

**Nodaway County Ambulance District
103 W Carefree Maryville, MO 64468
JULY 12, 2023**

Next meeting AUG 9, 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. Allen made the motion to accept the minutes. Sparks 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: 141 was in the shop for a while for a Mass Air Flow.

Report from Hopkins Rescue Squad: No Report.

Report from Ravenwood Rescue Squad: All good.

Report from Tri-C Rescue Squad: Had their landing zone training June 29.

Report from Maryville Rescue Squad: Have had 37 calls that they assisted with since the last meeting.

The purchase of rescue training equipment has been made and all is for the exception of the harnesses, they are back ordered. Thank you to the board for this purchase.

Presentation of Treasurer's Report: No changes as of right now. There are two CD's that are at lower rates as of now. Would lose too much money if they were taken out right now and reinvested in new CD's.

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. Closed meeting. There will be a closed meeting for paramedic Jared McQueen.
2. July Tax Deposits: **\$120,779.34** January through July year to date sales tax deposits: **\$831,117.57** That's **(\$29,175.35)** more than the same period of 2022 (\$801,942.22). For a gain of **3.6380863% over 2022**, and \$32,087.20 more than in 2021 (\$799,030.37) for an increase of 4.0157673%.

3. Last month a risk analysis was completed by VFIS (our insurance company). They have recommended increasing the replacement value of our ambulance buildings. The current agreed replacement value is \$1,423,277. VFIS recommends that that value be increased to 2,021,949 for guaranteed replacement cost. A 42.06% Increase.

The prorated cost is \$985 as of 6/1/2023-1/1/2024. So, \$2,091.45 more annually.

4. Lift Assists. Proposed policies were discussed. It was decided to table this decision and that they would not go active with policy until the letter to be sent to patients was written and how training would be provided.

5. We will need to upgrade our current laptops in the ambulances.

M Rugged Mobile Technology

5 Panasonic FZ 55 with 6 docking stations. \$19,752.09

FZ-55 \$2,701.46 each need 5 \$13,507.30

HA-55 docking stations \$768.14 each need 6. \$4,608.84

CF- Additional Warranty \$327.19 need 5. \$1,635.95

Midwest Computer and Business Service Inc. \$21,475.90

FZ5-55 \$3,196.10 each need 5 \$15,980.50

Docking stations \$915.90 each need 6 \$5,495.40

MTE Office Center

5 GETAC B360 with 6 docking stations \$24,770.08

B360 \$3,799.88 each need 5

HAVIS Docking station \$961.78 need 6

This laptop comes with 3 yr warranty

The benefits of the GETAC B360 over the Panasonic FZ-55 are that they are fully rugged, all others are semi rugged, we would be purchasing locally, other services are using these with great success, and local repairs.

Really need to get 3 ordered, can order the other 2 on next year's budget if needed.

After discussion of each bid for laptops, Allen made a motion to purchase all 5 GETAC B360 laptops and 6 docking stations from MTE, Shipps second. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Sparks, yea, Snodderley, yea Motion carried.

6. Needing to fix post on front porch. Bids: \$492.00 for repair, \$962.40 for new posts.

The board informed McQueen to fix as whichever way he thought it should be done.

7. Hardship request needing moved to closed session for discussion.

Business Coordinator and Accounting Report:

JULIE

- Still getting some of the old trips paid, slowly.
- Went through training for CAPO Certified Ambulance Privacy Officer and I passed.
- ESO and Sage balance
-

ALICE

- Completed Worker's Comp Audit held June 28th.
- Forwarded auditor requested reports. Audit to be performed July 17-20, 2023.
- Received Medicare revalidation letter – must revalidate our Medicare enrollment record by September 30, 2023. Reviewed Form CMS-855B and completed what I could at this time. Working with Julie to get access to reporting site.
- Completed 941 and Unemployment quarterly reports for 2nd quarter.
- Completed HIPAA video training.
- Balanced ESO and Sage Accounts Receivable totals.

Training Managers Report:

July Minutes

June 19th Landing Zone class at 1915. Employees and 136 were there, it was a great class, and everything went well.

June 29th Landing Zone class with Tri-C at 1900.

I sent emails to the 140,141 and 142 for them to set up a landing zone class but have not heard back.

We submitted the application for Letter of Review. We just heard back today that they need more information. We will be getting that information and submitting it to them soon.

Upcoming CPR quarterly will be Sept 14th. We will be having an EMR refresher in Aug. dates and the instructor have not been determined yet.

Employee Concerns: Some of the employees attended the visitation and services for Dr Scott Hall in Bethany this week.

Medicaid/Medicare Adjustments: Allen made the motion to approve the adjustments of \$ 15,808.50 and Giesken 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 \$12,929.07, Giesken 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, Shipps second the motion. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Sparks, yea, Snodderley, yea Motion carried. Closed at 8:15 pm.

Open Meeting: Sparks made a motion to open session, Allen second the motion. Snodderley called for a vote., Shipps, yea, Allen, yea, Giesken, yea, Sparks, yea, Snodderley, yea Motion carried. Opened at 8:56pm.

The Evaluation for Jared McQueen was reviewed and discussed.

Hardship Case: McQueen will contact and discuss decision made.

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

Adjournment at 8:57 pm

Recorded by Julie Schmitz

Nodaway County Ambulance District

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

JUNE 30, 2023 Budget					
	2023	2023 Actual	ACCT	2022	Percentage
Revenues			#	Actual	2023
Ambulance Receivable	\$1,350,000.00	\$838,164.12	4000	\$1,411,321.89	62.09%
Surtax	\$25,000.00	\$41,813.56	4150	\$43,372.82	167.25%
CPR Card Revenue 2617.48	\$2,000.00	\$520.00	4380	\$1,243.50	26.00%
Misc. Income(HRSA Funds)	\$2,500.00	\$94.60	4730	118.489.04	3.78%
Bad Debt Income	\$10,000.00	\$9,320.84	4010	\$10,748.40	93.21%
Interest Income	\$20,000.00	\$7,670.37	4720	\$17,337.71	38.35%
Sales tax income	\$1,410,000.00	\$710,339.77	4105	\$1,457,129.47	50.38%
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	-\$65,809.23	4001	\$19,499.40	56.68%
FRA FUNDS/GEMT	\$60,000.00	\$28,955.75	4300	\$116,524.03	48.26%
Total	\$2,827,400.00	\$1,571,069.78		\$3,078,437.22	55.57%
Expenditures	2023	2023 Actual	ACCT	2022 Actual	Percentage
Salaries	\$1,100,000.00	\$503,448.03	5000	\$991,545.83	45.77%
Overtime	\$230,000.00	\$131,817.28	5001	\$220,203.37	57.31%
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	\$52,363.19	5010	\$101,223.74	52.36%
Unemployment Taxes	\$1,500.00		5015	\$0.00	0.00%
Employee Benefits	\$240,000.00	\$119,721.62	5020	\$190,987.33	49.88%
Longevity Pay	\$0.00		5021	\$3,700.00	#DIV/0!
Health. Ins. Pay out & Retirement	\$40,000.00	\$18,156.21	5005	\$47,505.30	45.39%
Mo Lagers Expense 8.4%	\$130,000.00	\$50,695.91	5006	\$1,247,307.17	39.00%
Stipends	\$18,000.00	\$7,350.00	5008	\$15,250.00	40.83%
Workman's Comp	\$68,000.00	\$23,830.00	5040	\$39,470.70	35.04%
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	\$1,960.00	5050	\$2,008.00	78.40%
Legal/ Accounting/Pocessing Fees	\$24,000.00	\$19,251.26	5060	\$7,268.18	80.21%
Administration Expense	\$18,000.00	\$8,877.50	5070	\$15,274.63	49.32%
Election Expense	\$3,500.00		5080	\$60.00	0.00%
Advertising Expense	\$500.00		5090	\$348.00	0.00%
Fuel & Oil	\$65,000.00	\$25,965.64	5100	\$59,824.94	39.95%
Fleet Repair	\$35,000.00	\$12,712.15	5110	\$24,602.34	36.32%
Building Repair/Maintenance	\$12,500.00	\$7,872.50	5135	\$7,424.37	62.98%
Medical & Operating Exp ***	\$79,000.00	\$31,298.43	5120	\$73,426.15	39.62%
Office Supplies	\$15,000.00	\$4,913.69	5130	\$13,771.11	32.76%
Technical Support	\$29,000.00	\$9,442.07	5131	\$39,790.91	32.56%
H.S.A. Expense	\$7,500.00		5025	\$1,374.24	0.00%
Utilities	\$22,000.00	\$8,911.50	5140	\$16,819.92	40.51%
Telephone/Cell	\$8,500.00	\$2,731.32	5150	\$7,957.56	32.13%
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	\$3,159.86	5290	\$2,366.20	90.28%
Miscellaneous Expense	\$10,000.00	\$4,451.66	5280	\$13,430.15	44.52%
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	\$111,875.20	5250	\$280,997.99	104.95%
Dispatching Expense	\$77,250.00	\$38,625.00	5105	\$75,000.00	50.00%
*New Rescue Equipment/Supplies	\$0.00	\$6,747.05	5117	\$170,414.96	#DIV/0!
Pat Van Expenditures	\$41,750.00	\$18,508.73	N/A	\$37,037.49	44.33%
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	\$1,267,559.61		\$3,985,240.40	44.81%
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	\$1,167.51	5305	\$1,943.60	27.80%
CE Empl.Wages 5303 &5370		\$1,347.68	5303	\$1,834.45	
Employee CE Elective	\$17,750.00		5370	\$1,475.00	7.59%
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	\$1,155.88	5304	\$2,017.35	57.79%
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	\$4,221.27	5380	\$798.34	263.83%
Paramedic Instructor Wage Training	\$65,000.00	\$599.52	5106	\$0.00	0.92%
Medical Director & Guest Instructor	\$1,500.00		5385	\$300.00	0.00%
Emt/Paramedic Training Overtime	\$1,500.00	\$1,673.41	5107	\$0.00	111.56%
Training Supplies	\$2,500.00	\$287.50	5320	\$3,458.93	11.50%
Total	\$124,650.00	\$14,802.80		\$23,254.04	11.88%
2023 Wheel Chair Budget					
	2023	2023 Actual	ACCT	2022 Actual	
w/c Actual Charges	\$25,000.00	\$13,116.10	4009	\$19,499.40	52.46%
Contribution/Donations	\$998.47	\$983.47	2107		-\$15.00
Total	\$25,000.00	\$13,116.10		\$19,499.40	52.46%
2023 Wheel Chair Expenditures					
Salaries	\$32,500.00	\$18,508.73	5009	\$34,347.49	56.95%
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	\$18,508.73		\$37,037.49	41.73%
<i>less FICA</i>	\$41,750.00	\$18,508.73		\$37,037.49	

