

**Nodaway County Ambulance District
103 W Carefree Maryville, MO 64468
May 08,2024**

Draft Agenda

Next meeting June 12, 2024

Agenda: Election of officers

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:

Draft Minutes

May 8, 2024

7:04 PM

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

Board members Absent:

Oath:

Elections: Secretary Pat Giesken called for election of officers. Ships nominated Snodderley for president. All approved. Herb assigned Allen as Vice Chair, Sparks for Treasurer and Giesken, to remain as is.

Introduction of Guests

Presentation of Minutes: The minutes were presented to the board members. Allen made the motion to accept the minutes with corrections. Shipps seconded the motion. All approved.

Report from Burlington Junction Rescue Squad: There is a request for the Clearmont area squad to have a Lifepac 1000 AED since they have a Zoll and elsewhere has Lifepacs. This would help when responding on calls. Sparks made a motion to acquire the Lifepack 1000 AED, Ships second. All approved.

Report from Hopkins Rescue Squad: None

Report from Ravenwood Rescue Squad: None

Report from Tri-C Rescue Squad: Will be having CPR training this summer.

Report from Maryville Rescue Squad: Some of the batteries for extrication tools are not working correctly. Still trying to get this issue resolved. There are 7 new people on the department.

Presentation of Treasurer's Report: There are 2 CD's expiring at the end of May.

Presentation of bills to be paid: The bills to be paid were presented. Allen made the motion to pay bills and Sparks second the motion. All approved

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. Pat Greife, Brittney McIntrye, Kim Campbell, Alicia Reeves, Becky Mercer. Also need to discuss contract with PRN employee to work fulltime as a NCAD medic.
2. May Tax Deposits: **\$116,006.03** January through May year to date sales tax deposits: **\$609,769.48** That's (\$33,127.72) more than the same period of 2023. For a gain of **5.7449395% over 2023**, and \$59,440.81 more than in 2022 for an increase of 10.8009655%.
3. What options should I explore to attract Paramedics? There were several ideas discussed:
 - Jared considering insurance for kids of employees
 - Sign on bonuses
 - Sick leave, pay out or towards retirement
 - Employer contribution to HSA
4. Grant update, I would like to use the money we set aside for our match to go towards 2 new cots, this idea has been tabled for now. The Director will be looking into a contract with STRYKER called EMS 360.
5. Ambulance box ages:
 - Unit 131: Box age 2002, remounted in 2010 & 2020 3rd chassis.
 - Unit 132: Box age 2009, remounted in 2019 2nd chassis.
 - Unit 133: Box age 2005, remounted in 2017 2nd chassis.
 - Unit 134: Box age 2003, remounted in 2013 & 2023 3rd chassis.
 - Unit 135: Box age 2007, remounted in 2015, scheduled for 2025.
 - Unit 139: Box age 2000, remounted in 2010, & 2018 3rd chassis.
6. Service license has been completed and renewed
7. NIMS 100 for all board members. Jared will send the link to all the board members needing NIMS 100.
8. Sell an old cot to County Commissioners: The Commissioners were inquiring about purchasing an old cot for the coroner. Shipps made a motion to gift surplus equipment of old cot and locking system to the Commissioners., Snodderley seconded the motion. All approved.
9. Kim and Bobbie will participate in the graded radiological exercise for the Cooper Nuclear Station on May 9 at Community Hospital Fairfax.

10. Quote for Hamilton T1 vent/Bi-Pap: Looking to purchase a new vent, the quote for it is \$14,800.00.

A motion to purchase the vent was made and Shipps second. All approve.
11. Erin Keith has been hired as full-time paramedic.
12. Julie and I will attend MAA summer leadership and reimbursement conference at the Lake of the Ozarks on June 18-19.
13. EMS expo will be in Kansas City this year, Becky and I will figure out who will need to attend this year, I would like to send as many as possible. This will be 4 days in August.
14. GEMT payment made \$17,666.03 on 5/6/2024

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:

We have the quarterly CPR on June 13th @ 1800. Future dates are Sept 12th and Dec 12th.

Paramedic class is going great. They are scheduled to finish up the clinical portion in June and then start on the Field Capstone (Ambulance Clinicals).

John has set the dates for the EMR and EVPC refreshers. They are Aug 17th, Oct 19th, and Nov 23rd.

We are ready to submit the revisions that CoAEMSP has recommended.

We are going to have an EMT class starting in Aug.

Employee Concerns: No employee concerns

Medicaid/Medicare Adjustments: Allen made the motion to approve the adjustments of \$15,739.12. and Shipps seconded the motion. Allen seconded the motion. All approved.

Allen made a motion for invoices to be sent to collections for \$14,987.89 Shipps seconded the motion Shipps seconded the motion. Allen seconded the motion. All approved.

Old Business: None

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 9:19pm.

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

Open at 10:04pm.

The evaluations of Greife, McIntrye, Campbell, Reeves and Mercer were discussed and evaluated.

Contract and Retention Resolution were signed.

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

Adjournment at 10:05 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				
GL Acct #	Account Description	2024 Proposed Annual Budget	Actual at 4/30/2024	% of Budget
				2023 Actual
Ambulance Revenues				
4000	Ambulance Revenues	1,600,000.00	541,006.08	33.81%
4001	Contractual Adjustment (Medicaid /Medicare)	(130,000.00)	(54,397.56)	41.84%
	Net Revenues	1,470,000.00	486,608.52	33.10%
4105	Sales Tax	1,425,000.00	493,703.45	34.65%
4150	Surtax	40,000.00	43,743.34	109.36%
4720	Interest Income	62,000.00	33,084.24	53.36%
4010	Bad Debt Recovery	12,000.00	4,378.31	36.49%
4300	FRA/GEMT Income	30,000.00	-	0.00%
4730	Miscellaneous Income	10,000.00	300.00	3.00%
4011 & 4012	EMT & Paramedic Class Revenue	-	500.00	#DIV/0!
4380	CPR Card Revenue	1,000.00	220.00	22.00%
	Total Revenues	3,050,000.00	1,062,537.86	34.84%
Ambulance Expenses				
5000	Ambulance Salaries & Wages	1,200,000.00	333,135.17	27.76%
5001	Overtime Wages	182,000.00	72,863.78	40.04%
5005	Health Insurance Payout/Retirement	31,500.00	10,382.08	32.96%
5008	Stipends	15,000.00	7,250.00	48.33%
	Training Wages			
5106	Paramedic Instruction Wages RT	5,500.00	3,187.96	57.96%
5107	Paramedic Instruction Wages OT	18,500.00	7,491.41	40.49%
5300	Instructor Training Wages RT & OT	9,000.00	679.56	7.55%
5301	Continuing Ed Instructor Wages RT & OT	5,000.00	636.89	12.74%
5302	First Responder Orig. Cert. Wages RT & OT	5,000.00	1,248.00	24.96%
5303	Continuing Ed Employee Wages	14,750.00	105.44	0.71%
5304	First Responder Refresher Wages	2,000.00	1,302.19	65.11%
5305	Mandatory Training Wages	4,200.00	956.11	22.76%
5010	Payroll FICA Taxes	116,000.00	33,694.46	29.05%
5015	Unemployment Taxes	500.00	-	0.00%
	Fringe Benefits			
5006	MO LAGERS	177,000.00	37,446.76	21.16%
5020	Employee Benefits	240,000.00	64,569.27	26.90%
5040	Worker's Compensation	54,000.00	14,866.00	27.53%
5044	Accident/Sickness Insurance	3,519.67	3,519.66	100.00%
5041	Property Insurance	85,000.00	89,323.00	105.09%
5050	Rent/Lease	3,000.00	1,920.00	64.00%
5060	Legal, Accounting & Processing Fees	16,000.00	4,490.27	28.06%
5070	Administrative Expense	18,000.00	1,688.48	9.38%
5080	Election Expense	3,500.00	-	0.00%
5090	Advertising Expense	500.00	45.69	9.14%
5100	Fuel & Oil	60,000.00	13,286.71	22.14%
5105	Dispatch Expense	79,586.00	19,892.00	24.99%
5110	Repairs & Maintenance	37,000.00	10,327.35	27.91%
5115	Ambulance Supplies/Equip under \$2,000	131,500.00	-	0.00%
5117	Rescue Squad Supplies/Equip under \$2,000	53,594.33	-	0.00%
5120	Medical & Operating Supplies	68,500.00	26,831.92	39.17%
5130	Office Supplies Expense	10,000.00	4,915.45	49.15%
5131	Technical Support	31,000.00	22,643.33	73.04%
5132	Kitchen/Breakroom Supplies	-	377.03	#DIV/0!
5135	Building Repair & Maint	15,000.00	7,795.49	51.97%
5140	Utilities	22,000.00	8,079.98	36.73%
5150	Telephone/Cell	6,500.00	2,523.26	38.82%
5180	Dues & Subscriptions	2,500.00	1,204.00	48.16%
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	64,920.74	35.50%	214,921.35	
5280 Miscellaneous Expense	8,000.00	588.72	7.36%	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	-	10,000.50	#DIV/0!	21,492.50	
5375 Paramedic Class Expense	1,000.00	2,957.89	295.79%	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	891,487.40	29.69%	2,802,258.14
Ambulance Net Surplus (Deficit)		47,250.00	171,050.46	362.01%	

PAT Van Budget	2024 Proposed Annual Budget	Actual at 4/30/2024	% of Budget	2023 Actual	
PAT Van Revenues					
4009 PAT Van Revenues	25,000.00	12,442.55	49.77%	28,684.70	
PAT Van Expenses					
5009 PAT Van Wages	38,000.00	13,304.35	35.01%	38,343.49	
5019 PAT Van Overtime	1,200.00	64.43	5.37%	157.00	
5010 Payroll Taxes	-	1,022.71	#DIV/0!	2,945.29	
5129 Repairs/Maint	3,500.00	400.50	11.44%	6,985.71	
5109 Fuel & Oil	4,000.00	1,330.27	33.26%	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	16,122.26	34.12%	53,786.79
Pat Van Net Surplus (Deficit)		(22,250.00)	(3,679.71)	16.54%	(25,102.09)

Agencywide Revenues	3,075,000.00	1,074,980.41	34.96%	3,159,268.62	
Agencywide Expenses	3,050,000.00	907,609.66	29.76%	2,856,044.93	
Agencywide Surplus (Deficit)		25,000.00	167,370.75	669.48%	303,223.69

Cash Balance at December 31, 2023	\$ 2,255,544.71
Cash Balance at April 30, 2024	2,483,121.61
2024 Change in Cash Surplus (Deficit)	\$ 227,576.90

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 Apr. 30th, but not yet paid