

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:

Oath: Jace Pine and Rick Allen were sworn in to their positions on the board. The oath of office was read and signed.

Introduction of Guests

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

Report from Burlington Junction Rescue Squad: CPR was cancelled. Not sure when will be re-scheduled

Report from Hopkins Rescue Squad: None

Report from Ravenwood Rescue Squad: None

Report from Tri-C Rescue Squad: None

Report from Maryville Rescue Squad: Some of the batteries for extrication tools are not working correctly. The batteries show full but then go dead when you try to use them. Jared will call and talk to the Hurst Co and see what needs to be done.

Presentation of Treasurer's Report: There is a CD that is coming due on 5-26-2024.

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, Pine, 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. John Maxwell, Brittany Drummond & Julie Schmitz Evaluations.
2. April Tax Deposits: **\$118,933.31** January through April year to date sales tax deposits: **\$493,703.45** That's (\$16,179.13) more than the same period of 2023 (\$477,524.32). For a

gain of **3.3881269% over 2023**, and \$41,364.26 more than in 20212 (\$452,339.19) for an increase of **9.1445227%**.

3. 911 dispatch sales tax passed, the joint committee will have a meeting at the end of the month or beginning of May. We will probably still have to pay our portion till the tax has been implemented and tax money starts coming in.
4. Oath of Office: Jace Pine and Rick Allen were sworn in to their positions on the board. The oath of office was read and signed.
5. Conflict Policy renewal. Discussed and signed.
6. Annual retainer for attorney. Annual retainer was discussed, signed, and paid.
7. Hired Sarah Jones EMT-B, and Sam Martell RN as PRN staff.
8. Need a motion to approve the new job description for Pre-Hospital RN.

PREHOSPITAL RN (added 3/15/2024)

1. Is the same as the EMT-P's duties as listed above.
2. Will be required to show proficiency in airway management including being proficient in intubation.
3. Will be required to have training on Ambulance Operations.

190.105. Ambulance license required, exceptions — operation of ambulance services — sale or transfer of ownership, notice required. — 1. No person, either as owner, agent or otherwise, shall furnish, operate, conduct, maintain, advertise, or otherwise be engaged in or profess to be engaged in the business or service of the transportation of patients by ambulance in the air, upon the streets, alleys, or any public way or place of the state of Missouri unless such person holds a currently valid license from the department for an ambulance service issued pursuant to the provisions of sections 190.001 to 190.245.

2. No ground ambulance shall be operated for ambulance purposes, and no individual shall drive, attend, or permit it to be operated for such purposes in the state of Missouri unless the ground ambulance is under the immediate supervision and direction of a person who is holding a currently valid Missouri license as an emergency medical technician. **Nothing in this section shall be construed to mean that a duly registered nurse or a duly licensed physician be required to hold an emergency medical technician's license.** Each ambulance service is responsible for assuring that any person driving its ambulance is competent in emergency vehicle operations and has a safe driving record. Each ground ambulance shall be staffed with at least two licensed individuals when transporting a patient, except as provided in section 190.094. In emergency situations which require additional medical personnel to assist the patient during transportation, a first responder, firefighter, or law enforcement personnel with a valid driver's license and prior experience with driving emergency vehicles may drive the ground ambulance provided the ground ambulance service stipulates to this practice in operational policies.

Sparks made a motion to add the job description of Prehospital RN to the other job description. Shipps seconded the motion. Snodderley called for a vote, Shipps, yea, Allen, yea, Giesken, yea, Pine, yea, Sparks, yea, Snodderley, yea Motion carried.

9. Retention Pay: Four proposals for a Retention incentive were presented and discussed. The board discussed all proposals and decided on one. Allen made a motion to accept the C proposal with changed discussed, effective when the resolution is prepared and presented by the lawyer.
10. We were awarded the grant!! The grant was for the new cots and power loads for the ambulances. Paperwork needs to be signed. The sub-award letter was signed by the board and will be sent in. The director will have to take a class as part of the requirements for the award. After the cots and power loads are received the old cots and power loads will be for sale.
11. New ambulance quote, need to approve the purchase order of \$188,977.41. Conrad Fire sent a quote for a new chassis for remount. The manufacturing timeline is 2 years out for a new one. We need to get on the list for one. Allen made a motion to approve the bid, Sparks seconded. Snodderley called for a vote, Shipps, yea, Allen, yea, Giesken, yea, Pine, yea, Sparks, yea, Snodderley, yea Motion carried.
12. Q, A with the number of calls increasing and not having a C shift it has become very difficult for the paramedic to complete QA. I had a discussion with staff today about ways to relieve some of the stress of QA. One idea is to get an assistant. Second is to give it to one medic and have them come in on a day off 4-8 hrs. a week to only do QA. 1.

* To help daily chores the board suggested getting some bids for someone to do the cleaning of the building.

* If someone is doing the QA from home they should be paid.

* Getting more people interested in coming to our facility as a Paramedic or EMT.

* Get out what our benefits are, talk up our company.

BUSINESS COORDINATOR AND ACCOUNTING REPORT

JULIE

- Getting more and more old invoices paid
- Just a reminder that I will not be at the next board meeting.

ALICE

- Balanced ESO and Sage Accounts Receivable totals.
- Working on Medicare Ground Ambulance Data Collection due in May (80% complete).
- Produced a report to determine Nursing Home's amounts due.
- Assisted with retention pay spreadsheet (contacted Dennise at MO LAGERS, contacted Bruce with Worker's Compensation) – need to account for MO LAGERS & Worker's Compensation. Calculated worker's compensation rate (3.14%) considering EZ Factor Premium Adjustment

Training Managers Report:

No Training Report

Employee Concerns: No employee concerns

Medicaid/Medicare Adjustments: Allen made the motion to approve the adjustments of \$12,869.91 and Shipps seconded the motion. Allen seconded the motion. Snodderley called for a vote, Shipps, yea, Allen, yea, Giesken, yea, Pine, yea, Sparks, yea, Snodderley, yea Motion carried.

Allen made a motion for invoices to be sent to collections for \$7058.21, Shipps seconded the motion Shipps seconded the motion. Allen seconded the motion. Snodderley called for a vote, Shipps, yea, Allen, yea, Giesken, yea, Pine, yea, Sparks, yea, Snodderley, yea Motion carried.

Old Business:

Update on EMS week: We have the bowling alley reserved for May 23, 6-9. We will have to be out by 9 so will end bowling around 8:30. We will be providing a taco bar prepared by staff and board members. The board also added that we should do two drink tickets per person and adjust the budget as needed.

Have a t-shirt design and will be getting order put together.

Still looking at other gifts for staff.

New Business: None

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

Closed at 9:21pm.

Open Meeting: Allen made a motion to into open meeting, Sparks, second the motion. Snodderley called for a vote, Shipps, yea, Allen, yea, Giesken, yea, Pine, yea, Sparks, yea, Snodderley, yea Motion carried.

Open at 9:50 pm.

The evaluations of John Maxwell, Brittney Drummond and Julie Schmitz were discussed and evaluated.

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

Adjournment at 9:51 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		2024 Proposed	Actual at	% of Budget	2023 Actual
GL Acct #	Account Description	Annual Budget	3/31/2024		
Ambulance Revenues					
4000	Ambulance Revenues	1,600,000.00	402,803.95	25.18%	1,658,813.57
4001	Contractual Adjustment (Medicaid /Medicare)	(130,000.00)	(39,463.76)	30.36%	(133,866.10)
	Net Revenues	1,470,000.00	363,340.19	24.72%	1,524,947.47
4105	Sales Tax	1,425,000.00	374,770.14	26.30%	1,466,468.64
4150	Surtax	40,000.00	43,646.82	109.12%	48,478.23
4720	Interest Income	62,000.00	32,600.22	52.58%	30,575.34
4010	Bad Debt Recovery	12,000.00	3,678.31	30.65%	15,557.79
4300	FRA/GEMT Income	30,000.00	-	0.00%	415.08
4730	Miscellaneous Income	10,000.00	300.00	3.00%	2,625.06
4011 & 4012	EMT & Paramedic Class Revenue	-	500.00	#DIV/0!	40,376.31
4380	CPR Card Revenue	1,000.00	220.00	22.00%	1,140.00
	Total Revenues	3,050,000.00	819,055.68	26.85%	3,130,583.92
Ambulance Expenses					
5000	Ambulance Salaries & Wages	1,200,000.00	259,939.11	21.66%	1,035,830.26
5001	Overtime Wages	182,000.00	56,436.87	31.01%	268,194.16
5005	Health Insurance Payout/Retirement	31,500.00	7,786.56	24.72%	37,770.69
5008	Stipends	15,000.00	6,150.00	41.00%	19,900.00
	Training Wages				
5106	Paramedic Instruction Wages RT	5,500.00	2,562.43	46.59%	3,999.77
5107	Paramedic Instruction Wages OT	18,500.00	6,833.06	36.94%	8,893.55
5300	Instructor Training Wages RT & OT	9,000.00	584.88	6.50%	818.31
5301	Continuing Ed Instructor Wages RT & OT	5,000.00	84.65	1.69%	1,863.01
5302	First Responder Orig. Cert. Wages RT & OT	5,000.00	1,248.00	24.96%	1,700.93
5303	Continuing Ed Employee Wages	14,750.00	71.13	0.48%	1,399.58
5304	First Responder Refresher Wages	2,000.00	1,302.19	65.11%	1,385.72
5305	Mandatory Training Wages	4,200.00	375.13	8.93%	2,793.37
5010	Payroll FICA Taxes	116,000.00	26,493.81	22.84%	103,291.24
5015	Unemployment Taxes	500.00	-	0.00%	-
	Fringe Benefits				
5006	MO LAGERS	177,000.00	29,315.24	16.56%	104,591.97
5020	Employee Benefits	240,000.00	51,255.69	21.36%	237,552.55
5040	Worker's Compensation	54,000.00	11,544.00	21.38%	49,748.00
5044	Accident/Sickness Insurance	3,519.67	3,519.66	100.00%	3,519.67
5041	Property Insurance	85,000.00	89,323.00	105.09%	80,835.00
5050	Rent/Lease	3,000.00	1,920.00	64.00%	1,960.00
5060	Legal, Accounting & Processing Fees	16,000.00	2,227.00	13.92%	26,005.97
5070	Administrative Expense	18,000.00	556.00	3.09%	11,744.37
5080	Election Expense	3,500.00	-	0.00%	181.00
5090	Advertising Expense	500.00	45.69	9.14%	204.00
5100	Fuel & Oil	60,000.00	9,936.34	16.56%	49,452.68
5105	Dispatch Expense	79,586.00	19,892.00	24.99%	77,250.00
5110	Repairs & Maintenance	37,000.00	9,195.55	24.85%	35,054.42
5115	Ambulance Supplies/Equip under \$2,000	131,500.00	-	0.00%	12,854.40
5117	Rescue Squad Supplies/Equip under \$2,000	53,594.33	-	0.00%	6,747.05
5120	Medical & Operating Supplies	68,500.00	15,789.17	23.05%	71,538.99
5130	Office Supplies Expense	10,000.00	3,327.03	33.27%	9,731.44
5131	Technical Support	31,000.00	21,842.74	70.46%	38,191.77
5132	Kitchen/Breakroom Supplies	-	311.13	#DIV/0!	-
5135	Building Repair & Maint	15,000.00	4,968.24	33.12%	15,598.67
5140	Utilities	22,000.00	6,063.51	27.56%	21,339.34
5150	Telephone/Cell	6,500.00	1,931.60	29.72%	6,444.85
5180	Dues & Subscriptions	2,500.00	1,025.00	41.00%	1,323.00
5190	Laundry	2,500.00	-	0.00%	-
5220	Radio Repairs & Maintenance	10,000.00	2,970.00	29.70%	4,815.15
5250	Bad Debt Expense Allowance	182,900.00	48,336.48	26.43%	214,921.35
5280	Miscellaneous Expense	8,000.00	337.79	4.22%	6,905.38

5285 Promotional Expense	1,000.00	-	0.00%	180.56
5290 Credit Recovery Expense	5,500.00	897.16	16.31%	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	-	5,460.50	#DIV/0!	21,492.50
5375 Paramedic Class Expense	1,000.00	1,822.89	182.29%	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	714,154.92	23.78%	2,802,258.14
Ambulance Net Surplus (Deficit)	47,250.00	104,900.76	222.01%	

PAT Van Budget	2024 Proposed Annual Budget	Actual at 3/31/2024	% of Budget	2023 Actual
PAT Van Revenues				
4009 PAT Van Revenues	25,000.00	8,856.55	35.43%	28,684.70
PAT Van Expenses				
5009 PAT Van Wages	38,000.00	10,366.43	27.28%	38,343.49
5019 PAT Van Overtime	1,200.00	58.46	4.87%	157.00
5010 Payroll Taxes	-	797.50	#DIV/0!	2,945.29
5129 Repairs/Maint	3,500.00		0.00%	6,985.71
5109 Fuel & Oil	4,000.00	811.29	20.28%	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	12,033.68	25.47%	53,786.79
Pat Van Net Surplus (Deficit)	(22,250.00)	(3,177.13)	14.28%	(25,102.09)

Agencywide Revenues	3,075,000.00	827,912.23	26.92%	3,159,268.62
Agencywide Expenses	3,050,000.00	726,188.60	23.81%	2,856,044.93
Agencywide Surplus (Deficit)	25,000.00	101,723.63	406.89%	303,223.69

Cash Balance at December 31, 2023	2,255,544.71
Cash Balance at March 31, 2024	2,401,772.48
2024 Change in Cash Surplus (Deficit)	146,227.77

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 Mar. 31st, but not yet paid