WHITE LAKE AMBULANCE AUTHORITY

8220 Whitehall Rd., Whitehall 49461

March 26, 2024 Board Meeting Minutes

1. Call to Order - Meeting called to order at 1601 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.

2. Pledge of Allegiance

3. Agenda Approval

   Motion made by Abram and supported by Schmitigal to approve agenda with addition of item 5b Budget Proposal. Motion carried all in favor.

4. Approval of Minutes from February 2024

   Motion by Anderson to approve revised meeting minutes from February 28, 2024, 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 carryover from last month Prime Season invoice for snow plowing. Invoice date correction for two charges on January 13 should be one charge on January 13 and a second on January 14 for snow plowing. Two charges of $75 were for plowing snow for accumulation of over five inches. Total invoice is correct for $487.50. This month's bill of $52.50 is also included in bill pay.
      ii. Gabridge and Company PLC is the company that conducted the audit. Final bill is $50 more than initially quoted.
      iii. King queried the milage rate for Degen traveling to out-of-town conference. VanderLeest informed the current rate of $0.67 per mile.
      iv. Motion to approve bill pay in the amount of $29,638.57 made by Schmitigal, supported by Abram. Motion carried with roll call vote of 5-0, all in favor.

   b. Overview of profit/loss and budget performance (Appendix II).
      i. VanderLeest informed final millage checks are coming in.
      ii. King approved of line items 711 Payroll – Per Diem and 756 Ambulance Fuel are both underbudget.
      iii. King questioned bank service charges. VanderLeest stated this is direct deposit service charge. King and Abram suggested investigating what other banks may offer.
   c. Balance Sheet (Appendix III) – presented by VanderLeest.
      i. Degen suggested moving some funds out of checking.
   d. Budget Proposal
      i. VanderLeest provided overview of recommended pay increase options reviewed by

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the Finance Committee along with the Personnel Committee. The goal of the Committees was to keep millage at current rate while providing competitive pay for employees. Pay scales from eight other rural Michigan ambulance companies, provided by Degen, were used as a guide. Both Committees recommended a $1 per hour pay increase for all employees.

ii. Paid time off (PTO) offered to part-time staff was also recommended and resulted in proposed policy. Froelich stated PTO for part-time staff would provide an incentive for staff to stay with the company and not move on to larger companies after they gain experience.
iii. Proposed payroll budge is less than current as higher paid paramedics have left the company and WLAA added a full-time paramedic position which decreased per diem costs. Total payroll budget propose was $863,604.00.
iv. VanderLeest also noted Director's salary was adjusted to reflect an increase of $1 per hour.
v. VanderLeest referred to line item 817 Telephone Expenses. This is now combined telephone and internet services.
vi. King queried line item 869 Authority Memberships. Degen informed the board on memberships and their benefits to the Authority.
vii. Anderson queried line item 821 Overpayment Refund. VanderLeest stated this is for when a patient overpays on their bill and the Authority needs to issue a refund.
viii. Line item 875 Equipment Fund Transfers was also explained.
ix. King stated they are not in the business to make money, but to only serve the community.
x. Abram thanked VanderLeest for all the hard work she put into the budget.

6. Financial Officer Report
   a. Billed Transport volume for February 2024 was 80.
   b. Call Revenue for January 2024 was $ 26,850.28. Lower, but comparable to March 2023 as February 2023 was skewed to account for Accumed behind on billing in December/January 2023.

7. Personnel Committee
   a. Part-time PTO policy review.
      i. Abram explained PTO Policy that was also discussed in the Proposed Budget review.
   b. Motion to approve Part-time PTO Policy as written made by Abram, supported by Froelich. Motion carried, all in favor.

8. Director's Report
   a. Run Review 126 calls, with 32 stand-bys. Call response time was an average of 8.75 minutes overall, 8.32 minutes for White Lake area, and 8.09 minutes for priority one calls.
      i. Discussion on the number of stand-bys taken for Trinity. Degen has previously sent a letter to Trinity with no response. Medical control is aware as well. The Board offered to also send a letter if needed. This had a positive effect previously.

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b. Bio Care Quote

    i. Degan updated the Board on BioCare to complete annual TB, fit testing, and OSHA required respiratory testing for EMTs and Paramedics. This will be held May 22, 2024, at the Whitehall Station. Already budgeted, no motion required.

c. Montague Fire Station Lease to be updated.

    i. Montague Fire now owns their building, and the lease will be updated to show this. No further changes to the lease at this time.

    ii. Lease will go to Montague first for approval.

9. Public comment – none

10. Board Comment
    a. Abram noted Fruitland Township officers are not running for another term.
    b. King inquired on VanderLeest's wages. This should also be increased in the budget.

11. Adjournment - motion was made by Chuck and supported by Abram to adjourn, all in favor. Meeting adjourned at 1733.

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Jeff King, Chairman Amy Rusin, Recording Secretary