

WHITE LAKE AMBULANCE AUTHORITY

8220 Whitehall Rd., Whitehall 49461

April 27, 2022 Board Meeting Minutes

DISCLAIMER: THIS MEETING IS TAKING PLACE IN PERSON AND PUBLIC ALLOWED TO ATTEND BUT MUST FOLLOW MASKE REQUIREMENTS IF UNVACCIANATED. THIS MEETING WILL ALSO BE LIVE STREAMED USING FACEBOOK LIVE AND CAN BE ACCESSED THROUGH THE WHITE LAKE AMBULANCE FACEBOOK PAGE.

1. Call to Order - Meeting called to order at 1600 by Jeff King, Board Chairman.
 - a. Mic check and procedural questions
 - b. Roll Call – Board Members Present: Bruce Froelich, Jeff Abram, Jeff King, Mike Cockerill, and Chuck Schmitigal. Also present: Paul Schultz, Jonathon Degen, Dion Stumpo, Terri VanderLeest, and Amy Rusin.
2. Pledge of Allegiance
3. Agenda Approval

Motion made by Schmitigal and supported by Cockerill to approve agenda. Motion carried all in favor.
4. Approval of Minutes from March 30, 2022

Motion by Abram and second by Froelich to approve minutes as written. Motion carried all in favor.
5. Financials
 - a. Accounts Payable (Appendix I) – VanderLeest provided overview of accounts payable.
 - i. One addition of \$3,250 for Human Resource Management to be added to total payable. Abram inquired which category that expense would fall under. VanderLeest advised the expense would be legal.
 - ii. Noted by Degen was payment made to Pam Degen for CPR.
 - iii. VanderLeest inquired if lease from Suburban Propane was signed as received invoice for \$900. Degen informed email was received and that was all set, but would check into this. Invoice will be paid as agreed.
 - iv. Motion to approve bill pay in the updated amount of \$27,470.77 made by Froelich, 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) – presented by VanderLeest
 - i. Legal fees noted to be over budgeted amount. Froelich point out that another legal bill may be expected related to the employee separation agreement.
 - ii. Run income exceeding budgeted. King noted that income is \$130,000 more than previous year.
 - iii. Froelich noted budget amendments may need to be proposed. VanderLeest informed more runs increased amount of fuel, supplies, etc. and will look at this.

- iv. Auto insurance reimbursement was placed under line item 994 miscellaneous income.
 - c. Balance Sheet (Appendix III) – presented by VanderLeest
 - i. Discussion on matured CD; currently moved to savings.
 - ii. VanderLeest and Degen discussed options with Shelby State Bank as over FDIC limit at PCN Bank. Will investigate options further.
 - d. Millage (Appendix IV)
 - i. Review and discussion of millage payments received.
 - ii. King suggested checking with Blue Lake Township Treasurer as she may have thoughts and suggestions.
- 6. Financial Officer Report
 - a. Billed Transport volume for March was 99.
 - b. Call Revenue - \$71,374.26. Stumpo pointed out this was increased related to fourth quarter income received.
 - i. King inquired on delinquent bills. VanderLeest and Degen informed bills are sent out three times then forwarded to VanderLeest, Degen, and Stumpo to review for decision on taking to collections or writing off.
 - ii. Schmitigal noted recent TV program advised the public not to pay the first medical bill they received as the amount will go down with rebilling. Degen stated WLAA only changes bill amounts when the party calls to declare a hardship.
- 7. Personnel Committee

Abram announced a separation agreement was sent via certified mail and emailed to employee with deadline of May 4, 2022. Stumpo advised letter was received by employee.
- 8. Director's Report
 - a. Run Review – Call response time was an average of 11 minutes overall, 7.83 minutes for White Lake area, and 6.9 minutes for priority one calls.
 - i. Incentive pay at ProMed has ended, WLAA may be needed to assist more.
 - ii. No further progress with Fruitland Township at this time.
 - iii. Medic 42 will need seat moved to provide more space and new bumper.
 - iv. King inquired on use of pick-up truck. Degen informed was received through a grant and used to haul the mass casualty trailer. Minimal cost for maintenance, however, will need new tire rims.
 - v. No changes to PPE protocols at this time.
 - b. Website up and running
 - i. Minutes moving forward will be posted on the website. Board consensus is non-signed minutes can be posted.
 - ii. Other materials board would like posted: Abram suggested calendar for events. Degen advised there is line listing of events, will look into calendar. Board declined to have their pictures posted on website next to their names and contact information.
 - c. EMS week coming up in May

- i. Food and snacks will be provided to the crews during the week as appreciation. Schmitigal suggested asking Wal-Mart if they would like to donate. King was pleased they were able to provide substantial raises to the staff.
- 9. Public comment – none
- 10. Board comment
Schmitigal inquired when budget meeting will be held. Stumpo informed at the next regular meeting.
- 11. Adjournment
Motion was made by Abram and supported by Schmitigal to adjourn, all in favor. Meeting adjourned at 1648.

Jeff King, Chairman

Amy Rusin, Recording Secretary