

WHITE LAKE AMBULANCE AUTHORITY

8220 Whitehall Rd., Whitehall 49461

August 31, 2022 Board Meeting Minutes

DISCLAIMER: THIS MEETING IS TAKING PLACE IN PERSON AND PUBLIC ALLOWED TO ATTEND BUT MUST FOLLOW MASKE REQUIREMENTS IF UNVACCINATED. 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. Roll Call – Board Members Present: Bruce Froelich, Jeff Abram, Jeff King, Chuck Schmitigal, and Mike Cockerill. 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 Froelich to approve agenda. Motion carried all in favor.
4. Approval of Minutes from July 2022

Motion by Schmitigal and second by Froelich to approve minutes with change July to June in item 4. Motion carried all in favor.
5. Financials
 - a. Accounts Payable (Appendix I) – VanderLeest provided overview of accounts payable. Additions to include \$2,135.04 to Emergency Services for bumper repair and upholstery replacement for Medic #41 and \$35.17 for microphone extension cord. New total for accounts payable is \$35,055.63.
 - i. Schmitigal inquired on payment to Trophy Center. VanderLeest informed this was employee uniform purchases.
 - ii. VanderLeest apprised Kansas City Life payment was for trial of optical insurance for HIPAA protection of employees.
 - iii. VanderLeest referenced two Scholten-Fant invoices. One for new Anti-Harassment policy proposal the second for personnel matter. Invoice includes discount of \$1820.00. Degen remarked that liability insurance will only retroactive reimbursement of the personnel issue to the date they were notified.

Motion to approve bill pay in the amount of \$35,055.63 made by Froelich, supported by Abram. Motion carried with roll call vote of 5-0 all in favor.
 - b. Overview of profit/loss and budget performance (Appendix II). VanderLeest presented budget performance. Noted line item 995 reimbursed expense was dividend from MML liability insurance.
 - c. Balance Sheet (Appendix III) reviewed by VanderLeest.
 - i. Discussion on CD to mature on September 30th. Will not renew CD at this time.

- ii. Dialog began that will need new ambulance or re-chassis Medic #43 in the future. No motions or decision made at this time.
- 6. Financial Officer Report
 - a. Billed Transport volume July for was 83 which is on par with last year.
 - b. Call Revenue totaled \$40,255.73.
 - c. Stumpo informed the board that the annual audit was underway. Abram suggested to request the auditor to complete a fraud risk assessment.
- 7. Personnel Committee
 - a. Committee did not meet, however, the personnel matter has been resolved and settlement completed.
- 8. Director's Report
 - a. Run Review 58 calls in July. Call response time was an average of 9.89 minutes overall, 8.14 minutes for White Lake area, and 7.10 minutes for priority one calls.
 - i. Two new staff hired, two more applicants pending review.
 - ii. Central dispatch has started phase I training.
 - b. Update pay scale was sent out the board.
 - i. King inquired on recruitment bonuses for current staff
 - c. Image Trend Conference - Degen attended and provided overview. Patient care reports will be easier for staff.
 - d. Harassment and Non-discrimination Policy Review
 - i. Recommended by lawyer.
 - ii. King suggested policies be reviewed by MML liability insurance.
 - iii. Froelich advised the board should review the policies and discuss at a later date.
 - iv. Abram suggested contacting MML as they may have policies that can be used.
 - e. State inspection was completed. Inspector would like WLAA to have an Equal Opportunity Policy.
 - f. New chair for the station
 - i. Degen presented 3 quotes for new recliner chairs for employees.
 - ii. Motion to approve new recliner chairs to be ordered and purchased from American Fire House in the amount of \$2,190.00 made by Abram, supported by Froelich. Motion carried with roll call vote of 5-0 all in favor.
- 9. Public comment – none
- 10. Board Comment – King informed there is no movement with Fruitland Township yet.
- 11. Adjournment - motion was made by Cockerill and supported by Schmitigal to adjourn, all in favor. Meeting adjourned at 1710.

Jeff King, Chairman

Amy Rusin, Recording Secretary