

Utah Public Notice

Board of Directors

NSAS Board of Directors Meeting

Notice Date & Time: 2/18/25 7:00 PM

Description/Agenda:

- Welcome ~ Board Chairman Angie Stewart
- Roll call of Board Member
- 1. Financials
Gary Keddington, K & C Certified Public Accountants
- 2. Minutes of November 19, 2024
- 3. Public Comment
Members of the public will receive three (3) minutes each to address the Board
- 4. Holiday Pay - Supervisor Cami Christensen
- 5. Training Officer Position - EMS Director Bryan Bench
- 6. NSAS Manual
Proposed Administrative Policies
 - Driver Qualification
 - Interfacility Transport
 - Social Media
- 7. Board Member/Staff Reports
- 8. Adjourn

NOTE: The agenda items may be discussed in any order
No decisions may be made during this meeting if the item is not specifically on the agenda

Notice of Electronic or telephone participation:

ZOOM Meeting login: Meeting ID: 896 0317 2915 Passcode: 2025FEB18

Other information:

Location:

80 South 200 West, Moroni, 84646

**North Sanpete Ambulance Service
January 31, 2025
Financial Report**

NORTH SANPETE AMBULANCE SERVICE
BALANCE SHEET
JANUARY 31, 2025

AMBULANCE

ASSETS

10-1100	UTAH HERITAGE CREDIT UNION	208,343.53	
10-1111	WELLS FARGO	266,148.45	
10-1112	UTAH HERITAGE SAVINGS	701.75	
10-1150	PETTY CASH	500.00	
10-1200	PTIF #0615	2,330,717.47	
10-1210	PTIF #1558	2,975.65	
10-1211	PTIF #4033	2,353.70	
10-1213	PTIF #4034	5,598.93	
10-1300	ACCOUNT RECEIVABLE	992,463.67	
10-1301	ALLOWANCE FOR BAD DEBT	(496,232.00)	
10-1500	INVENTORY	18,000.00	
10-1651	LAND	250,000.00	
10-1652	AMBULANCE ASSET	954,275.00	
10-1653	MACHINERY & EQUIPMENT	420,556.35	
10-1654	CONSTRUCTION IN PROGRESS	25,000.00	
10-1750	ACCUMULATED DEPRECIATION	(482,481.25)	
10-1751	ACCUMULATED DEPRECIATION EQUIP	(198,967.65)	
TOTAL ASSETS			<u><u>4,299,953.60</u></u>

LIABILITIES AND EQUITY

LIABILITIES

10-2501	ACCRUED PAYROLL	20,569.04	
10-2520	FEDERAL WITHHOLDINGS	4,130.94	
10-2521	STATE OF UTAH	(6,087.47)	
TOTAL LIABILITIES			18,612.51

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
10-2980	FUND BALANCE	4,193,691.47	
	REVENUE OVER EXPENDITURES - YTD	<u>87,649.62</u>	
BALANCE - CURRENT DATE		<u>4,281,341.09</u>	
TOTAL FUND EQUITY			<u><u>4,281,341.09</u></u>
TOTAL LIABILITIES AND EQUITY			<u><u>4,299,953.60</u></u>

NORTH SANPETE AMBULANCE SERVICE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

		AMBULANCE				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>AMBULANCE REVENUE</u>						
10-30-10	AMBULANCE REVENUE	125,692.54	638,070.56	1,000,000.00	361,929.44	63.8
10-30-11	FAIRVIEW AMBULANCE	.00	3,035.00	.00	(3,035.00)	.0
TOTAL AMBULANCE REVENUE		125,692.54	641,105.56	1,000,000.00	358,894.44	64.1
<u>OTHER REVENUE</u>						
10-36-10	INTEREST INCOME	9,006.64	68,489.35	80,000.00	11,510.65	85.6
10-36-90	SALE OF ASSETS	.00	1,200.00	.00	(1,200.00)	.0
10-36-93	GRANT - ST MENTAL HEALTH	.00	6,000.00	.00	(6,000.00)	.0
TOTAL OTHER REVENUE		9,006.64	75,689.35	80,000.00	4,310.65	94.6
TOTAL FUND REVENUE		134,699.18	716,794.91	1,080,000.00	363,205.09	66.4

NORTH SANPETE AMBULANCE SERVICE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

		AMBULANCE			
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED PCNT
AMBULANCE EXPENSE					
10-40-11	SALARY & WAGES	23,505.00	167,163.47	320,000.00	152,836.53 52.2
10-40-13	EMPLOYEE BENEFITS	1,798.21	12,430.65	30,000.00	17,569.35 41.4
10-40-15	MEDICAID ASSESSMENT	8,612.28	17,629.30	35,000.00	17,370.70 50.4
10-40-16	AMBULANCE EQUIPMENT	3,119.00	9,047.00	10,000.00	953.00 90.5
10-40-17	AMBULANCE MAINTENANCE	.00	.00	20,000.00	20,000.00 .0
10-40-19	AUTOMOBILE EXPENSE	7,228.77	10,093.22	.00 (	10,093.22) .0
10-40-20	BANK SERVICE CHARGES	43.30	1,089.85	5,000.00	3,910.15 21.8
10-40-21	EMS PERMITTING	.00	41.64	2,500.00	2,458.36 1.7
10-40-23	CONTINUING EDUCATION	.00	3,161.00	13,000.00	9,839.00 24.3
10-40-24	CHRISTMAS PARTY	.00	2,525.00	3,000.00	475.00 84.2
10-40-25	SUMMER PARTY	.00	87.48	500.00	412.52 17.5
10-40-27	EMS SOFTWARE EXPENSE	.00	20,586.05	25,000.00	4,413.95 82.3
10-40-28	EMT CLASS	.00	2,043.38	8,000.00	5,956.62 25.5
10-40-30	FAIRVIEW AMB	.00	212.41	3,000.00	2,787.59 7.1
10-40-31	FUEL	5,666.66	18,840.48	50,000.00	31,159.52 37.7
10-40-32	INSURANCE EXPENSE	.00	15,905.16	20,000.00	4,094.84 79.5
10-40-34	MEALS AND ENTERTAINMENT	.00	161.98	2,000.00	1,838.02 8.1
10-40-35	MEDICAL RECORDS AND SUPPLIES	.00	.00	1,500.00	1,500.00 .0
10-40-36	MEDICAL SUPPLIES	5,904.91	33,102.34	40,000.00	6,897.66 82.8
10-40-38	MISC	126.59	6,265.41	7,000.00	734.59 89.5
10-40-39	OFFICE SUPPLIES	682.82	4,320.21	7,000.00	2,679.79 61.7
10-40-41	PHARMACY	902.57	3,755.20	15,000.00	11,244.80 25.0
10-40-42	PROFESSIONAL FEES	10,580.00	27,090.00	30,000.00	2,910.00 90.3
10-40-43	RECERTIFICATION	86.00	86.00	2,000.00	1,914.00 4.3
10-40-44	REPAIRS & MAINTENANCE - EQUIPM	.00	.00	2,500.00	2,500.00 .0
10-40-45	SMALL MEDICAL EQUIPMENT	.00	.00	5,000.00	5,000.00 .0
10-40-46	STANBY AT EVENT	.00	.00	1,000.00	1,000.00 .0
10-40-47	JCI BILLINGS	.00	10,800.00	35,000.00	24,200.00 30.9
10-40-48	TELEPHONE EXPENSE	124.86	870.42	3,000.00	2,129.58 29.0
10-40-49	TRAINING EQUIPMENT	.00	.00	5,000.00	5,000.00 .0
10-40-50	TRAVEL EXPENSE	.00	9,338.75	25,000.00	15,661.25 37.4
10-40-51	UNIFORMS	.00	300.00	10,000.00	9,700.00 3.0
10-40-54	ASK MY ACCOUNTANT - GARY	.00	3,119.36	.00 (	3,119.36) .0
10-40-55	CAPITAL OUTLAY	.00	249,079.53	339,000.00	89,920.47 73.5
10-40-56	BUILDING MAINTENANCE	.00	.00	5,000.00	5,000.00 .0
TOTAL AMBULANCE EXPENSE		68,380.97	629,145.29	1,080,000.00	450,854.71 58.3
TOTAL FUND EXPENDITURES		68,380.97	629,145.29	1,080,000.00	450,854.71 58.3
NET REVENUE OVER EXPENDITURES		66,318.21	87,649.62	.00 (	87,649.62) .0

Billing Information

	Billed Charges	Payments Received	Required Write-offs	Accounts Receivable
July 2023	442,323.86	38,658.13	20,457.23	1,003,594.99
August 2023	187,660.46	159,054.49	137,711.25	894,489.71
September 2023	97,062.10	98,554.09	104,479.17	788,518.55
October 2023	475,830.19	39,826.22	67,070.29	1,157,452.23
Novemer 2023	63,648.10	113,685.29	159,135.04	948,280.00
December 2023	310,318.39	63,962.77	65,045.62	1,129,590.00
January 2024	172,254.46	111,741.47	130,927.06	1,059,175.93
February 2024	331,062.71	110,509.61	90,118.15	1,189,610.88
March 2024	191,628.89	111,325.18	206,858.60	1,063,055.99
April 2024	170,145.25	100,504.27	139,892.46	992,804.51
May 2024	143,687.91	89,222.96	174,718.34	872,551.12
June 2024	207,829.24	55,233.79	82,510.11	942,636.46
July 2024	235,025.50	82,698.09	114,394.38	980,569.49
August 2024	216,474.23	58,435.93	89,166.39	1,049,441.40
September 2024	167,590.88	83,387.92	108,606.88	1,025,037.48
October 2024	201,175.70	24,742.27	89,541.02	1,111,929.89
November 2024	108,155.55	134,865.34	208,183.52	877,036.58
December 2024	340,292.83	118,704.07	140,247.47	927,655.40
January 2025	128,913.73	26,928.88	37,176.58	992,463.67

Run Types

	Medicare	Medicaid	Other	No insurance	Total
July 2023	66	16	54	12	148
August 2023	32	7	11	5	55
September 2023	4	7	12	5	28
October 2023	52	22	51	12	137
Novemer 2023	12	3	7	2	24
December 2023	50	7	20	10	87
January 2024	15	7	16	11	49
February 2024	37	10	21	19	87
March 2024	31	4	8	12	55
April 2024	17	3	14	12	46
May 2024	27	2	12	4	45
June 2024	35	9	8	10	62
July 2024	32	7	13	19	71
August 2024	16	9	26	12	63
September 2024	25	2	10	10	47
October 2024	33	8	11	7	59
November 2024	15	1	13	2	31
December 2024	46	5	31	22	104
January 2025	6	7	19	5	37

**North Sanpete Ambulance
Board Meeting**

Date and time: November 19, 2024 7:00 PM

Location: Moroni City Community Center 80 South 200 West, Moroni Utah

Board and Staff:

Angie Stewart, Mt Pleasant City Representative and Board Chair

Bryan Bench, Service Director

Tracy Braithwaite, Training Officer

Shawn Robison, West Side Supervisor

Cameo Johnson, Fairview Supervisor

Cami Christensen, Mt Pleasant Supervisor – 7:41 p.m.

Todd Robinson, Ftn Green City Representative

Les Haskins, Moroni City Representative

Katie Sedlak, Wales Town Representative

Gabi Cox, Fairview City Representative

Clarke Christensen, Spring City Representative

GJ Wilden, Service Medical Director - absent

Carol Haskins – Clerk

Others Present: Bambi Elliott, Gloria Chatwin, Elizabeth Chatwin, Alice Smith, JoAnne Riley, Harmony Matthews, Daniel Matthews, Jesse Beagly, Kyler Daybell, Chelsie Michie, Johannah Braithwaite, Kari Lewis, Shawn Mineer

Welcome and roll call of board members: Board Chairman Angie Stewart

1. Financial and Audit Report

MOTION Todd Robinson to accept the financial report. SECOND Clarke Christensen Christensen, Cox, Sedlak, Haskins, Robinson, Johnson, Robison, Braithwaite, and Bench YES. MOTION carried.

2. Meeting Minutes

MOTION Tracy Braithwaite to accept the meeting minutes of August 17, 2024. SECOND Cameo Johnson Christensen, Cox, Sedlak, Haskins, Robison, Johnson, Braithwaite, and Bench YES. MOTION carried. Robinson abstains.

3. NSAS Manual – Administrative Policies

MOTION Bryan Bench to approve the IT and Computer Security Policy and the Reporting Fraud and Abuse of Assets Policy. SECOND Shawn Robison Christensen, Cox, Sedlak, Haskins, Robison, Robinson, Johnson, Braithwaite, and Bench YES

4. Board Member Reports

**Shawn Robison – Service Christmas Party/December 19, Uniforms, Zoom Meeting
Bryan Bench – Sunrise Engineering is finalizing plans for the new building
Tracy Braithwaite – Will be resigning his position as training officer**

5. Closed Session: Utah Code 52-4-205 A) discussion of the character, professional competence, or physical or mental health of an individual

EMS Director Bryan Bench requested that the Board not go into closed session and that the issue be discussed in open session.

Harmony Matthews sent a letter to the Board concerning her being denied funds for a conference. Discussion regarding the conference attendance followed between board members and Matthews. Bench clarified that the interpretation of the policy varies among members of the Service, but it has always been based on a two-year period from the request date. With the advice of General Council, it has been advised to reimburse Harmony for the conference due to a misunderstanding with her supervisor, Cami Christensen, about her eligibility. Discussion continued for the need for clear communication about conference policies and the importance of factual complaints from Service members.

Bench encourages direct questions and concerns to him and the supervisors, rather than letters that aren't factual concerns written about colleagues.

6. MOTION Cami Christensen to adjourn. SECOND Cameo Johnson.
Christensen, Cox, Sedlak, Haskins, Robison, Robinson, Johnson, Braithwaite, and Bench YES
MOTION Carried. 8:26 PM

North Sanpete Ambulance Service Conference Attendance By-Law

Section 1: Conference Attendance Opportunity

North Sanpete Ambulance Service (NSAS) employees shall have the opportunity to attend one approved professional conference per calendar year.

Section 2: Conference Expenses

North Sanpete Ambulance Service (NSAS) will cover the registration fees and other mandatory fees associated with the approved conference.

Section 3: Per Diem Allowance

Employees attending an approved conference will receive a per diem allowance comparable to the State of Utah per diem rate for travel, meals, and lodging.

Section 4: Approval Authority

Conference attendance and the amount of per diem allowance received are subject to the discretion of the employee's respective Supervisor and the EMS Director.

Section 5: Notification of Approval

Employees will be formally notified of their conference attendance approval at the time North Sanpete Ambulance Service (NSAS) pays the conference registration fees. Employees requiring earlier confirmation of their approval may contact their respective Supervisor.

Section 6: Approval Process

All conference approvals must be obtained through both the employee's respective Supervisor and the EMS Director.