

June 12, 2024

7:01 PM

Board Members Present: HERB SNODDERLEY, MARY BETH SHIPPS, RICK ALLEN, PAT GIESKEN, JACE PINE, 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 with corrections. Sparks seconded the motion. All approved.

Report from Burlington Junction Rescue Squad: AED has been ordered. More members are showing up to calls.

Report from Hopkins Rescue Squad: None

Report from Ravenwood Rescue Squad: None

Report from Tri-C Rescue Squad: Will be having CPR training June 17. Have a new member.

Report from Maryville Rescue Squad: The equipment that they were having problems with has been picked up and being repaired. New member Jacob Shipps, a new EMT.

Presentation of Treasurer's Report: Sparks went over the Treasures report, and it was discussed if to take some money out of the money market and put in 12-month CD or not. Director McQueen and Sparks will see what rates are and go from there.

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 for evaluations for Dan Noland, Timaley Rich, and Bobbi Sprague.
2. June Tax Deposits: **\$133,501.60** January through June year to date sales tax deposits: **\$743,571.08** That's (\$33,232.85) more than the same period of 2023 (\$710,338.23). For a gain of **4.67845% over 2023**, and \$67,576.69 more than in 2022 (\$675,994.39) for an increase of **9.9966347%**.

3. PRN EMT Sarah Jones has finished orientation and is picking up shifts. Paramedic Melody Reese has been hired; orientation will start June 10th. Paramedic Erin Keith will be off orientation June 16th, she is doing great.
4. Stats as of 5/31/24.

Total Volume by Disposition 1,111 calls

YTD Monthly call average is 222, daily average is 7.31, OOC 2.04 per day average.

310 transfers in 5 months from MMC-M to another hospital.

41 emergency calls went to another hospital other than MMC-M.
5. New server needed, quote from Brent is \$18,359.00. Sparks made a motion to purchase a new server and Shipps second. All approved.
6. We have been awarded the Gladys M. Rickard Charitable Trust in the amount of \$45,000.00 for the purpose of Hurst eDraulic Extrication Tools, I have two bids, I recommend going with Alex air apparatuses. The board discussed and approved the purchase of equipment and place them where needed.
7. Cot, Power load, and stair chair have been ordered for the other grant. The new power load will go into 134.
8. New LED lights have been installed outside the bay doors, the old ones had a photocell out of one and the bulb was out of the other one.
9. STRYKER ALS 360 proposal. This is an equipment lease program. This was discussed and declined.
10. The Department of Mental Health has allocated \$5 million to fund NON-INSURED and NON-COVERED behavioral health transport for ambulance services. This means that if we were to transfer a Pt from hospital to hospital, we would bill it and be reimbursed 100%. If we start doing these transfers again, can I give the crews that come in a \$300 stipend? I do not want to use on duty crews again. It was discussed and agreed to give the \$300 stipend as long as the funding is there. There will be a rotation of the employees to be called in to do these transferers.
11. PAT Van Senior Funds will fall short this year, most likely by the end of Oct. if not sooner. We will need to charge the riders full price after the \$15,000 has been used unless the board advises otherwise. McQueen and Schieffer will come up with a percentage to charge people using the PAT VAN and Knights Van to present to board next month. Do not want to go to full charge to those over 60.

NNH has not paid an invoice for PAT Van services for over 4 months, Julie sent an email to inform them they will not be able to use the PAT van after June 16th if not paid, I will be sending them to collections in July if not paid. (Note: this invoice was paid in full on June 15th)

12. The district has partnered with NWMO RCOG so they could apply for a grant to help with transportation outreach in the area. Bob Phillips has agreed to be on the advisory committee if they are awarded the grant.

BUSINESS COORDINATOR AND ACCOUNTING REPORT

JULIE

- One of the trainings I have to do has been completed for recertification, a few more to go.
- Attending Leadership Conference at Lake of the Ozarks June 18 & 19.
- We are having to recertify our payer information with VA before we can receive any more payments. I am trying to get my IDME account set up but having difficulties, I have to have this before I can continue with recertification.
- Setting up the new Non-Insured Behavioral Health Transportation Program.
- Have to become providers for Iowa Medicaid, which is a lengthy process, before they will pay any invoices anymore.

ALICE

- Completed & submitted Medicare Ground Ambulance Data Collection System.
- Preparing for audit.
- Submitted "unaudited" financials to the State Auditor.
- Prepared for and completed the annual worker's compensation audit.
- Reviewing and beginning work on 2023-24 GEMT cost report.
- Examined Senior Funds and concluded the funds will only last to the end of August if we continue to operate as we have.
- Will attend Medicaid training June 18-19.

Training Managers Report:

Training Minutes June 12, 2024

The paramedic class will be finishing their hospital clinicals this month, they will be starting on their field internship.

Morgan Wheeler will be teaching an EMR class Sept. 3 – Oct. 3 Tuesday and Thursday.

Becky Mercer, and other instructors will be starting an EMT class September 9th running through January.

There will be a 48 hour Paramedic refresher in Oct.

Pat Greife and Becky Mercer will be planning an MCI event for this fall.

I really need a new scanner copier for the training room. This one is getting worn out. The copier was discussed and approved to purchase a new one.

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: The board wants to keep the renovation or new building going. It was discussed to get a company to do all of the project so that prevailing wage and other issues are covered.

Hiring an assistant director was also discussed. How soon will the new assistant be hired? McQueen still wants to get some things under his belt before trying to train a new person. The question of who will do other training. McQueen will be doing some of the training but there will also be training to do that will be covered by PWW training facilities.

New Business: The main copier in the central office is about up in lease. There are issues with it and Xerox does not seem to be able to fix it. It was requested by the board to find out the buyout amount and when lease is up. Look into other companies to lease from and prices of similar copiers.

Some of the board members will be absent at times this summer. It was asked if Zoom could be used so that they might still be able to attend. There will be Zoom meetings set up at those times for the members.

Closed Meeting: Sparks made a motion to go to 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 9:20pm.

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

Open at 9:53 pm.

The evaluations of Noland, Rich and Sprague were discussed and evaluated.

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

Adjournment at 9:54 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		
GL Acct #	Account Description	Annual Budget	5/31/2024	% of Budget	2023 Actual
Ambulance Revenues					
4000	Ambulance Revenues	1,600,000.00	680,695.95	42.54%	1,658,813.57
4001	Contractual Adjustment (Medicaid /Medicare)	(130,000.00)	(74,806.24)	57.54%	(133,866.10)
	Net Revenues	1,470,000.00	605,889.71	41.22%	1,524,947.47
4105	Sales Tax	1,425,000.00	609,769.48	42.79%	1,466,468.64
4150	Surtax	40,000.00	43,766.32	109.42%	48,478.23
4720	Interest Income	62,000.00	42,694.35	68.86%	30,575.34
4010	Bad Debt Recovery	12,000.00	5,254.36	43.79%	15,557.79
4300	FRA/GEMT Income	30,000.00	-	0.00%	415.08
4730	Miscellaneous Income	10,000.00	904.09	9.04%	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	1,308,998.31	42.92%	3,130,583.92
Ambulance Expenses					
5000	Ambulance Salaries & Wages	1,200,000.00	408,408.55	34.03%	1,035,830.26
5001	Overtime Wages	182,000.00	93,326.47	51.28%	268,194.16
5005	Health Insurance Payout/Retirement	31,500.00	12,977.60	41.20%	37,770.69
5008	Stipends	15,000.00	53,754.00	358.36%	19,900.00
	Training Wages				
5106	Paramedic Instruction Wages RT	5,500.00	3,836.09	69.75%	3,999.77
5107	Paramedic Instruction Wages OT	18,500.00	8,866.15	47.93%	8,893.55
5300	Instructor Training Wages RT & OT	9,000.00	679.56	7.55%	818.31
5301	Continuing Ed Instructor Wages RT & OT	5,000.00	636.89	12.74%	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	646.56	4.38%	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	956.11	22.76%	2,793.37
5010	Payroll FICA Taxes	116,000.00	44,819.91	38.64%	103,291.24
5015	Unemployment Taxes	500.00	-	0.00%	-
	Fringe Benefits				
5006	MO LAGERS	177,000.00	49,644.34	28.05%	104,591.97
5020	Employee Benefits	240,000.00	81,574.23	33.99%	237,552.55
5040	Worker's Compensation	54,000.00	18,062.00	33.45%	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	5,370.49	33.57%	26,005.97
5070	Administrative Expense	18,000.00	6,860.47	38.11%	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	19,169.33	31.95%	49,452.68
5105	Dispatch Expense	79,586.00	19,892.00	24.99%	77,250.00
5110	Repairs & Maintenance	37,000.00	12,121.92	32.76%	31,399.42
5115	Ambulance Supplies/Equip under \$2,000	40,000.00	-	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	26,772.19	39.08%	71,538.99
5130	Office Supplies Expense	10,000.00	5,700.14	57.00%	9,731.44
5131	Technical Support	31,000.00	23,568.87	76.03%	38,191.77
5132	Kitchen/Breakroom Supplies	-	494.88	#DIV/0!	-
5135	Building Repair & Maint	15,000.00	9,643.77	64.29%	15,598.67
5140	Utilities	22,000.00	10,034.05	45.61%	21,339.34
5150	Telephone/Cell	6,500.00	3,136.22	48.25%	6,444.85
5180	Dues & Subscriptions	2,500.00	1,204.00	48.16%	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	81,683.52	44.66%	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	1,258.98	22.89%	4,179.26
5126 GEMT Expenses	50,000.00	17,666.23	35.33%	-
Training Expenses				
5310 Training Equipment Maintenance	6,000.00	-	0.00%	380.95
5320 Training Supplies	2,500.00	700.69	28.03%	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 Employee Course	-	11,735.50	#DIV/0!	21,492.50
5375 Paramedic Class Expense	1,000.00	2,998.48	299.85%	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	91,500.00	-	0.00%	176,014.40
1540 Rescue Equipment over \$2,000	47,000.00	-	0.00%	-
Total Ambulance Expenses	3,002,750.00	1,139,220.45	37.94%	2,798,603.14
Ambulance Net Surplus (Deficit)	47,250.00	169,777.86	359.32%	

PAT Van Budget	2024 Proposed Annual Budget	Actual at 5/31/2024	% of Budget	2023 Actual
PAT Van Revenues				
4009 PAT Van Revenues	25,000.00	16,020.25	64.08%	28,684.70
PAT Van Expenses				
5009 PAT Van Wages	38,000.00	16,378.95	43.10%	38,343.49
5019 PAT Van Overtime	1,200.00	70.40	5.87%	157.00
5010 Payroll Taxes	-	1,258.38	#DIV/0!	2,945.29
5129 Repairs/Maint	3,500.00	400.50	11.44%	6,985.71
5100 Fuel & Oil	4,000.00	1,626.15	40.65%	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	19,734.38	41.77%	53,786.79
Pat Van Net Surplus (Deficit)	(22,250.00)	(3,714.13)	16.69%	(25,102.09)

Agencywide Revenues	3,075,000.00	1,325,018.56	43.09%	3,159,268.62
Agencywide Expenses	3,050,000.00	1,158,954.83	38.00%	2,852,389.93
Agencywide Surplus (Deficit)	25,000.00	166,063.73	664.25%	306,878.69

Cash Balance at December 31, 2023	\$ 2,255,544.71
Cash Balance at May 31, 2024	2,506,154.08
2024 Change in Cash Surplus (Deficit)	\$ 250,609.37

- 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 May 31st, but not yet paid