

WHITE LAKE AMBULANCE AUTHORITY

8220 Whitehall Rd., Whitehall 49461

January 31, 2024 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: Ken Mahoney, 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 December 20, 2023

Motion by Schmitigal to approve meeting minutes from December 20, 2023, as submitted and second by Abram. Motion carried all in favor.
5. Financials
  - a. Accounts Payable (Appendix I) – VanderLeest provided overview of accounts payable.
    - i. VanderLeest announced she has denoted ACH accounts with one asterisk and items paid by credit card with two asterisks on accounts payable per Abram’s request.
    - ii. Froelich inquired as to whether Montague Fire will accept ACH payments. VanderLeest will check into this.
    - iii. Other additions include Aflac payment of \$221 lamp from Menards for \$47.69.
    - iv. Zoll credit of \$788.68 has not been received and added back onto bill pay.
    - v. Stryker Medical autoloader stretcher mount has not yet been voted on by the board and will be removed from bill pay. Total amount requested for accounts payable is now \$34,074.15.
    - vi. Motion to approve bill pay in the amount of \$34,074.15 made by Anderson, 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 announce WLAA is at about 58% of budget with run income at about 78% of budgeted amount.
    - ii. Central Dispatch payments have been lower as WLAA has not received a bill since September. Degen contacted them and received four months of bills totaling \$7,700.
    - iii. Millage payment report provided to the board.
    - iv. Abram queried line item 995 Reimbursed Expenses. VanderLeest informed this is reimbursements received from MML for work completed on the ambulance and workers compensation after the audit completion.
    - v. King inquired about budget amendments proseed by VanderLeest previously. VanderLeest stated she would like to hold for now to see what run income will do.

- c. Balance Sheet (Appendix III) – presented by VanderLeest.
    - i. The CD from Choice One will be maturing and Finance Committee is considering rolling this into another one-year CD to lock in the rate.
    - ii. King advised this would provide two CDs maturing in February 2025.
  - d. Millage Payments Received
    - i. Anderson inquired about different amounts received on the same dates. VanderLeest notified these are the dates entered into the accounting program, not the date mailed. King reminded payments get mailed twice a month.
    - ii. Motion by Froelich to accept the Treasury Report and second by Abram. Motion carried all in favor.
6. Financial Officer Report
- a. Billed Transport volume for December 2023 was 93. Anticipate that call revenue will reflect this in the next couple of months.
  - b. Call Revenue for December 2023 was \$48,288.63.
    - i. Schmitigal noted this was the second best December on record.
7. Personnel Committee
- a. Sick Call Policy present by Abram. Abram noted this is a living document and can change with the needs of the team.
    - i. Discussion amongst the board and questions answered by the policy committee.
    - ii. King suggested reversing the order of “time” and “leave” in the last sentence of paragraph 2.
    - iii. Anderson recommended adding a comma after “job” in the second to the last paragraph.
    - iv. Motion by Froelich to approve the Sick Call Policy with the recommended changes and supported by Anderson. Motion carried all in favor.
  - b. ACH Policy
    - i. New policy requested by the auditor.
    - ii. King suggested “matter” in paragraph six be changed to “manner.”
    - iii. Motion by Froelich to approve the ACH Policy with the recommended changes and supported by Schmitigal. Motion carried all in favor.
  - c. Imagetrend PCR updated Policy.
    - i. Degen informed the board the verbiage added is the process already being done, it was recommended to be added to the policy.
    - ii. Motion by Schmitigal and supported by Abram to approve the Imagetrend PCR Policy change. Motion carried all in favor.
  - d. Investment Policy
    - i. Abram reported this new policy includes why types of investments WLAA can participate in and how much can be invested. This document can be changed with the needs of the Authority.
    - ii. Discussion amongst the board with questions answered by the committee.
    - iii. Motion by Abram and supported by Froelich to approve the Investment Policy change. Motion carried all in favor.

8. Director's Report
  - a. Run Review 127 calls, with 23 stand-bys. Call response time was an average of 9.97 minutes overall, 8.68 minutes for White Lake area, and 7.76 minutes for priority one calls.
    - i. Degen provided reports for each township with their respective specific data.
  - b. Autoload stretcher mount update for possible purchase
    - i. Degen presented quote for autoload stretcher mount for Medic 42 including credit for trade in. Installation cost additional to be around \$500.
    - ii. Motion to approve autoload stretcher mount and installation for Medic 42 in the amount not to exceed \$27,431.31 made by Froelich, supported by Anderson. Motion carried with roll call vote of 5-0 all in favor.
  - c. Revisit employee pay increase presented by White River Township. Degen noted WLAA would like to entice employees as well as retain with market value benefit. Possible options below. Froelich noted that there is a shortage of first responders and the possibility of potential employees going to larger companies that pay more. The personnel committee will meet and discuss after receipt of quantifiable numbers from the accountant.
    - i. Increase COLA pay in July.
    - ii. PTO for part-time – currently only available to full-time staff
    - iii. Other options – retirements accounts for staff to invest in outside company investments.
9. Biospatial Reporting Demo – Degen provide demonstration showing where WLAA calls are taken and what the chief complaints were.
10. Public comment – none
11. Board Comment – Froelich noted the board will discuss the audit next month.
12. Adjournment - motion was made by Schmitigal and supported by Abram to adjourn, all in favor. Meeting adjourned at 1741.

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Jeff King, Chairman

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Amy Rusin, Recording Secretary