

New Richmond Area Ambulance Service
Board of Directors Meeting
Wednesday September 21, 2016

Call to Order: The meeting was called to order by Chairman Steve Lewis at 6:30pm.

Roll Call: Members present- Steve Lewis, John VanDyke, Jim Pierson, Chris Boardman, Helen Johnson for Barry Ausen, Randy Zemke, Craig Kittle, Randy Olson, Mike Kamm, and Jerry Croes. Members Absent: Willard Moeri, Jim Jackson, Mike Montello- excused
Others present: Matt Melby, Director; Steve Massey, CEO Westfields Hospital

Approval of Agenda: Motion to approve the agenda as distributed was made by Chris Boardman and seconded by Jim Pierson. Motion carried

Approval of Minutes: Motion to approve the June 15, 2016 minutes was made by Craig Kittle and seconded by Chris Boardman. Motion carried

Financial Report: Melby reported for the year to date through end of August 2016. Gross patient billable and net patient revenue are significantly higher than budget projections. Expenses are favorable to budget, noting that salaries are higher than budget due to an increase in back up/on-call pay and due to an FTE that has left and his PTO paid out and overtime for his open shifts. Overall for this report at the end of August the service has \$74,802 in excess of expense. Emphasized importance of cash on hand for capital equipment purchase and looking at five year plan a sizeable amount will be necessary.

Westfields Hospital Improvement report: Steve Massey gave a report on the remodeling that has taken place and will be taking place soon at Westfields Hospital. Of importance to the ambulance service, the ER remodel will have slight impact to delivery upon arrival and the ER will have a two phase construction. Completion expected late 2017. Mr. Massey also reported on programs planned in near future and physician staffing at Westfields Hospital and Clinic.

Budget Assumptions 2017: Melby walked the Board through the line items of the expense sheet and the assumptions for the 2017 needs in each area. Discussion regarding payroll assumptions and the need to increase rates for EMTs and Paramedics. Motion made by Craig Kittle to increase rates appropriately at the discretion of Melby and seconded by Jerry Croes. Motion carried. Capital equipment was shown and the 5 year capital items were discussed. Expected cost for five year equipment list is greater than \$415,000.

Approval of 2017 Budget: Mike Kamm moved to approve the adjusted budget per discussion with increasing the payroll and benefit amounts and seconded by John VanDyke.

Assessments for 2017: Discussion around the assessments to increase to a 3% amount to help cover cost of increasing payroll. The amount of assessment at a 3% increase is \$175,358.

Approval of 2017 Municipal Assessments: Randy Zemke moved to approve the assessment in the amount of \$175,358 for 2017 and Chris Boardman seconded. Motion carried. Updated municipal calculations will be mailed out to the municipal clerks.

Operations Report: 2016 call volume was discussed. Call volume is very similar to 2015 at this point, but transport volume and inter facility volume is up which is helpful to the service's financial position. Municipal usage is similar to 2015. Equipment is working well. Staffing: the service is short staff, especially paramedics and more need to be hired. Payroll increase will assist in this. Recommend hiring 2 full time Paramedics and the service may have to hire full time EMTs for days of weeks. Transfers: tables of data presented to show the transfers taken and missed. The time of day shows most transfers take place between 10am and 10pm.

Announcements: none

Next Board Meeting date: Wednesday November 16 2016; 6:30pm at Garage

Adjournment: Motion to adjourn by Chris Boardman and seconded by Jerry Croes. Meeting adjourned at 8:30pm