

Nodaway County Ambulance District
103 W Carefree Dr Maryville, Mo 64468

October 9, 2024

Next meeting November 13, 2024

Agenda:

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.

Introduction of Guests: Judy Martin, auditor with Harden, Cummins, Moss & Miller: Addressing the 2023 Audit.

Presentation of Minutes:

Report from 140 Burlington Junction Rescue Squad:

Report from 141 Pickering/Hopkins Squad:

Report from 142 Ravenwood Rescue Squad:

Report from 143 Tri-C Rescue Squad:

Report from 136 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: Building update

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. 9, 2024

7:02 PM

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

Board members Absent:

Oath:

Elections:

Introduction of Guests

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

Report from Burlington Junction Rescue Squad:

Report from Hopkins/Pickering Rescue Squad: Docu Drama 10/10/24 at the Pickering Horse Arena

Report from Ravenwood Rescue Squad:

Report from Tri-C Rescue Squad:

Report from Maryville Rescue Squad:

Presentation of Treasurer's Report: Sparks went over the Treasures report. \$300,000.00 will be drawn from one account into checking to put towards unfunded liability with Lager's retirement.

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. There was some discussion on different accounts that were over the estimated budget and why they were over.

Director of Operations Report

Director of Operations Report

October 10, 2024

1. Closed meeting, evaluation for Alice Schieffer. Request for hardship.
2. Oct. Tax Deposits: **\$113,992.71** January through October year to date sales tax deposits: **\$1,228,805.20** That's **(\$32,156.08)** more than the same period of 2023 (\$1,196,649.12). For a loss of **2.6871770% over 2023**, and \$29,389.22 more than in 2022 (\$1,199,415.98) for an increase of 2.4502942%.
3. 134 back compartment door has been fixed by Conrad Fire. The O2 door on another rig is leaking water so will contact Conrad Fire on getting that fixed. This will be under warranty.

4. Applied for the “Grant Program” through the Department of Health and Senior Services for \$99,948.13. Will purchase 2 new cots and 1 stair chair.
5. Working on another grant, the Patterson Family Grant for \$200,000.00 to purchase 4 new LIFEPAK 35 monitor/defibrillators. We currently have Lifepak 15 monitors on the ambulances. This will allow more advanced connectivity. They will improve CPR guidance with better analysis, enhanced ECG monitoring with live 12/15 lead views and advanced data analysis. This will allow for better clinical decision making in the field.
6. Doc U Drama was done on October 10th at Pickering.
7. Missouri Hope Set up is Oct 10th

Friday Oct 11th 13:00 to 17:00

Saturday Oct 12th 08:00 to 12:00 — 13:00 to 17:00

Sunday Oct. 13th 08:00 to 12:00
8. Salamander Live, \$1,660.00, for the year. This is the software that is used to make our badges for employees, rescue squads and fire.
9. IV Fluid shortage, reviewed with staff today.

BUSINESS COORDINATOR AND ACCOUNTING REPORT

JULIE

- Listened to the Balance Billing webinar, American Ambulance Association.
- Ashley Rush, Worth County Ambulance came over to learn how to do billing so that she can do her own billing.
- Found the Corporation that owns Parkdale Manor and a contact person on the internet. I called and the person got back with me and said that Parkdale had been informed to make payment. We have not heard anything else since. We continue to refuse to do any trips for them.

ALICE

- At stopping point with 2023-24 GEMT Cost Report – waiting on MMIS report from the State to complete.
- Reviewed “final” audit for GEMT Cost Report for year ending June 30, 2022 – reduced funds from \$55,755.14 to \$52,233.96 for that period.
- Submitted 2023 final audit to the State.
- Reviewing options for reporting FRA income in 2025.
- Completed 3rd Quarter Unemployment Contribution and Wage Report.
- Joined the Federal Ambulance Balance Billing Update webinar held by American Ambulance
- Obtained and completed MO LAGERS Unfunded Liability Payment form to pay \$300,000 toward unfunded liability.
- Assisted Jared with the Patterson Family Foundation grant.

- Training Minutes Sept 2024
- The Paramedic class is getting closer to finishing their field internship some only 3-4 shifts left.
- Becky Mercer, will be starting an EMT class in Jan.
- The Paramedic refresher has started.
- Pat Greife and Becky Mercer attended the fall leadership conference.
- There are 4 employees that will be attending CIT training on Wednesday in November.
- (Crisis Intervention Team)
- Dylan Parris and Justin Donovan are in the process of BLS instructor class.
- Becky Mercer will be having an ACLS class Oct 22 at 1000.

Employee Concerns: No employee concerns

Medicaid/Medicare Adjustments: Allen made the motion to approve the adjustments of \$10,580.89 and Shipps seconded the motion. Allen seconded the motion. All approved.

Allen made a motion for invoices to be sent to collections for \$5,768.24, Sparks seconded the motion. All approved.

Old Business: Jeff Smith has been here and did some measuring, have not heard anything back from him.

McQueen is on the new Nodaway County Emergency Services Board now. As of this moment the ambulance district is a contract agency with the NWRCC but looks to be a member agency since the voters passed the sales tax.

New Business:

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

Closed at 8:15pm.

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

Open at 8:59 pm. The hardship was discussed, and administration will take care of it. Evaluation was discussed and reviewed.

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

Adjournment at 9:01 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 Accrual Basis

| Ambulance Budget | | 2024 Proposed | Actual at | | |
|-------------------------|---|----------------------|------------------|--------------------|--------------------|
| GL Acct # | Account Description | Annual Budget | 9/30/2024 | % of Budget | 2023 Actual |
| Ambulance Revenues | | | | | |
| 4000 | Ambulance Revenues | 1,600,000.00 | 1,196,161.43 | 74.76% | 1,658,813.57 |
| 4001 | Contractual Adjustment (Medicaid /Medicare) | (130,000.00) | (121,467.74) | 93.44% | (133,866.10) |
| | Net Revenues | 1,470,000.00 | 1,074,693.69 | 73.11% | 1,524,947.47 |
| 4105 | Sales Tax | 1,425,000.00 | 1,114,812.49 | 78.23% | 1,466,468.64 |
| 4150 | Surtax | 40,000.00 | 43,867.52 | 109.67% | 48,478.23 |
| 4720 | Interest Income | 62,000.00 | 58,456.45 | 94.28% | 45,952.06 |
| 4010 | Bad Debt Recovery | 12,000.00 | 7,017.44 | 58.48% | 15,557.79 |
| 4300 | FRA/GEMT Income | 30,000.00 | - | 0.00% | 34,704.02 |
| 4730 | Miscellaneous Income | 10,000.00 | 1,018.55 | 10.19% | 2,625.06 |
| 4011 & 4012 | EMT & Paramedic Class Revenue | - | 6,000.00 | #DIV/0! | 40,376.31 |
| 4380 | CPR Revenue | 1,000.00 | 495.00 | 49.50% | 1,140.00 |
| 4780 | Grant Income | | 139,573.86 | #DIV/0! | - |
| | Total Revenues | 3,050,000.00 | 2,445,935.00 | 80.19% | 3,180,249.58 |
| Ambulance Expenses | | | | | |
| 5000 | Ambulance Salaries & Wages | 1,200,000.00 | 770,550.34 | 64.21% | 1,035,830.26 |
| 5001 | Overtime Wages | 182,000.00 | 168,935.77 | 92.82% | 268,194.16 |
| 5005 | Health Insurance Payout/Retirement | 31,500.00 | 23,359.68 | 74.16% | 37,770.69 |
| 5008 | Stipends | 15,000.00 | 59,004.00 | 393.36% | 19,900.00 |
| | Training Wages | | | | |
| 5106 | Paramedic Instruction Wages RT | 5,500.00 | 4,708.55 | 85.61% | 3,999.77 |
| 5107 | Paramedic Instruction Wages OT | 18,500.00 | 12,253.59 | 66.24% | 8,893.55 |
| 5300 | Instructor Training Wages RT & OT | 9,000.00 | 747.63 | 8.31% | 818.31 |
| 5301 | Continuing Ed Instructor Wages RT & OT | 5,000.00 | 1,408.83 | 28.18% | 1,863.01 |
| 5302 | First Responder Orig. Cert. Wages RT & OT | 5,000.00 | 2,634.56 | 52.69% | 1,700.93 |
| 5303 | Continuing Ed Employee Wages | 2,000.00 | 1,279.03 | 63.95% | 1,399.58 |
| 5304 | First Responder Refresher Wages | 2,000.00 | 1,443.04 | 72.15% | 1,385.72 |
| 5305 | Mandatory Training Wages | 4,200.00 | 2,021.88 | 48.14% | 2,793.37 |
| 5010 | Payroll FICA Taxes | 116,000.00 | 79,342.05 | 68.40% | 103,291.24 |
| 5015 | Unemployment Taxes | 500.00 | - | 0.00% | - |
| | Fringe Benefits | | | | |
| 5006 | MO LAGERS | 177,000.00 | 389,743.77 | 220.19% | 104,591.97 |
| 5020 | Employee Benefits | 240,000.00 | 144,945.32 | 60.39% | 237,552.55 |
| 5040 | Worker's Compensation | 54,000.00 | 33,992.00 | 62.95% | 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 | 1,960.00 | 65.33% | 1,960.00 |
| 5060 | Legal, Accounting & Processing Fees | 16,000.00 | 24,047.33 | 150.30% | 26,005.97 |
| 5070 | Administrative Expense | 18,000.00 | 8,612.65 | 47.85% | 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 | 33,498.87 | 55.83% | 49,452.68 |
| 5105 | Dispatch Expense | 79,586.00 | 59,676.00 | 74.98% | 77,250.00 |
| 5110 | Repairs & Maintenance | 37,000.00 | 18,463.75 | 49.90% | 31,399.42 |
| 5115 | Ambulance Supplies/Equip under \$2,000 | 23,500.00 | - | 0.00% | 12,854.40 |
| 5117 | Rescue Squad Supplies/Equip under \$2,000 | 6,594.33 | - | 0.00% | 6,747.05 |
| 5120 | Medical & Operating Supplies | 68,500.00 | 41,997.61 | 61.31% | 71,538.99 |
| 5130 | Office Supplies Expense | 10,000.00 | 10,293.33 | 102.93% | 9,731.44 |
| 5131 | Technical Support | 31,000.00 | 36,366.15 | 117.31% | 38,191.77 |
| 5132 | Kitchen/Breakroom Supplies | - | 621.30 | #DIV/0! | - |
| 5135 | Building Repair & Maint | 15,000.00 | 13,765.83 | 91.77% | 15,598.67 |
| 5140 | Utilities | 22,000.00 | 15,575.19 | 70.80% | 21,339.34 |
| 5150 | Telephone/Cell | 6,500.00 | 5,703.69 | 87.75% | 6,444.85 |
| 5180 | Dues & Subscriptions | 2,500.00 | 1,287.00 | 51.48% | 1,323.00 |
| 5190 | Laundry | 2,500.00 | - | 0.00% | - |
| 5220 | Radio Repairs & Maintenance | 10,000.00 | 5,445.00 | 54.45% | 4,815.15 |
| 5250 | Bad Debt Expense Allowance | 182,900.00 | 99,822.12 | 54.58% | 200,894.87 |

| | | | | |
|---------------------------------------|--------------|--------------|---------|--------------|
| 5280 Miscellaneous Expense | 8,000.00 | 1,381.54 | 17.27% | 6,905.38 |
| 5285 Promotional Expense | 1,000.00 | - | 0.00% | 180.56 |
| 5290 Credit Recovery Expense | 5,500.00 | 1,391.48 | 25.30% | 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 CPR Supplies | 2,500.00 | 892.93 | 35.72% | 408.50 |
| 5330 Instructor's Tuition/Books | 600.00 | 450.00 | 75.00% | 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 | - | 176.41 | #DIV/0! | 1,273.19 |
| 5361 Instructor's Training Mileage | - | - | #DIV/0! | - |
| 5370 CE Employee Course | 12,750.00 | 13,820.61 | 108.40% | 21,492.50 |
| 5375 Paramedic Class Expense | 1,000.00 | 5,198.48 | 519.85% | 16,950.05 |
| 5376 EMT Class Expense | - | - | #DIV/0! | - |
| 5380 Training Miscellaneous | 1,600.00 | 1,480.14 | 92.51% | 4,473.87 |
| 5385 Medical Director | 1,500.00 | 206.00 | 13.73% | |
| Capital Outlays | | | | |
| 1530 Ambulance Equipment over \$2,000 | 108,000.00 | 107,844.24 | 99.86% | 176,014.40 |
| 1540 Rescue Equipment over \$2,000 | 47,000.00 | 49,567.60 | 105.46% | - |
| 1550 Office Equipment over \$2,000 | - | 15,739.00 | #DIV/0! | |
| Total Ambulance Expenses | 3,002,750.00 | 2,364,542.64 | 78.75% | 2,784,576.66 |
| Ambulance Net Surplus (Deficit) | 47,250.00 | 81,392.36 | 172.26% | |

| PAT Van Budget | 2024 Proposed | Actual at | | |
|-------------------------------|----------------------|------------------|--------------------|--------------------|
| PAT Van Revenues | Annual Budget | 9/30/2024 | % of Budget | 2023 Actual |
| 4009 PAT Van Revenues | 25,000.00 | 29,409.95 | 117.64% | 28,684.70 |
| PAT Van Expenses | | | | |
| 5009 PAT Van Wages | 38,000.00 | 31,218.33 | 82.15% | 38,343.49 |
| 5019 PAT Van Overtime | 1,200.00 | 191.87 | 15.99% | 157.00 |
| 5010 Payroll Taxes | - | 2,402.88 | #DIV/0! | 2,945.29 |
| 5129 Repairs/Maint | 3,500.00 | 1,845.98 | 52.74% | 6,985.71 |
| 5100 Fuel & Oil | 4,000.00 | 3,130.19 | 78.25% | 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 | 38,789.25 | 82.09% | 53,786.79 |
| Pat Van Net Surplus (Deficit) | (22,250.00) | (9,379.30) | 42.15% | (25,102.09) |

| | | | | |
|------------------------------|--------------|--------------|---------|--------------|
| Agencywide Revenues | 3,075,000.00 | 2,475,344.95 | 80.50% | 3,208,934.28 |
| Agencywide Expenses | 3,050,000.00 | 2,403,331.89 | 78.80% | 2,838,363.45 |
| Agencywide Surplus (Deficit) | 25,000.00 | 72,013.06 | 288.05% | 370,570.83 |

| | |
|---------------------------------------|-----------------|
| Cash Balance at December 31, 2023 | \$ 2,255,544.71 |
| Cash Balance at September 30, 2024 | 2,612,822.80 |
| 2024 Change in Cash Surplus (Deficit) | \$ 357,278.09 |

The large difference in cash vs accrual is due to the following:

- Cash receipts received in 2024 for previous years
- Expenses that are payable September 30th, but not yet paid