WHITE LAKE AMBULANCE AUTHORITY

8220 Whitehall Rd., Whitehall 49461

April 24, 2024 Board Meeting Minutes

1. Call to Order - Meeting called to order at by Jeff King, Board Chairman.
   a. Roll Call – Board Members Present: Bruce Froelich, 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 Froelich to approve agenda as written. Motion carried all in favor.

4. Approval of Minutes from March 2024
   Motion by Froelich to approve meeting minutes from March 26, 2024 as submitted and second by Schmitigal. Motion carried all in favor.

5. Financials
   a. Accounts Payable (Appendix I) – VanderLeest provided overview of accounts payable.
      i. VanderLeest pointed out Kansas City Life bill of $116.11 is auto-pay from ACH checking.
      ii. Item of note: Michigan Municipal League is paid annually and will cover the next fiscal year.
      iii. Additions to bill pay to include Whitehall Township for water/sewer reimbursement in the amount of $316.80 and Linde for operating supplies in the amount of $591.45. Total requested for bill pay is $40,584.17.
      iv. Motion to approve bill pay in the amount of $40,584.17 made by Froelich, supported by Schmitigal. Motion carried with roll call vote of 4-0 all in favor.

   b. Board comments on budget.
      i. King's township is ok with the proposed budget and raises.
      ii. Anderson's township had a question on the booking items which were explained.
      iii. Froelich's township is happy with the budget. He pointed out that Fruitland's board will be turning over.
      iv. VanderLeest announced that the auditors will be providing a quote for the next audit.

   c. Overview of profit/loss and budget performance (Appendix II)
      i. VanderLeest announced that run income is slightly over the budgeted amount, however, fuel is lower than budgeted.
      ii. Operating supplies are lower than last year.

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iii. King inquired on which line items are book entries. VanderLeest informed line items 890 Depreciation Expense and 875 Equipment Fund Transfers. Anderson stated this was the question from her township as well.

d. Balance Sheet (Appendix III) – presented by VanderLeest.
   i. VanderLeest investigated the bank services fees as inquired on last month. Fees are for direct deposit, cancelled check fees, and charge to receive a paper statement. No Transaction fees were incurred.
   ii. Millage statement supplied to the board for review.

6. Financial Officer Report
   a. Billed Transport volume for March 2024 was 119. Consistent with March 2023
   b. Call Revenue for March 2024 was $57,141.60. This was more than double from March 2023.
      i. VanderLeest noted Priority Health was mailing payments directly to WLAA and not through Accumed. This was an issue with Priority Health with other companies as well. This will be corrected.

7. Personnel Committee
   a. Froelich reported no new business was discussed.
   b. Anderson thanked the Personnel Committee on behalf of White River Township for all the work done on WLAA employee wages and benefits.

8. Director's Report
   a. Run Review 126 calls, with 22 stand-bys. Call response time was an average of 8.52minutes overall, 8.81 minutes for White Lake area, and 8.63 minutes for priority one calls.
   b. Parking Structure
      i. Quote provided for covering the pickup truck and additional ambulance stored at the Whitehall Station.
      ii. Schmitigal reminded that WLAA should not pay tax on the structure.
      iii. The board would like to see a quote with side panels for the structure. Degen will request another price quote.
      iv. King reminded to check requirements with Whitehall Township for the suture.
   c. Medical Control Report Card
      i. Degen reviewed report card data with the board.
      ii. Data used was provided from the State from Image Trend reports.
      iii. No areas of improvement identified other than documentation which WLAA has already be working on.
   d. Budget Hearing Posting will be in the Muskegon Chronical on April 25.
   e. 2 the Rescue Class offered May 29 free of charge. Flyer provided to the Board.
   f. Bio Care will be at WLAA May 22 for required TB and fit testing.

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9. Public comment – none

10. Board Comment
    a. King mentioned to make the community aware that they may stop into the stations to get assessed if they are not feeling well.
    b. Froelich agreed it would be good to let the community know this service is available.

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

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Jeff King, Chairman Amy Rusin, Recording Secretary