

**Nodaway County Ambulance District  
103 W Carefree Maryville, MO 64468  
SEPT 13, 2023**

**Next meeting OCT 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.**

**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:**

Sept 13, 2023

7:00 PM

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

**Board members Absent:** PAT GIESKEN

**Introduction of Guests:** JUDY MARTIN, AUDITOR WITH HARDEN CUMMINS MOSS & MILLER. Judy presented the audit for the year 2022.

**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, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

**Report from Burlington Junction Rescue Squad:** No Report.

**Report from Hopkins Rescue Squad:** No Report.

**Report from Ravenwood Rescue Squad:** Had training on getting acquainted with the Ambulance. The members got to get more familiar with what is in the ambulance and where equipment was stored.

**Report from Tri-C Rescue Squad:** Members of this squad attended the ambulance training with Ravenwood Rescue.

**Report from Maryville Rescue Squad:** None

**Presentation of Treasurer's Report:** Interest rates are looking much better than they were on the CD's.

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

**Director of Operations Report:**

1. Closed meeting. There will be no closed meeting this month.
2. Aug Tax Deposits: **\$131,322.63** January through September year to date sales tax deposits: **\$1,087,290.00** That's **(\$7,676.43)** more than the same period of 2022 (1,079,613.57). For a gain of **0.7110350% over 2022**, and \$37,417.81 more than in 2021 (\$1,049,872.19) for an increase of 3.5640348%.

3. I would like to clarify that CD 1009 earmarked as our sick leave asset account, is only a portion of that total amount. The amount approved on 3/8/2023 was set at \$50,000.00. The policy manual (page 29) had a typo on the amount and was corrected on 8/25/2023.

From our sick leave policy:

A sick leave asset account will be set aside by the Ambulance District in an amount equal to or greater than the total maximum sick pay expense to assure that sufficient monies are available to adequately fund the sick leave program. \$50,000.00 1 full year. Increased 3/8/2023 from \$23,322.30 during the policy manual revision at that time.

The actual amount maximum amount possible is \$90,730.24. That would take 2 years to accumulate that amount, and no one uses any sick time during that same time. And use all their sick time during the same year.

With a current liability balance of \$59,054.32 I think that amount should be adjusted to at least \$100K, or you can change the wording. Allen made a motion to adjust the \$50,000.00 to \$100,000.00 to be ear marked for sick leave. Snodderley called for a vote, Shipps, yea, Allen, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

4. 131 is still Out of Service OOS as of 9/8/23. Was back in service 9/9/23.  
133 is still out of service waiting on parts.  
134 is being remounted.  
135 is repaired as of 9/7/23.  
132 is in service.  
139 is in service.
5. Repairs made front dormer support post over entryway to the office, still needs wood on outer edges.
6. Doc U Drama is set for October 4<sup>th</sup>. This will take place at the Pickering Horse Arena. Several schools will be taking part in this. The grades involved are 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>.
7. Missouri Hope Set up is Oct 12<sup>th</sup>. MoHope will be held Friday Oct 13<sup>th</sup> 13:00 to 17:00. Saturday Oct 14<sup>th</sup>, 8:00 to 12:00 – 13:00 to 17:00. Sunday Oct 15<sup>th</sup> 8:00 to 12:00.
8. FT Paramedic position? We would like to hire another full-time paramedic. The board made a directive to post the position.

## **Business Coordinator and Accounting Report**

JULIE

- ESO and Sage balance

ALICE

- Balanced ESO and Sage Accounts Receivable totals.
- Finishing up the audit.
- Medicare revalidation was submitted – waiting to get our address corrected on the CLIA certificate – this is all that is being requested from Medicare.
- Entered trips and payments in ESO – getting a better understanding of ESO.

### **Training Managers Report:**

September Minutes

John Maxwell taught EVOC driving refresher Aug 26<sup>th</sup>.

The quarterly CPR is Sept 14<sup>th</sup> @1800.

John Maxwell, the training assistant director, has agreed to take over the EMR training and the quarterly CPR training. While I am teaching the Paramedic class and coordinating the EMT class that will begin in Jan 2024.

### **Employee Concerns:**

**Medicaid/Medicare Adjustments:** Allen made the motion to approve the adjustments of \$20,525.59 and Rickabaugh seconded the motion. Snodderley called for a vote, Shipps, yea, Allen, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

Allen made a motion for invoices to be sent to collections for \$17,912.93, Rickabaugh seconded the motion Sparks seconded the motion. Snodderley called for a vote, Shipps, yea, Allen, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

**Old Business:** McQueen and Pine are working on the grant to get more extrication equipment for some of the squads.

**New Business:** Looking into better thermometers for the ambulances, staff request.

**Closed Meeting:** N/A

**Open Meeting:** N/A

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

AUG 30, 2023 Budget					
	2023	2023 Actual	ACCT	2022	Percentage
Revenues			#	Actual	2023
Ambulance Receivable	\$1,350,000.00	\$1,091,885.83	4000	\$1,411,321.89	80.88%
Surtax	\$25,000.00	\$41,865.60	4150	\$43,372.82	167.46%
CPR Card Revenue 2617.48	\$2,000.00	\$520.00	4380	\$1,243.50	26.00%
Misc. Income(HRSA Funds)	\$2,500.00	\$1,807.75	4730	\$118,489.04	72.31%
Bad Debt Income	\$10,000.00	\$11,119.76	4010	\$10,748.40	111.20%
Interest Income	\$20,000.00	\$19,907.83	4720	\$17,337.71	99.54%
Sales tax income	\$1,410,000.00	\$955,968.79	4105	\$1,457,129.47	67.80%
Sale of Assets-APR Reimbursement	\$0.00		4710	\$0.00	#DIV/0!
<b>EMT &amp; Paramedic classes</b>	\$64,000.00	\$630.00	<b>4011</b>	\$1,260.00	0.98%
<b>Contra Revenue 8.6%</b>	<b>-\$116,100.00</b>	<b>-\$91,279.86</b>	4001	\$19,499.40	78.62%
FRA FUNDS/GEMT	\$60,000.00	\$237.48	4300	\$116,524.03	0.40%
<b>Total</b>	<b>\$2,827,400.00</b>	<b>\$2,032,663.18</b>		<b>\$3,196,926.26</b>	<b>71.89%</b>
Expenditures	2023	2023 Actual	ACCT	2022 Actual	Percentage
Salaries	\$1,100,000.00	\$700,073.66	5000	\$991,545.83	63.64%
<b>Overtime</b>	<b>\$230,000.00</b>	\$186,960.42	5001	\$220,203.37	<b>81.29%</b>
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	\$72,724.06	5010	\$101,223.74	72.72%
Unemployment Taxes	\$1,500.00		5015	\$0.00	0.00%
Employee Benefits	\$240,000.00	\$161,557.64	5020	\$190,987.33	67.32%
Longevity Pay	\$0.00		5021	\$3,700.00	#DIV/0!
Health. Ins. Pay out & Retirement	\$40,000.00	\$24,694.37	5005	\$47,505.30	61.74%
Mo Lagers Expense 8.4%	\$130,000.00	\$70,941.18	5006	\$1,247,307.17	54.57%
Stipends	\$18,000.00	\$10,550.00	5008	\$15,250.00	58.61%
Workman's Comp	\$68,000.00	\$30,560.00	5040	\$39,470.70	44.94%
Fleet/Mail/Liab Ins. Bond	\$86,000.00	\$776.00	5041	\$75,453.93	0.90%
Accident/Sickness Insurance	\$4,000.00		5044	\$3,519.67	0.00%
<b>Rent/Lease</b>	<b>\$2,500.00</b>	\$1,960.00	5050	\$2,008.00	<b>78.40%</b>
<b>Legal/ Accounting/Pocessing Fees</b>	<b>\$24,000.00</b>	\$7,072.70	5060	\$7,268.18	<b>29.47%</b>
Administration Expense	\$18,000.00	\$10,360.80	5070	\$15,274.63	57.56%
Election Expense	\$3,500.00		5080	\$60.00	0.00%
Advertising Expense	\$500.00		5090	\$348.00	0.00%
Fuel & Oil	\$65,000.00	\$34,291.83	5100	\$59,824.94	52.76%
Fleet Repair	\$35,000.00	\$23,226.30	5110	\$24,602.34	66.36%
<b>Building Repair/Maintenance</b>	<b>\$12,500.00</b>	\$9,818.01	5135	\$7,424.37	<b>78.54%</b>
Medical & Operating Exp ***	\$79,000.00	\$40,817.78	5120	\$73,426.15	51.67%
Office Supplies	\$15,000.00	\$6,126.30	5130	\$13,771.11	40.84%
Technical Support	\$29,000.00	\$13,761.15	5131	\$39,790.91	47.45%
H.S.A. Expense	\$7,500.00		5025	\$1,374.24	0.00%
Utilities	\$22,000.00	\$12,864.47	5140	\$16,819.92	58.47%
Telephone/Cell	\$8,500.00	\$3,967.22	5150	\$7,957.56	46.67%
<b>Dues &amp; Subscriptions</b>	<b>\$800.00</b>	\$1,098.00	5180	\$598.00	<b>137.25%</b>
Laundry	\$2,500.00		5190	\$0.00	0.00%
Radios/Repairs Maint	\$9,000.00	\$3,221.50	5220	\$4,552.35	35.79%
<b>Collection Expense</b>	<b>\$3,500.00</b>	\$3,621.26	5290	\$2,366.20	<b>103.46%</b>
Miscellaneous Expense	\$10,000.00	\$4,779.81	5280	\$13,430.15	47.80%
Ambulance Budget Continued					
	2023	2023 Actual	ACCT	2022 Actual	Percentage
New Ambulance/van/Equipment	\$70,000.00	\$5,770.68	5115	\$144,158.05	8.24%

<b>Bad Debt Allowance 8.2%</b>	<b>\$106,600.00</b>	\$144,859.02	5250	\$280,997.99	<b>135.89%</b>
Dispatching Expense	<b>\$77,250.00</b>	\$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	\$26,322.49	N/A	\$37,037.49	63.05%
GEMT Expense	\$42,000.00	\$40,256.31	0	\$36,628.52	95.85%
Promotional items	\$1,000.00		5285	\$551.92	0.00%
<b>Total</b>	<b>\$2,829,050.00</b>	<b>\$1,698,405.01</b>		<b>\$3,985,240.40</b>	60.03%
<b>Training Expense Detail</b>					
Expenditures	2023	2023 Actual	ACCT	2022 Actual	Percentage
Instructor's Training Wages *	\$9,000.00	\$65.94	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	\$1,533.30	5301	\$3,544.55	30.67%
Mandatory classes,	\$4,200.00	\$1,400.84	5305	\$1,943.60	33.35%
CE Empl.Wages 5303 &5370		\$1,399.58	5303	\$1,834.45	
Employee CE Elective	\$17,750.00	-\$1,637.50	5370	\$1,475.00	-1.34%
Guest Instructor Wages	\$2,000.00		5340	\$0.00	0.00%
1st Responder Orig. Cert Wages	\$5,000.00	\$1,303.56	5302	<b>\$4,327.64</b>	26.07%
1st responder Refresher Wages	\$2,000.00	\$1,244.28	5304	<b>\$2,017.35</b>	62.21%
Training Equipment/Maintenance	<b>\$6,000.00</b>	\$380.95	5310	\$532.80	6.35%
Training Books/Office expense	\$1,000.00	\$194.25	5331	\$0.00	19.43%
<b>Training Miscellaneous/24-7</b>	\$1,600.00	\$4,232.25	5380	\$798.34	<b>264.52%</b>
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%
<b>Emt/Paramedic Training Overtime</b>	\$1,500.00	\$2,829.97	5107	\$0.00	<b>188.66%</b>
Training Supplies	\$2,500.00	\$304.50	5320	\$3,458.93	12.18%
<b>Total</b>	<b>\$124,650.00</b>	<b>\$15,084.89</b>		<b>\$23,254.04</b>	12.10%
<b>Wheel Chair Budget</b>					
	2023	2023 Actual	ACCT	2022 Actual	
w/c Actual Charges	\$25,000.00	\$18,344.60	4009	\$19,499.40	73.38%
Contribution/Donations	\$998.47	\$1,033.47	2107		\$35.00
<b>Total</b>	<b>\$25,000.00</b>	<b>\$18,344.60</b>		<b>\$19,499.40</b>	73.38%
<b>Wheel Chair Expenditures</b>					
Salaries	<b>\$32,500.00</b>	\$26,271.09	5009	\$34,347.49	80.83%
Overtime	<b>\$1,200.00</b>	\$51.40	5019	\$252.04	4.28%
<i>Payroll FICA W Amb</i>	\$2,600.00			\$0.00	0.00%
Repairs/Maint	<b>\$3,500.00</b>		5129	\$1,192.60	0.00%
<i>Fuel &amp; Oil</i>	<b>\$4,000.00</b>		5109	\$1,215.36	0.00%
New Equipment	<b>\$500.00</b>		5119	\$0.00	0.00%
Advertisement	<b>\$50.00</b>		5099	\$30.00	0.00%
<b>Total</b>	<b>\$44,350.00</b>	\$26,322.49		\$37,037.49	59.35%
<i>less FICA</i>	<b>\$41,750.00</b>	\$26,322.49		\$37,037.49	

