WHITE LAKE AMBULANCE AUTHORITY

8220 Whitehall Rd., Whitehall 49461

May 29, 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, Melanie Arbogast, 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 Froelich and supported by Anderson to approve agenda as written. Motion carried all in favor.

4. Approval of Minutes from April 2024

   Motion by Anderson to approve meeting minutes from April 24, 2024 with addition of meeting call to order time and seconded by Froelich. Motion carried all in favor.

5. Financials
   a. Accounts Payable (Appendix I) – VanderLeest provided an overview of accounts payable.
      i. Additions to accounts payable of $753.33 to include $683.56 for uniform reimbursements and $71.77 for McKesson.
      ii. New vendor addition, e-services, for credit card payments on website. Accumed billing is now accepting credit card payments to make payment easier for patients. Licensing cost is $15 per month. Cost for this month is $90 as WLAA has not been charged for the last six months of use. On-going will be $15 per month. VanderLeest noted an uptick in payments since new service has started. Patients can choose to pay installments or place total amount on their credit card.
      iii. King inquired on Just Culture. Degen informed this is human resources software to assist with issues that arise with staff. Froelich reminded that recommendations should align with the employee handbook.
      iv. Motion to approve bill pay in the amount of $25,579.96 made by Arbogast, supported by Schmitigal. Motion carried with roll call vote of 5-0 all in favor.
   b. Overview of profit/loss and budget performance (Appendix II)
      i. VanderLeest noted run income was over $500,000.
   c. Balance Sheet (Appendix III) – presented by VanderLeest.
      i. VanderLeest will continue to look at rates for other banks as WLAA is over FDIC limits.
      ii. King announced Avery Products will be asking for a tax exemption for expansion at a public hearing meeting to be held on June 11, 2024. Notice will go out to all taxing authorities.
      iii. Froelich noted this may affect the millage should it get approved.

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6. Financial Officer Report
    a. Requested leave for June and July – approved with no objections from the board.
    b. Billed Transport volume for April 2024 was 57.
    c. Call Revenue for April 2024 was $58,172.12.
    d. Income Comparison graph – blue line shows Director's amounts for what should be billed out. Orange line shows what funds were collected by Accumed. Would like to see if there is a trend on how long it takes from the ambulance run to actually receiving the payment. This is only a four-month review from the beginning of the year. No trends have been identified as of yet.
    e. Audit proposal provided to the board.
        i. Motion by Schmitigal and supported by Froelich to approve audit proposal for the next three years. Motion carried all in favor with a roll call vote of 5-0.

7. Personnel Committee - no new business per Froelich.

8. Budget Hearing
    a. Motion to open budget hearing made by Arbogast, supported by Schmitigal. Motion carried all in favor. Budget hearing started at 1626.
        i. VanderLeest reviewed proposed budget with adjusted millage of 1.70 and 1.75.
        ii. Discussion amongst board members.
    b. Motion to close budget hearing made by Froelich, supported by Anderson. Motion carried all in favor. Budget hearing closed at 1644.
    c. Motion to approve proposed budget with millage of 1.75 made by Anderson, supported by Schmitigal. Motion carried with a roll call vote of 4-1, four in favor, one opposed.

9. Director's Report
    a. Run Review 127 calls, with 17 stand-bys. Call response time was an average of 8.3minutes overall, 7.05 minutes for White Lake area, and 6.14 minutes for priority one calls.
    b. Parking Structure
        i. New Quote provided for parking structure with sides.
        ii. King noted that WLAA should not have to pay taxes on parking structure.
        iii. Motion made by Arbogast and supported by Anderson to approve $4964.50 for parking structure contingent upon Township zoning approval. Motion carried all in favor with a roll call vote of 5-0.
    c. Bio Care TB and fit testing completed; all staff passed fit testing.
        i. VanderLeest noted BioCare bill was not included in bill pay and requested amendment to bill pay.
        ii. Motion by Arbogast and seconded by Schmitigal to amend bill pay amount to $30, 934.28. Motion passed all in favor will roll call vote of 5-0.
    d. Accumed was absorbed by another company. Not many changes, document transfer may be easier.

10. Public comment – none

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11. Board Comment – Froelich thanked everyone.

12. Adjournment - motion was made by Schmitigal and supported by Arbogast to adjourn, all in favor. Meeting adjourned at 1726.

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Jeff King, Chairman Amy Rusin, Recording Secretary

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