

WHITE LAKE AMBULANCE AUTHORITY

8220 Whitehall Rd., Whitehall 49461

August 30, 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, Jeff Abram, Jeff King, Chuck Schmitigal, and Mike Cockerill (late arrival at 1603). Also present: Jonathon Degen, Terri VanderLeest, and Amy Rusin.
2. Pledge of Allegiance
3. Agenda Approval

Motion made by Schmitigal and supported by Abram to approve agenda as written. Motion carried all in favor.
4. Approval of Minutes from July 2023

Motion by Schmitigal to approve minutes from July 26, 2023, as submitted and supported by Froelich. Motion carried all in favor.
5. Financials
 - a. Accounts Payable (Appendix I) – VanderLeest provided an overview of accounts payable.
 - i. No additions to accounts payable
 - ii. VanderLeest noted Coppers Cleaning Service for removal of toner to carpet.
 - iii. Degan informed that he will need a check signed by the board for the new ambulance to be washed and waxed for amount not to exceed \$200.00.
 - iv. Motion to approve bill pay in the amount of \$22,926.61 made by Froelich, supported by Abram. Motion carried with roll call vote of 5-0 all in favor.
 - b. Overview of profit/loss and budget performance (Appendix II)
 - i. VanderLeest reviewed budget performance noting the budget is on target at about 17% utilized. Run income was \$83,640.47, which was about the same as the previous year.
 - ii. Abram remarked fuel costs were budgeted well. Degen advised WLAA only has one diesel ambulance left in the fleet.
 - iii. Abram queried line item 805 Contacted Services. VanderLeest informed this includes accounting services and finance officer stipend fall into this category.
 - iv. VanderLeest announced the annual audit will take place in house on September 14, 2023.
 - c. Balance Sheet (Appendix III) – presented by VanderLeest
 - i. Discussion on CD rates and moving around funds.
 - ii. King suggested staggering CD maturity dates.
 - iii. Bylaws will be reviewed as the finance committee may not require board permission to move funds from checking/savings into CDs.
6. Financial Officer Report
 - a. Billed Transport volume for July was 181. Accumed is bringing billing current.

- i. Degen informed Accumed has assigned the WLAA account to more senior billers. It is unclear if this is a temporary remedy to bring billing current or a permanent solution.
 - b. Call Revenue for July was \$23,088.68. Call revenue always lags behind billed transport volume; this is attributed to the delay in the time bills are sent out and funds are collected.
 - i. Degen queried if the board would like to see any other financial reports in the future. This will be considered.
 - ii. Abram voiced the financial officer position is vital for checks and balances.
7. Personnel Committee
 - a. Abram reviewed new procedure for the Director's Review. A paramedic and an EMT will be included in the process for 2023.
 - b. Summary will be provided in October.
8. Director's Report
 - a. Run Review: 151 calls, with 30 stand-bys. Call response time was an average of 9.31 minutes overall, 8.91 minutes for White Lake area, and 7.48 minutes for priority one calls.
 - b. Full-time paramedic, Angel Tracey, will start about Sept 17, 2023.
 - c. Stryker Stretcher Upgrades – this will ensure stretchers can be interchangeable into the different trucks. Cost was included in this month's accounts payable numbers.
 - d. Medic 43 Repairs – Medic 43 was damaged when another vehicle's muffler struck the truck. Insurance will cover the cost of repairs.
 - e. Questions on Recent Calls Out of the Area – WLAA will cover calls in the City of Whitehall as needed when Trinity is delayed/unavailable provided there are two trucks available. WLAA was unable to cover a call to the Viking Athletic Center earlier this month as only was truck was available.
9. Public comment – none
10. Board Comment – Froelich reminded the board that Director evaluations are due in 30 days.
11. Adjournment - motion was made by Abram and supported by Froelich to adjourn, all in favor. The meeting adjourned at 1711.

Jeff King, Chairman

Amy Rusin, Recording Secretary