WHITE LAKE AMBULANCE AUTHORITY

8220 Whitehall Rd., Whitehall 49461

February 26, 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 Froelich and supported by Schmitigal to approve agenda as written. Motion carried all in favor.

5. Approval of Minutes from January 2025
   a. Motion by Schmitigal and seconded by Abram to approve meeting minutes from January 29, 2025. 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 $1,785.00 for staff training and $611.51 for disability insurance.
      ii. Motion to approve bill pay in the amount of $30,401.76 made by Abram 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. VanderLeest noted line item 678, millage checks received.
   c. Balance Sheet (Appendix III) – presented by VanderLeest.
      i. VanderLeest pointed out CD at Choice One Bank at 3.93% matures 2/2/2026.
      ii. Harbor Light CD matured and went into money market account.
   d. Millage Payments Received - presented by VanderLeest.
   e. Audit results presented by VanderLeest.
      i. Clean audit
      ii. Liabilities down as in third year of five-year lease with Suburban Propane
      iii. Revenue is up from CD interest and property taxes.
      iv. Froelich suggested looking at millage again with next budget.
      v. Abram noted expired lease with Montague Fire Department on page 20 is in error and should be removed as new lease is noted on page 21.
      vi. Motion made Abram and supported by Schmitigal to accept the June 30, 2024 audit. Motion carried all in favor.

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7. Financial Officer Report
    a. Billed Transport volume for January 2025 was 30. Which is lower than expected. Degen spoke with EMSMC representative who stated that they looking into the problem where some data is still being sent to AccuMed.
    b. Call Revenue for January 2025 was $36,028.50.

8. Personnel Committee
    a. Abram informed the Personnel Committee met with the Finance Committee to review the Earned Sick Time Policy. Froelich suggested that they adopt the policy now and wait for the changes after legislative review.
    b. Motion made by Abram and supported by Froelich to adopt Sick Time Policy for Part-time Employees with 75 hours amended to 72 hours. Motion carried all in favor.

9. Director's Report
        a. Run Review 111 total calls, with 18 stand-bys. Call response time was an average of 10.87 minutes overall, 10.06 minutes for White Lake area, and 9.63 minutes for priority one calls.
        b. Payroll Deduction Policy discussed. Froelich suggested "promptly" should be added to the dispute section and typed in bold font.
            i. Motion made by Froelich and supported by Schmitigal to approve Payroll Deduction Policy with addition on "should promptly notify" in bold font in the dispute section. Motion carried all in favor.
        c. Business agreement signed with VanderLeest for system access. Froelich noted no board approval required.
        d. Biospatial map review showed WLAA is going further into Muskegon to cover calls for Trinity. Degen spoke with medical control with his concerns.
        e. Degen sent memo to Trinity Health stating WLAA will no longer be covering priority 3 calls for Trinity.
        f. New Patient portal available for patients to pay bills. QR code available for access.

10. Public comment – none

11. Board Comment
        a. Froelich thanked everyone.
        b. Abram congratulated Degen on a job well done.

12. Adjournment - motion was made by Abram and supported by Schmitigal to adjourn, all in favor. Meeting adjourned at 1712.

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Jeff King, Chairman Amy Rusin, Recording Secretary