

WHITE LAKE AMBULANCE AUTHORITY

8220 Whitehall Rd., Whitehall 49461

November 29, 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 Laura Anderson. Also present: Jonathon Degen, Terri VanderLeest, and Amy Rusin.
 - b. Introduction of new member, Laura Anderson
2. Pledge of Allegiance
3. Agenda Approval

Motion made by Abram and supported by Froelich to approve agenda as published with spelling correction of item 8f plague to plaque. Motion carried all in favor.
4. Approval of Minutes from October 25, 2023

Motion by Schmitigal to approve meeting minutes from October 25, 2023, as submitted and second by Abram. Motion carried all in favor.
5. Financials
 - a. Accounts Payable (Appendix I) – VanderLeest provided an overview of accounts payable.
 - i. Draft audit should be sent next week. Abram inquired who completes the F65 form. VanderLeest informed the auditor will complete.
 - ii. Correction for Montague Fire Station furniture invoice to include shipping. New total is \$1,397.69.
 - iii. Addition of invoice for plaque in the amount of \$46.59
 - iv. Replacement microwave and toaster oven totaling \$189.74.
 - v. Zoll credit check still not received. Degen called Zoll to inquire on November 10, 2023. Will watch for this to arrive,
 - vi. Overview and explanation of utility bills on accounts payable was provided to Anderson. Questions answered.
 - vii. Motion to approve bill pay in the amount of \$34,150.22 made by Schmitigal, supported by Froelich. Motion carried with roll call vote of 5-0 all in favor.
 - b. Overview of profit/loss and budget performance (Appendix II)
 - i. VanderLeest affirmed 5 months into the fiscal year WLAA is on target at 51% of the projected budget.
 - ii. Accumulated billing appears up to date with run income just over \$48,000.
 - iii. Interest posted in November for Chase CD was \$3789.83.
 - iv. Anderson queried item 714 PTO Hours. Degen explained this is paid time off accrued by full-time employees. Degen will provide Anderson with a policy and procedure handbook via email for reference.
 - c. Balance Sheet (Appendix III) – presented by VanderLeest.
 - i. Item 135.2 balance corrected to \$128,789.83 to account for interest earned.

6. Financial Officer Report
 - a. Billed Transport volume for October was 87.
 - b. Call Revenue for October was \$49,526.88.
 - c. Explanation of Accumed billing by Degen. Questions by Anderson answered.
7. Personnel Committee
 - a. Abram provided a description of the personnel committee's responsibilities.
8. Director's Report
 - a. Run Review: 147 calls, with 17 stand-bys. Call response time was an average of 10.75 minutes overall, 9.86 minutes for White Lake area, and 8.28 minutes for priority one calls.
 - b. Medic 43 is in for Repair.
 - i. Seatbelt harness to be moved down and door adjustment to be made.
 - c. New Hires: Andrea Robinson, EMT (just cleared out of FTO process) and Jacob Liedrandt, EMT (just interviewed with committee)
 - i. Three new employees were hired in the last three months.
 - ii. Hiring committee feels WLAA is fully staffed at this time.
 - d. PHTLS (13) and ACLS (7) classes in December Required classes every three years.
 - e. Once Medic 43 is back 40 will be moved to Twin Cities storage for winter.
 - f. Mike Cockerill plaque and card for years of service on the board. Froelich will plan to accompany Degen to present Cockerill.
 - g. Letter from Paul Schultz – Ken Mahoney taking over, however, Froelich will remain serving on the board
9. Public comment – none
10. Board Comment
 - a. Anderson expressed appreciation WLAA is still in business.
 - b. Abram wished all a Merry Christmas and welcomed Anderson. Also expressed job well done to all.
 - c. Schmitigal proposed the board adjust the December meeting date to accommodate the holiday. Board agreed to move up meeting date to December 20, 2023.
11. Adjournment - motion was made by Schmitigal and supported by Abram to adjourn, all in favor. Meeting adjourned at 1715.

Jeff King, Chairman

Amy Rusin, Recording Secretary