

MINUTES

EMS OVERSIGHT COMMISSION

Thursday, July 24, 2008

7:00pm

Seymour Ambulance Association Headquarters

Members Present: Irene Jecusco, Rosalie Averill, Lucy McConologue, Margie Childs, Diane Ricciardi (alternate)

Members Not-present: Roque Orts

Others Present: Scott Andrews SEMS, Shannon McDaniel SEMS, Kyle Kelly SEMS, Thomas Schutte SEMS, Jesse Rallis SEMS, Deborah Lauranchuk SEMS, Doug Thomas Finance Director, John M. Roller MJK & Co CPAs Auditor, Nancy Onofrio Recording Secretary.

Meeting called in order at 7:10pm by Chairwoman Irene Jecusco.

ITEM # 1 Pledge of Allegiance led by Irene Jecusco.

ITEM # 2 Approve Minutes from June 12, 2008 meeting.

- Add Diane Ricciardi to Members Not-present
- Make corrections to the spelling of Roque Orts' name (last name is spelled Orts and not Ortos)
- Under Item # 3 bullet point #3 should read as follow:
'Questions about write-off. It looks like the Association is having the opposite problem they had in the past. It seems that they are writing off too much at the present time, that is if the financial statements are accurate.'
- Under Item # 3 bullet point #4 should read as follow:
'Utilities are being paid by the Town and the SAA is getting billed for them. The contract ends in June 2008 which should include discussing utilities. Further discussion of the issues is handed over to the appropriate parties. The Town is not responsible for utilities, SAA is responsible.'
- Under Item # 4 add 'Irene said the Certificate of Insurance is up to date.'

Motion to approve minutes with discussed corrections.

Motion: Rosalie Averill

Second: Lucy McConologue

Vote: Yes: 3 (R. Averill, M. Childs, L. McConologue) No: 0 Abstain: 2 (I. Jecusco, D. Ricciardi) Disqualified: 0 Not Present: 1 (R. Orts)

ITEM # 3 Discussion of June financials, 2007-2008 Audit and any other reports. Mr. John M. Roller auditor for MJK & Co CPAs presented the audit.

- Mr. Roller pointed out that the organization is remarkably different. Many steps have been taken to implement the recommendations made by the firm

last year. There is much more segregation of duties and everything is being documented with only some minor issues.

- Net Receivables: some discussion on how the numbers are calculated and where they can be traced back to.
- Questions about Holdsworth, old billing company: they have all been written-off.
- Grant Receivable-\$56,290 is all FEMA for purchase of uniforms, and other miscellanea.
- Liabilities: one note with Peoples' Bank has been paid off and all other notes are currently being paid in a timely fashion and without a problem.
- Fundraising efforts were designated to an outside company. The cost was very high and it did not generate much revenue. The association decided not to continue with the service due to its ineffectiveness.
- Question about general insurance going up \$10,000. Part of the cost going up is due to adding a new ambulance being added and one been taken away. Mr. Andrews estimated the cost of that to be about \$5,000 and not sure about the remaining balance.
- Many questions about uniforms were settled after Mr. Andrews explained that 'Uniforms' includes turn-out gear, uniforms, shirts, helmets, pants, jackets, boots. During Scott's leave additional staffing was brought on board and additional shirts were purchased for them as well.
- Question on 'Outside Services' – costs include the staffing agency used during the time Mr. Andrew was on leave.
- *Notes:*
 - Note Cash and Cash Equivalents:* the Association is looking into opening more accounts with different banks to avoid going over the \$100,000 balance guaranteed by the FDIC.

Note 11: adoption of 403(B) plan: Jesse Rallis, as fiduciary, might not be aware of some of his responsibilities. He is in the process of educating himself to avoid incurring any penalties.

- *Management letter:* all points made in 2006-2007 have been addressed and resolved except for one and it is likely that it will not go away. No person in the organization is capable of putting together or reviewing and understanding in full this audited financial statement. The deficiency is that the organization is relying on the auditor who is very familiar with the organization but will never know the organization as well as some of the employees. There is a remote possibility of some material mistakes in the financial statements. The deficiency could be addressed in three ways: an additional accounting firm could be hired to produce the financial statements; find a board member who is also a CPA that could prepare the financial statements; or just leave the point.
- Questions about the accountant, Mr. Beck, that was coming in on a quarterly basis to review the financials. He is no longer coming to review the financials. Discussions about looking for a new accountant concluded with all present agreeing that any questions the board as can be referred

to Mr. Rolleri.
* Due to the lengthy review of the audit, the commission did not have any further questions on any other reports at this time.

ITEM # 4 Public Comment.

Scott Andrews stated that the SAA and the Town have still not signed a contract. Copies of the contract have been going back and forth between the two parties to make appropriate adjustments. Progress should take place in the next few weeks. Mr. Andrews pointed out that the contract and the lease will reflect each other.

Motion to allow members of the commission (EMSOC) to attend Board of Selectmen Meeting on August 12, 2008 to report on the audit.

Motion: Rosalie Averill

Second: Margie Childs

Vote: Yes: 5

No: 0

Abstain: 0

Disqualified: 0

Not Present: 1 (Roque Orts)

ITEM # 6 Adjournment.

Motion to Adjourn the meeting at 8:40pm.

Motion: Rosalie Averill

Second: Lucy McConologue

Vote: Yes: 5

No: 0

Abstain: 0

Disqualified: 0

Not-present: 1(Roque Orts)

Respectfully Submitted by

Reviewed by

Nancy Onofrio
Recording Secretary

Irene Jecusco
Committee Chair