

WHITE LAKE AMBULANCE AUTHORITY

8220 Whitehall Rd., Whitehall 49461

October 25, 2023 Board Meeting Minutes

1. Call to Order - Meeting called to order at 1600 by Bruce Froelich, Board Vice Chairman.
 - a. Roll Call – Board Members Present: Jeff Abram, Bruce Froelich, Chuck Schmitigal, and Mike Cockerill. Absent: Jeff King. Also present: Jonathon Degen, Terri VanderLeest, and Amy Rusin.
2. Pledge of Allegiance
3. Agenda Approval

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

Motion by Schmitigal to approve meeting minutes from September 27, 2023, as submitted and second by Cockerill. Motion carried all in favor.
5. Financials
 - a. Accounts Payable (Appendix I) – VanderLeest provided an overview of accounts payable.
 - i. VanderLeest noted two additions to accounts payable. First was corrected Priority Health bill totaling \$8292.12. Second was the addition of \$92.79 for Halloween candy. Degen added trucks will pass out candy at Family Farm and Home trunk or treat on October 28th and on Halloween night in the community.
 - ii. Item of note was Dave’s Medical for restraints and seat belt locks. These will be used for combative and confused patients. Degen informed of recent incident where staff were assaulted during a call by the patient. Staff were not injured.
 - iii. Motion to approve bill pay in the amount of \$22,625.72 made by Schmitigal, supported by Cockerill. Motion carried with roll call vote of 4-0, all in favor.
 - b. Overview of profit/loss and budget performance (Appendix II)
 - i. VanderLeest stated budget is about 33%. Run income will be on target as there is one more week left of the month at the time the report was published.
 - ii. The insurance budget will need to be amended after changes with staffing.
 - iii. VanderLeest’s bills were higher this month due to the audit.
 - iv. The TV bill is also increased as WLAA is now paying for TV service at the Montague station.
 - c. Balance Sheet (Appendix III) – presented by VanderLeest.
 - i. Checking balance reflects that Accumed is becoming current on the billing.
 - ii. VanderLeest pointed out there will be a CD maturing next month and she would like to renew it at a better rate.

- iii. Froelich reminded there will be additional income in December from taxes.
- iv. Schmitigal informed stamp prices will increase beginning in January. VanderLeest will purchase more stamps prior to this increase.
- v. Abram required on any automatic or electronic pay expenses. VanderLeest informed this is completed for any prepaid expenses, insurances, and Go-daddy website expenses.

6. Financial Officer Report

- a. Billed Transport volume for September was 46. Lowest September in a few years.
- b. Call Revenue for September was \$27,993.73.
 - i. Abram noted with three months left in the year, annual total appears on track to be higher than last year.
 - ii. Degen stated billed out is on target which reflects Accumed is caught up on billing.
- c. Rusin will begin learning payroll with VanderLeest this month.

7. Personnel Committee

- a. Director's Evaluation – Froelich announced the evaluated personnel has the right to request a closed session.
 - i. Degen declined closed session.
 - ii. Froelich commented evaluation has been completed a little differently this year. In addition to the board and VanderLeest, an anonymous EMT and an anonymous paramedic were asked to complete evaluations as well.
 - iii. Abram reported that the scores were provided in random order to keep them anonymous and additional comments were also added. The overall score was seen on page 8 to be a 4.47 out of five. Degen's score in 2021 was 3.99. The Board was pleased to announce the current evaluation shows much improvement for Degen.
 - iv. Abram reviewed the scores for each section and inquired if there were any questions or comments following each section.
- b. Degen requested the next evaluation to include additional EMTs and paramedics as there appeared to be a remarkable difference between the two staff scores. Additionally, he commented that he would like to see scores ordered by evaluator instead of randomly to note if the same person consistently scores lower or higher.
- c. Abram noted valid issues they may consider in the future.
- d. Froelich reminded that random sequencing assisted in keeping the evaluators anonymous.
- e. Froelich thanked Degen for agreeing to the open meeting.
- f. Abram commended Degen for the good job over the past two years.
- g. VanderLeest inquired on Salary increase. Froelich reminded this occurs with the annual budget meeting.

8. Director's Report

- a. Run Review 110 calls with 13 stand-bys. Call response time was an average of 10.23 minutes overall, 8.17 minutes for White Lake area, and 7.76 minutes for priority one calls.
- b. Medic 42 is going for repair to Emergency Services on October 30.
 - i. This will be covered by insurance. Degen will also get a quote to repair scratch obtained from hitting a mailbox.
 - ii. Medic 43 will be going to have seatbelt harnesses adjusted once Medic 42 is back in service.
- c. September Meetings Attended – Degen provided an overview of meetings he attended during the September.
 - i. Abram inquired on the CISM Committee. Degen informed this is Critical Incident Stress Management committee which is a county-wide committee that will debrief first responders after a difficult call. Froelich identified this may assist with preventing PTSD in first responders. Degen agreed and identified some past calls this could have been helpful with had the committee been in place at that time.

9. Public comment – none

10. Board Comment

- a. Froelich thanked all who participated in the Director's review.
- b. Cockerill thanked the Personnel Committee for completing the legwork for the review.

11. Adjournment - motion was made by Abram and supported by Schmitigal to adjourn, all in favor. The meeting adjourned at 1653.

Bruce Froelich, Vice Chairman

Amy Rusin, Recording Secretary