

WHITE LAKE AMBULANCE AUTHORITY

8220 Whitehall Rd., Whitehall 49461

February 22, 2023 Board Meeting Minutes

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: Jonathon Degen, Dion Stumpo, Terri VanderLeest, and Amy Rusin.
2. Pledge of Allegiance
3. Agenda Approval
  - a. Motion made by Froelich and supported by Schmitigal to approve agenda as submitted. Motion carried all in favor.
4. Approval of Minutes from January 2023
  - a. Motion by Abram and second by Cockerill to approve minutes as written. Motion carried all in favor.
5. Financials
  - a. Accounts Payable (Appendix I) – VanderLeest provided overview of accounts payable.
    - i. VanderLeest distributed updated copy of accounts payable
    - ii. Item of note was Priority Health effective date of February 1, 2023. Next payment due March 1, 2023
    - iii. Motion to approve bill pay in the amount of \$29,427.10 made by Schmitigal, 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)
    - i. VanderLeest announced addition to line item 678 Millage for payments received which increase total to \$660,709.32. About 81% of budgets payments received.
    - ii. VanderLeest proposed budget amendments to 663 Charges for Services – Runs amended to \$450,000, 751 Office Expenses amended to \$7,500, 807 Billing Services amended to \$30,000.
      - Motion made by Cockerill to approve budget increases as proposed, supported by Froelich. Motion carried will a roll call vote of 5-0, all in favor.
  - c. Balance Sheet (Appendix III) – presented by VanderLeest
    - i. VanderLeest announced two CDs opened at Choice One Bank. Line item 135.1 is 12 month CD at 4.33%. Line item 135.2 is 9 month CD at 4.07%. Noted corrected date on 135.2 should be 11/23 not 11/24.
    - ii. Millage breakdown of payments provided to the board

6. Financial Officer Report – presented by Stumpo
  - a. Billed Transport volume for January was 173. January demonstrates catch up from December holidays.
  - b. Call Revenue for January was \$16,941.41. Stumpo noted revenue is one month behind and will catch up next month.
7. Personnel Committee – no business to report
8. Director’s Report – provided by Degen
  - a. Run Review 124 calls in January with 20 stand-bys. Call response time was an average of 9.51 minutes overall, 8.32 minutes for White Lake area, and 7.34 minutes for priority one calls.
  - b. Degen announced carpet installation begins March 1<sup>st</sup>.
  - c. Bio-Care quote provided to the board for review. Quote is maximum amount for up to 17 employees. Degen reminded not all employees will use all provided services, however, TB screening, fit testing, and PFT is required.
    - i. King noted payment terms #6 for cancellation and suggested scheduling when the majority of employees will not elect to take vacation time. Beginning of May or July was suggested as Bio-Care company is scheduling 2 months out
    - ii. Motion to approve Bio-Care quote up to \$6,081.00 made by Abram, supported by Schmitgal. Motion carried with roll call vote of 5-0 all in favor.
  - d. Ambulance re-chassis update. Degen confirmed new chassis is not on site yet from manufacturer, however, there are no issues when the truck.
9. Public comment – none
10. Board Comment – none
11. Adjournment - motion was made by Abram and supported by Froelich to adjourn, all in favor. Meeting adjourned at 1634.

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Jeff King, Chairman

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Amy Rusin, Recording Secretary