WHITE LAKE AMBULANCE AUTHORITY

8220 Whitehall Rd., Whitehall 49461

January 29, 2025 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, Chuck Schmitigal, and Laura Anderson. Also present: Jonathon Degen, Terri VanderLeest, and Amy Rusin.

3. Pledge of Allegiance

4. Agenda Approval

   Motion made by Schmitigal and supported by Abram to approve agenda as written. Motion carried all in favor.

5. Approval of Minutes from December 2024
   a. Motion by Froelich and seconded by Anderson to approve meeting minutes from December 18, 2024. Motion carried all in favor.

6. Financials
   a. Accounts Payable (Appendix I) – VanderLeest provided an overview of accounts payable.
      i. Additions to accounts payable include Aflac for $221.02, DR Printing for tablecloth for $262.32, Nye Uniform $157.53, and Brad Lusk for Walmart supplies for $16.62.
      ii. VanderLeest announced that the audit draft was received for review. It was a clean audit. Copies will be made available to the board at the next meeting. The State declined the application for an extension as software loss was not an acceptable reason. WLAA does not receive State funding, so there will be no penalties.
      iii. Schmitigal queried the multiple overpayment refunds. VanderLeest stated this was overpayment on bills by insurance or privately and may be due to the changeover of billing companies.
      iv. Motion to approve bill pay in the amount of $60,963.32 made by Froelich and 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. Run income is about $15,000 less than last year, however, this was as of Monday and there are a few more days left in the month.
      ii. Millage money has been coming in.

   c. Balance Sheet (Appendix III) – presented by VanderLeest.
      i. CD at Choice 1 Bank is maturing on February 2, 2025. Quotes were received for rollover as well as CD at other institutions.

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ii. Motion to authorize VanderLeest and Degen to negotiate favorable terms for the CDs at Choice 1 Bank and Harbor Light Credit Union made by Froelich and supported by Abram. Motion carried all in favor.
iii. Motion to authorize VanderLeest and Degen to open accounts at Shelby State Bank and Lake Michigan Credit Union with favorable interest rates made by Froelich and supported by Schmitigal. Motion carried all in favor.

d. Millage Payments Received - presented by VanderLeest.
    i. Anderson questioned two entries with same dates, but different amounts. VanderLeest informed these are dates they are deposited into the bank, not dates received.

7. Financial Officer Report
    a. Billed Transport volume for December 2024 was 82.
    b. Call Revenue for December 2024 was $55,130.04

8. Personnel Committee
    a. Did not meet last month.
    b. Froelich reminded the Committee should meet with the Finance Committee to discuss the PTO policy and changes that will go into effect February 21, 2025.

9. Director's Report
    a. Run Review 127 total calls, with 25 stand-bys. Call response time was an average of 10.10 minutes overall, 9.95 minutes for White Lake area, and 9.75 minutes for priority one calls. Response times were higher due to weather conditions.
    b. On boarding with Integrity Tech reviewed by Director
    c. Uniform and Mileage Policies review.
        i. Uniform Policy updated by the Peer Review Committee. WLAA logo cannot be worn off-duty by employees.
        ii. Motion to approve the Uniform Policy as published made by Abram and supported by Anderson. Motion carried all in favor.
        iii. General Hygiene Policy reviewed as well. Board recommended to removed sentence discussing tattoos are permitted, but discouraged.
        iv. Motion to approve the General Hygiene Policy with recommended changes made by Abram and supported by Anderson. Motion carried all in favor.
        v. New Mileage Reimbursement Policy presented to the board.
        vi. Motion to accept the Mileage Reimbursement Policy as published made by Anderson and supported by Abram. Motion carried all in favor.
    d. Nationwide 457b contract changes were sent. Nationwide will be sending over updated contract to review.

10. Public comment – none

11. Board Comment – none.

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

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Jeff King, Chairman Amy Rusin, Recording Secretary

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