

WHITE LAKE AMBULANCE AUTHORITY

8220 Whitehall Rd., Whitehall 49461

July 26, 2023 Board Meeting Minutes

1. Call to Order - Meeting called to order at 1600 by Jeff King, Board Chairman.
 - a. Roll Call – Board Members Present: Bruce Froelich, Melonie Arbogast, Jeff King, Chuck Schmitigal, and Mike Cockerill. Also present: Jonathon Degen, Terri VanderLeest, and Amy Rusin.
2. Pledge of Allegiance
3. Agenda Approval
 - a. VanderLeest requested to add item 5b Audit to the agenda.
 - b. Motion made by Schmitigal and supported by Froelich to approve agenda with the addition of item 5b Audit. Motion carried all in favor.
4. Approval of Minutes from June 2023

Motion by Froelich to approve minutes as submitted and supported by Cockerill. Motion carried all in favor.
5. Financials
 - a. Accounts Payable (Appendix I)
 - i. VanderLeest noted two additions to accounts payable. Martech for air conditioning in the amount of \$481.93 and Montague Foods for carpet cleaner rental in the amount of \$37.09. Total in additions to bill pay equal \$519.02.
 - ii. King queried payment to State of Michigan Unemployment Insurance. VanderLeest indicated the invoice was from the end of the fiscal year and should be the final payment.
 - iii. Motion to approve bill pay in the amount of \$20,644.57 made by Schmitigal, supported by Arbogast. Motion carried with roll call vote of 5-0 all in favor.
 - b. Overview of profit/loss and budget performance (Appendix II)
 - i. VanderLeest pointed out this was the first month of the fiscal year and run income was comparable to the previous month.
 - ii. Degen informed that Accumed is behind on billing. A letter was received explaining the situation and that should be resolved. King noted this occurred previously and the billing did get resolved. Discussion amongst the board on next steps to be taken. Will review next month and will draft a letter to Accumed if billing concern is not resolved.
 - iii. King observed payroll was less this month. VanderLeest informed July had only one payroll this month to date.
 - c. Balance Sheet (Appendix III) – VanderLeest noted high yield account is now maxed out.

- d. Audit
 - i. WLAA received communication enquiring on preferences of another virtual audit with presentation of findings.
 - ii. VanderLeest would prefer hybrid audit with supplying some materials in advance and in-person audit completion.
 - iii. Discussion amongst board with consensus of presentation would not be necessary if no findings in the final report.

6. Financial Officer Report presented by Degen
 - a. Billed Transport volume 36.
 - b. Call Revenue \$16,992.68. Degen reminded low revenue was consistent with January when Accumed was previously behind on billing.
 - c. Review job description and hiring for new Finance Officer
 - i. Board reviewed revised job description and duties.
 - ii. Degen and VanderLeest recommended Amy Rusin for the position.
 - iii. Motion to appoint Amy Rusin as Finance Officer made by Cockerill, supported by Froelich. Motion carried with roll call vote of 5-0 all in favor. Rusin accepted.

7. Personnel Committee – Froelich announced the Director’s review will be completed when Abram returns.

8. Board Position Nominations and Voting
 - a. Motion by Schmitigal and supported by Arbogast to accept board positions as current, Chairman: Jeff King, Vice Chairman: Bruce Froelich, Secretary: Jeff Abram, for the next 12 months. Motion carried with a roll call vote 5-0 all in favor.

9. Director’s Report
 - a. Run Review 41 calls, with 4 stand-bys. Call response time was an average of 10.24 minutes overall, 9.40 minutes for White Lake area, and 8.50 minutes for priority one calls.
 - b. Hiring of Amanda Chavez and Dwight Roesler for full-time Medic positions.
 - i. Amanda started July 8 while Dwight will start August 20.
 - c. Discussion on hiring a third paramedic
 - i. Degen recommended adding a third full-time paramedic position to bring WLAA to a total of six full-time positions. VanderLeest provided financial impact of the additional position and stated WLAA was financially able to support this.
 - ii. Degen stated they have a candidate in mind, and she would like to start in September.
 - iii. Motion to approve the addition of a third full-time paramedic position made by Froelich, supported by Cockerill. Motion carried with roll call vote of 5-0 all in favor.
 - d. Education Program at WLAA
 - i. Degen is now licensed through the State as Director of Education Department for WLAA. Previously was Stumpo.
 - ii. Paramedic Marecek will plan on teaching and will need additional courses for this.

- e. Review and Approval of Policy and Procedure Manual
 - i. Review required annually for State inspection.
 - ii. Board will provide suggested changes to Degen for compilation.
 - iii. Discussion on marijuana policy. Additional research will need to be completed.
- f. Upcoming State Inspection to be completed when re-chassied ambulance is ready to go into service
- g. New Truck Progress and Update
 - i. Side door will need to be revised as unable to open inside garage
 - ii. Plan for decal application around August 14. Estimated about \$6,000.
 - iii. Motion for decal application payment not to exceed \$6,000 made by Arbogast and supported by Schmitigal. Motion carried with roll call vote of 5-0, all in favor.

10. Public comment – none

11. Board Comment – Arbogast announced the board and staff are doing a great job.

12. Adjournment - motion was made by Schmitigal and supported by Arbogast to adjourn, all in favor. Meeting adjourned at 1728.

Jeff King, Chairman

Amy Rusin, Recording Secretary