Sickness Insurance	\$4,000.00		5044	\$3,519.67	0.00%
Rent/Lease	\$2,500.00	\$1,920.00	5050	\$2,008.00	76.80%
Legal/ Accounting/Pocessing Fees	\$24,000.00	\$18,478.54	5060	\$7,268.18	76.99%
Administration Expense	\$18,000.00	\$8,669.50	5070	\$15,274.63	48.16%
Election Expense	\$3,500.00		5080	\$60.00	0.00%
Advertising Expense	\$500.00		5090	\$348.00	0.00%
Fuel & Oil	\$65,000.00	\$20,811.95	5100	\$59,824.94	32.02%
Fleet Repair	\$35,000.00	\$10,390.49	5110	\$24,602.34	29.69%
Building Repair/Maintenance	\$12,500.00	\$6,788.71	5135	\$7,424.37	54.31%
Medical & Operating Exp ***	\$79,000.00	\$27,578.27	5120	\$73,426.15	34.91%
Office Supplies	\$15,000.00	\$4,684.21	5130	\$13,771.11	31.23%
Technical Support	\$29,000.00	\$7,939.58	5131	\$39,790.91	27.38%
H.S.A. Expense	\$7,500.00		5025	\$1,374.24	0.00%
Utilities	\$22,000.00	\$7,717.23	5140	\$16,819.92	35.08%
Telephone/Cell	\$8,500.00	\$2,377.74	5150	\$7,957.56	27.97%
Dues & Subscriptions	\$800.00	\$1,025.00	5180	\$598.00	128.13%
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	\$2,617.94	5290	\$2,366.20	74.80%
Miscellaneous Expense	\$10,000.00	\$4,352.68	5280	\$13,430.15	43.53%
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	\$94,034.53	5250	\$280,997.99	88.21%
Dispatching Expense	\$77,250.00	\$19,312.50	5105	\$75,000.00	25.00%
*New Rescue Equipment	\$0.00	\$4,650.00	5117	\$170,414.96	#DIV/0!
Pat Van Expenditures	\$41,750.00	\$15,275.05	N/A	\$37,037.49	36.59%
GEMT Expense	\$42,000.00	\$40,256.31	0	\$36,628.52	95.85%
Promotional items	\$1,000.00		5285	\$551.92	0.00%
Total	\$2,829,050.00	\$1,061,726.10		\$3,985,240.40	37.53%
2023 Training Expense Detail					
Expenditures	2023	2023 Actual	ACCT	2022 Actual	Percentage
Instructor's Training Wages *	\$9,000.00		5300	\$2,821.38	\$0.10
Instructor's Training Lodging *		\$874.45	5360		
Instructor's Training Mileage *			5361		
Instructor's tuition/books	\$600.00	\$359.00	5330	\$200.00	59.83%
CE Instructor wages **	\$5,000.00	\$1,401.42	5301	\$3,544.55	28.03%
Mandatory classes,	\$4,200.00	\$738.42	5305	\$1,943.60	17.58%
CE Empl.Wages 5303 &5370		\$1,105.77	5303	\$1,834.45	
Employee CE Elective	\$17,750.00		5370	\$1,475.00	6.23%
Guest Instructor Wages	\$2,000.00		5340	\$0.00	0.00%
1st Responder Orig. Cert Wages	\$5,000.00	\$1,139.96	5302	\$4,327.64	22.80%
1st responder Refresher Wages	\$2,000.00	\$1,019.62	5304	\$2,017.35	50.98%
Training Equipment/Maintenance	\$6,000.00	\$380.95	5310	\$532.80	6.35%
Training Books/Office expense	\$1,000.00	\$194.25	5331	\$0.00	19.43%
Training Miscellaneous/24-7	\$1,600.00	\$4,097.78	5380	\$798.34	256.11%
Paramedic Instructor Wage Training	\$65,000.00	\$384.37	5106	\$0.00	0.59%
Medical Director & Guest Instructor	\$1,500.00		5385	\$300.00	0.00%
Emt/Paramedic Training Overtime	\$1,500.00	\$1,338.89	5107	\$0.00	89.26%
Training Supplies	\$2,500.00	\$140.00	5320	\$3,458.93	5.60%
Total	\$124,650.00	\$13,174.88		\$23,254.04	10.57%
2023 Wheel Chair Budget					
	2023	2023 Actual	ACCT	2022 Actual	
w/c Actual Charges	\$25,000.00	\$10,586.10	4009	\$19,499.40	42.34%
Contribution/Donations	\$998.47	\$983.47	2107		-\$15.00
Total	\$25,000.00	\$10,586.10		\$19,499.40	42.34%
2023 Wheel Chair Expenditures					
Salaries	\$32,500.00	\$15,275.05	5009	\$34,347.49	47.00%
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	\$15,275.05		\$37,037.49	34.44%
<i>less FICA</i>	\$41,750.00	\$15,275.05		\$37,037.49	

