

MINUTES
EMSOC
Thursday, August 4, 2011 @ 7:00PM
Seymour Ambulance Meeting Room

EMSOC members present: Michele Pavlik, Jason Weaving, and Lucy McConologue.
SAA members present: Bryan Ryan, Debbi Lavranchuk, Dena Turner, Regina Mann, Scott Skellington.
Others present: John M. Roller, Auditor.

ITEM # 1 – Call meeting to order.
Meeting was called to order at 7:02PM.

ITEM # 2 – Pledge of Allegiance.
Everyone saluted the Flag and stated the Pledge of Allegiance.

ITEM # 3 – Approve minutes from 6/14/11 Special Meeting.
Motion to approve minutes from Special EMSOC meeting on 6/14/11.
Motion: Lucy McConologue Second: Jason Weaving
Vote: 2-Yes (Michele Pavlik, Lucy McConologue) 0-No 1-Abstain (Jason Weaving)

ITEM # 4 – Discussion with Auditor concerning 2010-2011 Audit for SAA.
Auditor John M. Roller, CPA: Discussion concerning the SAA Audit. Mr. Roller goes through the Audit Packet one document at a time.

- Letter of hire: standard letter.
- Financials & Balance Sheet (General Health of Association): No issues no surprises, Debbie does an excellent job with financials and reports.
- Financial Position: SAA continue to build cash flow, built on capital and continues to grow.
- Patient Billing and Receivables: Bad Debt Percentages are steady.
- Investments: Only Peoples Bank Stock, going down.
- Liability: Debt increased due to Explorer. Salary, interest, insurance accruals. Statement of Activities – Same.
- Municipal Contract – To the Penny.
- Increase due to Training Fees, Decrease due to interest rates declining.
- Town owned building.
- Fundraising Allocation has decreased due to not raising as much money.
- Professional fees are up due to hiring the Consulting Firm and members attending conferences.
- Training equipment and new instructors caused an increase, but membership has increased.

Management Letter: Auditor states that SAA is in good shape and has great management. Any issues stated in the Management letter have been resolved and/or implemented.

Long term or short term plans for SAA: Consulting Firm helping to develop. SAA has short term plans to purchase larger stretchers, fly vehicles and another ambulance.

Auditor leaves at 8:03PM.

ITEM # 5 – EMSOC Vacancies (2) – Status from Board of Selectmen.

Still looking for 2 regular members, requests were made at Board of Selectmen meetings and on Town website.

ITEM # 6 – SAA Board of Directors Vacancy.

Still looking for an additional member of the Board of Directors.

ITEM # 7 – EMSOC Semi-Annual Report to the Board of Selectmen.

All members of EMSOC and SAA have reviewed the report and are satisfied with the result. Additionally, as of today SAA received a grant of \$13,000 for one power-cot and 4 new suction units. Will pay off other 2 power-cots over the next 2-3 years. Bryan or Scott will be at the next Board of Selectmen meeting on Tuesday, 8/9/11 to represent SAA. SAA also requests that the EMSOC meetings be cut to 2 or 3 meetings per year. Michele will suggest that to the Board of Selectmen since SAA is doing so well, as long as monthly or quarterly reports are still given to the Town Finance Department.

*Possible proposal for change at the next EMSOC meeting on November 3, 2011.

Motion to submit the EMSOC Semi-Annual Report dated 8/4/11 as presented to the Board of Selectmen at their next meeting on Tuesday, 8/9/11.

Motion: Lucy McConologue Second: Jason Weaving

Vote: 3-Yes 0-No 0-Abstain

ITEM # 8 – Discussion of Financials and Other Reports.

- Profit and Loss Statement: Increase on Training Expense and Consulting.
- Gas (Town late on billing).
- Salary Increases (FY – May 1st) 5 pay periods.
- EMMS Services: Billing Company Bill – Auditor Adjustments.
- Training Expenses – Instructors, supplies, etc. June very busy month, day and night courses.
- Loan Interest – Explorer, 3 payments, 3 years.
- Vehicle/Equipment Repairs: A lot of issues lately with vehicles needing repairs. (Ambulance turnover 8 to 10 years).
- Town Billing very slow. Need to go out in a timely manner.

ITEM # 9 – Other Business.

Jason: Thanks SAA for all of their help during the storms and with all of the flooding. SAA discuss all of the flooding that they experienced in the SAA building. They are working with the Town to get it fixed.

Additional Thank You Letters for the Board of Selectmen.

ITEM # 10 –Public Comment.

None.

ITEM # 11 – Adjournment.

Motion to adjourn at 8:36PM.

Motion: Jason Weaving Second: Lucy McConologue

Vote: 3-Yes 0-No 0-Abstain

Submitted by,
Deirdre Caruso