

WHITE LAKE AMBULANCE AUTHORITY

8220 Whitehall Rd., Whitehall 49461

February 28, 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: Ken Mahoney, Jeff Abram, Jeff King, Chuck Schmitigal, and Laura Anderson. 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 January 2024

Motion by Chuck to approve revised meeting minutes from January 31, 2024, 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 noted Zoll credit was received and bill will now need to be paid.
 - ii. Schmitigal queried Prime Seasons Inc. bill of \$487.50. VanderLeest states this was for snow plowing in January. VanderLeest will inquire as to whether WLAA is double billed. Board agreed to hold on off on paying this bill for now.
 - iii. King inquired on Teleflex bill for \$752.50. Degen informed this was for IO needles. These expire every three years, and three sizes are stocked on each of the two main trucks, one pediatric and two adult sizes. Each cost about \$185.
 - iv. Motion to approve bill pay in the amount of \$25,952.64 made by Schmitigal, supported by Anderson. Motion carried with roll call vote of 5-0 all in favor.
 - b. Overview of profit/loss and budget performance (Appendix II).
 - i. Profit and loss budget performance includes millage payments received through Monday. Two additional received since this was printed.
 - ii. WLAA is over budget on line item 863 Education and Training. However, last year this was under budget as less training occurred.
 - iii. King noted that line item 711 Payroll – Per Diem is lower since hiring the additional full-time paramedic.
 - iv. VanderLeest informed still waiting on bill for the audit.
 - c. Balance Sheet (Appendix III) – presented by VanderLeest.
 - i. The Finance Committee moved forward with Choice One CD rollover, line item 135.11.

- ii. Not much interest earned in the PNC Money Market account. Degen stated he was informed by PNC that banks do not provide as much interest to other government entities. King will investigate this.
- iii. Abram remarked that millage money is deposited into PNC but can be moved.
- iv. VanderLeest will explore other banking options.
- v. Copies of the audit were provided to the board last month. No questions from the board after review.

6. Financial Officer Report

- a. Billed Transport volume for January 2024 was 68. This was one of the highest Januarys.
- b. Call Revenue for January 2024 was \$ 42,140.85.
- c. No questions from the board

7. Personnel Committee

- a. Abram informed the Personnel Committee met with the Finance Committee to discuss options for employee retention without having to request an increase in the millage.
- b. All suggestions were on the table for discussion. The Committees will meet again March 13th.
- c. Degen would like to discuss options that would be beneficial for the team as a whole.
- d. Anderson inquired on wage comparison for other ambulance services.
- e. Abram reminded the board would have to look at adjacent companies as this is where the competition is for the employee pool.
- f. King agreed. There are not enough EMTs and Paramedics for all the companies.
- g. Degen will reach out to other companies for a wage study.

8. Director's Report

- a. Run Review 126 calls, with 29 stand-bys. Call response time was an average of 6.07 minutes overall, 7.78 minutes for White Lake area, and 7.14 minutes for priority one calls.
 - i. Degen believes the lower overall call response time was potentially due to an increase of stand-bys.
 - ii. Degen has discussed with Medical Control the volume of calls WLAA is taking for Trinity. An overview of how medical control operates was provided.
- b. Auto Load Stretcher Mount Installed today.
 - i. Photo provided of installed mount.
 - ii. Holds up to 700 pounds without staff having to lift patients.
- c. Instructor Coordinator Conference in Traverse City
 - i. Conference for teaching of C.E. credits to staff.
 - ii. Will consider having another staff trained in the future to instruct.
 - iii. Three staff to attend Certified Documentation Specialist training.
- d. March Board Meeting changed to March 26, 2024 at 1600.

9. Biospatial Map
 - a. Review of all call locations taken
 - b. Anderson inquired on how this helps with revisited call addresses. Degen stated that Paramedics can obtain permission to notify of other services needed such as Health West. Additionally, the State can use the information to determine funding and review protocols for chief complaints.
10. Public comment – none
11. Board Comment – none
12. Adjournment - motion was made by Abram and supported by Schmitigal to adjourn, all in favor. Meeting adjourned at 1728.

Jeff King, Chairman

Amy Rusin, Recording Secretary