

New Richmond Area Ambulance Service
Board of Directors Meeting
Wednesday August 23, 2017

Call to Order: The meeting was called to order by Chairman Steve Lewis at 6:40pm.

Roll Call: Members present- Steve Lewis, John VanDyke, Dave Stephens for Jim Peirson, Barry Ausen, Randy Zemke, Mike Montello, Craig Kittle, and Jerry Croes.

Excused: Chris Boardman,

Members Absent: Willard Moeri, Jim Jackson, Randy Olson

Mike Kamm has resigned from Warren Town Board

Others present: Matt Melby, Director

Approval of Agenda: Motion to approve the agenda as distributed was made by Mike Montello and seconded by Craig Kittle. Motion carried

Approval of Minutes: Motion to approve the May 31, 2017 minutes was made by Mike Montello and seconded by Jerry Croes after a change to a typo in the Financial report of “load” to “loan”. Motion carried.

Financial Report: Melby reported for the year to date through July 2017. Gross patient billable and net patient revenue are slightly higher than expected. Expenses are higher than planned due to salaries, benefits, and medical supplies. Salaries are up due to some overtime expense, but mostly to FTO process of several new employees. The FTO expense will taper down soon. Benefits are deceiving from the WRS payout from earlier in the year. Medical expenses are up from some higher priced items that expired.

Cash on hand is good, showing 119 days, which is down 3 days from last board meeting. Due to the strong cash on hand and stable call volume, the motion to increase monthly payment on the ambulance loan to the principle in the amount of \$2000, and to drop it back down should cash on hand drop to much, was made by Mike Montello and seconded by Barry Ausen. Roll call vote with the motion carrying.

Budget Assumptions 2018: Melby presented an operations budget based on assumptions from the current years expenses. The expenses are broken into their categories and were annualized to determine an assumed cost for 2018 as the hand out showed. The line items were discussed. Payroll was discussed and while the annualized payroll expense is 7.5% higher than budget, the number will drop back as previously discussed due to FTO process. Benefits were increased to reflect 2017 numbers minus the WRS payout for the 2 employees. Capital purchases were discussed with the caveat that radio upgrade may have to be included. Total expected expense, total loss and tax assessment were discussed as well as expected big purchase items in the next four years. The board had questions and concerns with payroll increases for staff and director to be adequate to the area and if there was enough funds in case of emergency need of cash on hand for equipment replacement. Board asked Melby to

leave the meeting to discuss appropriate increase for his salary. Motion to increase Melby's salary and benefits by 6% was made by Mike Montello and seconded by John VanDyke, motion carried. Motion to increase the operations budget by changing the "other" expense line item to \$20K and to increase the Salary amount to reflect Melby's pay increase by Mike Montello and seconded by Barry Ausen. Roll call vote with motion carrying.

Assessment for 2018: Melby presented the Assessment calculation for 2018 proposed tax assessments. The assessment calculations are a formula of 50% population and 50% usage as an average over five years. The initial calculation was for a 3% increase but due to changes made to the operations budget the numbers for municipal assessments were not immediately available. Motion was made to approve the percentages for the municipal assessments as presented and to increase the municipal assessment numbers as necessary to reflect the changes to the operations budget as requested previously, by Mike Montello and seconded by Craig Kittle. Motion carried. Melby is to email out the new assessment calculation once completed to the ambulance board members.

Operations Report: 2017 year to date call volume was discussed and the volume is favorable to expectations with a 7% increase in volume.

Equipment is working well with the exception of the 2009 ambulance needing significant repairs from a coolant line rupture causing engine damage and prolonged repair. Additionally the 2005 standby ambulance had 2 poor alternators needing replacement and two new batteries. Hail did damage the 2005 Durango and the board asked to have Melby look into starting insurance claim and check on damage to determine best course of action.

The station had an incident with a garage door being backed into by an ambulance which is now functional but needs two panels and a new window. Board asked about hail damage to the building and it was unknown if the roof was damaged. Melby would have the roof inspected and if damaged, start a claim.

Staffing was discussed and numbers of each licensure were shown. The schedule is looking better with the new hires and with a new FTE paramedic.

Kari Haley, Medical Direction Consultant, has been retained by the service. Dr. Dietzler had no issues with this agreement and is interested to see how it works.

2017 golf scramble was discussed.

AP check run was attached for board members to view where checks are going.

Announcements: Mike Kamm resigning, Warren Township will let us know who will replace him once that decision has been made.

Next Board Meeting date: Never set

Adjournment: Motion to adjourn by Craig Kittle and seconded by Dave Stephens. Meeting adjourned at 8:51pm