

**Nodaway County Ambulance District  
103 W Carefree Maryville, MO 64468  
Aug 14, 2024**

**Next meeting Sept 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.**

**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:**

July 10, 2024

7:04 PM

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

**Board members Absent:** PAT GIESKEN

**Oath:**

**Elections:**

**Introduction of Guests**

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

**Report from Burlington Junction Rescue Squad:** Tools are in and placed in rescue truck. The old tools were taken to Clearmont and put in another truck. AED has not come in yet.

**Report from Hopkins Rescue Squad:** None

**Report from Ravenwood Rescue Squad:** They have installed the new tool on rescue truck. Chief Lager of 142 would like to apply for a grant from MFA to get the rest of the set of tools. Asks the board if they will help out with part of the purchase if he gets the grant. It was tabled till later when they know if 142 gets the grant.

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

**Report from Maryville Rescue Squad:** The tools are working now. Alex Air repair person said that they thought all of the batteries were bad batteries. Alex Air will warranty one of the batteries and the district will have to purchase the other battery.

**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. Allen made the motion to pay bills and Shipps 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. The Bad Debt has gone down so there will be adjustments made.

**Director of Operations Report**

Director of Operations Report

August 14<sup>th</sup>, 2024

1. Closed meeting. There will be a closed meeting for paramedic Rick Maudlin, EMT Bob Phillips.

2. Aug Tax Deposits: **\$117,232.42** January through August year to date sales tax deposits: **\$980,256.81** That's **(\$24,289.44)** more than the same period of 2023 (\$955,967.37). For a gain of 2.5408231% **over 2023**, and \$45,888.01 more than in 2022 (\$934,368.80) for an increase of 4.9111240%.
3. Fraud Assessment and Investment Policy review. The Auditor asked me to share the NCAD fraud assessment and Investment Policy with the board since there are new board members.
4. Hired Jake Shipps EMT-B as a PRN employee.
5. Received the Communications Equipment Grant for \$104,424.04. This is a 50 percent match so we will have to contribute \$52,212.02. I will try and find an in-kind match to cover our part. Will need signatures from Herb. McQueen will be talking to his contact with this grant to see how we can use In-Kind with this.
6. Rick Maudlin, Kim Campbell, and I attended the EMS EXPO last week.
7. Streamline for the web site. McQueen discussed what they could offer us and if it were any different with the web site host we currently have. Few differences. It was suggested that we look to the Computer Science department and those students needing volunteer work to help us on our website. After discussion, the decision was made to stay with the company we currently have.
8. LAGERS rate for 2025 is set for 10.2%, our unfunded accrued liability is \$465,616. In the past we have paid some of this off to lower the rate. If we do this, we recommend \$300,000.00, but it will have a significant impact on the budget. A Lager's contact informed us that if we made a paydown, that it should be done in by Oct. to make sure next year's liability percentage is adjusted by the new year.
9. Lifeline will not be doing remounts on older boxes; this will not affect the current remount we have scheduled for next year.
10. C-shift will start back in September. This will also affect the budget, if we add C-shift every day it would cost the district \$261,000.00 annually at current wages. A revised budget was made to see how the impact of C shift 7 days a week would affect the budget. The board suggested trying to do C shift 7 days a week for a while and see how it works.
11. The AC unit in the training room is leaking /not working. Had an Hvac person look at it and was recommended that NCAD purchase a new one due to the cost of trying to repair this one. McQueen is to get 2 bids on a new unit.

## **BUSINESS COORDINATOR AND ACCOUNTING REPORT**

JULIE

- Have completed all of my CAPO (Certified Ambulance Privacy Officer) and CAC (Certified Ambulance Coder) Certification. Would like to do the Lagers Admin training sometime, which is a free training.
- Working with Auditor to complete 2023 audit.

ALICE

- Working with Auditor – audit fieldwork has been completed.
- Working on 2023-24 GEMT cost report.
- Completed webinars to receive continuing ed credits to fulfill my Certified Ambulance Coder (CAC) Certification.
- Completed 941 employer's report for quarter 2

### **TRAINING MANAGER REPORT**

The paramedic class will be finishing their hospital clinicals this month, there are 2 students that have started their field internship.

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

Becky Mercer would like to start an EMT class.

There will be a 48 hour Paramedic refresher in Oct.

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

EMR Refresher is Saturday Aug 17<sup>th</sup> 0800-1700 here at the barn

Quarterly CPR is Sept 12<sup>th</sup> at 1800.

We received the Letter of Review from CoAEMSP.

**Employee Concerns:** No employee concerns

**Medicaid/Medicare Adjustments:** Allen made the motion to approve the adjustments of \$12,393.25 and Shipps seconded the motion. Allen seconded the motion. All approved.

Allen made a motion for invoices to be sent to collections for \$13,524.56 Sparks seconded the motion Shipps seconded the motion. Allen seconded the motion. All approved.

**Old Business:** New Building: McQueen is contacting a contractor to come look at the facility and what changes we want and some suggestions from him.

Copier contract: The board decided to go with Imagine Solutions. The current contract will be finished 1/30/25. The new contract will start 1/15/25.

**New Business:**

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

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Closed at 8:25pm.

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

Open at 8:35 pm.

The evaluations of Maudlin and Phillips were discussed.

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

Adjournment at 8:36 pm

Recorded by Julie Schmitz

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

<b>Ambulance Budget</b>		<b>2024 Proposed</b>	<b>Actual at</b>		
<b>GL Acct #</b>	<b>Account Description</b>	<b>Annual Budget</b>	<b>7/31/2024</b>	<b>% of Budget</b>	<b>2023 Actual</b>
<b>Ambulance Revenues</b>					
4000	Ambulance Revenues	1,600,000.00	921,914.29	57.62%	1,658,813.57
4001	Contractual Adjustment (Medicaid /Medicare)	(130,000.00)	(94,905.89)	73.00%	(133,866.10)
	Net Revenues	1,470,000.00	827,008.40	56.26%	1,524,947.47
4105	Sales Tax	1,425,000.00	863,024.39	60.56%	1,466,468.64
4150	Surtax	40,000.00	43,799.66	109.50%	48,478.23
4720	Interest Income	62,000.00	45,023.11	72.62%	45,952.06
4010	Bad Debt Recovery	12,000.00	5,929.51	49.41%	15,557.79
4300	FRA/GEMT Income	30,000.00	-	0.00%	34,704.02
4730	Miscellaneous Income	10,000.00	904.31	9.04%	2,625.06
4011 & 4012	EMT & Paramedic Class Revenue	-	500.00	#DIV/0!	40,376.31
4380	CPR Revenue	1,000.00	460.00	46.00%	1,140.00
4780	Grant Income		45,000.00	#DIV/0!	-
	Total Revenues	3,050,000.00	1,831,649.38	60.05%	3,180,249.58
<b>Ambulance Expenses</b>					
5000	Ambulance Salaries & Wages	1,200,000.00	614,920.87	51.24%	1,035,830.26
5001	Overtime Wages	182,000.00	135,035.92	74.20%	268,194.16
5005	Health Insurance Payout/Retirement	31,500.00	18,168.64	57.68%	37,770.69
5008	Stipends	15,000.00	56,454.00	376.36%	19,900.00
	Training Wages				
5106	Paramedic Instruction Wages RT	5,500.00	4,241.58	77.12%	3,999.77
5107	Paramedic Instruction Wages OT	18,500.00	11,453.73	61.91%	8,893.55
5300	Instructor Training Wages RT & OT	9,000.00	703.27	7.81%	818.31
5301	Continuing Ed Instructor Wages RT & OT	5,000.00	891.43	17.83%	1,863.01
5302	First Responder Orig. Cert. Wages RT & OT	5,000.00	1,752.29	35.05%	1,700.93
5303	Continuing Ed Employee Wages	2,000.00	646.56	32.33%	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	1,578.64	37.59%	2,793.37
5010	Payroll FICA Taxes	116,000.00	64,189.53	55.34%	103,291.24
5015	Unemployment Taxes	500.00	-	0.00%	-
	Fringe Benefits				
5006	MO LAGERS	177,000.00	71,155.84	40.20%	104,591.97
5020	Employee Benefits	240,000.00	111,158.73	46.32%	237,552.55
5040	Worker's Compensation	54,000.00	26,164.00	48.45%	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	1,960.00	65.33%	1,960.00
5060	Legal, Accounting & Processing Fees	16,000.00	7,055.42	44.10%	26,005.97
5070	Administrative Expense	18,000.00	9,024.63	50.14%	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	24,966.71	41.61%	49,452.68
5105	Dispatch Expense	79,586.00	39,784.00	49.99%	77,250.00
5110	Repairs & Maintenance	37,000.00	14,355.42	38.80%	31,399.42
5115	Ambulance Supplies/Equip under \$2,000	23,500.00	250.00	1.06%	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	33,227.30	48.51%	71,538.99
5130	Office Supplies Expense	10,000.00	9,226.38	92.26%	9,731.44
5131	Technical Support	31,000.00	30,023.67	96.85%	38,191.77
5132	Kitchen/Breakroom Supplies	-	621.30	#DIV/0!	-
5135	Building Repair & Maint	15,000.00	12,298.89	81.99%	15,598.67
5140	Utilities	22,000.00	12,687.28	57.67%	21,339.34
5150	Telephone/Cell	6,500.00	4,384.70	67.46%	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	2,970.00	29.70%	4,815.15
5250	Bad Debt Expense Allowance	182,900.00	95,930.50	52.45%	214,921.35

5280 Miscellaneous Expense	8,000.00	757.50	9.47%	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%	-
<b>Training Expenses</b>				
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	12,750.00	11,903.50	93.36%	21,492.50
5375 Paramedic Class Expense	1,000.00	4,698.48	469.85%	16,950.05
5376 EMT Class Expense	-	-	#DIV/0!	-
5380 Training Miscellaneous	1,600.00	1,441.00	90.06%	4,473.87
5385 Medical Director	1,500.00	206.00	13.73%	
<b>Capital Outlays</b>				
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	46,730.00	99.43%	-
1550 Office Equipment over \$2,000	-	15,739.00	#DIV/0!	
Total Ambulance Expenses	3,002,750.00	1,704,170.66	56.75%	2,798,603.14
<b>Ambulance Net Surplus (Deficit)</b>	<b>47,250.00</b>	127,478.72	269.80%	

<b>PAT Van Budget</b>	<b>2024 Proposed</b>	<b>Actual at</b>		
PAT Van Revenues	<u>Annual Budget</u>	<u>7/31/2024</u>	<u>% of Budget</u>	<u>2023 Actual</u>
4009 PAT Van Revenues	25,000.00	23,178.65	92.71%	28,684.70
<b>PAT Van Expenses</b>				
5009 PAT Van Wages	38,000.00	24,541.59	64.58%	38,343.49
5019 PAT Van Overtime	1,200.00	76.37	6.36%	157.00
5010 Payroll Taxes	-	1,883.27	#DIV/0!	2,945.29
5129 Repairs/Maint	3,500.00	1,790.50	51.16%	6,985.71
5100 Fuel & Oil	4,000.00	2,788.24	69.71%	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	31,079.97	65.78%	53,786.79
<b>Pat Van Net Surplus (Deficit)</b>	<b>(22,250.00)</b>	(7,901.32)	35.51%	(25,102.09)

<b>Agencywide Revenues</b>	<b>3,075,000.00</b>	1,854,828.03	60.32%	3,208,934.28
<b>Agencywide Expenses</b>	<b>3,050,000.00</b>	1,735,250.63	56.89%	2,852,389.93
<b>Agencywide Surplus (Deficit)</b>	<b>25,000.00</b>	119,577.40	478.31%	356,544.35

Cash Balance at December 31, 2023	\$ 2,255,544.71
Cash Balance at July 31, 2024	2,434,950.55
<b>2024 Change in Cash Surplus (Deficit)</b>	<b>\$ 179,405.84</b>

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 June 30th, but not yet paid