

WHITE LAKE AMBULANCE AUTHORITY

8220 Whitehall Rd., Whitehall 49461

September 27, 2023 Board Meeting Minutes

1. Call to Order - Meeting called to order at 1602 by Jeff King, Board Chairman.
 - a. Roll Call – Board Members Present: Bruce Froelich, Melonie Arbogast, Jeff King, and Chuck Schmitigal. Also present: Paul Schultz, Jonathon Degen, Terri VanderLeest, and Amy Rusin. Absent: Jeff Abram and Mike Cockerill
2. Pledge of Allegiance
3. Agenda Approval

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

Motion by Froelich to approve meeting minutes from August 30, 2023 as submitted and second by Arbogast. Motion carried all in favor.
5. Financials
 - a. Accounts Payable (Appendix I) – VanderLeest provided an overview of accounts payable.
 - i. Two additions for bill pay included Teleflex for \$802.50 and USPS for two rolls of stamps for \$132.00. Amount totaling \$934.50 to be added to bill pay.
 - ii. Another item of note by VanderLeest was Muskegon Central Dispatch sent out three invoices to WLAA in one envelope, so amount appears higher.
 - iii. Degen mentioned he anticipates an increase in cost for contract renewal with Muskegon Central Dispatch as costs have not increased previously.
 - iv. Froelich queried refund from Zoll. Degen identified this was returned monitor bag. Staff chose a more understated carrying bag for the new monitor.
 - v. Motion to approve bill pay in the amount of \$31,643.70 made by Schmitigal, supported by Arbogast. Motion carried with roll call vote of 4-0, all in favor.
 - b. Audit Review
 - i. No negative feedback received from the auditor.
 - ii. King and Degen both met with the auditor.
 - iii. Recommendations included two policy additions of Investments and ACH
 - iv. New Policies Requested
 - Investments Policy provided to the Board.
 - King will provide other sample policies for review. King reminded that the Board should be prudent in what they are investing in. This should be outlined in the policy.

- Arbogast suggested delegation of authority and a system outlining controls should be included.
 - King additional suggested checks and balances for credit card purchases with receipts are essential.
 - Froelich recommended two staff initial and date all receipts.
- c. Overview of profit/loss and budget performance (Appendix II)
- i. VanderLeest pointed out that budget performance is where it is projected to be, about 25% with run income at \$20,248.48.
 - ii. Life insurance, short- and long-term disability will need to be amended with the addition of new employees.
 - King inquired whether this would go retroactive. VanderLeest replied it would not as there have not been any claims.
 - iii. \$125,000 was moved into 17-month CD at Harbor Light Credit Union
 - Degen disclosed that Harbor Light only required one signature to move funds into the CD.
 - Discussion amongst the Board that only one signature may have been needed as funds were only moved and not withdrawn. Consensus that two signatures should be used in the future to protect the employee.
- d. Balance Sheet (Appendix III) – presented by VanderLeest.
- i. King inquired about funds reserved for CAAS Certification. Degen informed that it is not required, however, highly encouraged by Medical Control. VanderLeest advised that WLAA is not currently adding to this account.
6. Financial Officer Report
- a. Billed Transport volume for August was 60.
 - b. Call Revenue for August was \$93,509.45. This demonstrates that AccuMed is getting current with billing.
7. Personnel Committee
- b. Collection of Director’s Evaluations – Froelich reminded the Board to turn in completed evaluations.
 - c. The Committee will be meeting next week to compile results. A summary will be given at the next Board meeting.
8. Director’s Report
- a. Run Review: 103 total calls, with 20 stand-bys. Call response time was an average of 10.50 minutes overall, 8.77 minutes for White Lake area, and 7.26 minutes for priority one calls.
 - i. Call volume is down.
 - ii. Staff are getting \$1/hour additional for field training new staff.
 - iii. Hiring Committee meets to discuss new hires and may be involved in the interview process.

- b. Full-time Staffing – New full-time paramedic has started. A part-time EMT and Paramedic have also been hired.
- c. WLAA will be submitting cost collection data to WPS Agency for Medicaid and Medicare reimbursement study.
- d. The small trailer will be used for equipment storage for While Lake Fire Authority for structure fires. It will continue to be located at WLAA and picked up by White Lake Fire when needed.
 - i. The larger trailer will continue to be used for mass casualty calls.

9. Public comment – none

10. Board Comment – Froelich reminded to turn in Director’s evaluations.

11. Adjournment - motion was made by Schmitigal and supported by Arbogast to adjourn, all in favor. Meeting adjourned at 1657.

Jeff King, Chairman

Amy Rusin, Recording Secretary