



Township Ambulance Authority

ANNUAL BUDGET MEETING and REGULAR MEETING MINUTES March 27, 2018 Mancelona Station 7:00 PM

Present: Ed Sayre (Mancelona), Rick Teague (Helena), Bill Chapman (Central Lake), Ed Niepoth (Kearney), Pete Hoogerhyde (Star), Mike Bertram (Custer), Wendy Hummel (Chestonia), Terry Smith (Forest Home) and Martin Franckowiak (Warner)

Absent: None

Others Present: Mike Bertram (Interim Systems Director{ISD}), Shannon Johnson (Administrative Assistant), Barry Cole (TAA Attorney) and TAA Employees

Meeting called to order by President Sayre at 7:00pm

Motion by P. Hoogerhyde to accept the Budget/Regular meeting agenda, 2nd by Franckowiak. Motion approved.

Proposed operating budget for Fiscal year 2018 – 2019 presented to board. Interim Director informed board budget presented in general broad statement form. He stated he'd be more than happy to sit with each board member individually to go over the detailed itemized budget.

Public Comment: Proposed budget reviewed by audience. M. Bertram said if anyone from the public would like to sit down with him he'd go over the detailed budget information with them.

Len Draper asked about the Ambulance lease. He thought TAA purchased them outright. T. Smith explained when TAA became it's own entity it was a better idea to lease-to-own due to not necessarily knowing what the capital/collections of the TAA would be. They knew it would be while before billable income would trickle in. This made leasing the rigs the best option.

There being no further public comment the annual Budget meeting was closed 7:21 pm.

Regular Meeting Minutes –

Meeting opened by President Sayre 7:22 pm.

Motion to approve the open and closed Minutes from the February 27, 2018 Meeting presented by P. Hoogerhyde, 2nd by W. Hummel. Motion carried.

Motion to approve bills in the amount of \$10,204.09 with the addition of the Northern Power & Electric bill (\$1,220) for repair of the electrical panel at the Mancelona Station, 2nd by P. Hoogerhyde. Motion carried.



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ISD presented proposed wage increase information for all TAA employees. Pay increases, if approved by board, would go into effect April 1, 2018. Motion by T. Smith to approve proposed wage increase. Seconded by P. Hoogerhyde. Motion carried.

ISD informed board that after meeting with employees and reviewing health insurance options – option 2 was their decision. Motion to approve employee health insurance plan “option 2” presented by P. Hoogerhyde, 2nd by Teague. Motion carried.

ISD proposed giving all employees who are currently working with for the TAA during this Leadership change a \$200 bonus. This is money that remains in the 2017-2018 fiscal year budget. Would not come from upcoming budget. R. Teague also wanted acknowledged the employees who have been with the TAA since the agency separated from Allied. Motion by R. Teague to pay each employee a \$200 bonus. Seconded by E. Sayre and E. Niepoth. Motion carried.

Interim Director Betram is revising the PTO policy. Proposed policy will not affect any employee to the negative as far as accruing vacation time. All will benefit.

Current staffing level was discussed. Mike informed board that TAA crews “did a hell of a job” on a recent high stress call.

ISD informed board of the need for upgraded computers. Outlined the benefit of the new IT upgrade. Presented quote from current IT provider in the amount of \$12,284.98 and one from the Computer Guy in the amount of \$5,635. Computer guy would not require the contract our current IT provider does. He’d bill hourly which ISD sees as a cost savings. Motion by P. Hoogerhyde to upgrade all TAA computers. Second by E.Sayre. Motion carried.

Resolution presented by roll call vote to the board to appoint Mike Baker, CCENT-P I/C, American Heart Association Education/eCard Administrator. Warner – Yes, Star-Yes, Mancelona-Yes, Central Lake-Yes, Forest Home-Yes, Helena-Yes, Kearney-Yes, Custer-Yes & Chestonia-Yes. Resolution passed 9-0.

ISD and Mike Baker attended Munson Med Control meeting recently. ISD updated board on upcoming Med Control medication (Ketamine) administration change for Paramedics also a change with Epinephrine administration and training.

Applicants for the 2nd Assistant Director have been collected and interviews will be scheduled. Currently looking to interview 4 of the 6 applicants. P. Hoogerhyde noted he would like to afford all applicants an interview. ISD requesting that additional board members volunteer for the interview committee. P. Hoogerhyde and R. Teague volunteered.



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Old Business –

Re-appointment of R. Flake to the TAA Board by Custer Twp. (minutes provided)

HR Committee & Finance committees met as referenced by the wage and budget information earlier in the meeting. Health Insurance decision made also

M. Bertram notified board of fuel issue with Antrim County Transportation. TAA was charged over \$1,000 in fuel charges due to glitch with ACT fuel reporting. It was the ISD's recommendation to go with Derrer Oil. Each rig would have a fuel card assigned to it. Then each employee would have their own DIN to use for pump activation. Statements would show breakdown of each fill up.

Motion by R. Flake to move fuel service to Derrer Oil. 2nd by R. Teague. Motion passed.

Director still looking into credit card solution for Director/Assistant Director use. Proposing each asst director would have a card with a daily spending limit. Prepaid credit card idea was brought up. Tabled issue pending further research.

ISD working on numerous TAA policies. Credit Card policy, lights/sirens policy, PTO, Attendance and scheduling policies. Employee handbook review and update.

New Business – None

Public Comment – None.

Motion to adjourn presented by R. Teague. Second by Hummel. Meeting adjourned 8:12 pm.

Shannon Johnson
Township Ambulance Authority
Administrative Assistant