

WHITE LAKE AMBULANCE AUTHORITY

8220 Whitehall Rd., Whitehall 49461

March 29, 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: Dion Stumpo, Terri VanderLeest, and Amy Rusin.
2. Pledge of Allegiance
3. Agenda Approval

Motion made by Froelich and supported by Abram to approve agenda with addition of item 5b Draft Budget. Motion carried all in favor.
4. Approval of Minutes from February 2023
 - i. Motion by Abram and second by Schmitigal to approve minutes with correction of 5bii to read “VanderLeest proposed budget amendments to 663 Charges for Services – Runs amended to \$450,000, 751 Office Expenses amended to \$7,500, 807 Billing Services amend to \$30,000.” Motion carried all in favor.
5. Financials
 - a. Accounts Payable (Appendix I) – VanderLeest provided overview of accounts payable.
 - i. VanderLeest noted additional bill from Aflac in the amount of \$221.02 to bring accounts payable total to \$30,170.86.
 - ii. King inquired on the bill from Scholten Fant. VanderLeest advised this was HR call made to lawyer inquiring whether appropriate to provide previous employee with requested payroll records.
 - iii. Motion to approve bill pay in the amount of \$30,170.86 made by Froelich, supported by Schmitigal. Motion carried with roll call vote of 5-0 all in favor.
 - b. Draft Budget
 - i. Stumpo presented draft budget to the board. WLAA proposed an 8% pay increase for employees across the board to ensure competitive wages and account for inflation.
 - ii. Comments and questions from each municipality will be accepted prior to budget finalization in May 2023.
 - c. Overview of profit/loss and budget performance (Appendix II)
 - i. VanderLeest announced that the profit loss budget performance is at 75%, which is on target for being 3/4 through the fiscal year.
 - ii. Of note is line item 663 Charges for Services as billing issues with Accumed only having billed for 2 runs. Stumpo stated this has been addressed. Accumed revealed they were training new employees and are behind of billing. WLAA may pursue other options should this occur again.
 - iii. Also noted line item 678 Millage is just under 94% received.
 - d. Balance Sheet (Appendix III)

- i. VanderLeest pointed out line item 002 PNC Checking was over FDIC insured amount. Discussion amongst the board on options to protect funds. King suggested moving some funds from PNC to the Harbor Light account as that one is under the FDIC maximum. Schmitigal suggested looking into options at Shelby State Bank.
 - ii. Motion by Froelich to authorize VanderLeest, Degen, and Stumpo to explore alternative to move funds from PNC checking for FDIC protection, supported by Abram. Motion carried with roll call 5-0, all in favor.
6. Financial Officer Report
 - a. Billed Transport volume was 2 for the month of February. As discussed in overview of profit/loss and budget performance, this is due to billing issues.
 - i. King suggested checking with East Bay Ambulance to identify if they are having similar billing issues with Accumed. Stumpo communicated with his contact who confirmed similar billing difficulties.
7. Personnel Committee – nothing to report at this time.
8. Director’s Report – Stumpo for Degen
 - a. Carpet installation has been completed
 - b. Biomed screening has been schedule and sign-up sheet available for employees
 - c. New ambulance chassis tentatively set for April
 - d. Zoll Medical quote for new cardiac monitor
 - i. Quote of \$38,803.44 provided to the board for review.
 - ii. Stumpo stated monitor is budgeted for the next fiscal year and payment will not be due until July.
 - iii. King suggested can use additions funds in PNC account to purchase if needed rather than waiting until the new fiscal year begins.
 - iv. Abram announced other services, such as fire, are using Zoll monitors as well.
 - v. Motion by Froelich to authorize purchase of Zoll monitor in the amount of \$38,803.44 with judgement of WLAA financial committee on when to pay. Motion supported by Schmitigal. Motion passed with roll call vote 5-0 all in favor.
9. Public comment – none
10. Board Comment
 - a. Board will begin discussing Director’s review
 - b. Froelich mentioned meeting State Representative who was former paramedic while in Lansing. He may be useful contact in the future.
11. Adjournment - motion was made by Schmitigal and supported by Abram to adjourn, all in favor. Meeting adjourned at 1707.

Jeff King, Chairman

Amy Rusin, Recording Secretary