WHITE LAKE AMBULANCE AUTHORITY

8220 Whitehall Rd., Whitehall 49461

August 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: 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 Froelich and supported by Schmitigal to approve agenda as written. Motion carried all in favor.

4. Approval of Minutes from July 2024
   Motion by Abram and seconded by Anderson to approve meeting minutes from July 31, 2024, with correction of date from July 30 to July 31 as recommended by Froelich. Motion carried all in favor.

5. Financials
   a. Accounts Payable (Appendix I) – VanderLeest provided an overview of accounts payable.
      i. One correction noted by VanderLeest to change Integrity Business Solutions to Integrity Tech Partners
      ii. One addition of uniform request of $62.42 for total accounts payable of $22,666.70.
      iii. Motion to approve bill pay in the amount of $22,666.70 made by Froelich, 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. VanderLeest noted run income has improved in August as of Monday, however, is down from a year ago.
      ii. WLAA is slightly under budgeted expenses as well.

   c. Balance Sheet (Appendix III) – presented by VanderLeest
      i. King inquired on item 005.5 Reserve for CAAS certification. Degen stated the funds were set aside as recommended by Medical Control for one year accreditation certification. This would be needed should another ambulance company move into the coverage area. Degen continued there is no benefit at this time for the certification, however, would like to keep the funds set aside for the future.

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6. Financial Officer Report
    a. Billed Transport volume for July 2024 was 79. This was lower than last July; however, AccuMed Billing was experiencing catch up billing in 2023. July 2024 appears to be on track compared to previous Julys.
    b. Call Revenue for July 2024 was $21,201.71.
    c. Rusin will plan on changing reports to fiscal year as opposed to calendar year per Boad request.

7. Personnel Committee
    b. Meeting update
        i. PTO policy and State changes. Abram reported the Personnel Committee met with the Finance Committee to review State mandates that will go into effect in February 2025. The Committees decided to continue with the current PTO policy and make changes once more clarification is received from State legislature. VanderLeest provided explanation and history on PTO/sick pay and minimum wage requirements that will be mandated by the State. VanderLeest has registered for a seminar that should answer questions that remain.
        ii. 457b updated contract. The Committees reviewed and updated the existing Nationwide Contract to allow for part-time staff to contribute to a 457b without employee contribution. King inquired if there are other companies that offer 457b for staff. VanderLeest noted they could shop around for alternatives. There are a few items VanderLeest will still need clarify with Nationwide.

8. Director's Report
    a. Run Review 151 calls, with 30 stand-bys. Call response times were not available as a couple reports required date corrections.
        i. Froelich noted preparedness of scheduling has been effective.
    b. Strategic Planning. Degen explained strategic planning meetings have restarted since the pandemic. WLAA has reviewed previous one-, three-, and five-year plans and are in the process of updating these.
    c. Peer Review Committee
        i. Degen informed the Committee consists of five staff who are reviewing the uniform policy. The Policy has not been updated in 2013. The Committee's recommendations will be brought to the Board for approval.
    d. iPads in ambulances. Central Dispatch has used a grant to purchase and install two iPads into WLAA ambulances for directions and call information. No WLAA software will be loaded onto these.
    e. Medic 42 is on track for new chassis and repaired box. Schmitigal queried how this will affect the schedule for replacing the next ambulance. Degen informed this will now be pushed out possibly to 2026, as Medic 40 will be the next that needs to be replaced. Degen also noted paperwork from the Township has been sent to the company for pick-up truck and trailer structure.

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9. Public comment – none

10. Board Comment. Anderson asked when they would see the Bio spatial graph again. Degen noted he will plan on this for next month.

11. Adjournment - motion was made by Abram and supported by Schmitigal to adjourn, all in favor. Meeting adjourned at 1649.

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Jeff King, Chairman Amy Rusin, Recording Secretary