



# STE. GENEVIEVE COUNTY AMBULANCE DISTRICT

## **Regular Open - Board Meeting Minutes**

Place: Ste. Genevieve County Ambulance District House 1  
3 Basler Dr, Ste. Genevieve, MO 63670  
December 11, 2023

### **CALL TO ORDER:**

Ernie Weiler called the regular meeting to order at 5:17 p.m.

### **ROLL CALL:**

#### **BOARD MEMBERS PRESENT:**

Chairperson, Ernie Weiler, Sub-District 1  
Vice Chairperson, Don Kuehn, Sub-District 6  
Treasurer, Dennis Jokerst, Sub-District 2  
Secretary, Nick Werner, Sub-District 3  
Member, Carl "CJ" Okenfuss, Sub-District 5

**BOARD MEMBERS ABSENT:** Member, Bill Everett, Sub-District 4

#### **EMPLOYEES PRESENT:**

Kendall Shrum, EMT-P, Administrator  
Mary Grieshaber, Office Manager  
Jessica Ochs, EMT-P, Captain

**RECOGNIZE VISITORS FOR PUBLIC COMMENT:** Michelle Stafford, Image Trend Michelle Stafford with our billing company was present with financial reports from 2022 and 2023. She addressed concerns of the billing revenues getting behind due to their company losing staff this year. She has been addressing the problems and have made our District a priority with the coders. The revenues are coming back up and hope to continue to do so. There are better reports coming out so we can better watch the progress of the billing. She is constructing a timely filing spreadsheet that she hopes to have compiled and to her leadership team for compensation to us by the February 2024 meeting. She is also appealing and working to collect from as many accounts as possible. She will check with her staff about the required NEMSIS 3.5 reporting being required by the State of Missouri.

**EMPLOYEES TO ADDRESS THE BOARD:** None

#### **BOARD MEETING MINUTES:**

A motion was made and the and November Regular Board Meeting minutes were approved:

#### **APPROVAL OF BOARD MEETING MINUTES:**

Made the motion:	CJ Okenfuss
Seconded the motion:	Dennis Jokerst
In favor:	All
Opposed:	None

## **TREASURER'S REPORT**

The money market account carries the backup funds when the checking account is running low. It also carries a higher interest rate than our regular operating checking. Our CD's have generated \$12,086.84 in revenue this year. Two of the CDs are due to mature here in the next few months. We have consolidated the equipment, car seat and reserve accounts into the money market to simplify per the accountant's recommendation. The CD money is our reserve amount. The Apple charges on the credit card are for the new WIFI ipads and cellular data that have been placed on the ambulances.

A motion was made to approve the bills and checks for payment as presented:

### **APPROVAL OF BILL PAYMENTS AS PRESENTED:**

Made the motion:	Don Kuehn
Seconded the motion:	Nick Werner
In favor:	All
Opposed:	None

A motion was made to approve the Treasurer's Report as presented:

### **APPROVAL OF TREASURER'S REPORT:**

Made the motion:	Dennis Jokerst
Seconded the motion:	Nick Werner
In favor:	All
Opposed:	None

A motion was made to approve the write-offs of \$1,000 as presented:

### **APPROVAL OF \$1,000.00 IN WRITE-OFFS:**

Made the motion:	Don Kuehn
Seconded the motion:	CJ Okenfuss
In favor:	All
Opposed:	None

## **DIRECTOR 'S REPORT:**

Total Calls	195
Emergency	149
House 1	66
House 2	47
House 3	36
Transfers	42
House 1	10
House 2	15
House 3	17
PR/Standbys	4
House 1	0
House 2	4
House 3	0
November 2022 Total Calls	229
Emergency	169
Transfers	56

PR/Standbys	4
November 2021 Total Calls	204
Emergency	149
Transfers	48
PR/Standbys	7

## **Equipment**

The new ipads are up and working well allowing us to get all the necessary signatures.

Blake Clifton with ARV will be at the January meeting to discuss upcoming ambulance purchases.

One of our ambulances rubbed against a tree which caused a scrape and dent to the top side of the truck as well as taking a light off. There was no intrusion or leak to the box.

## **Staff**

We are currently at full staff and all is going well.

## **EMT Testing**

Kendall administers the EMT testing for Southeast Missouri through the SEMO EMS group. We hope to acquire a few new PRN employees from the testing. These students have completed a six-month training to become an EMT and then must pass a practical and written exam.

## **Houses**

The tile repair that was done at House 2 is still holding up well.

## **Training**

PALS and ACLS classes will be done in the next few months. There will be a refresher driving class for all staff in the spring.

## **911**

The current 911 Board is appointed. The six members will need to refile in the spring election.

## **GEMT**

The GEMT cost reporting is completed again and we look to collect more than the previous year from this grant through Missouri Medicaid. The state of Missouri also uses the FRA program in the funding & grant system.

## **MGADC**

We are currently working with a company on the Medicare cost reporting that is due in March 2024. This is a mandatory reporting we must do or receive a 20% reduction in Medicare funding. They will use the data from this reporting to determine adjustments to the Medicare fee schedule in each region of the country.

A motion was made to approve the Director's Report

## **APPROVAL OF DIRECTOR'S REPORT:**

Made the motion: CJ Okenfuss  
Seconded the motion: Dennis Jokerst  
In favor: All  
Opposed: None

**UNFINISHED BUSINESS:**

**House 3**

Carr Engineering is no longer in business to revise plans. We need to get a good set of plans to move forward. Jim Donze has been assisting in the planning process and needs to be compensated for his time as the project will need to go for bid.

A motion was made to hire Jim Donze as a consultant to help with the planning and development of the construction of House 3.

**MADE THE MOTION TO HIRE JIM DONZE AS A CONSULTANT:**

Made the motion: Nick Werner  
Seconded the motion: Dennis Jokerst  
In favor: All  
Opposed: None

**AUDIT**

The audit is completed and filed to the State. There were no issues other than the usual separation of duties and sales tax being paid on food purchases.

**NEW BUSINESS:**

**Board Policy**

Kendall will email out the board policy for review at next month's meeting. We will go through and revise wording on some of the policies.

**Board Election**

Nick Werner has already refiled for his seat. Don Kuehn is the other seat up for renewal. The deadline to file is December 26<sup>th</sup>.

**THANK YOU**

Kendall expressed his appreciation to the Board for another successful year. It has been a good year as we move forward on the construction project of House 3. On behalf of all the employees, we appreciate the raises this year as well as the \$100 gift cards for Christmas.

The regular meeting adjourned.

**ADJOURNMENT:**

Meeting ended: 6:50 p.m.  
Made the motion: Don Kuehn  
Seconded the motion: CJ Okenfuss  
In favor: All  
Opposed: None

**NEXT MEETING:**

***Regular Meeting***

The next regular meeting on Tuesday, January 9, 2024 at 5:15 p.m. at House 1.

*Minutes submitted by Mary Grieshaber 12/12/2023*