

Nodaway County Ambulance District

103 W Carefree Dr Maryville, Mo 64468

November 13, 2024

Next meeting December 11, 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: Credit card companies

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:

Nov 13, 2024

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. Shipps made the motion to accept the minutes. Sparks seconded the motion. All approved.

Report from Burlington Junction Rescue Squad: none

Report from Hopkins/Pickering Rescue Squad: none

Report from Ravenwood Rescue Squad: none

Report from Tri-C Rescue Squad: none

Report from Maryville Rescue Squad: none

Presentation of Treasurer's Report: Sparks went over the Treasures report. Nothing has changed.

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

November 13th, 2024

1. Closed meeting to review probation of Justin Donovan EMT-P and Sarah Jones EMT-B
2. November Tax Deposits: **\$132,909.19** January through November year to date sales tax deposits: **\$1,361,715.15** That's **(\$45,431.97)** More than the same period of 2023 (\$1,316,283.18). For a gain of 3.4515% **over 2023**, and **\$67,774.51** more than in 2022 (\$1,293,940.64) for an increase of **5.2378%**.
3. New opener has been ordered from Maryville Glass and Lock for the pit door. This has partially been installed. A few things to finish.
4. Kim and I attended the Missouri First Responder Health and Wellness Conference on Oct.23 & 24 Free training hosted by MO Department of Public Safety. The main topic was the mental wellness of people in the profession of EMS, Fire and Police.
5. 4 Paramedics, Becky, Jill, Kim, and Patrick are attending the 40-hour CIT class in St. Joseph, 5 Wednesdays for 8

hours.

6. Go over the health insurance quote from Arnold Insurance for the employees. The quotes were discussed, Pine made a motion to stay with the plans that we have. Giesken second. All approved
7. Go over 2025 Proposed Budget. The 2024 adjusted budget and 2025 budget will be presented at the next meeting. The cost of property insurance was discussed, looking at raising the deductible to save some money.
8. New phones and MiFi's have been put in all the ambulances and PAT Van.
9. Election filings for District 2 & 5, Mary Beth Shipps and Pat Giesken.

Filing Dates are from December 10, 2024, to December 31, 2024 at 5:00pm.

10. PAT Van repairs needed; rams are leaking scheduled for Nov. 19th.
11. Grant updates: First Responder Equipment Grant for \$94,573.56 has been Level 1 approved, still needs to go through Level 2 approval, I hope we have the money by the end of the year.

First Responder Capital Improvements & Interoperable Communications Equipment Grant (RADIOS): I need to work on quotes and get equipment ordered.

Department of Health and Senior Services grant: 2 new cots and a stair chair. I was told everyone who applied for this grant got it. Should have the money by March 2025

I have not heard anything yet on the \$200,000.00 Patterson Family Grant for Rural EMS, I did hear both ambulance districts in Harrison County received this grant.

The old stair chair will be donated to another Ambulance district.

BUSINESS COORDINATOR AND ACCOUNTING REPORT

BUSINESS COORDINATOR AND ACCOUNTING REPORT

November 13, 2024

JULIE

- We had a short training session with ESO to set up statements. We did this so that people that have more than one trip, especially Pat Van riders.
- We are setting up billing training with ESO so that we can fine tune some things and what more we can do to make our jobs more efficient.
- Looked on the internet for the best credit card companies. Took the top three listed and contacted for more information. Then turned it over to Alice to make more comparison between them.

ALICE

- Reviewed MMIS report from the state detailing our Medicaid revenues for GEMT reporting period July 1, 2023 – June 30, 2024 – found a couple of errors that I reported – now waiting to hear back from MO HealthNet Division (MHD).
- Worked on 2024 revised and 2025 original budgets including the wage increase spreadsheet.
- Contacted credit card service companies requesting pricing based on our August 2024 credit card bill and created a summary spreadsheet to assist in deciding as to whether to change credit card companies.
- Completed 3rd Quarter 941 Federal Tax Return.
- Completed an employee listing with all the required information for Johnna Beemer to get us a pricing quote for

disability insurance to compare with our current policy with Unum.

Training Manager Report

Training Minutes Nov 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.

There are 4 employees that are attending CIT training on Wednesdays Oct 30 – Nov 27. (Crisis Intervention Team)

Dylan Parris and Justin Donavan are in the process of BLS instructor Training.

Quarterly CPR is Dec. 12 at 1800. The last EMR Refresher for the year 2024 will be Nov 23. Instructors will be John Maxwell and Mark Corson.

Employee Concerns: No employee concerns

Medicaid/Medicare Adjustments: Allen made the motion to approve the adjustments of \$16,884.60 and Shipps seconded the motion. Allen seconded the motion. All approved.

Allen made a motion for invoices to be sent to collections for \$9,218.56, Sparks seconded the motion. All approved.

Old Business:

Jeff Smith has been finishing other projects and will get drawings to us soon.

Alice presented the credit card processing comparison. We are going to work on getting more insurance companies to do payments as ACH and stick with our current credit card company with lower rates.

New Business:

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

Closed at 8:32pm.

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

Open at 9:12 pm.

The probations of Donovan and Jones were discussed.

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

Adjournment at 9:13 pm

Recorded by Julie Schmitz

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

2024 Revenue & Expense Budget
Modified Accrual Basis

Ambulance Budget		2024 Proposed	Actual at		
GL Acct #	Account Description	Annual Budget	10/31/2024	% of Budget	2023 Actual
Ambulance Revenues					
4000	Ambulance Revenues	1,600,000.00	1,335,558.48	83.47%	1,658,813.57
4001	Contractual Adjustment (Medicaid /Medicare)	(130,000.00)	(133,242.81)	102.49%	(133,866.10)
	Net Revenues	1,470,000.00	1,202,315.67	81.79%	1,524,947.47
4105	Sales Tax	1,425,000.00	1,228,805.20	86.23%	1,466,468.64
4150	Surtax	40,000.00	43,867.95	109.67%	48,478.23
4720	Interest Income	62,000.00	58,837.09	94.90%	45,952.06
4010	Bad Debt Recovery	12,000.00	8,513.43	70.95%	15,557.79
4300	FRA/GEMT Income	30,000.00	-	0.00%	34,704.02
4710	Sale of Fixed Assets	-	500.00	#DIV/0!	
4730	Miscellaneous Income	10,000.00	1,173.86	11.74%	2,625.06
4011 & 4012	EMT & Paramedic Class Revenue	-	6,000.00	#DIV/0!	40,376.31
4380	CPR Revenue	1,000.00	655.00	65.50%	1,140.00
4780	Grant Income	-	139,573.86	#DIV/0!	-
	Total Revenues	3,050,000.00	2,690,242.06	88.20%	3,180,249.58
Ambulance Expenses					
5000	Ambulance Salaries & Wages	1,200,000.00	854,447.70	71.20%	1,035,830.26
5001	Overtime Wages	182,000.00	187,925.55	103.26%	268,194.16
5005	Health Insurance Payout/Retirement	31,500.00	25,955.20	82.40%	37,770.69
5008	Stipends	15,000.00	61,354.00	409.03%	19,900.00
	Training Wages				
5106	Paramedic Instruction Wages RT	5,500.00	4,965.53	90.28%	3,999.77
5107	Paramedic Instruction Wages OT	18,500.00	12,663.40	68.45%	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	2,261.01	45.22%	1,863.01
5302	First Responder Orig. Cert. Wages RT & OT	5,000.00	3,611.07	72.22%	1,700.93
5303	Continuing Ed Employee Wages	2,000.00	2,234.69	111.73%	1,399.58
5304	First Responder Refresher Wages	2,000.00	1,662.87	83.14%	1,385.72
5305	Mandatory Training Wages	4,200.00	2,226.06	53.00%	2,793.37
5010	Payroll FICA Taxes	116,000.00	87,762.11	75.66%	103,291.24
5015	Unemployment Taxes	500.00	-	0.00%	-
	Fringe Benefits				
5006	MO LAGERS	177,000.00	398,412.88	225.09%	104,591.97
5020	Employee Benefits	240,000.00	164,363.96	68.48%	237,552.55
5040	Worker's Compensation	54,000.00	37,513.00	69.47%	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	24,870.68	155.44%	26,005.97
5070	Administrative Expense	18,000.00	8,913.44	49.52%	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	38,594.73	64.32%	49,452.68
5105	Dispatch Expense	79,586.00	59,676.00	74.98%	77,250.00
5110	Repairs & Maintenance	37,000.00	22,143.38	59.85%	31,399.42
5115	Ambulance Supplies/Equip under \$2,000	23,500.00	2,475.00	10.53%	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	49,220.87	71.86%	71,538.99
5130	Office Supplies Expense	10,000.00	11,095.91	110.96%	9,731.44
5131	Technical Support	31,000.00	41,252.78	133.07%	38,191.77
5132	Kitchen/Breakroom Supplies	-	721.12	#DIV/0!	-
5135	Building Repair & Maint	15,000.00	15,130.48	100.87%	15,598.67
5140	Utilities	22,000.00	17,065.94	77.57%	21,339.34
5150	Telephone/Cell	6,500.00	6,624.10	101.91%	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	2,998.00	29.98%	4,815.15

5250 Bad Debt Expense Allowance	182,900.00	133,868.89	73.19%	200,894.87
5280 Miscellaneous Expense	8,000.00	1,538.25	19.23%	6,905.38
5285 Promotional Expense	1,000.00	-	0.00%	180.56
5290 Credit Recovery Expense	5,500.00	1,602.21	29.13%	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	1,060.93	42.44%	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	613.98	30.70%	-
5360 Training Lodging	-	384.77	#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	2,578,399.54	85.87%	2,784,576.66
Ambulance Net Surplus (Deficit)	47,250.00	111,842.52	236.70%	

PAT Van Budget	2024 Proposed Annual Budget	Actual at 10/31/2024	% of Budget	2023 Actual
PAT Van Revenues				
4009 PAT Van Revenues	25,000.00	33,488.45	133.95%	28,684.70
PAT Van Expenses				
5009 PAT Van Wages	38,000.00	34,400.37	90.53%	38,343.49
5019 PAT Van Overtime	1,200.00	203.81	16.98%	157.00
5010 Payroll Taxes	-	2,647.22	#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	3,697.67	92.44%	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	42,795.05	90.57%	53,786.79
Pat Van Net Surplus (Deficit)	(22,250.00)	(9,306.60)	41.83%	(25,102.09)

Agencywide Revenues	3,075,000.00	2,723,730.51	88.58%	3,208,934.28
Agencywide Expenses	3,050,000.00	2,621,194.59	85.94%	2,838,363.45
Agencywide Surplus (Deficit)	25,000.00	102,535.92	410.14%	370,570.83

Cash Balance at December 31, 2023	\$ 2,255,544.71
Cash Balance at October 31, 2024	2,317,962.92
2024 Change in Cash Surplus (Deficit)	\$ 62,418.21

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

- Cash receipts received in 2024 for previous years
- Expenses that are payable October 31, 2024, but not yet paid