

Nodaway County Ambulance District

103 W Carefree Dr Maryville, Mo 64468

April 8, 2026

**DRAFT AGENDA**

Next meeting May 13, 2026

Agenda: Audit and insurances

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:

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:

## DRAFT MINUTES

April 8, 2026  
7:02 pm

**Board Members Present:** Shipps, Giesken, Allen, Sparks, Pine, Snodderley

**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. Allen seconded the motion. All approved.

**Report from 140 Burlington Junction Rescue Squad:** Waiting on light bar to come in to be mounted on rescue truck.

**Report from 141 Hopkins/Pickering Rescue Squad:** None

**Report from 142 Ravenwood Rescue Squad:** None

**Report from 143 Tri-C Rescue Squad:** None

**Report from 136 Maryville Rescue Squad:** None

**Presentation of Treasurer's Report:** Sparks went over the Treasures report.

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

### **NODAWAY COUNTY AMBULANCE DISTRICT Director of Operations – Executive Summary April 8, 2026**

#### **Closed Session**

- Conducted employee evaluations for John Maxwell, Brittany Drummond, and Julie Schmitz, and hardship

#### **Financial Overview**

- April sales tax deposit totaled **\$107,876.51**.
- Year-to-date (Jan–Apr) sales tax revenue is **\$487,345.59**.
- This reflects a slight decrease of **\$3,432.74 (-0.70%)** compared to the same period in 2025.
- Compared to 2024, revenue is down **\$6,357.86 (-1.29%)**.

#### **Governance & Elections**

- Board candidates Carrie and Herb ran unopposed.
- Election of officers will take place at the May meeting in accordance with district bylaws.

## Operational Updates

- **EMS Week (May 17–23, 2026):** Proposed staff recognition includes quarter-zips and personalized tumblers. McQueen asked if the board wanted to set a budget for this. Sparks made a motion of a budget of \$6,000. Shippo seconded. Motion passed.
- **Conflict of Interest Policy:** Annual renewals are due and will require board/staff signatures. Signatures were obtained from Allen, Giesken and Snodderley.
- **Legal Services:** Awaiting response from attorney regarding annual retainer renewal.
- **Workers' Compensation:** Policy renews May 17; brokers are obtaining competitive quotes beyond current provider, but MEM current renewal is \$55,160, last year was \$44,815. The increase is due to our EMOD increasing from our claims. They are hoping to get a couple more competitive bids to go back to MEM with in hopes to get a lower bid.
- **HR Consulting:** I would like to consider using an HR Consulting group to review our employee handbook, to make sure we are following all state and federal laws. I have asked the Higginbotham for an estimate, 20 hours would cost \$5,800, they feel they could review the handbook and make recommendations using 10 hours, which would leave 10 hours for the next year plus for any other issues that would come up. It was suggested that McQueen talk to our lawyer to see what fee would be for him to do the same thing and if he would.
- **Grounds Maintenance:** Landscaping bids are being coordinated internally to streamline the process.
- **Furniture Bids:** MTE has submitted bids for a conference table and chairs, and new office furniture for my office, and new chairs for table in new addition. Shippo made a motion to purchase the furniture as presented. Sparks seconded. Motion passed.
- **Run Data:** 3/1/2026 through 3/31/2026: 227 total calls for service, 23 were cancelled, 37 refusals, 167 transport of those we had 52 transfers.

3/1/2025 through 3/31/2025: 233 total calls for service, 21 were cancelled, 41 refusals, 171 transports of those we had 53 transfers.

## BUSINESS COORDINATOR AND ACCOUNTING REPORT

April 8, 2026

### JULIE

- Made some corrections to some Medicaid errors that had been found. This will help get more with the GEMT.
- Will be working on getting my account with Medicare recertified.
- I found some desks for my office and Justin's. Was listed on swap shop in St. Joseph. The company had closed their office and working from home. They were only 3 years old, look new, heavy wooden desks. For Justin, an L shape that had never been used, a U shape with hutch, legal two drawer file cabinet, printer table for my office, \$500.

### ALICE

- Received Engagement Letter from KBA Audit & Advisory LLC for our 2025 audit. The estimated fee for their audit services will be between \$18,500 and \$19,500 (which is an increase between \$2,800 and \$3,800). Additional services beyond the scope of the audit will be billed separately at \$120 per hour. I spoke with Kris Anderson, the owner and asked if our audit could be completed by June 30, 2026 – so he stated in the engagement letter that they expect to begin in May and expect to issue reports by June 30, 2026. I also set up a time for Jared, Julie, and I to meet with him on April 16<sup>th</sup>. The engagement letter needs to be approved by the board, signed and returned before the audit can take place. Pine made a motion to accept the Engagement letter. Allen seconded. Motion carried.
- Received a letter from Missouri Department of Social Services stating that we would be receiving \$81,433.38 in June 2026 for the Medicaid Managed Care trips we hauled January 2025 to June 2025. They are paying us \$1,638 per trip for 61 trips minus the non-federal share transfer amount ( $99,918.00 - 18,484.62 = 81,433.38$ ). We are receiving this because we submitted a 2023 GEMT Cost Report. We are to receive \$1,651 per trip minus the non-federal share transfer amount from July 2025 to June 2026. I estimate that we will have around 61 trips from July 2025 to December 2025, so I expect the amount we will receive to be around \$80,000 for that period as well. We are guaranteed to receive \$1,651 per trip for the period January 2026 to June 2026.

- Continue to correspond with GEMT regarding the 2024-25 GEMT Cost Report. Reviewed the MMIS report received and noted discrepancies between their number and ours.
- Processed and submitted the 941 quarterly report and the quarterly unemployment contribution & wage report for the first quarter of 2026.
- Assisted Jared with payer mix analysis for 2025 for a Program Readiness & Needs Assessment.
- Purchased a desk unit with three pieces for \$75 from swap shop for my office – nice heavy-duty furniture.

### Training Manager's Report April 2026

- Paramedic Class: 48 classes into the year, into our third block of classes. Students are doing well academically. Students are well into hospital clinicals, hoping to be done and riding ambulances by July 1. I spent two days with Boone County FD's Paramedic program in March. I picked up a lot of good materials, techniques, and just general knowledge on how to run a successful program. I feel that it was an extremely useful trip. I have ordered a portable action camera (GoPro clone), to be able to record students doing assessments and skills and provide them with those videos to review their performance so they know what they need to work on. Hoping to be able to move the gym in the next few months and turn that upstairs space into a simulation room, and a few other tips and tricks to improve the learning experience.
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- COAEMSP site visit is scheduled for May 14-15, 2026. We met with Dr. Spinks last week for a preparation session prior to the visit. Kim is making all the preparations for that to go smoothly, with me assisting where needed.
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- All full-time employees have completed Quarterly Competencies for the first quarter. Second quarter competencies began at the employee meeting on Tuesday. We are covering cardiac monitor operations, Stroke assessment tools, 3 way stopcock, cardiac arrest management, and ECG interpretation.
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- EMR Initial Class: 12 students started the class, 11 received certification, 1 is actively remediating to receive certification. That one person has his final evaluation next Tuesday.
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- Lane Huitt and Patrick Greife will be actively reviewing medications and procedural protocols to see where changes need to be made to keep up with current EMS research. This will be a methodical process, taking a few months before presenting it to Medical Director.
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- **Classes in the last month:**
- Monthly vent competencies
- Preceptor Training
- Quarterly Competencies
- **Classes scheduled for the next 60 days:**
- Monthly Vent Scenarios
- Quarterly Competencies

**Employee Concerns:** One employee commented he really liked the new addition.

**Medicaid/Medicare Adjustments:**

Allen made the motion to approve the adjustments of 19,178.69, Shipps seconded the motion. All approved.

Allen made a motion for invoices to be sent to collections for \$7569.55, Shipps, seconded the motion. All approved.

**Old Business:** MIH program – Community Paramedic : We will get start up money for this program. We are first on the list to get it.

**New Business:**

**Closed Meeting:** Pine made a motion to go into closed session. Sparks second. Snodderely called for a vote, Shipps, yea, Giesken, yea, , Sparks, yea, Allen, yea, Pine, yea, Snodderely, yea . Motion passed.  
Meeting closed at 8:58 pm.

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

Opened session at 9:256 pm.

Evaluations were discussed. Hardship request will be handled by administration.

McQueen and Donovan added that they will be presenting their Strategic Plan for their Administration Class they are taking at the MAA meeting in June.

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

Adjournment at 9:30 pm Recorded by Julie Schmitz

Nodaway County Ambulance District

Signed: \_\_\_\_\_ Pat Giesken, Secretary of the Board of Directors

**Nodaway County Ambulance District  
2026 Revenue & Expense Report/Budget  
Modified Accrual Basis**

Ambulance Budget GL Acct #                      Account Description	2026 Proposed Annual Budget	Actual at 3/31/2026	25.00% % of Revised Budget	Prior to Audit 2025 Actual
<b>Ambulance Revenues</b>				
4000 Ambulance Revenues	1,620,000.00	379,911.90	23.45%	1,618,045.43
4001 Contractual Adjustment (Medicaid /Medicare)	(176,418.00)	(43,914.57)	24.89%	(187,647.77)
Net Revenues	1,443,582.00	335,997.33	23.28%	1,430,397.66
4105 Sales Tax	1,485,000.00	382,727.79	25.77%	1,496,387.45
4150 Surtax	45,000.00	54,905.01	122.01%	57,133.12
4720 Interest Income	46,500.00	19,679.91	42.32%	72,581.89
4010 Bad Debt Recovery	12,000.00	2,248.66	18.74%	13,454.90
4300 FRA/GEMT Income	38,000.00	3,428.61	9.02%	92,452.85
4730 Miscellaneous Income	1,500.00	2.71	0.18%	2,768.39
4011 & 4012 EMT & Paramedic Class Revenue	10,950.00	-	0.00%	39,400.00
4380 CPR Revenue	1,500.00	120.00	8.00%	2,535.00
4390 EMR Class Revenue	-	1,200.00	#DIV/0!	-
4710 Sale Fixed Asset	-	-	#DIV/0!	2,500.00
4780 Grant Income	50,000.00	-	0.00%	168,660.16
Total Revenues	3,134,032.00	800,310.02	25.54%	3,378,271.42
<b>Ambulance Expenses</b>				
5000 Ambulance Salaries & Wages	1,250,000.00	274,739.86	21.98%	1,213,206.25
5001 Overtime Wages	310,000.00	62,463.88	20.15%	292,872.21
5002 Attendance Pay for Board	-	1,700.00	#DIV/0!	-
5005 Health Insurance Payout/Retirement	28,980.00	9,656.88	33.32%	34,940.36
5008 Stipends	20,000.00	4,000.00	20.00%	14,837.50
<b>Training Wages</b>				
5003 EMT Instruction Wages RT	-	-	#DIV/0!	2,375.72
5004 EMT Instruction Wages OT	-	-	#DIV/0!	895.44
5106 Paramedic Instruction Wages RT	18,000.00	6,025.66	33.48%	6,628.52
5107 Paramedic Instruction Wages OT	2,500.00	1,158.08	46.32%	1,202.05
5300 Instructor Training Wages RT & OT	2,500.00	226.88	9.08%	521.72
5301 Continuing Ed Instructor Wages RT & OT	5,000.00	142.70	2.85%	1,751.63
5302 First Responder Orig. Cert. Wages RT & OT	5,000.00	3,504.25	70.09%	921.86
5303 Continuing Ed Employee Wages	7,000.00	1,053.94	15.06%	6,529.84
5304 First Responder Refresher Wages	2,500.00	228.48	9.14%	1,089.12
5305 Mandatory Training Wages	3,500.00	587.34	16.78%	3,802.37
5010 Payroll FICA Taxes	124,984.00	27,518.34	22.02%	118,286.94
5015 Unemployment Taxes	-	-	#DIV/0!	-
<b>Fringe Benefits</b>				
5006 MO LAGERS	125,000.00	26,613.22	21.29%	113,586.77
5020 Employee Benefits	281,000.00	66,475.16	23.66%	220,449.32
5040 Worker's Compensation	67,230.00	13,168.00	19.59%	51,237.00
5044 Accident/Sickness Insurance	4,000.00	3,553.00	88.83%	3,531.00
5041 Property Insurance	94,583.00	94,583.00	100.00%	100,199.00
5050 Rent/Lease	2,100.00	-	0.00%	1,960.61
5060 Legal and Accounting	20,000.00	-	0.00%	19,200.00
5065 Bank/Cr Card Processing Fees	8,000.00	1,742.51	21.78%	6,291.99
5070 Administrative Expense	20,000.00	450.39	2.25%	26,110.10
5080 Election Expense	3,500.00	6.41	0.18%	149.50
5090 Advertising Expense	500.00	-	0.00%	307.50
5100 Fuel & Oil	55,000.00	11,966.17	21.76%	37,139.01
5105 Dispatch Expense	-	-	#DIV/0!	-
5110 Repairs & Maintenance	45,000.00	15,884.33	35.30%	44,777.91
5115 Ambulance Supplies/Equip under \$2,000	25,000.00	819.10	3.28%	2,203.20
5117 Rescue Squad Supplies/Equip under \$2,000	10,000.00	1,520.00	15.20%	2,269.20
5120 Medical & Operating Supplies	60,000.00	9,854.92	16.42%	56,347.11
5130 Office Supplies Expense	15,000.00	1,769.54	11.80%	11,961.53

5131 Technical Support	50,000.00	34,293.57	68.59%	39,630.81
5132 Kitchen/Breakroom Supplies	1,500.00	480.88	32.06%	1,315.63
5135 Building Repair & Maint	15,000.00	9,490.46	63.27%	14,064.57
5136 New Building Furnishings/Supplies		8,481.86	#DIV/0!	
5140 Utilities	20,000.00	3,585.68	17.93%	14,637.22
5150 Telephone/Cell	10,000.00	2,380.78	23.81%	9,089.34
5180 Dues & Subscriptions	1,700.00	1,078.00	63.41%	1,559.40
5190 Laundry	-	-	#DIV/0!	-
5220 Radio Repairs & Maintenance	3,000.00	123.00	4.10%	1,199.47
5250 Bad Debt Expense Allowance	115,182.00	24,469.57	21.24%	135,961.32
5270 Penalty & Interest Expens	-		#DIV/0!	34.47
5280 Miscellaneous Expense	3,000.00	1,047.94	34.93%	2,141.47
5285 Promotional Expense	1,000.00		0.00%	740.50
5290 Credit Recovery Expense	3,800.00	514.12	13.53%	3,550.81
5126 GEMT Expenses	-	-	#DIV/0!	-
Training Expenses				
5310 Training Equipment	3,000.00	-	0.00%	-
5320 CPR Expenses	1,500.00	880.00	58.67%	2,675.89
5330 Instructor Training Expenses	2,000.00		0.00%	1,091.20
5331 Training Books & Support	-		#DIV/0!	79.62
5340 Guest Instructor Expense	1,000.00		0.00%	100.00
5360 Continuing Ed Travel - lodging, meals & mileage	4,000.00		0.00%	1,015.57
5361 Instructor Travel - lodging, meals & mileage	2,000.00	581.48	29.07%	317.00
5370 Continuing Ed Training Expenses	10,000.00	5,014.81	50.15%	10,473.91
5375 Paramedic Class Expense	10,000.00	1,364.43	13.64%	18,473.93
5376 EMT Class Expense	-		#DIV/0!	4,817.03
5380 General Training Expenses	2,000.00		0.00%	1,876.31
5385 Medical Director	412.00		0.00%	206.00
Capital Outlays				
1511 2025-26 Bldg Expansion/Renovation	390,000.00	105,092.50	26.95%	316,924.38
1530 Ambulance Equipment over \$2,000	172,000.00	-	0.00%	437,237.79
1540 Rescue Equipment over \$2,000	40,000.00	-	0.00%	34,935.78
1550 Office Equipment over \$2,000	15,000.00	6,619.00	44.13%	-
Total Ambulance Expenses	3,492,971.00	846,910.12	24.25%	3,451,731.70
<b>Ambulance Net Surplus (Deficit)</b>	<b>(358,939.00)</b>			<b>(73,460.28)</b>

<b>PAT Van Budget</b>	<b>2026 Proposed Annual Budget</b>	<b>Actual at 3/31/2026</b>	<b>% of Budget</b>	<b>2025 Actual</b>
PAT Van Revenues				
4009 PAT Van Revenues	30,000.00	8,324.00	27.75%	28,439.75
PAT Van Expenses				
5009 PAT Van Wages	45,000.00	10,220.57	22.71%	42,631.74
5019 PAT Van Overtime	300.00	7.13	2.38%	26.67
5010 Payroll Taxes	3,300.00	782.42	23.71%	3,263.37
5129 Repairs/Maint	7,000.00	1,555.50	22.22%	5,093.70
5100 Fuel & Oil	4,000.00	806.51	20.16%	3,370.03
5119 Supplies/New Equipment	500.00	-	0.00%	85.08
5099 Advertising	100.00	-	0.00%	-
Capitol Outlays				
1569 Wheelchair Van & Equipment		10,618.00	#DIV/0!	
Total PAT Van Expenses	60,200.00	23,990.13	39.85%	54,470.59
<b>Pat Van Net Surplus (Deficit)</b>	<b>(30,200.00)</b>	<b>(15,666.13)</b>	<b>51.87%</b>	<b>(26,030.84)</b>

<b>Agencywide Revenues</b>	<b>3,164,032.00</b>	<b>808,634.02</b>	<b>25.56%</b>	<b>3,406,711.17</b>
<b>Agencywide Expenses</b>	<b>3,553,171.00</b>	<b>870,900.25</b>	<b>24.51%</b>	<b>3,506,202.29</b>
<b>Agencywide Surplus (Deficit)</b>	<b>(389,139.00)</b>	<b>(62,266.23)</b>	<b>16.00%</b>	<b>(99,491.12)</b>

Cash Balance at December 31, 2025	\$ 2,271,730.76
Cash Balance at March 31, 2026	2,382,090.09
<b>2026 Change in Cash Surplus (Deficit)</b>	<b>\$ 110,359.33</b>