



# Township Ambulance Authority

## REGULAR MEETING MINUTES

July 30, 2018

Mancelona Station 7:00 PM

**Present:** Ed Sayre (Mancelona), Rick Teague (Helena), Stan Bean (Central Lake), Terry Smith (Forest Home), Ed Niepoth (Kearney), Pete Hoogerhyde (Star), Roxann Flake (Custer) and Wendy Hummel (Chestonia)

**Absent:** Martin Franckowiak (Warner)

**Others Present:** Chris Thompson (System Director), Mike Bertram (Board/Leadership Liaison), Shannon Johnson (HR Admin/Compliance), James Bixby (Assistant Director), Mike Baker (Education Coordinator), Barry Cole (TAA Attorney) and TAA Employees

Meeting called to order 7:04 pm

Agenda – Motion to approve by R. Teague, second by W. Hummel. Motion carried.

Motion to approve minutes from the July 30, 2018 meeting by P. Hoogerhyde. Second by R. Flake. Motion carried.

Motion to approve bills in the amount of \$12,894 (this includes an additional \$3,600 to M. Bertram for professional services for the month of July) by P. Hoogerhyde, 2<sup>nd</sup> by S. Bean. Motion carried.

### Director report & New Business -

Director vehicle options presented. Board requested some alternate options at next meeting due to cost.

Director presented information to the board regarding the state of our ambulances and options for replacement as 2 of our rigs are to the point that repairs aren't necessarily worth the investment. M2 is in need of a costly repair. To the tune of \$5,000 to \$7,000 and the cost is more than it's resale value.

Notified board of the discovery of several employees being shorted PTO hours. The amount totals \$10,039.42 and affects 4 employees from the time the TAA became it's own entity in 2015. Motion to pay PTO out to employees presented by P. Hoogerhyde, 2<sup>nd</sup> by R. Teague. Motion Carried.

Notified board that administration was recently made aware that during the years 2015 -2016 the TAA lost \$130,000 in billable revenue due to the run exception procedure not being completed. Current Administration has been able to clear up all run exceptions that were able to be rebilled. Discussion of trying to collect the old debt was discussed. It was decided due to the age of the debt TAA would write that off and didn't feel it fair to attempt to collect debt that hadn't been billed/submitted correctly.



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Director requested Per Diem employees be given a shift premium of \$2.50 in lieu of their ability to not collect benefits. This makes our Per Diem positions/wage more competitive. Motion to approve increase by R. Flake, 2<sup>nd</sup> by Hummel. Motion Carried.

Request to add two additional positions EMT-B (2) and Paramedic (2) with a .75 wage increase. These positions would allow to add additional duties outside of the individuals current job description. For example, an employee could be in charge of coordinating public relations events or training between local fire departments. Additional duties would be posted for individuals to apply. Upon selection, they would need to sign an agreement indicating the duties they're responsible for. If at any time they are relieved of those duties or decide they no longer want the responsibility, that wage increase would terminate. Job description/agreement will be presented for review next meeting. Motion to approve wage increase and title presented by P. Hoogerhyde. Second by R. Teague. Motion Carried.

New hires were introduced – Brittney Powell (EMT), Rick Riley (EMT), Ben Newington (Paramedic), Cameron Hesselink (EMT) and Joseph DePinto (Paramedic).

The issue of “sleep-time” vs regular hours was presented. Director and leadership team feel it best to do away with sleep time. The potential for legal action could result due to the employment law not being clear in the aspect of EMS. The “sleep-time” issue relates to fire departments. Doing away with it will increase OT, the potential for legal action outweighs to increase in wages. Director has reviewed the current budget and there is room to go to straight over time after an employee reaches their 40 hours a week. This will also be easier for payroll preparation. Motion to remove sleep-time and pay employees straight-time with OT accruing after 40 work hours presented by P. Hoogerhyde. Second by Teague. Motion Carried.

Director requested Shannon Johnson be sent to Certified Ambulance Compliance Officer (CACO) training in October in Pennsylvania. Cost of training to be approx \$2,400. James Bixby go to CEVO training for emergency vehicle driver's training. This will allow us to conduct drivers' training in house. Approx cost \$850. Mike & James need to attend the PHTLS instructor (trauma course). Mike Baker to attend an IC course to keep current on all education. Approximate cost \$700. Motion to approve all training presented by director by P. Hoogerhyde, second by R. Teague. Motion Carried

### Old Business:

HR Committee met before the regular board meeting to discuss the employee per diem issues, PTO & wages (addressed above).

### Public Comment:

Roxann thanked Mike Bertram for stepping in during the transitional/restructuring period. He did a great job in helping get things organized. Mike Bertram thanked the board for being given the opportunity to work with the current



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leadership team and help mentor the new director. He will stay on in a liaison capacity. Serving as a board member and still attending leadership meetings weekly to continue guidance with the new team. He is also continuing to update the employee handbook which will be presented to the board for review and approval at a later date.

Tom Persons, Director of EMS for Torch Lake Township addressed the board stating how many positive things he's heard about the organization since the restructure.

Motion to adjourn meeting by R. Teague. Second by Hummel. Meeting adjourned 8:10 pm.

Shannon Johnson  
Township Ambulance Authority  
Administrative Assistant