

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

**Next meeting January 10, 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 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:**

Oct 11, 2023

7:06 PM

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

**Board members Absent:**

**Introduction of Guests**

**Presentation of Minutes:** The minutes were presented to the board members. Rickabaugh made the motion to accept the minutes. 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:** No Report.

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

**Report from Ravenwood Rescue Squad:** No Report

**Report from Tri-C Rescue Squad** No Report

**Report from Maryville Rescue Squad:** Basket and ropes that were purchased by the district, have been used already. Since the last board meeting, they have been on 37 calls to help assist the ambulance crews.

**Presentation of Treasurer's Report:** Nothing changed.

**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, 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.

While on the budget and expenses, the current budget was presented to the board as an accrual basis and a cash basis by Schieffer, staff accountant. After much discussion the board said that they would like to see both ways at the meetings. Giving a better overview of the budget. They would also like to see for each 6-month period the percentages of where we are sitting in each account. The finances for the pat van were also discussed. The board has instructed the administration to start looking that the possibility of increasing the rates for the use of the service. The rates have not increased since it started in Aug of 1994. With the increase in the cost of fuel and pay rates, this is becoming a strain on the district's finances.

### Director of Operations Report:

1. Closed meeting, evaluation for Morgan Wheeler.
2. November Tax Deposits: **\$119,634.06** January through November year to date sales tax deposits: **\$1,316,283.18** That's **(\$22,342.54** More than the same period of 2022 (1,293,940.64). For a gain of **1.7267052% over 2022**, and **\$52,253.46** more than in 2021 (\$1,264,029.72) for an increase of **4.1338791%**.
3. 133 is still out of service waiting on parts.  
  
137 damage to right rear fender well repaired. Estimate roof has been completed.  
  
138 needs a new AC unit Has been ordered from Central States Bus Co. \$1669.29 + shipping.
4. Support post over entryway to was completed.
5. 134 is estimated now to be ready for inspection & pick up on November 9<sup>th</sup> or 10<sup>th</sup>. The final invoice is \$157,015.00.
6. Grant opportunity with 50% match. McQueen is in the process of writing a grant to apply for ARPA (American Rescue Plan Act) funding to pursue the purchase of new cots and power loads for the ambulance. Most of the cots now in use are at least 11.5 years old. The lifetime of most cots is 7 years. With maintenance of the current cots and power loads we have been able to use them longer. The board approved the pursuit of the grant funding.
7. Go over the health insurance quote from Arnold Insurance for the employees. After much discussion the board decided to stay with the current health insurance that we have now. Allen made a motion to stay with the current insurance, Shipps, second. Snodderley called for a vote, Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.
8. Go over 2024 Proposed Budget. Recommendations and changes will be made for the next meeting.
9. Pat Van Senior Fund Match of \$9,500 has been depleted around mid-October.
10. Election time is coming up. Districts 1 & 4 will be open to be filled. Dec 5 through Dec 25 you can sign up to run for these posts. Anyone in these districts that would like to file for these positions need to come to the ambulance office to sign up.

### **Business Coordinator and Accounting Report**

JULIE

- ESO and Sage balance

ALICE

- Balanced ESO and Sage Accounts Receivable totals.
- Working on GEMT Medicaid report due November 30<sup>th</sup>.
- Working on Budget and Financials

### **Training Managers Report:**

November Minutes

The EMR refresher will be on Dec 9<sup>th</sup> @ 0800 John Maxwell and Mark Corson will be instructing.

Quarterly CPR in on Dec 14<sup>th</sup> @ 1800. Becky Mercer will be teaching, and Katie Spears will be assisting.

Paramedic class is going great. We just completed EMS 101 and are starting on EMS 102. We did have one student drop out.

Justin Plymel has been teaching CPR at Maryville Living Center.

**Employee Concerns:** None

**Medicaid/Medicare Adjustments:** Allen made the motion to approve the adjustments of \$16,219.11 and Sparks 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 \$11,646.38, Rickabaugh, seconded the motion Sparks seconded the motion. Snodderley called for a vote, Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried.

**Old Business:** None

**New Business:** None

**Closed Meeting:** Allen made a motion to go to closed session, Shipps second, Snodderley called for a vote, Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried. Closed at 8:51pm.

**Open Meeting:** Sparks made a motion to into open meeting, Rickabaugh, second. Snodderley called for a vote, Shipps, yea, Allen, yea, Giesken, yea, Rickabaugh, yea, Sparks, yea, Snodderley, yea Motion carried. Opened at 9:12.

The evaluation of Morgan Wheeler and other personnel issues were discussed.

**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 10:02 pm

Recorded by Julie Schmitz

Nodaway County Ambulance District

Signed: \_\_\_\_\_ Pat Giesken, Secretary of the Board of  
Directors

OCT 8, 2023 Budget					
	2023	2023 Actual	ACCT	2022	Percentage
Revenues			#	Actual	2023
Ambulance Receivable	\$1,350,000.00	\$1,380,729.36	4000	\$1,411,321.89	102.28%
Surtax	\$25,000.00	\$41,927.19	4150	\$43,372.82	167.71%
CPR Card Revenue 2617.48	\$2,000.00	\$750.00	4380	\$1,243.50	37.50%
Misc. Income(HRSA Funds)	\$2,500.00	\$1,837.75	4730	\$118,489.04	73.51%
Bad Debt Income	\$10,000.00	\$13,431.32	4010	\$10,748.40	134.31%
Interest Income	\$20,000.00	\$20,636.29	4720	\$17,337.71	103.18%
Sales tax income	\$1,410,000.00	\$1,196,650.54	4105	\$1,457,129.47	84.87%
Sale of Assets-APR Reimbursement	\$0.00		4710	\$0.00	#DIV/0!
<b>EMT &amp; Paramedic classes</b>	\$64,000.00	\$40,376.31	<b>4011</b>	\$1,260.00	63.09%
<b>Contra Revenue 8.6%</b>	<b>-\$116,100.00</b>	<b>-\$115,027.68</b>	4001	\$19,499.40	99.08%
FRA FUNDS/GEMT	\$60,000.00	\$415.08	4300	\$116,524.03	0.69%
<b>Total</b>	<b>\$2,827,400.00</b>	<b>\$2,581,726.16</b>		<b>\$3,196,926.26</b>	<b>91.31%</b>
Expenditures	2023	2023 Actual	ACCT	2022 Actual	Percentage
Salaries	\$1,100,000.00	\$852,855.71	5000	\$991,545.83	77.53%
<b>Overtime</b>	<b>\$230,000.00</b>	<b>\$231,441.10</b>	5001	\$220,203.37	<b>100.63%</b>
Special Performance Benefit	\$500.00		5003	\$10,566.00	0.00%
Rescue/Training Budget	\$124,650.00	\$59,182.89	5300	\$23,254.04	47.48%
Payroll FICA	\$100,000.00	\$89,667.67	5010	\$101,223.74	89.67%
Unemployment Taxes	\$1,500.00		5015	\$0.00	0.00%
Employee Benefits	\$240,000.00	\$200,313.82	5020	\$190,987.33	83.46%
Longevity Pay	\$0.00		5021	\$3,700.00	#DIV/0!
Health. Ins. Pay out & Retirement	\$40,000.00	\$31,232.53	5005	\$47,505.30	78.08%
Mo Lagers Expense 8.4%	\$130,000.00	\$87,780.14	5006	\$1,247,307.17	67.52%
Stipends	\$18,000.00	\$16,750.00	5008	\$15,250.00	93.06%
Workman's Comp	\$68,000.00	\$42,916.00	5040	\$39,470.70	63.11%
Fleet/Mail/Liab Ins. Bond	\$86,000.00	\$80,433.00	5041	\$75,453.93	93.53%
Accident/Sickness Insurance	\$4,000.00	\$3,519.67	5044	\$3,519.67	87.99%
<b>Rent/Lease</b>	<b>\$2,500.00</b>	<b>\$1,960.00</b>	5050	\$2,008.00	<b>78.40%</b>
<b>Legal/ Accounting/Pocessing Fees</b>	<b>\$24,000.00</b>	<b>\$9,419.12</b>	5060	\$7,268.18	<b>39.25%</b>
Administration Expense	\$18,000.00	\$11,191.66	5070	\$15,274.63	62.18%
Election Expense	\$3,500.00	\$0.00	5080	\$60.00	0.00%
Advertising Expense	\$500.00	\$204.00	5090	\$348.00	40.80%
Fuel & Oil	\$65,000.00	\$45,095.29	5100	\$59,824.94	69.38%
Fleet Repair	\$35,000.00	\$28,015.94	5110	\$24,602.34	80.05%
<b>Building Repair/Maintenance</b>	<b>\$12,500.00</b>	<b>\$14,217.08</b>	5135	\$7,424.37	<b>113.74%</b>
Medical & Operating Exp ***	\$79,000.00	\$53,407.77	5120	\$73,426.15	67.60%
Office Supplies	\$15,000.00	\$8,054.47	5130	\$13,771.11	53.70%
Technical Support	\$29,000.00	\$37,290.13	5131	\$39,790.91	128.59%
H.S.A. Expense	\$7,500.00		5025	\$1,374.24	0.00%
Utilities	\$22,000.00	\$17,174.45	5140	\$16,819.92	78.07%
Telephone/Cell	\$8,500.00	\$5,226.02	5150	\$7,957.56	61.48%
<b>Dues &amp; Subscriptions</b>	<b>\$800.00</b>	<b>\$1,323.00</b>	5180	\$598.00	<b>165.38%</b>
Laundry	\$2,500.00		5190	\$0.00	0.00%
Radios/Repairs Maint	\$9,000.00	\$4,074.37	5220	\$4,552.35	45.27%
<b>Collection Expense</b>	<b>\$3,500.00</b>	<b>\$4,008.07</b>	5290	\$2,366.20	<b>114.52%</b>
Miscellaneous Expense	\$10,000.00	\$5,080.57	5280	\$13,430.15	50.81%
Ambulance Budget Continued					
	2023	2023 Actual	ACCT	2022 Actual	Percentage
New Ambulance/van/Equipment	\$70,000.00	\$25,364.08	1530 & 5115	\$144,158.05	36.23%

<b>Bad Debt Allowance 11.4%</b>	<b>\$106,600.00</b>	\$182,408.67	5250	\$280,997.99	<b>171.12%</b>
Dispatching Expense	<b>\$77,250.00</b>	\$57,937.50	5105	\$75,000.00	75.00%
*New Rescue Equipment/Supplies	\$0.00	\$6,747.05	5117	\$170,414.96	#DIV/0!
Pat Van Expenditures	\$41,750.00	\$34,727.30	N/A	\$37,037.49	83.18%
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>\$2,289,275.38</b>		<b>#REF!</b>	<b>80.92%</b>
<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	\$0.12
Instructor's Training Lodging *		\$1,056.41	5360		
Instructor's Training Mileage *			5361		
Instructor's tuition/books	\$600.00	\$359.00	5330	\$200.00	59.83%
PARAMEDIC CLASS EXPENSE		\$15,004.56	5375		
CE Instructor wages **	\$5,000.00	\$1,746.22	5301	\$3,544.55	34.92%
Mandatory classes,	\$4,200.00	\$1,901.45	5305	\$1,943.60	45.27%
CE Empl.Wages 5303 &5370		\$1,399.58	5303	\$1,834.45	
Employee CE Elective	\$17,750.00	\$21,492.50	5370	\$1,475.00	128.97%
Guest Instructor Wages	\$2,000.00		5340	\$0.00	0.00%
1st Responder Orig. Cert Wages	\$5,000.00	\$1,455.67	5302	<b>\$4,327.64</b>	29.11%
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	\$2,347.61	5106	\$0.00	3.61%
Medical Director & Guest Instructor	\$1,500.00	\$404.94	5385	\$300.00	27.00%
<b>Emt/Paramedic Training Overtime</b>	\$1,500.00	\$5,585.78	5107	\$0.00	<b>372.39%</b>
Training Supplies	\$2,500.00	\$311.50	5320	\$3,458.93	12.46%
<b>Total</b>	<b>\$124,650.00</b>	<b>\$59,182.89</b>		<b>\$23,254.04</b>	<b>47.48%</b>
<b>Wheel Chair Budget</b>					
	2023	2023 Actual	ACCT	2022 Actual	
w/c Actual Charges	\$25,000.00	\$24,080.90	4009	\$19,499.40	96.32%
Contribution/Donations	\$998.47	\$1,043.47	2107		104.51%
<b>Total</b>	<b>\$25,000.00</b>	<b>\$25,124.37</b>		<b>\$19,499.40</b>	<b>100.50%</b>
<b>Wheel Chair Expenditures</b>					
Salaries	<b>\$32,500.00</b>	\$32,443.35	5009	\$34,347.49	99.83%
Overtime	<b>\$1,200.00</b>	\$106.98	5019	\$252.04	8.92%
<i>Payroll FICA W Amb</i>	\$2,600.00			\$0.00	0.00%
Repairs/Maint	<b>\$3,500.00</b>	\$2,176.97	5129	\$1,192.60	62.20%
<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>	\$34,727.30		\$37,037.49	78.30%
<i>less FICA</i>	<b>\$41,750.00</b>	\$34,727.30		\$37,037.49	