

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

February 13, 2025

Next meeting March 12 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:

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: Construction of building and remodel

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:

Feb.13, 2025

7:01 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. Pine seconded the motion. All approved.

**Report from Burlington Junction Rescue Squad:** n o n e

**Report from Hopkins/Pickering Rescue Squad:** n o n e

**Report from Ravenwood Rescue Squad:** Chief Lager applied for an MFA grant for battery operated rescue equipment to go along with the spreader that they already have. It was discussed and a motion was made by Pine to help out with the purchase of a cutter and a two stage ram for extrications. Shipps second. Motion carried.

**Report from Tri-C Rescue Squad:** none

**Report from Maryville Rescue Squad:** n o n e

**Presentation of Treasurer's Report:** Sparks went over the Treasures report. There is a CD coming due, it was discussed and decided to roll it over. Sparks and McQueen will look at interest rates and go from there. There will be a new ambulance to purchase towards the end of 2025.

**Presentation of bills to be paid:** The bills to be paid were presented. Shipps 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**

Director of Operations Report  
February 13<sup>th</sup>, 2025

1. Closed Meeting, Evaluation Lane Huitt EMT, he is now a paramedic.
2. February Tax Deposits: **\$145,456.19** January through February year to date sales tax deposits: **\$265,187.02** That's (\$12,738.03) more than the same period of 2024 (\$252,488.99). For a gain of **5.0457837% over 2024**, and \$33,925.96 more than in 2023 (\$231,261.06) for an increase of **14.669983%**.
3. Brittney McIntyre, Lane Huitt, and Alicia Reeves have their state paramedic license and are running calls.
4. Justing Donovan accepted the position of Assistant Director, I would like to change the title to Deputy Director. *A Deputy must have the same qualifications as the position they are subordinate to, as they must be ready to take over that position at any time, while an Assistant is assigned to aid in managing the workload.* Pine made a motion to change the title of Assistant Director to Deputy Director. Sparks seconded; motion carried.

5. Senior Citizens Service Tax Fund Board granted us \$15,000 for use with the Pat Van and Knights program for 2025, I had requested \$20,000. We have decided to put \$13,000 to PAT Van and \$2000 towards Knights. There was some discussion of changing fees, and no motion made on this.
6. MOSWIN radios will be ordered, Midwest Mobile requires 50% down to order equipment, their check in is the bills.
7. Hamilton Vent upgrades: In order to transport patients on vents and keep our vents compatible with the hospital, we are needing to upgrade our vent. We need a humidifier, breathing set for infants and adults along with a high flow O2 therapy application. Sparks made a motion to purchase such equipment needed for this, Pine second. Motion carried.
8. \$200,000.00 CD due 2/21/2025, See treasure's report.
9. First Responder Banquet 4/5/2025 This is a potluck dinner; we are responsible for side dishes.
10. Compliance class for Justin in June 1-4 2025 in Clearwater Florida, class is \$1400.00 plus travel expense. Xi will be \$555.
11. Ravenwood has applied for a MFA grant to help purchase extrication tools, I would like to go ahead and order cutters and ram for 142 rescue. Quote coming. See 142 report.
12. We have 2 old power cots and 1 old stair chair, Corning Amb is interested in one cot and the stair chair. Would like to sell the pair to Corning for \$2500.00. After some discussion it was agreed to sell cots and keep stair chair for rescue squads to use.
13. Hired Brock Peterson to a PRN Medic position. Sam Martel RN stated that he will no longer be able to work PRN.

#### BUSINESS COORDINATOR AND ACCOUNTING REPORT

February 13, 2025

##### JULIE

- There was a significant drop in credit card charges.
- The new copier was delivered, had a few hiccups but working good now. Xerox rep has been notified to come pick up the old copier.
- Will start working toward re-certifying my Certified Ambulance Coder and Certified Ambulance Privacy Officer.

##### ALICE

- Working on 2024 year-end general journal entries and audit reports.
- Requested and received audit engagement letter from Judy Martin of Harden, Cummins, Moss & Miller. Audit costs increased from \$13,650 to \$15,700 for audit; and from \$100 to \$120/hour for additional services.
- Processed W-2s and 1099s for 2024.
- Completed and submitted 941 Employer's Quarterly Federal Tax Return and Unemployment Contribution & Wage Report for the last quarter of 2024.

## Training Manager Report

Training Minutes Feb 2025

We have 3 new paramedics Brittney McIntyre, Lane Huitt, and Alicia Reeves.

The EMT class is going great.

Quarterly CPR is March 15th at 1800

EMR classes are set for the year and on the website.

**Employee Concerns:** No employee concerns

**Medicaid/Medicare Adjustments:** Allen made the motion to approve the adjustments of \$14,874.74 and Sparks seconded the motion. Allen seconded the motion. All approved.

Allen made a motion for invoices to be sent to collections for \$9,092.92, Shipps seconded the motion. All approved.

**Old Business:** Building/remodel: Pine brought up the possibility of a Community Development Block Grant to help with the cost of the building. Could get up to \$500,000.00 if qualified. The Regional Council of Governments has been contacted to see if there are any other grants for which we might apply for. A blueprint of the building was presented, and all were in agreement in proceeding with plan. McQueen is contacting Jeff Smith to have him do an estimate of the cost for building.

**New Business:** In order to purchase narcotics from the hospital, the DEA requires Power of Attorney DEA 222 forms be signed by the board. POA forms were needed for McQueen as Director and of Donovan, Deputy Director. Relinquishing form was needed to take past Director off the list.

Shipps was approached by a person about what options there were in community to get transportation to St Joseph for dialysis treatments. It was suggested that the person should contact the dialysis center to see what other people are using.

Mental Health Coalition has funding to purchase a vehicle to transport MH patients to facilities for mental health help. After discussion it was decided not to have the vehicle under NCAD.

**Closed Meeting:** **S p a r k s** made a motion to go into closed session. Shipps second the motion. Snodderley called for a vote, Shipps, yea, Giesken, yea, Pine, yea, Allen, yea, Sparks, yea, Snodderley, yea Motion carried.

Closed at 9:10 pm.

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

Open at 9:25 pm.

The evaluation of Lane Huitt 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 9:26pm

Recorded by Julie Schmitz

Nodaway County Ambulance District      Signed: \_\_\_\_\_ Pat Giesken,  
Secretary of the Board of Directors

**Nodaway County Ambulance District**  
**2025 Revenue & Expense Budget**  
**Modified Accrual Basis**

<b>Ambulance Budget</b>		<b>2025 Proposed Annual Budget</b>	<b>Actual at 1/31/2025</b>	<b>% of Budget</b>	<b>2024 Actual</b>
<b>GL Acct #</b>	<b>Account Description</b>				
Ambulance Revenues					
4000	Ambulance Revenues	1,600,000.00	140,491.19	8.78%	1,603,593.51
4001	Contractual Adjustment (Medicaid /Medicare)	(162,000.00)	(14,125.55)	8.72%	162,078.53
	Net Revenues	1,438,000.00	126,365.64	8.79%	1,441,514.98
4105	Sales Tax	1,500,000.00	119,730.83	7.98%	1,471,967.78
4150	Surtax	48,000.00	44,331.01	92.36%	48,575.22
4720	Interest Income	50,000.00	1,870.56	3.74%	71,566.14
4010	Bad Debt Recovery	10,000.00	50.00	0.50%	12,878.03
4300	FRA/GEMT Income	30,000.00	615.31	2.05%	32,351.63
4730	Miscellaneous Income	1,500.00	3.30	0.22%	1,879.78
4011 & 4012	EMT & Paramedic Class Revenue	60,000.00	3,400.00	5.67%	6,400.00
4380	CPR Revenue	1,000.00	390.00	39.00%	685.00
4710	Sale Fixed Assets	-	-	#DIV/0!	6,300.00
4780	Grant Income	153,948.00	99,948.14	64.92%	139,573.86
	Total Revenues	3,292,448.00	396,704.79	12.05%	3,233,692.42
Ambulance Expenses					
5000	Ambulance Salaries & Wages	1,220,804.00	95,525.60	7.82%	1,026,889.71
5001	Overtime Wages	250,000.00	22,791.33	9.12%	231,927.49
5005	Health Insurance Payout/Retirement	37,944.00	3,359.65	8.85%	31,795.12
5008	Stipends	20,000.00	837.50	4.19%	67,454.00
	Training Wages				
5003	EMT Instruction Wages RT	2,250.00	349.44	15.53%	-
5004	EMT Instruction Wages OT	4,750.00	174.72	3.68%	-
5106	Paramedic Instruction Wages RT	4,500.00	-	0.00%	5,543.17
5107	Paramedic Instruction Wages OT	9,500.00	-	0.00%	13,581.62
5300	Instructor Training Wages RT & OT	1,000.00	-	0.00%	815.26
5301	Continuing Ed Instructor Wages RT & OT	3,000.00	181.88	6.06%	2,566.40
5302	First Responder Orig. Cert. Wages RT & OT	4,500.00	55.91	1.24%	5,061.76
5303	Continuing Ed Employee Wages	10,000.00	-	0.00%	5,825.18
5304	First Responder Refresher Wages	2,200.00	-	0.00%	2,064.81
5305	Mandatory Training Wages	3,000.00	-	0.00%	2,994.70
5010	Payroll FICA Taxes	120,369.00	9,286.35	7.71%	108,636.83
5015	Unemployment Taxes	-	-	#DIV/0!	-
	Fringe Benefits				
5006	MO LAGERS	124,322.00	8,431.59	6.78%	420,128.48
5020	Employee Benefits	221,500.00	19,948.37	9.01%	194,201.10
5040	Worker's Compensation	51,164.00	5,291.00	10.34%	44,877.00
5044	Accident/Sickness Insurance	3,531.00	3,531.00	100.00%	3,519.66
5041	Property Insurance	100,199.00	100,199.00	100.00%	89,323.00
5050	Rent/Lease	2,100.00	-	0.00%	1,960.00
5060	Legal and Accounting	20,000.00	-	0.00%	15,980.00
5065	Processing Fees (New)	10,000.00	513.37	5.13%	10,557.46
5070	Administrative Expense	18,000.00	171.00	0.95%	9,251.44
5080	Election Expense	3,500.00	-	0.00%	109.00
5090	Advertising Expense	500.00	-	0.00%	45.69
5100	Fuel & Oil	60,000.00	4,642.70	7.74%	44,423.52
5105	Dispatch Expense	-	-	#DIV/0!	79,568.00
5110	Repairs & Maintenance	35,000.00	12,394.13	35.41%	27,782.30
5115	Ambulance Supplies/Equip under \$2,000	25,000.00	-	0.00%	2,475.00
5117	Rescue Squad Supplies/Equip under \$2,000	10,000.00	-	0.00%	1,665.00
5120	Medical & Operating Supplies	75,000.00	5,301.30	7.07%	59,622.66
5130	Office Supplies Expense	16,000.00	863.40	5.40%	13,038.40
5131	Technical Support	40,000.00	21,510.75	53.78%	44,780.08

5132 Kitchen/Breakroom Supplies	1,000.00	122.97	12.30%	1,008.25
5135 Building Repair & Maint	19,000.00	1,008.46	5.31%	21,765.35
5140 Utilities	22,000.00	1,051.17	4.78%	20,021.66
5150 Telephone/Cell	10,000.00	345.00	3.45%	7,922.51
5180 Dues & Subscriptions	1,600.00	578.00	36.13%	1,287.00
5190 Laundry	-	-	#DIV/0!	-
5220 Radio Repairs & Maintenance	5,000.00	553.10	11.06%	2,998.00
5250 Bad Debt Expense Allowance	158,000.00	13,972.69	8.84%	158,640.17
5280 Miscellaneous Expense	5,000.00	157.07	3.14%	2,164.67
5285 Promotional Expense	1,000.00	-	0.00%	-
5290 Credit Recovery Expense	3,000.00	48.10	1.60%	2,707.68
5126 GEMT Expenses	-	-	#DIV/0!	3,521.19
Training Expenses				
5310 Training Equipment Maintenance	5,000.00	-	0.00%	-
5320 Training Supplies	2,500.00	-	0.00%	1,536.93
5330 Instructor's Tuition/Books	600.00	41.20	6.87%	450.00
5331 Training Books & Support	1,000.00	-	0.00%	-
5340 Guest Instructor Expense	2,000.00	-	0.00%	613.98
5360 Training Lodging & Meals	1,000.00	-	0.00%	544.72
5361 Instructor's Training Mileage	-	-	#DIV/0!	-
5370 CE Employee Course	15,000.00	75.00	0.50%	13,820.61
5375 Paramedic Class Expense	10,000.00	46.91	0.47%	5,441.77
5376 EMT Class Expense	10,000.00	159.90	1.60%	825.53
5380 Training Miscellaneous	2,000.00	481.49	24.07%	1,480.14
5385 Medical Director	300.00	-	0.00%	206.00
Capital Outlays				
1530 Ambulance Equipment over \$2,000	397,948.00	93,396.46	23.47%	50,406.49
1540 Rescue Equipment over \$2,000	50,000.00	-	0.00%	49,567.60
1550 Office Equipment over \$2,000	-	-	#DIV/0!	15,739.00
Total Ambulance Expenses	3,232,581.00	427,397.51	13.22%	2,931,133.09
Ambulance Net Surplus (Deficit)	59,867.00	(30,692.72)	-51.27%	302,559.33

PAT Van Budget	2025 Proposed	Actual at		
PAT Van Revenues	Annual Budget	1/31/2025	% of Budget	2024 Actual
4009 PAT Van Revenues	35,000.00	2,322.50	6.64%	38,660.95
PAT Van Expenses				
5009 PAT Van Wages	42,000.00	3,052.96	7.27%	41,694.42
5019 PAT Van Overtime	300.00	-	0.00%	209.78
5010 Payroll Taxes	3,236.00	233.55	7.22%	3,205.67
5129 Repairs/Maint	7,000.00	2,179.99	31.14%	4,005.00
5100 Fuel & Oil	5,000.00	73.29	1.47%	4,469.50
5119 Supplies/New Equipment	500.00	-	0.00%	-
5099 Advertising	100.00	-	0.00%	-
Total PAT Van Expenses	58,136.00	5,539.79	9.53%	53,584.37
Pat Van Net Surplus (Deficit)	(23,136.00)	(3,217.29)	13.91%	(14,923.42)

Agencywide Revenues	3,327,448.00	399,027.29	11.99%	3,272,353.37
Agencywide Expenses	3,290,717.00	432,937.30	13.16%	2,984,717.46
Agencywide Surplus (Deficit)	36,731.00	(33,910.01)	-92.32%	287,635.91

Cash Balance at December 31, 2024	\$ 2,593,355.51
Cash Balance at January 31, 2025	2,586,498.29
2025 Change in Cash Surplus (Deficit)	\$ (6,857.22)

Prepays expensed in Jan-25 totaled \$33,081.05