

NORTH FORK AMBULANCE ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 10, 2016
CRAWFORD FIRE STATION

Board Members present: Dan Miller, Susann Brown, Mike Hughes, Larry Hughes and Gregg Angelovich.

Also present: Kathy Steckel, Diane Perry, Kris Stewart, Chris Brown, Sandy Leger

- I. The meeting was called to order by Dan Miller at 7:02 pm.
- II. The minutes of the October 11, 2016, meeting were approved as written. Larry Hughes made the motion and Susann Brown seconded. No objections.
- III. The financial reports for October were distributed. Larry wanted to know if the DCAD rendezvous charges were going down. Kathy reported that we expect to see a gradual decline, as we have more ALS coverage. Larry Hughes made the motion to approve the financials as written and Gregg Angelovich seconded. No objections.
- IV. Introduction of guests. No guests present
- V. Public Comment. No public comment.
- VI. Reports
 - A. President's Report. Dan reported that a lot of effort has been put into getting the QRV's up and running. He has installed radios, light bars etc. The decals will go on the second vehicle tomorrow.
Dan requested volunteers to help Kathy with the upcoming budget. Gregg and Larry volunteered. Would like to see self-sufficiency as a goal with the budget
Dan would like at least one other volunteer to help with Kathy's review. Connie and Mike volunteered to help Dan with that task.
Not sure the crew appreciation picnic is the best. Dan would like to consider something different for the crew's, maybe a different time of year, or a different type of event. Gregg suggested small monetary gifts or a ham or turkey for the holidays. Discussion turned to a gift for this Christmas. How many active employees do we have (about 51), what is an active employee (4 shifts/month). We should identify these folks and donate them a ham or gift card and we should squeeze it into this year's budget. Larry suggest putting \$1,500.00 aside for this program. Discussion about whether this should be a thank you or a production bonus. It was decided that performance should be rewarded separately. There should be a goal and if you reach it you should be compensated with something special. This could be used as a possible incentive to work more shifts. It is possible that mandating volunteer hours could discourage some folks from volunteering. Gregg reminds us that they are volunteers and should be appreciated equally.
Gregg made a motion to set aside \$1,500.00 for Christmas gifts for all crew members. Kathy and Diane get to decide what works best (i.e. food or gift cards). Larry seconded. All in favor.

- B. Director's Report. Kathy went over her Report to the Board (see attached). We have received payment from the state for the QRV's and are working on getting the USDA reimbursement for those vehicles as well.
12-lead modules have been installed
Waiting to hear on a number of grant.

Started work on the budget and would like to have Gregg's help with financial projection models.

Eight crew members went to the EMS Conference in Keystone. Probably too many at one time as it left the crew's a little short over the weekend.

- C. Business Office Report. The membership drive is winding down and we are a little short of our goal.

D. Committee Reports.

Financial Advisory Committee.

Dan wondered if we were ready to move money back into CD's. Suggested waiting a little longer, until USDA grant and final membership drive numbers were in, but it is up to the financial committee. Financial committee should have a plan in place by the next meeting. .

Membership Committee. Network of volunteers will start calling folks who have not renewed.

VII. Old Business.

- A. Financial Advisory Committee-

Expenditure Policy. There was discussion about an expenditure policy and what it should look like. There should be authorization limits based on the dollar amount and position and perhaps a simple sign off form requiring multiple signatures. The suggest policy was:

	Unbudgeted items
Executive Director	\$2,500.00
President	\$10,000.00
President and two board members	\$25,000.00
Entire board	>\$25,000.00

Larry will write formal policy and bring it to the next board meeting

Investment Policy – Larry and Gregg will work together to develop a policy before the next meeting

Gift Acceptance Policy – Larry does not feel that we need one. We will take any gift and decide how to deal with it at that time.

- B. Board Member Job Description Kathy will email this to the board members for comment and review.
- C. Negotiations with the Fire Department on the Hotchkiss lease The agreement calls for a group to discuss fees for maintenance, utilities, etc. Gregg, Mike and Larry all volunteered. Dan will send copies of the lease for their review. Security for our half of the building is a concern, especially with the ALS drugs now stored there.

VIII. New Business

- A. Chris Brown requested new infrared thermometers for the rigs. They are available at Sam's. There is enough room in the budget. Susann can pick them up when she goes next week
- B. Pagers are still an issue in Crawford. The antennae position is wrong. There are plans to move the antennae on Green Mountain soon. Crawford Fire might put an antennae on their fire station and this would help as well.
- C. Chris Brown also wondered if the body camera film of the Hillman rescue could be used as a training video. He said the family was willing. This brought up questions about what HIPAA release might be required. Would it apply only to the patient or anybody in the video. Kris Stewart suggested checking with our attorney and Dan suggested checking with the hospital and our physician advisor.
- D. Budget – discussion has just started. Some points to consider:
We need to plan for two wage scenarios – one with the wage grant and one without.
Should a new ambulance be included for Crawford. Larry is very opposed to a used vehicle. What are the options for new ambulances and what might the financing options be?
Do we need to start thinking about a mill levy, and what form would it take – property tax or sales tax based?

IX. The meeting was adjourned at 9:37 pm.

Minutes approved as written at the December 13, 2016 Board of Directors Meeting.