

WHITE LAKE AMBULANCE AUTHORITY

8220 Whitehall Rd., Whitehall 49461

May 31, 2023 Board Meeting Minutes

1. Call to Order - Meeting called to order at 1559 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

Motion made by Froelich and supported by Schmitigal to approve agenda as written.
Motion carried all in favor.
4. Approval of Minutes from April 2023

Motion by Froelich and second by Abram to approve minutes as written. Motion carried all in favor.
5. Financials
 - a. Accounts Payable (Appendix I) – VanderLeest provided overview of accounts payable.
 - i. Bio-Care Inc. invoice of \$6,847 was higher than projected, Degen noted more staff than expected attended the screening.
 - ii. King inquired on the Zoom charges. VanderLeest informed that Degen uses for meetings. Degen supported that Zoom business accounts are more secure for meetings and webinars.
 - iii. King queried on three different Suburban Propane charges. VanderLeest advised Suburban Propane is for propane gas, Suburban Propane Electric and Water is for utilities, and Suburban Propane Real Estate is for building rent.
 - iv. Froelich inquired on payment to James E. Hain, Jr. Degen informed this was for siren wiring.
 - v. Motion to approve bill pay in the amount of \$62,227.83 made by Schmitigal, supported by Cockerill. Motion carried with roll call vote of 5-0 all in favor.
 - b. Overview of profit/loss and budget performance (Appendix II)
 - i. VanderLeest pointed out line item 663 Charges for Services – Run was nearly \$499,000 fiscal year to date. King requested line item 663 verbiage be changed to “Run Income” for clarity. VanderLeest agreed.
 - ii. Required employee fit test, TB test, and other screening performed by Bio-Care Inc. was enter into line item 855 Bio-Care/Trinity Health – Employee
 - iii. King remarked on line item 863 Education was budgeted for \$6,000, however, only about \$2,000 was used. Degen replied some regular conferences were not attended by him and Stumpo. Froelich inquired if some conferences can be attended by Zoom. Degen maintained yes, this is an option.
 - iv. VanderLeest also called attention to Capital Equipment Purchases. New stretcher purchase has been moved to this fiscal year.

- c. Balance Sheet (Appendix III) – presented by VanderLeest
 - i. King pointed out that more funds can be moved to high yield savings. VanderLeest agreed that high yield savings should be maxed out at FDIC limits.
 - ii. Millage payment updates were provided to the board.
6. Budget Hearing
- a. Motion to open budget meeting made by Abram, supported by Froelich. Motion carried all in favor. Budget hearing started at 1614.
 - i. Stumpo reviewed proposed budget. Proposed millage to decrease be decreased to 1.75 beginning winter of 2023. Wage increase for employees of 8% suggested recommended. Not many other budget adjustments from current year other than a few services cost increased.
 - ii. King inquired on FICA increase. VanderLeest informed this will remain at the same percentage.
 - iii. Froelich remarked that projected run income appears conservative. VanderLeest replied that transfer income is not guaranteed
 - iv. Stumpo noted that line item 855 Bio-Care/Trinity Health – Employees is now entered on the budget as previously discussed. \$7,000 has been budgeted.
 - v. Stumpo also noted line item 890 Depreciation Expense has been increased to \$45,000. Budget shows a deficit, however, the past few years have been in the black at the end of the fiscal year. King observed that WLAA does not carry any debt.
 - b. No Public comment
 - c. Motion to close budget made by Froelich, supported by Abram. Motion carried all in favor. Budget hearing closed at 1624.
 - d. Motion to approve proposed millage of 1.75 made by Cockerill, supported by Abram. Motion carried all in favor with a roll call vote of 5-0.
 - e. Motion to approve 2023-2024 fiscal year budget as presented made by Froelich, supported by Schmitigal. Motion carried all in favor with a roll call vote of 5-0.
7. Financial Officer Report
- a. Billed Transport volume for April was 50.
 - i. Froelich observed this was the highest April since 2015
 - b. Call Revenue has stabilized as about \$67,000 for April.
 - i. Schmitigal recognized this is going to be a good year
 - c. Stumpo announced his intent to step down as Financial Officer after the next scheduled meeting in June.
 - i. King requested written notice. Stumpo intended to provide this to the board.
 - ii. Froelich inquired as whether there are any prospects for the position. Stumpo informed this is still being discussed. This is a board appointed position.
 - iii. VanderLeest advised they will be looking at the job description. Some discussion on current job duties between the board and Stumpo.
 - iv. King stated if they have any recommendations they may approach someone
 - v. Froelich thanked Stumpo for his services.
8. Personnel Committee
- a. Abram advised they will be meeting to discuss evaluations forms.

9. Director's Report

- a. Run Review 115 calls, with 17 stand-bys. Call response time was an average of 9.5 minutes overall, 8.27 minutes for White Lake area, and 7.1 minutes for priority one calls.
 - i. Degen noted quite a few open shifts related to staff off on vacation time and open positions. WLAA could use 2 more EMTs and a Medic, however, no applications have been received.
 - ii. King inquired if wages are competitive. Stumpo informed they are not, however, the rural location is slower paced. Some applicants may not recognize this as a benefit.
- b. Bio-Care
 - i. 21 employees attended the screening and testing
 - ii. Employees were pleased with the benefit of screening available
- c. EMS week was last week
 - i. Each employee received a gift certificate for Dairy Treat
 - ii. Corn Hole games was purchased for each station
 - iii. Two chairs were also purchased for each station
 - iv. Froelich inquired on status of Medic 43 re-chassis. Degen provided they are on schedule and receive regular updates

10. Public comment – none

11. Board Comment – Froelich mentioned he is happy with the financial status. Abram agreed

12. Adjournment - motion was made by Abram and supported by Schmitgal to adjourn, all in favor. Meeting adjourned at 1656.

Jeff King, Chairman

Amy Rusin, Recording Secretary