WHITE LAKE AMBULANCE AUTHORITY

8220 Whitehall Rd., Whitehall 49461

September 25, 2024 Board Meeting Minutes

1. Call to Order - Meeting called to order at 1600 by Jeff King, Board Chairman.

2. Roll Call – Board Members Present: Bruce Froelich, Jeff Abram, Jeff King, and Laura Anderson. Absent: Chuck Schmitigal. Also present: Jonathon Degen, Terri VanderLeest, and Amy Rusin.

3. Pledge of Allegiance

4. Agenda Approval
   Motion made by Abram and supported by Froelich to approve agenda as written. Motion carried all in favor.

5. Approval of Minutes from August 2024
   Motion by Anderson and seconded by Abram to approve meeting minutes from August 28, 2024, as submitted. Motion carried all in favor.

6. Financials
   a. Accounts Payable (Appendix I) – VanderLeest provided an overview of accounts payable.
      i. VanderLeest noted one correction to bill pay for duplicate bill for her services. Amount billed should be $660.00 brining total accounts payable amount to $178,581.16.
      ii. Emergency Services bill for Medic 42 repairs is also included in accounts payable. WLAA's out of pocket expenses after insurance coverage totaled $58,169.
      iii. Motion to approve bill pay in the amount of $178,581.16 made by Froelich and supported by Abram. Motion carried with roll call vote of 4-0, all in favor.

   b. Overview of profit/loss and budget performance (Appendix II)
      i. VanderLeest noted WLAA is on target at about 25%.
      ii. Run income is down slightly at 22.82%, however, reports were prepared with seven days left for the month.
      iii. VanderLeest plans to have the file to auditor by the end of the month and stated she is comfortable with the audit being conducted remotely every other year. King suggested looking at other auditors in the future.

   c. Balance Sheet (Appendix III) – presented by VanderLeest
      i. VanderLeest called attention to line item 135.4, CD at Choice One Bank will be maturing in November.
      ii. Abram inquired about line item 005.5, Reserve for CAAS Certification. Discussion amongst board and director on keeping reserve or placing back

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into general fund. It is unclear on what benefits this certification would have for WLAA. No decisions or motions were made.

iii. Abram questioned line item 123, Prepaid Expenses. VanderLeest informed this is reserved for insurance payments and antivirus software which is paid in advance for specified periods of time.

7. Financial Officer Report
   a. Billed Transport volume for August 2024 was 122.
   b. Call Revenue for August 2024 was $50, 987.22.
   c. Reports are now presented in fiscal year as requested by the board.
   d. Abram inquired if there has been any news on increasing Medicaid and Medicare reimbursement rates. Degen stated that he has not seen any information on this.

8. Personnel Committee – did not meet.

9. Director's Report
   a. Run Review 154 total calls, with 18 stand-bys. Call response time was an average of 9.38 minutes overall, 8.21 minutes for White Lake area, and 6.89 minutes for priority one calls.
   b. Degen met with Medical Control for State inspection paperwork. WLAA passed annual State inspection.
   c. Update on parking structure.
      i. Permit application is at Whitehall Township pending approval. Next Township Planning Commission meeting is October 2, 2024.
   d. Update on Medic 42. Degen performed a walk through and anticipates repairs to be completed prior to the next board meeting.
   e. WLAA participated in recent trainings.
      i. Airport crash training completed on Tuesday. Communication challenge was noted with radio talk groups.
      ii. School bus rollover training completed on Monday with White Lake Fire Department and Whitehall Schools.
   f. Degen displayed Bio Spatial Map of calls taken over a three-month period.
      i. King commented WLAA staff had concerns regarding taking calls in the Muskegon area for Trinity Health mutual aide.
      ii. Medic Decker, who was on shift during the board meeting, provided an example of a call taken by WLAA in Muskegon Heights area.
      iii. No obvious pattern of call areas in Muskegon noted on the Bio Spatial map.
      iv. Degen has had previous discussions with Medical Control regarding this concern, however, Trinity Health Ambulance services do not have sufficient staff for their coverage area. WLAA does follow parameters for assisting Trinity Health, such as one ambulance must be available to take calls in WLAA's coverage area before sending mutual aide.

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v. Froelich suggested this be reviewed more in depth as there are concerns and consequences to modifying the mutual aid agreement.
vi. Anderson brought forth concern from her township on how crews efficiently locate obscure house numbers in her community. Degen informed when staff hire on, they are required to locate several of the ambiguous house number in the coverage area. In addition, crews have GPS equipment in the trucks and the new iPads installed by Medical Control will assist with this.

10. Public comment – none

11. Board Comment – none.

12. Adjournment - motion was made by Abram and supported by Anderson to adjourn, all in favor. Meeting adjourned at 1716.

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Jeff King, Chairman Amy Rusin, Recording Secretary