

MINUTES  
EMS Oversight Committee  
Wednesday, August 15, 2012 @ 7:00PM  
SAA, 4 Wakeley Street, Meeting Room

COPY RECEIVED  
DATE: 8/27/12  
TIME: 8:20 AM  
TOWN CLERK'S OFFICE

Members present: Pat Lombardi, , Michele Pavlik, Jason Weaving.

Members not present: Christine Conroy, Ted Holly, Lucy McConolough,.

Others present: Scott Andrews, Debbi Lavranchuk, Regina Mann, Jesse Rallis, Bryan Ryan, Dena Turner.

ITEM #1: Call meeting to order.

Meeting was called to order at 7:00PM.

ITEM #2: Pledge of Allegiance.

Everyone salutes the flag and states the Pledge of Allegiance.

ITEM #3: Approve Minutes from 3/14/12 Special EMSOC Meeting.

Motion to approve minutes from 3/14/12 Special EMSOC Meeting.

Motion: Pat Lombardi

Second: Jason Weaving

Vote: 3-Yes

0-No

0-Abstain

ITEM #4: Discussion of 2011-2012 FY Annual Audit.

John Rolleri, the auditor from Michael J. Knight & Company CPAS, provided a detailed explanation of the audit. Key discussions points:

1. There is no State or Federal Audit required.
2. Interest statements include estimates.
3. The firm goes through a peer review every 3 years by another auditing firm.
4. Investments are seeing a significant increase year over year.
5. SAA moved \$40,000.00 from Cash position to Mutual Funds.
6. Patient Billing Receivables is down slightly.
7. Actual Collection rate was bumped.
8. Other Accrued Liability saw a little jump this year.
9. Training fees are seeing a significant jump year over year.
10. There is consistency in the makeup of the Program, Management and general and fundraising expenses. Fundraising expenses went down year over year.
11. Collection service is used in a very small percentage of circumstances.
12. Expenses are consistent year over year.
13. Salaries and wages are up this year.
14. Non-Stock Corporation and Non-Profit Organization terminology means the same thing (both organized under the CT Non-Stock rules).
15. Investment Note was beefed up to show SAA has mutual funds and equities.
16. Restricted cash being held on half of third party has been there since EMSOC has been meeting. It is a fund SAA isn't sure what to do with. SAA attorney suggested letting the money remain in account. The money is not a donation, it's an account that came into question by a third party.
17. SAA has incurred additional debt with Striker Finance for stretchers.
18. Credit card statements are audited monthly.
19. Adopted Retirement Pension Plan: There is a match by SAA and is similar to 401k.
20. Management Letter:
  - Medical billing issue from last year is covered

- Training program procedure is tweaked and resolved.
- SAA started accepting credit cards this year.
- Physical inventory update is suggested.

ITEM #5: SAA Board of Directors Vacancy (citizen representative) - Status.

Bryan Ryan states that the SAA was given verbal commitment from Bill Nimmons and explains process for filling vacancies.

ITEM #6: Approve 2013 Meeting Schedule (Mar and Aug meeting dates).

The EMSOC Committee decides on the 2013 Meeting Schedule (Mar and Aug meeting dates):

Wednesday, March 20, 2013

Wednesday, August 21, 2013

If anything changes the Committee will hold a special meeting.

Motion to approve the 2013 Meeting Schedule of Wednesday, March 20, 2013 and Wednesday, August 21, 2013.

Motion: Pat Lombardi

Second: Jason Weaving

Vote: 3-Yes

0-No

0-Abstain

ITEM #7: Contract Requirements – Information/Documents Due to EMSOC from SAA.

1. SAA Officers and Employees List. During upcoming contract negotiations, need to evaluate whether this should still be provided to EMSOC since EMSOC is a financial oversight committee.
2. SAA Contract: Scott explains that since the Town's budget needs to be in by February 1, 2013, EMSOC might want to add a Special EMSOC Meeting in December or January with First Selectman so EMSOC can provide input for the contract negotiations (current contract was extended to June 2013).

**ACTION ITEM:** M. Pavlik – EMSOC will submit letter to First Selectman/Board of Selectmen regarding Special Meeting in Nov or Dec for SAA contract negotiations preparation. Issue draft letter for review and comment to EMSOC by August 30, 2012, finalize and submit to BOS for September 18, 2012 BOS Meeting.

**ACTION ITEM:** M. Pavlik to provide annual stipend figures from current contract (2008-2011, with 2-year extension option). **Post-meeting note:** Stipend figures provided below, taken from "Agreement for the Provision of Basic Life Support Ambulance Services, Town of Seymour," page 4 of 9, dated September 3, 2008:

FY Ending:	Stipend (town pays in 12 equal monthly installments to SAA)
2009	\$45,000
2010	\$47,500
2011	\$50,000
2012 (if extended)	\$51,500 (unless greater increase is negotiated)
2013 (if extended)	\$52,787.50 (unless greater increase is negotiated)

3. SAA Member Training List.
4. SAA Multi-Year Projection of Capital Needs. (already provided with budget)
  - a. Mutual Aid Agreement if Update in Last Year. (detailed in contract, no updates)

ITEM #8: Discussion and Input on EMSOC's Semi-Annual Report. Michele recommends report be submitted within next 30 days (mid-September).

**ACTION ITEM:** EMSOC and SAA will send Michele input by September 14, 2012. EMSOC would like the report to be included in Board of Selectmen meeting package for September 18, 2012.

ITEM #9: Discussion of Financials (Mar and Jun 2012) and Other Reports.

1. Question from Michele: Balance sheet, under New Alliance Bank Contingency, what is the credit of \$14,000.00? Debbi explains that that is a savings account and money was transferred to pay expenses in operating account. Scott explains that SAA paid off the Explorer vehicle a year early.
2. Question from Michele: Bank Revenue Recovery, what is this account for? Debbi explains the account is a savings account for all patient and insurance income from billing company. SAA then transfers money out of that account to their operating expenses accounts.
3. Question from Michele: Building repairs and maintenance, which buildings do these expenses pertain to? Scott explains the repairs were made on the training center and ambulance offices. They are required to maintain the buildings. Debbi states that maintenance supplies are included in the amount.
4. Question from Michele: Telephone and pagers, why so high in January 2012 (over \$1,500.00). Scott mentions that they purchased three or four new phones because they had problems with the phones on their system at the time. In a follow up email after the meeting, Debbi confirmed that the town was late in providing bills, so that high number in January represents multiple months of telephone and pager charges.

ITEM #10: Discussion of 2011-2012 Year End Financial and Operations Status.

Write-offs are discussed (45% annually, i.e., over \$1 million billed in FY 2011-2012 with \$400,000 in write-offs) and how to represent this in the Semi-Annual Report.

**ACTION ITEM:** Scott will include billing and write-off averages for the last 3 years when he submits the information for the Semi-Annual Report.

ITEM #11: Other Business.

- Bryan Ryan: The Cardiac Arrests in town increasing recently. SAA had a very high success rate in bringing people back. SAA had about a 50% success rate recently (typically in 5-10% range). Mike Hoopert from Physio Control will provide recognition to nation.
- Debbi Lavranichuk: SAA approved the purchase of a new pick-up truck. Old pick-up truck is deteriorating. The money is in the contingency fund to replace vehicles and they will see that in the June 2012 balance sheet.
- Bryan Ryan: Mentions a Fundraiser being held in Ansonia at Warsaw Park. SAA combined efforts with the Ansonia Ambulance Rescue Association to create this fundraiser. It will be a Beer Fest and is the same day as the pumpkin festival. He states that the same company did the same fundraiser in another Town and was very successful.

ITEM #12: Public Comment.

None.

ITEM #13: Adjournment.

Meeting to adjourn at 8:46PM.

Motion: Pat Lombardi


Second: Jason Weaving

Vote: 3-Yes

0-No

0-Abstain

Submitted by,

  
Lianna Staffieri