

WHITE LAKE AMBULANCE AUTHORITY

8220 Whitehall Rd., Whitehall 49461

October 26, 2022 Board Meeting Minutes

DISCLAIMER: THIS MEETING IS TAKING PLACE IN PERSON AND PUBLIC ALLOWED TO ATTEND BUT MUST FOLLOW MASKE REQUIREMENTS IF UNVACCANTIATED. 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. Technology check and Roll Call – Board Members Present: Jeff Abram, Bruce Froelich, and Jeff King. Also present: Jonathon Degen, Dion Stumpo, Terri VanderLeest, and Amy Rusin. Absent: Mike Cockerill and Chuck Schmitigal.
2. Pledge of Allegiance
3. Agenda Approval

Motion made by Abram and supported by Froelich to approve agenda with addition of agenda item 5b: Resolutions. Motion carried all in favor.
4. Approval of Minutes from September 2022

Motion by Abram and second by Froelich. Motion carried all in favor.
5. Financials
  - a. Accounts Payable (Appendix I) – VanderLeest provided overview of accounts payable.
    - i. Additions to account payable include monthly Central Dispatch fee for \$1,942.50 and quarterly payment to Suburban Propane for water/sewer in the amount of \$316.80. Total additions of \$2,259.30 which increases amount payable to \$26,172.84.
    - ii. Motion to approve bill pay in the amount of \$26,172.84 made by Froelich, supported by Abram. Motion carried with roll call vote of 3-0 all in favor.
  - b. Resolutions
    - i. Discussion on CD rates a Lake Michigan Credit Union and Choice One Bank and amount to place in CD, yet still keep funds available to re-chassis ambulance. Resolutions give authority to officers or White Lake Ambulance Director to establish banking relationship with Lake Michigan Credit Union or Choice One Bank to open accounts, investment instruments, and invest funds.
    - ii. Motion to approve adoption of combined Resolutions 10-26-2022-01 and 10-26-2022-02 for banking relationship with Lake Michigan Credit Union at the discretion of our finance committee up to the amount of \$250,000 for short-term interest-bearing investment CD instrument at Lake Michigan Credit Union made by Froelich, supported by Abram. Motion carried with roll call vote of 3-0 all in favor.
    - iii. Motion to approve adoption of combined Resolutions 10-26-2022-03 and 10-20-2022-04 for banking relationship with Choice One Bank at the discretion of our

finance committee up to the amount of \$250,000 for short-term interest-bearing investment CD instrument at Choice One Bank made by Froelich, supported by Abram. Motion carried with roll call vote of 3-0 all in favor.

- c. Overview of profit/loss and budget performance (Appendix II) – presented by VanderLeest.
    - i. On target at 33.33% of budget
    - ii. Run charges are up to 42.34%
    - iii. Office supplies are increased. Abram queried where website site cost fall in to the budget; VanderLeest informed website fees fall under office supplies.
    - iv. Noted line item 803 Legal Fees was check received from lawyer as liability insurance had reimbursed for employee issue.
    - v. Froelich commented line item 880 Equipment Maintenance seemed high. Stumpo and Degen informed rims and tires were replaced, as well as, water pump.
  - d. Balance Sheet (Appendix III)
    - i. Millage money will be received in three months
    - ii. VanderLeest informed have not received any further notices of unemployment to be paid out
    - iii. Capital Equipment Fund is line item 002.3 PNC Equipment Money Market Fund noted to be \$73,760.17.
6. Financial Officer Report given by Stumpo
- a. Billed Transport volume: 69. Noted by King to be the second highest September since departure of other two townships.
  - b. Call Revenue: \$30,408.43.
  - c. Final audit paperwork to be submitted this week.
7. Personnel Committee
- Met to discuss Leave of Absence Policy. Policy appears to be adequate. Froelich noted deviating from policy may cause future problems.
8. Director's Report presented by Degen
- Run Review 160 calls in August with 28 stand-bys. Call response time was and average of 8.44 minutes overall, 7.57 minutes for White Lake area, and 6.0 minutes for priority one calls.
- a. Leadership Conference to be attended by Director November 29-December 1.
    - i. Hotel and registration paid by WLAA. Receipts have been provided.
  - b. Truck Committee will be meeting to discuss three quotes received to re-chassis. Quotes will be provided to the board at next month's meeting. Committee will be looking at quotes line by line as there is a large difference in prices in the three companies.
    - i. Emergency Medical Services of Muskegon
    - ii. Emergency Vehicles Plus of Holland
    - iii. Mercy Sales of Saginaw
  - c. Community Paramedic Program application has been completed and sent to the State.

- i. Medics who have completed the education will provide home services to community member. Services may include: fall assessments, social determinant of health assessment (SDOH), nasal packing, suture removal, vaccination, and wound care.
  - ii. The program is designed to provide services to the community which may help decrease transports to the hospital and also increased community outreach.
  - iii. Some insurances will pay for the services.
9. Public comment – none
10. Board Comment – Abram commented financials look good – job well done! Degen noted only minutes are posted on website, not financial reports.
11. Adjournment - motion was made by Abram and supported by Froelich to adjourn, all in favor. Meeting adjourned at 1705.

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Jeff King, Chairman

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Amy Rusin, Recording Secretary