

Agenda

Notice of open meeting & vote to close part of the meeting

Posted: Friday, September 14th, 2012 at 12 p.m.

Notice is hereby given that the North Jefferson County Ambulance District will conduct a meeting at:

6:30PM on Monday, September 17th, 2012

At the North Jefferson County Ambulance District headquarters, 2820 Horrell Lane, High Ridge, MO 63049-3200.

The tentative agenda of this meeting includes:

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Agenda**
5. **Approval of Minutes**
 - a. Open Minutes – August 20th, 2012
 - b. Closed Minutes – August 20th, 2012
7. **Public Forum - Public to address the Board of Directors**
8. **Local 2665 - Union Update**
9. **Chief's Report June & August**
 - a. Communications
 - b. EMS Call Report and Statistics
 - c. Operations Reports:
 - i. Maintenance
 - ii. Education
 - iii. Scheduling
 - iv. Public Relations
10. **Old Business**
11. **New Business**
 - a. 2012-2013 Tax Rate Set
 - b. Continental Western Insurance Information Update
 - c. Memorandum Signed between NJCAD & HRFD
 - d. Resignation of Vice-Chairperson Whitehead
12. **Business & Financial Reports**
 - a. Account Listings –
 - i. Checking: **\$477,119.99**
 - ii. Investments: **\$250,012.13**
 - b. Balance Sheet
 - c. Current Budget
 - d. Lease Summary
 - e. Investments
 - f. Accounts Receivable Reports
 - g. Uncollectible Reports for August **\$12,353.17**
 - h. Approval of District Bills **-\$252,599.43**
13. **Executive Session** - The tentative agenda of this meeting also includes a vote to close part of this meeting pursuant to RSMo 610.021 subsections:
 - a. (9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups
 - b. (13) Individually identifiable personnel records, performance ratings or records pertaining to employees.
14. **Return to Open Session - Report from Executive Session**
15. **Adjournment**

NORTH JEFFERSON COUNTY AMBULANCE DISTRICT

Minutes of the Open Monthly Board Meeting

August 20th, 2012

1. **Call to Order**

The regular monthly meeting of the North Jefferson County Ambulance District Board of Directors was called to order at 6:17pm by Chairperson Hloben.

2. **Roll Call**

Director's Present: Chairperson Carla Hloben, Treasurer Julia Vessells, Director Tasha Schriewer and Director Dian Davis

Late Arrival: Secretary Kathy Hennessey 6:23pm

Absent: Vice-Chairperson John Whitehead

In Attendance:

Staff: Chief Guinn, Business Manager Wilson, Claims Representative Coleman, Paramedic Molkenbur, Paramedic DE Angelo, Captain Corley, Paramedic Herr, EMT Nengel and Legal Counsel Bob Sweeney.

Guests: Jane Drummond, Dan Brown, Steve Knight

3. **Pledge of Allegiance**

4. **Approval of Agenda**

Vice-Chairperson Hloben presented the agenda as posted. Motion made by Director Davis and seconded by Director Schriewer to approve the posted agenda. All in favor, motion passed as written. Roll call vote;

| | | |
|-------------------------|-------------------------|-----------------------------------|
| Chairperson Hloben –Yea | Treasurer Vessells-Yea | Secretary Hennessey Absent |
| Director Schriewer-Yea | Secretary Hennessey-Yea | Vice Chairperson Whitehead Absent |

5. **Approval of Minutes**

a. **Regular Meeting Open Minutes for June 18th, 2012**

Motion made by Treasre Vessells, seconded by Director Schriewer to approve the Regular Meeting Open Minutes for June 18th, 2012

Motion passed as written. Roll call vote;

| | | |
|-------------------------|------------------------|-----------------------------------|
| Chairperson Hloben –Yea | Treasurer Vessells-Yea | Secretary Hennessey-Absent |
| Director Schriewer-Yea | Director Davis-Yea | Vice Chairperson Whitehead-Absent |

b. **Regular Meeting Closed Executive Minutes for June 18th, 2012**

Upon motion made by Treasurer Vessells and seconded by Director Davis to approve the Regular Meeting Closed Executive Minutes for June 18th, 2012.

Motion passed as written. Roll call vote;

| | | |
|-------------------------|------------------------|-----------------------------------|
| Chairperson Hloben –Yea | Treasurer Vessells-Yea | Secretary Hennessey-Absent |
| Director Schriewer-Yea | Director Davis-Yea | Vice Chairperson Whitehead-Absent |

6. **Public Forum – Public to address the Board of Directors**

Nothing to report

7. **Local 2665 – Union Update**

No representation present/Chief Guinn advised the board with shop steward Calvert being out and his fill in moving on to other employment the shop was working on securing another spokesperson.

8. Chief's Report

- a. Communications
- b. EMS Call Report and Statistics
- c. Operations Reports
 - (i) Maintenance
 - (ii) Education
 - (iii) Scheduling
 - (iv) Public Relations

9. Old Business

- a. Fulltime hiring Process Complete Introduction of new hire Michael De Angelo

10. New Business

- a. Update on 6837
- b. Health Insurance Presentation/Recommendation

Motion made by Secretary Hennessey and seconded by Treasure Vessels to approve the implementation of the Presented Health Insurance Option to begin November 1st, 2012
All in favor, motion passed as written.

- c. ADP Presentation/Recommendation

Motion made by Director Schriewer and seconded by Director Davis to approve the implementation of the Presented ADP/HR Option to begin November 1st, 2012
All in favor, motion passed as written.

11. Business & Financial Reports

- a. Account Listings
 - (i) Checking: \$666,410.49
 - (ii) Investments: \$250,033.63
- b. Balance Sheet
- c. Investment Schedule
- d. Current Budget
- e. Lease Summary
- f. Accounts Receivable Reports
- g. Uncollectible Reports – July **\$11,932.21**

Motion made by Director Schriewer and seconded by Director Davis to approve the Uncollectible Report for July.
All in favor, motion passed as written.

- h. Uncollectible Reports-August **\$20,398.22**

Motion made by Treasure Vessels and seconded by Secretary Hennessey to approve the Uncollectible Report for August.
All in favor, motion passed as written.

- i. Approval of District Bills - **\$401,212.36**

Motion made by Treasurer Vessels and seconded by Director Schriewer to approve the bills for July & August in the amount of **\$401,212.36**. All in favor, motion passed as written. Roll call vote;

Chairperson Hloben –Yea
Treasurer Vessells-Yea

Secretary Hennessey-Yea
Director Schriewer-Yea

Director Davis-Yea
Vice-Chairperson Whitehead-Absent

12. Executive Session

Upon motion made by Director Davis and seconded by Director Schriewer the open meeting was closed at 7:31pm. All in favor, motion passed as written.

| | | |
|-------------------------|-------------------------|-----------------------------------|
| Chairperson Hloben –Yea | Secretary Hennessey-Yea | Director Davis-Yea |
| Treasurer Vessells-Yea | Director Schriewer-Yea | Vice-Chairperson Whitehead-Absent |

Upon motion made by Director Davis and seconded by Secretary Hennessey the closed executive session meeting was opened at 7:40pm. All in favor, motion passed as written.

| | | |
|-------------------------|-------------------------|-----------------------------------|
| Chairperson Hloben –Yea | Secretary Hennessey-Yea | Director Davis-Yea |
| Treasurer Vessells-Yea | Director Schriewer-Yea | Vice-Chairperson Whitehead-Absent |

13. Return to Open Session- Report from Executive Session

Nothing to report

Motion made by Director Davis and seconded by Director Schriewer the return to close executive session and open-open session. Roll call vote:

| | | |
|-------------------------|-------------------------|-----------------------------------|
| Chairperson Hloben –Yea | Secretary Hennessey-Yea | Director Davis-Yea |
| Treasurer Vessells-Yea | Director Schriewer-Yea | Vice-Chairperson Whitehead-Absent |

14. Adjournment

Upon motion made by Director Davis and seconded by Director Schriewer to adjourn. All in favor, motion passed as written. Meeting was adjourned at 8:44pm. Roll call vote;

| | | |
|-------------------------|-------------------------|-----------------------------------|
| Chairperson Hloben –Yea | Secretary Hennessey-Yea | Director Davis-Yea |
| Treasurer Vessells-Yea | Director Schriewer-Yea | Vice-Chairperson Whitehead-Absent |

(SEAL)

ATTEST _____

ATTEST _____

**North Jefferson County Ambulance District
Call Volume Report 2012**

| Unit ID | January | February | March | April | May | June | July | August | September | October | November | December |
|---------------|------------|------------|------------|------------|------------|------------|------------|------------|-----------|---------|----------|----------|
| 6817 | 3 | 6 | 26 | 3 | 15 | 19 | 41 | 83 | | | | |
| 6827 | 62 | 63 | 79 | 55 | 89 | 101 | 68 | 33 | | | | |
| 6837 | 71 | 81 | 62 | 73 | 47 | 53 | 44 | 23 | | | | |
| 6847 | 58 | 76 | 47 | 71 | 101 | 56 | 70 | 58 | | | | |
| 6801 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | |
| 6800 | 0 | 0 | 1 | 1 | 1 | 0 | 2 | 1 | | | | |
| TOTALS | 194 | 226 | 215 | 203 | 253 | 229 | 225 | 198 | | | | |

| | | | | | | | | | | | | |
|---------------------------|------------|------------|------------|------------|------------|------------|------------|------------|--|--|--|--|
| NEMESIS Transports | 120 | 135 | 118 | 121 | 153 | 134 | 139 | 124 | | | | |
| Non-Transport | 74 | 91 | 97 | 82 | 100 | 95 | 86 | 74 | | | | |
| | 194 | 226 | 215 | 203 | 253 | 229 | 225 | 198 | | | | |

**North Jefferson County Ambulance District
Dispatch Analysis Report
08-01-2012 to 08-31-2012**

| Call Type | Count |
|-------------------------------------|------------|
| Abdominal Pain | 8 |
| Allergic Reaction | 3 |
| Animal Bite/Sting | 1 |
| Assault/Non Sexual | 8 |
| Assist Invalid | 1 |
| Back Pain/NonTrauma/Neurologic | 1 |
| Burn(s)/Minor-Blisters | 1 |
| Cardiorespiratory Arrest | 1 |
| Chest Pain/Non-Traumatic | 15 |
| Choking Episode | 2 |
| Diabetic Complications/Symptoms | 3 |
| Difficulty Breathing | 15 |
| Fall/Greater than 10 feet | 1 |
| Fall/Less than 10 feet | 27 |
| Fire Standby | 1 |
| Heat/Cold Exposure | 1 |
| Hemorrhage | 3 |
| Medical Alarm | 7 |
| Move Up | 11 |
| Overdose Possible | 3 |
| Pain | 1 |
| Pregnancy Complications/Labor/Birth | 1 |
| Psychiatric/Behavioral | 19 |
| Seizure/Convulsions | 9 |
| Sick Case | 19 |
| Stroke/CVA | 1 |
| Traffic Accident | 17 |
| Traumatic Injury | 6 |
| Unconscious/Person Down | 5 |
| Unconscious/Syncope/Weakness | 4 |
| Unknown | 1 |
| Weakness | 1 |
| 6800 Assist | 1 |
| | 198 |

North Jefferson County Ambulance District

Maintenance - August 2012

Building maintenance and projects

- Grouting to be done on kitchen backsplash. After completion, light over the sink and hood over the stove to be installed.
- Murphy flooring completed the stair retread for the basement and extended the floor in the kitchen for new cabinets.
- Lawn care and grounds keeping going as usual.
- No major building issues at this time.

Medical Equipment Maintenance and Repairs

- No major issues at this time.

Vehicle Maintenance and Projects Please see Attached Ambu Trak Maintenance Report

- 6817 went back to Foster for several small issues. Back in full service.
- 6837 at Foster Coach for remount. Process has begun, waiting on chassis. Estimated completion is February / March 2013.
- Please see attached Ambu Trak report for full vehicle maintenance in August.

6802, Dobbs Tire and Auto, 715.96

| Maintenance Date | Notes | Cost Maintenance Only |
|----------------------|-------|-----------------------|
| 8/8/2012 12:00:00 AM | | 715.9600 |
| | | 715.9600 |

6817, Hill Top Equipment, 291.94

| Maintenance Date | Notes | Cost Maintenance Only |
|-----------------------|-------|-----------------------|
| 8/29/2012 12:00:00 AM | | 291.9400 |
| | | 291.9400 |

6827, Hill Top Equipment, 86.14

| Maintenance Date | Notes | Cost Maintenance Only |
|-----------------------|---------------------------|-----------------------|
| 8/29/2012 12:00:00 AM | Oil Change and Inspection | 86.1400 |
| | | 86.1400 |

6827, Hill Top Equipment, 391.05

| Maintenance Date | Notes | Cost Maintenance Only |
|-----------------------|--|-----------------------|
| 8/29/2012 12:00:00 AM | Replaced orifice tube and recharged refrigerant. | 391.0500 |
| | | 391.0500 |

6827, Hill Top Equipment, 482.12

| Maintenance Date | Notes | Cost Maintenance Only |
|-----------------------|-------|-----------------------|
| 8/29/2012 12:00:00 AM | | 482.1200 |
| | | 482.1200 |

6827, Hill Top Equipment, 971.18

| Maintenance Date | Notes | Cost Maintenance Only |
|-----------------------|---|-----------------------|
| 8/29/2012 12:00:00 AM | Diagnosed water pump failure. Replaced and filled with coolant. | 971.1800 |
| | | 971.1800 |

6847, Foster Coach, 25.44

| Maintenance Date | Notes | Cost Maintenance Only |
|----------------------|-------|-----------------------|
| 8/8/2012 12:00:00 AM | | 25.4400 |
| | | 25.4400 |

6847, Hill Top Equipment, 370.88

| Maintenance Date | Notes | Cost Maintenance Only |
|-----------------------|--------------------------------|-----------------------|
| 8/29/2012 12:00:00 AM | Replaced left rear wheel seal. | 370.8800 |
| | | 370.8800 |

6847, Hill Top Equipment, 603.23

| Maintenance Date | Notes | Cost Maintenance Only |
|-----------------------|-------|-----------------------|
| 8/29/2012 12:00:00 AM | | 603.2300 |

6847, Hill Top Equipment, 603.23

| Maintenance Date | Notes | Cost Maintenance Only |
|------------------|-------|-----------------------|
| | | 603.2300 |

Loaner, Carquest, 6.49

| Maintenance Date | Notes | Cost Maintenance Only |
|-----------------------|-------|-----------------------|
| 8/24/2012 12:00:00 AM | | 6.4900 |
| | | 6.4900 |

Classes Held Staff

- St Anthony's presented OB Emergencies
- ACLS Renewal and CPR Renewal also included EMT integration with High Ridge Fire

Classes Held Community

- 2 Cpr classes for outside groups
- Cpr and First aid for Northwest High School coaches 8/3/2012
-

Upcoming Classes Staff

Phtls renewal and Drivers Training

Student Ride A long's

11 students for a total of 132 hours
6 night shifts for MU student

Other Items

October Pals Renewal

North Jefferson County Ambulance District
Scheduling –September Board Meeting (August Dates)

Monthly Scheduling Fulltime

- 24 PTO hours covered with Fulltime OT
- 48 PTO hours used 24 covered with part time employees
- 180 hours Vacation covered with part time employees
- 240 Work Comp hours filled with part time employees
- 240 Other non-Work Comp hours filled with part time employees
- 36 hours part time overtime given to cover schedule

Monthly Scheduling Part Time

- 3 open 12 hour shift not covered
- 44 hours of Part Time Call offs

Officer Relief

- 2 days of officer relief uncovered

Special Event Crew

North Jefferson County Ambulance District
Public Relations – September, 2012 Board Meeting

Recent Activities:

- Missouri Children's Burn Camp Collection
- Silverstone Trails Subdivision Party/Picnic

Upcoming Events:

- September 15 – St. Anthony's Parish Picnic and Parade Noon
- September 29 – National Prescription Drug Take Back Day NJCAD – 10-2
- September 30 – Hope Lutheran Church Block Party 4pm – 7pm
- October 13 – Faith Community Church Health & Safety Fair 9am-1pm
- October 14 – NJCAD Employee Picnic Noon-5pm

Ongoing/Special Items:

Safe Place – Ongoing process to help designate NJCAD as a "Safe Place" for kids.

Breast Cancer Awareness Month – Don't forget to purchase your breast cancer t-shirts and bracelets. We have plenty in stock!! Tell your friends and family! We also have cute, new pink boxing glove key chains for purchase this year, as well. Help support all the amazing men and women who fight this awful disease every day!



Lt. Kathy Buss

Unfortunately, I am out of town for yet another meeting.

Sorry guys, but this has turned into a crazy year for me being on the road. I spoke with Jamie a few weeks ago and advised him that due to changes with my work schedule; as of September, I would be retiring from the board.

I'm hoping to work my schedule to be there at the September board meeting. While this has been a tough decision on my part to step down, I am very proud of the years I've spent on the board and know that with the recent changes, NJCAD is in good hands and running very well.

I will continue to be an avid North Jeff supporter and will assist the district any way I can.

Thanks to each of you for everything you do to make this a great agency. After many, many years of growth, this agency seems to be setup for success.

Sincerely,

John Whitehead
Executive Manager, Sales Tech Support
314-954-7461

MEMORANDUM OF UNDERSTANDING

BETWEEN

NORTH JEFFERSON COUNTY AMBULANCE DISTRICT

AND

HIGH RIDGE FIRE PROTECTION DISTRICT

August 2012

ARTICLE I. PREAMBLE

This Memorandum of Understanding is entered into by North Jefferson County Ambulance District, hereinafter referred to as "NJCAD" and the High Ridge Fire Protection District, hereinafter referred to as "HRFD". In order to meet the requirements of Missouri statute 190.001 to 190.245, which is known as the comprehensive Emergency Services Act.

ARTICLE II. TRIAGE PROTOCOLS

Both Districts agree to abide by the St. Anthony's Medical Center's protocol and policy manual referencing triage protocols.

ARTICLE III. DO NOT RESUSCITATE REQUEST

Both Districts agree to abide by the St. Anthony's Medical Center's protocol and policy manual referencing do not resuscitate protocols.

ARTICLE IV. AIR AMBULANCE UTILIZATION REQUEST

Both Districts agree to abide by the St. Anthony's Medical Center's protocol and policy manual referencing air ambulance utilization protocols.

ARTICLE V. MEDICAL AND TRAUMA TREATMENT PROTOCOLS

Both Districts agree to abide by the St. Anthony's Medical Center's protocol and policy manual referencing medical and trauma protocols.

ARTICLE VI. QUALITY ASSURANCE AND IMPROVEMENT PROGRAM

Both Districts agree to abide by the St. Anthony's Medical Center's protocol and policy manual referencing quality assurance and improvement program.

ARTICLE VII. RESPONSES

Both Districts agree to abide by the following response guidelines for calls received within the HRFD response area.

SECTION 1. SUMMARY

Criteria that will be used to determine the response of a Fire District/Department.

Not all Fire Districts/Departments respond on non-life threatening EMS alarms. The following are the types of calls in which departments will be dispatched. Dispatcher discretion is necessary while interviewing the caller to determine whether the call is of a life threatening nature.

AMBULANCE ONLY RESPONSES:

1. Sick case
2. Assist an invalid
3. Routine Falls
4. Transfer
5. Nose Bleeds

ROUTINE AMBULANCE (RA) RESPONSES

- All calls EXCEPT those listed above (i.e.- seizure, stroke, medical alarm, chest pain, difficulty breathing, allergic reactions, childbirth, etc.)

TRAUMATIC AMBULANCE (TA) responses

1. Cardiac/Respiratory Arrest
2. Unconscious Person
3. Severe Hemorrhaging
4. Severe Burns
5. Pedestrian Struck
6. Drowning or near drowning
7. Severe Trauma
8. Long falls
9. Electrocution
10. Special rescue situations
11. Anytime a fill in ambulance is responding from another EMS agency (outside the district)

ARTICLE VIII. MEDICAL DIRECTOR

Both Districts agree to Dr. Gibson MD as medical director for both districts and further agree that the same medical director for both districts is in the best interest of quality patient care.

ARTICLE IX. SIGNATURES

IN WITNESS WHEREOF, the representatives of the North Jefferson County Ambulance District and High Ridge Fire Protection District affix their signatures in acceptance, approval, and implementation of the provisions provided within this Memorandum of understanding.

North Jefferson County Ambulance District
Chairperson, Carla Hloben

Date

North Jefferson County Ambulance District
Chief, Jamie Guinn

Date

High Ridge Fire Protection District
Chairman, James Daniels

Date

High Ridge Fire Protection District
Chief, Michael Arnhart

Date

**North Jefferson County Ambulance District
Account Listing
September 10, 2012**

3:48 PM
09/10/12

| Account | Type | Balance Total | Description |
|------------------|-------------|---------------|--|
| Investments | Bank | 250,012.13 | Commerce Bank Investment Account/Agency Discount Notes/CDs |
| General Checking | Bank | 415,083.12 | Commerce Bank Checking |
| Petty Cash | Bank | 241.00 | |
| Target | Credit Card | 0.00 | Target Credit Card |
| Sam's Club | Credit Card | 0.00 | Sam's Club Credit Card |
| Visa | Credit Card | 0.00 | Commerce Bank Visa |

3:32 PM
09/10/12
Cash Basis

North Jefferson County Ambulance District
Balance Sheet
As of August 31, 2012

| | <u>Aug 31, 12</u> |
|---------------------------------------|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Investments | 250,012.13 |
| General Checking | 477,119.99 |
| Petty Cash | 100.00 |
| Total Checking/Savings | <u>727,232.12</u> |
| Total Current Assets | <u>727,232.12</u> |
| TOTAL ASSETS | <u><u>727,232.12</u></u> |
| LIABILITIES & EQUITY | |
| Equity | |
| Fund Balance | 310,411.24 |
| Net Income | 416,820.88 |
| Total Equity | <u>727,232.12</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>727,232.12</u></u> |

North Jefferson County Ambulance District
Budget
November 2011 through August 2012

| | Nov '11 - Aug 12 | Budget | \$ Over Budget | % of Budget |
|--|------------------|------------------|----------------|----------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| INCOME | | | | |
| Ambulance Net Income | 485,718 | 510,000 | -24,282 | 95% |
| Education Revenue | 3,340 | 2,700 | 640 | 124% |
| Grant Revenue | 144,226 | 144,226 | 0 | 100% |
| Interest Revenue | 709 | 300 | 409 | 236% |
| Lease Revenue | 4,700 | | | |
| Sale of Assets/Inventory | 29,021 | | | |
| Taxes, penalties & interest | 1,629,115 | 1,620,609 | 8,505 | 101% |
| MISC INCOME | | | | |
| Insurance Proceeds | 105,021 | | | |
| MISC INCOME - Other | 13,048 | 777 | 12,271 | 1,679% |
| Total MISC INCOME | 118,069 | 777 | 117,292 | 15,195% |
| Total INCOME | 2,414,898 | 2,278,612 | 136,285 | 106% |
| Total Income | 2,414,898 | 2,278,612 | 136,285 | 106% |
| Gross Profit | 2,414,898 | 2,278,612 | 136,285 | 106% |
| Expense | | | | |
| Grant Allocation | 160,462 | 160,251 | 211 | 100% |
| Miscellaneous Expense | 0 | | | |
| GENERAL DISTRICT OPERATIONS | | | | |
| Banking Fees | 1,340 | 1,500 | -160 | 89% |
| Board Director Reimbursement | 1,251 | 1,800 | -549 | 70% |
| Accounting Services | 7,630 | 8,075 | -445 | 94% |
| Administrative Supplies | 4,301 | 5,000 | -699 | 86% |
| Building Equipment | 10,611 | 18,000 | -7,389 | 59% |
| Building Maintenance/Supplies | 17,689 | 20,000 | -2,311 | 88% |
| Capital Purchases | 0 | 9,891 | -9,891 | 0% |
| Communications/Data | 1,268 | 2,500 | -1,232 | 51% |
| Computer Equipment/Hardware | 1,273 | 3,000 | -1,727 | 42% |
| Election of Board Director(s) | 12,762 | 9,000 | 3,762 | 142% |
| Insurance Premium | 19,965 | 19,965 | 0 | 100% |
| Lease Payments | 172,065 | 229,010 | -56,946 | 75% |
| Legal Fees | 16,416 | 14,000 | 2,416 | 117% |
| Meal Service | 1,748 | 2,000 | -252 | 87% |
| Public Relations | 719 | 5,000 | -4,281 | 14% |
| Software/IT | 34,371 | 35,000 | -629 | 98% |
| Subscriptions/Services | 7,606 | 8,000 | -394 | 95% |
| Training/Education | 10,981 | 15,000 | -4,019 | 73% |
| Utilities | 20,648 | 25,000 | -4,352 | 83% |
| Total GENERAL DISTRICT OPERATI... | 342,645 | 431,741 | -89,096 | 79% |
| AMBULANCE OPERATIONS | | | | |
| Ambulance Supplies | 168 | 500 | -332 | 34% |
| Medical Equipment PM/Repair | 1,367 | 6,000 | -4,633 | 23% |
| Medical Supplies | 48,285 | 53,000 | -4,715 | 91% |
| VEHICLE | | | | |
| Fuel | 28,136 | 35,000 | -6,864 | 80% |
| New Purchase | 106,737 | | | |
| Repair/Maintenance | 40,726 | 47,000 | -6,274 | 87% |
| Total VEHICLE | 175,599 | 82,000 | 93,599 | 214% |
| Total AMBULANCE OPERATIONS | 225,420 | 141,500 | 83,920 | 159% |
| EMPLOYEE EXPENSES | | | | |
| Education Allowance | 923 | 8,000 | -7,077 | 12% |
| Employee Appreciation | 3,932 | 5,000 | -1,068 | 79% |
| Group Insurance | 150,961 | 171,920 | -20,959 | 88% |
| Health/Background Screenings | 5,130 | 8,000 | -2,870 | 64% |
| HRA | 6,416 | 15,000 | -8,584 | 43% |
| Miscellaneous Benefits | 1,775 | 2,000 | -225 | 89% |
| Personal Protective Equipment | 5,612 | 5,000 | 612 | 112% |

3:34 PM
 09/10/12
 Cash Basis

North Jefferson County Ambulance District
Budget
 November 2011 through August 2012

| | Nov '11 - Aug 12 | Budget | \$ Over Budget | % of Budget |
|--------------------------------|------------------|------------------|-----------------|---------------------|
| Uniform Allowance | 14,593 | 18,000 | -3,407 | 81% |
| WAGES | | | | |
| Wages | 912,305 | 1,100,000 | -187,695 | 83% |
| Longevity Benefit | 16,500 | 16,500 | 0 | 100% |
| Payroll Service | 5,013 | 6,000 | -987 | 84% |
| Payroll Taxes | 70,270 | 95,000 | -24,730 | 74% |
| Total WAGES | 1,004,088 | 1,217,500 | -213,412 | 82% |
| Workers Compensation | 76,121 | 94,700 | -18,579 | 80% |
| Total EMPLOYEE EXPENSES | 1,269,551 | 1,545,120 | -275,569 | 82% |
| Total Expense | 1,998,077 | 2,278,612 | -280,535 | 88% |
| Net Ordinary Income | 416,821 | 0 | 416,820 | 106,877,149% |
| Net Income | 416,821 | 0 | 416,820 | 106,877,149% |

Lease Summary Report

Commenced

NORTH JEFFERSON COUNTY AMBULAN

| Contract Number | Equipment Description | Commence Date* | Base Term** | Periodicity | Rent Payment Amount (excluding tax) | Current Expiration Date |
|-----------------|---------------------------------|----------------|-------------|-------------|-------------------------------------|-------------------------|
| 1000645006 | Ambulance | 09/20/07 | 20 | Quarterly | \$7,562.01 | 09/20/12 |
| 1000645007 | New 2007 Ambulance, | 10/24/08 | 20 | Quarterly | \$8,302.24 | 09/01/13 |
| 1000645009 | Real Estate | 12/17/09 | 60 | Monthly | \$10,681.58 | 12/17/14 |
| 1000645010 | (3) Stryker Power Pro Ambulance | 04/04/11 | 20 | Quarterly | \$2,584.94 | 04/04/16 |

Terminated

NORTH JEFFERSON COUNTY AMBULAN

| Contract Number | Equipment Description | Commence Date* | Base Term** | Periodicity | Rent Payment Amount (excluding tax) | Current Expiration Date |
|-----------------|-----------------------------------|----------------|-------------|-------------|-------------------------------------|-------------------------|
| 1000645001 | BASE LEASE ON STATION HOUSES | 07/01/04 | 7 | Various | \$105,125.27 | 07/01/11 |
| 1000645002 | Ambulance, Ford 2006 Medtec Ambul | 12/19/05 | 20 | Quarterly | \$6,717.76 | 01/11/11 |
| 1000645003 | 2006 AMBULANCE | 03/24/06 | 21 | Various | \$5,817.69 | |
| 1000645004 | ambulance | 06/26/06 | 21 | Various | \$6,311.90 | 07/26/11 |
| 1000645005 | PICKUP TRUCK | 08/31/06 | 12 | Quarterly | \$2,940.75 | 10/01/09 |
| 1000645008 | Real Estate | 02/17/09 | 60 | Monthly | \$3,286.58 | 02/17/14 |

* Commence Date represents the actual commencement date of the Lease Schedule or, in the case of an Amendment that is not represented above by its own line item, the effective date of such Amendment to such Lease Schedule, if applicable.

** Base Term represents the original base term of the Lease Schedule or, in the case of an Amendment that is not represented above by its own line item, the remaining term as of the effective date of such Amendment to the Lease Schedule.

7:30 AM
09/01/12

**North Jefferson County Ambulance District
Reconciliation Summary
Investments, Period Ending 08/31/2012**

| | <u>Aug 31, 12</u> |
|--|-------------------|
| Beginning Balance | 250,033.63 |
| Cleared Transactions | |
| Checks and Payments - 1 Item | -21.50 |
| Total Cleared Transactions | <u>-21.50</u> |
| Cleared Balance | <u>250,012.13</u> |
| Register Balance as of 08/31/2012 | 250,012.13 |
| Ending Balance | 250,012.13 |

7:30 AM
09/01/12

North Jefferson County Ambulance District
Reconciliation Detail
Investments, Period Ending 08/31/2012

| Type | Date | Num | Name | Clr | Amount | Balance |
|-------------------------------------|-----------|-----|---------------|-----|---------------|-------------------|
| Beginning Balance | | | | | | 250,033.63 |
| Cleared Transactions | | | | | | |
| Checks and Payments - 1 item | | | | | | |
| Check | 8/31/2012 | | Commerce Bank | X | -21.50 | -21.50 |
| Total Checks and Payments | | | | | -21.50 | -21.50 |
| Total Cleared Transactions | | | | | -21.50 | -21.50 |
| Cleared Balance | | | | | -21.50 | 250,012.13 |
| Register Balance as of 08/31/2012 | | | | | -21.50 | 250,012.13 |
| Ending Balance | | | | | -21.50 | 250,012.13 |

STATEMENT OF ACCOUNT WITH:

COMMERCE BANK
 CAPITAL MARKETS GROUP
 8000 FORSYTH BLVD., STE. 1200
 ST. LOUIS, MO 63105-1797

Investment Account
 No. 108000340

Stmt As Of Page
 08/31/12* 1

NORTH JEFFERSON CO AMBULANCE
 ATTN INT. CHIEF JAMIE GUINN
 2820 HORRELL LANE
 HIGH RIDGE, MO 63049-2300

Sales Representative
 **Public Svcs Divisi

| Acquired Cusip | Holdings for Pd down Value | Currency USD Description Rate, Maturity | Receipt | Cost/Market Value |
|-----------------------|----------------------------|--|--------------|--------------------------|
| 01/18/12 07370SB20 | 125,000.00 | BEAL BANK USA AT MATURITY 0.400, 09/19/2012 | 108032485 | 125,000.00 125,000.00 |
| 01/11/12 06425HWY8 | 125,000.00 | BANK OF CHINA (NY) AT MATURITY 0.500, 10/11/2012 | 108032484 | 125,000.00 125,012.13 |
| Total USD Par | | 250,000.00 | Total Cost | 250,000.00 |
| Total USD Orig Face | | 250,000.00 | | |
| | | | Total Market | 250,012.13 |

09/10/12

**North Jefferson County Ambulance District
Deposits for Board Approval
August 2012**

| Date | Split | Paid Amount |
|---------------------------------------|-----------------------------|------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| General Checking | | |
| 8/1/2012 | Ambulance Net Income | 96.07 |
| 8/1/2012 | Ambulance Net Income | 179.78 |
| 8/2/2012 | Ambulance Net Income | 187.65 |
| 8/2/2012 | Ambulance Net Income | 1,097.83 |
| 8/3/2012 | Ambulance Net Income | 796.26 |
| 8/3/2012 | Ambulance Net Income | 1,463.02 |
| 8/4/2012 | Ambulance Net Income | 446.91 |
| 8/4/2012 | Ambulance Net Income | 273.28 |
| 8/6/2012 | Ambulance Net Income | 1,453.41 |
| 8/7/2012 | MISC INCOME | 6.50 |
| 8/7/2012 | -SPLIT- | 6,046.52 |
| 8/7/2012 | Ambulance Net Income | 60.00 |
| 8/7/2012 | Ambulance Net Income | 63.25 |
| 8/7/2012 | -SPLIT- | 20.00 |
| 8/8/2012 | Ambulance Net Income | 384.81 |
| 8/9/2012 | Ambulance Net Income | 2,389.26 |
| 8/9/2012 | Ambulance Net Income | 846.40 |
| 8/10/2012 | Ambulance Net Income | 296.56 |
| 8/11/2012 | Ambulance Net Income | 574.39 |
| 8/11/2012 | Ambulance Net Income | 487.42 |
| 8/14/2012 | -SPLIT- | 2,081.76 |
| 8/14/2012 | Undeposited Funds | 40.00 |
| 8/14/2012 | Undeposited Funds | 120.00 |
| 8/14/2012 | Ambulance Net Income | 265.60 |
| 8/15/2012 | Ambulance Net Income | 148.02 |
| 8/16/2012 | Ambulance Net Income | 906.17 |
| 8/17/2012 | Ambulance Net Income | 4,490.34 |
| 8/17/2012 | Ambulance Net Income | 430.00 |
| 8/20/2012 | Undeposited Funds | 4,000.00 |
| 8/20/2012 | Ambulance Net Income | 4,120.23 |
| 8/20/2012 | Taxes, penalties & interest | 12,754.76 |
| 8/21/2012 | Ambulance Net Income | 1,554.64 |
| 8/21/2012 | Ambulance Net Income | 1,040.90 |
| 8/21/2012 | Ambulance Net Income | 2,365.13 |
| 8/22/2012 | Ambulance Net Income | 301.57 |
| 8/23/2012 | -SPLIT- | 750.42 |
| 8/24/2012 | Ambulance Net Income | 8.94 |
| 8/28/2012 | -SPLIT- | 2,221.49 |
| 8/28/2012 | Ambulance Net Income | 300.00 |
| 8/28/2012 | Ambulance Net Income | 338.74 |
| 8/28/2012 | Ambulance Net Income | 838.50 |
| 8/28/2012 | Ambulance Net Income | 5,472.88 |
| 8/30/2012 | Ambulance Net Income | 85.95 |
| 8/30/2012 | Ambulance Net Income | 1,284.66 |
| 8/30/2012 | Ambulance Net Income | 218.91 |
| Total General Checking | | 63,308.93 |
| Total Checking/Savings | | 63,308.93 |
| Total Current Assets | | 63,308.93 |
| TOTAL ASSETS | | 63,308.93 |
| LIABILITIES & EQUITY | | |
| TOTAL LIABILITIES & EQUITY | | |

Write Off's for 9.2012
Bad Debt at Collection (1/31/2011)

| | |
|--------------|---------------------|
| Total | <u>\$ 12,353.17</u> |
|--------------|---------------------|

Call Schedule/Event Summary

Write Off Report

| <u>Event ID</u> | <u>Description</u> | <u>Calls</u> | <u>Charges</u> | <u>Credits</u> | <u>Balance</u> |
|----------------------|------------------------------|--------------|-----------------|----------------|-----------------|
| Schedule: COLL | Collection Agency Accounts | | | | |
| COL3 | At Collections Over 120 Days | 27 | 17035.25 | 4682.08 | 12353.17 |
| | | <u>27</u> | <u>17035.25</u> | <u>4682.08</u> | <u>12353.17</u> |
| Total for All | | <u>27</u> | <u>17035.25</u> | <u>4682.08</u> | <u>12353.17</u> |

09/10/12

North Jefferson County Ambulance District
Payment Listing Pending Board Approval
 August 2012

| <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Split</u> | <u>Paid Amount</u> |
|---------------------------------------|------------|--------------------------------|-------------------------------|--------------------|
| ADP, Inc | | | | |
| 8/3/2012 | EFT | ADP, Inc | Payroll Service | -227.67 |
| 8/17/2012 | EFT | ADP, Inc | Payroll Service | -243.63 |
| 8/24/2012 | EFT | ADP, Inc | Payroll Service | -11.70 |
| 8/31/2012 | EFT | ADP, Inc | Payroll Service | -218.68 |
| 8/31/2012 | 18656 | ADP, Inc | Payroll Service | 0.00 |
| Total ADP, Inc | | | | -701.68 |
| AlwaysCare Benefits, Inc | | | | |
| 8/29/2012 | BILLPAY | AlwaysCare Benefits, Inc | Group Insurance | -162.58 |
| Total AlwaysCare Benefits, Inc | | | | -162.58 |
| Ameren UE | | | | |
| 8/8/2012 | Bill Pay | Ameren UE | Utilities | -904.80 |
| Total Ameren UE | | | | -904.80 |
| Anthem | | | | |
| 8/29/2012 | BILLPAY | Anthem | Group Insurance | -12,596.51 |
| Total Anthem | | | | -12,596.51 |
| At&t | | | | |
| 8/17/2012 | EFT | At&t | Utilities | -145.09 |
| Total At&t | | | | -145.09 |
| Cintas Corporation | | | | |
| 8/15/2012 | Billpay | Cintas Corporation | Building Maintenance/Supplies | -102.20 |
| Total Cintas Corporation | | | | -102.20 |
| Commerce Bank | | | | |
| 8/3/2012 | EFT | Commerce Bank | Banking Fees | -68.65 |
| Total Commerce Bank | | | | -68.65 |
| Commerce Bank NA | | | | |
| 8/17/2012 | EFT | Commerce Bank NA | Lease Payments | -10,681.58 |
| 8/31/2012 | EFT | Commerce Bank NA | Lease Payments | -7,562.01 |
| Total Commerce Bank NA | | | | -18,243.59 |
| CPI Qualified Plan Consultants | | | | |
| 8/10/2012 | EFT/PA... | CPI Qualified Plan Consultants | Wages | -610.00 |
| 8/24/2012 | EFT/PA... | CPI Qualified Plan Consultants | Wages | -610.00 |
| Total CPI Qualified Plan Consultants | | | | -1,220.00 |
| Datamax | | | | |
| 8/15/2012 | BILLPAY | Datamax | -SPLIT- | -1,404.50 |
| 8/15/2012 | Billpay | Datamax | Lease Payments | -244.98 |
| 8/15/2012 | Billpay | Datamax | Software/IT | -75.00 |
| 8/15/2012 | Billpay | Datamax | Software/IT | -31.80 |
| 8/22/2012 | BILLPAY | Datamax | Software/IT | -64.00 |
| 8/29/2012 | BILLPAY | Datamax | Software/IT | -70.00 |
| 8/29/2012 | Billpay | Datamax | Software/IT | -300.00 |
| Total Datamax | | | | -2,190.28 |
| Delta Dental | | | | |
| 8/29/2012 | BILLPAY | Delta Dental | Group Insurance | -888.14 |
| Total Delta Dental | | | | -888.14 |
| DNT Inc | | | | |
| 8/22/2012 | Billpay | DNT Inc | Subscriptions/Services | -40.00 |
| Total DNT Inc | | | | -40.00 |

09/10/12

North Jefferson County Ambulance District
Payment Listing Pending Board Approval
August 2012

| <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Split</u> | <u>Paid Amount</u> |
|---|------------|------------------------------------|------------------------------|--------------------|
| Dobbs Tire and Auto Centers | | | | |
| 8/8/2012 | Bill Pay | Dobbs Tire and Auto Centers | Repair/Maintenance | -715.96 |
| Total Dobbs Tire and Auto Centers | | | | -715.96 |
| EMS Technology Solutions, LLC | | | | |
| 8/8/2012 | BILLPAY | EMS Technology Solutions, LLC | Subscriptions/Services | -160.00 |
| Total EMS Technology Solutions, LLC | | | | -160.00 |
| Foster Coach Sales, Inc. | | | | |
| 8/8/2012 | Bill Pay | Foster Coach Sales, Inc. | New Purchase | -106,737.00 |
| 8/8/2012 | Bill Pay | Foster Coach Sales, Inc. | Repair/Maintenance | -25.44 |
| Total Foster Coach Sales, Inc. | | | | -106,762.44 |
| Hilltop Equipment Inc. | | | | |
| 8/29/2012 | Bill Pay | Hilltop Equipment Inc. | -SPLIT- | -3,196.99 |
| Total Hilltop Equipment Inc. | | | | -3,196.99 |
| IESI Missouri | | | | |
| 8/29/2012 | BILLPAY | IESI Missouri | Utilities | -190.93 |
| Total IESI Missouri | | | | -190.93 |
| King Daddy Fish Catering | | | | |
| 8/2/2012 | 18653 | King Daddy Fish Catering | Employee Appreciation | -100.00 |
| Total King Daddy Fish Catering | | | | -100.00 |
| Liberty National | | | | |
| 8/24/2012 | EFT/PA... | Liberty National | Wages | -333.04 |
| Total Liberty National | | | | -333.04 |
| NJCAD Pension Transfer | | | | |
| 8/20/2012 | TRAN | NJCAD Pension Transfer | Taxes, penalties & interest | -1,155.90 |
| Total NJCAD Pension Transfer | | | | -1,155.90 |
| Northeast Public Sewer District | | | | |
| 8/8/2012 | Billpay | Northeast Public Sewer District | Utilities | -25.85 |
| 8/22/2012 | Billpay | Northeast Public Sewer District | Utilities | -25.85 |
| 8/22/2012 | BILLPAY | Northeast Public Sewer District | Utilities | -50.20 |
| Total Northeast Public Sewer District | | | | -101.90 |
| Northwest Printing Service, Inc. | | | | |
| 8/15/2012 | Bill Pay | Northwest Printing Service, Inc. | Administrative Supplies | -181.65 |
| Total Northwest Printing Service, Inc. | | | | -181.65 |
| Orthopedic Associates, LLC | | | | |
| 8/14/2012 | Bill Pay | Orthopedic Associates, LLC | Health/Background Screenings | -47.00 |
| 8/29/2012 | Bill Pay | Orthopedic Associates, LLC | Health/Background Screenings | -47.00 |
| Total Orthopedic Associates, LLC | | | | -94.00 |
| OzArc Gas Equipment & Supply, Inc. | | | | |
| 8/8/2012 | BILLPAY | OzArc Gas Equipment & Supply, Inc. | Medical Supplies | -49.04 |
| 8/15/2012 | BILLPAY | OzArc Gas Equipment & Supply, Inc. | Medical Supplies | -36.32 |
| Total OzArc Gas Equipment & Supply, Inc. | | | | -85.36 |
| Payroll | | | | |
| 8/10/2012 | TRANS | Payroll | -SPLIT- | -35,605.59 |
| 8/10/2012 | TRANS | Payroll | -SPLIT- | -11,431.61 |
| 8/24/2012 | TRANS | Payroll | Wages | -31,954.84 |
| 8/24/2012 | TRANS | Payroll | -SPLIT- | -12,078.17 |
| Total Payroll | | | | -91,070.21 |

09/10/12

**North Jefferson County Ambulance District
Payment Listing Pending Board Approval
August 2012**

| <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Split</u> | <u>Paid Amount</u> |
|--|------------|--|-------------------------|--------------------|
| Pitney Bowes-Purchase Power | | | | |
| 8/15/2012 | Billpay | Pitney Bowes-Purchase Power | Administrative Supplies | -200.00 |
| 8/20/2012 | Billpay | Pitney Bowes-Purchase Power | Administrative Supplies | -62.28 |
| Total Pitney Bowes-Purchase Power | | | | -262.28 |
| Public Water Supply District #2 | | | | |
| 8/8/2012 | BILLPAY | Public Water Supply District #2 | Utilities | -63.76 |
| Total Public Water Supply District #2 | | | | -63.76 |
| Robert K. Sweeney | | | | |
| 8/15/2012 | Bill Pay | Robert K. Sweeney | Legal Fees | -542.50 |
| Total Robert K. Sweeney | | | | -542.50 |
| Sam's Club | | | | |
| 8/14/2012 | Bill Pay | Sam's Club | Sam's Club | -444.27 |
| Total Sam's Club | | | | -444.27 |
| St. Anthony's Emergency Department | | | | |
| 8/15/2012 | BILLPAY | St. Anthony's Emergency Department | -SPLIT- | -2,058.10 |
| Total St. Anthony's Emergency Department | | | | -2,058.10 |
| TASC-FSA | | | | |
| 8/10/2012 | EFT/PA... | TASC-FSA | Wages | -582.67 |
| 8/24/2012 | EFT/PA... | TASC-FSA | Wages | -582.67 |
| Total TASC-FSA | | | | -1,165.34 |
| TASC-HRA | | | | |
| 8/6/2012 | | TASC-HRA | HRA | -90.00 |
| 8/9/2012 | EFT | TASC-HRA | HRA | -424.55 |
| Total TASC-HRA | | | | -514.55 |
| The Lincoln National Life Insurance Co. | | | | |
| 8/2/2012 | EFT | The Lincoln National Life Insurance... | Group Insurance | -1,203.27 |
| Total The Lincoln National Life Insurance Co. | | | | -1,203.27 |
| Visa/Commerce Bank | | | | |
| 8/24/2012 | EFT | Visa/Commerce Bank | Visa | -1,571.52 |
| Total Visa/Commerce Bank | | | | -1,571.52 |
| WirelessUSA Inc | | | | |
| 8/29/2012 | BILLPAY | WirelessUSA Inc | Communications/Data | -36.00 |
| Total WirelessUSA Inc | | | | -36.00 |
| Wright Express | | | | |
| 8/7/2012 | EFT | Wright Express | Fuel | -3,103.10 |
| Total Wright Express | | | | -3,103.10 |
| Coventry Health Care | | | | |
| 8/9/2012 | 18655 | Coventry Health Care | Ambulance Net Income | -80.00 |
| Total Coventry Health Care | | | | -80.00 |
| Mark Crader | | | | |
| 8/9/2012 | 18654 | Mark Crader | Ambulance Net Income | -96.78 |
| Total Mark Crader | | | | -96.78 |
| No name | | | | |
| 8/3/2012 | | | Banking Fees | -46.06 |
| Total no name | | | | -46.06 |

**North Jefferson County Ambulance District
Payment Listing Pending Board Approval
August 2012**

09/10/12

| <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Split</u> | <u>Paid Amount</u> |
|-------------|------------|-------------|--------------|--------------------|
| TOTAL | | | | <u>-252,599.43</u> |