

MINUTES

EMS OVERSIGHT COMMISSION

THURSDAY, NOVEMBER 8, 2007 AT 7:15 P.M.

FLAHERTY ROOM/SEYMOUR TOWN HALL

Present: EMSOC Members Irene Jecusco, Rosalie Averill and Margie Childs. (Lucy McConologue and Roque Orts not present.) SAA Trustees Melanie Kalako and Jesse Rallis. SAA Members Dan Zaniewski, Shannon McDaniel and Jon Lovisolo. (SAA Director Scott Andrews not present.)

Pledge of Allegiance led by Irene Jecusco

Approval of Minutes from 10/11/07 Meeting

Motion made by Rosalie Averill to accept the October 11, 2007 minutes as submitted. Seconded by Margie Childs. All in favor – unanimous.

Discussion of September 2007 Financials and Any Other Reports

Irene Jecusco stated for the record and for the committee's preparation: As long as SAA e-mails their financials in a timely manner, any questions by the EMSOC members regarding SAA financials should be e-mailed to Scott Andrews **at least two days** prior to any scheduled EMSOC meeting to allow Scott Andrews the time to get the answers to those questions.

The Committee reviewed Scott Andrews' memo (attached) dated 11/8/07, in response to Doug Thomas' questions on the financials.

A question was asked by Irene Jecusco as to what is a "write-off reserve". Melanie Kalako stated that she imagines it is the accrual amount until the adjustment is made, or the difference between the reserve and the actual amount is collected. Melanie Kalako agreed with Irene Jecusco that it is the formula used for the reserve which is the write-offs that have not occurred yet but is a dollar figure in the financials to cover those that are to be written off.

A question was asked as to whether write-offs are being done on a monthly or quarterly basis now. Melanie Kalako stated that SAA is doing quarterly write-offs.

Under Question 6, brief discussion of line items. Professional fees include the auditor, the accountant, and charges from the lawyer. According to Shannon McDaniel, any training expenses could include items paid after a year's service of a volunteer. The volunteer pays up-front for their training, and then are reimbursed after a year's service to SAA. Under payroll expenses, \$62,000.00 has been paid year-to-date, however, the salaries have not been

encumbered to end of year. Melanie Kalako believes the EMMS budget should read \$29.79 and not \$2.979.

Melanie Kalako stated that volunteer incentives include the Christmas party, the Summer party, and dinner at their monthly meetings.

Rosalie Averill asked a question on the Bad-Debt Expense, Line Item 1103 and Line Item 4165 on the P&L Statement. Rosalie Averill stated Line Item 1103 is in the amount of \$18,211.60 and Line Item 4165 is \$38,469.54. She asked if these two line item numbers should match, since Line Item 4160 on both the Bad-Debt Expense and the P&L Statement Line Item 1104 number match. **Melanie Kalako to get answer for next meeting.**

Irene Jecusco inquired as to what is the Town of Seymour amount of \$1,025.64 for? Jesse Rallis stated that it is for medical insurance.

Another question was asked about the Frank Service Station charge in the amount of \$90+. Jesse Rallis stated it was paid in August for a bill which dated back from 2004.

Brief discussion about the EMMS Activity Report which was e-mailed by Scott Andrews to the State of Connecticut. There were a total of 379 calls with 365 being responded to and 14 passed.

Jesse Rallis presented a copy of SAA Rooster.

Brief discussion regarding what is the responsibility of the SAA Trustees in response to whether they should know the formula used for write offs on the financials. Melanie Kalako stated that she doesn't believe they need to know the formula in that the bookkeeper for SAA works with the accountant and knows what to use and that it is the trustees' responsibility to just oversee what is being done by SAA. **Irene Jecusco stated that she felt it is important that as Trustees of SAA, they should have a basic knowledge of the formula being used by the bookkeeper and the accountant in order to ensure that when a question is posed by an EMSOC member, it can be answered.**

Brief overview of the 9/30/07 Aging Summary report by Jesse Rallis who stated that there is no exact dollar amount to what will be written off as every case is different.

Rosalie Averill stated that at the last meeting, Scott Andrews said he gave a five-year plan to EMSOC. Rosalie Averill found in her records a five-year plan with numbers listed on it, but was not sure if that was the correct one or a draft. **Melanie Kalako stated that there is a five-year plan, and will check on its current status.**

Rosalie Averill brought up the point that she recently saw an ambulance worker who did not have their blue gloves on while working at an accident scene. **Melanie Kalako said that all SAA members will be told to bring and wear their blue gloves to all calls.**

Any Other Business Coming Before the Commission

Irene Jecusco raised the point that EMSOC believes they can go to quarterly meetings with SAA starting in 2008. The meetings will be scheduled on March 12, 2008 at 7:00 p.m., June 12, 2007 at 7:00 p.m., September 11, 2007 at 7:00 p.m., and December 11, 2007 at 7:00 p.m.

Rosalie Averill stated that SAA needs to abide by any contractual deadlines listed. Irene Jecusco stated that whatever is due in between meetings is still due, and will need to e-mail to EMSOC their schedule and projected budget, their quarterly call reports, their insurance renewal, their Certificate of Operations, their quarterly financials, and anything else listed in their contract. **Jesse Rallis suggested SAA do a schedule of what is due on a monthly basis and to be e-mailed to EMSOC members. Irene Jecusco stated both sides should do a schedule and compare the two to make sure everything is covered and to be e-mailed.**

Motion made by Rosalie Averill for EMSOC and SAA to go to quarterly meetings on the same day of the week (second Thursday), same time (7:00 p.m.) and same place (Flaherty Room, Seymour Town Hall) starting in 2008 with the dates being 3/12/08, 6/12/08, 9/11/08 and 12/11/08 with SAA still being responsible to provide information to EMSOC according to terms of their contract. Seconded by Margie Childs. All in favor – unanimous.

Melanie Kalako brought to the table the resignation of Tom Davis, Operational Supervisor for SAA. His last day is 11/9/07. The job has been posted both inside SAA and outside. The Directors will be interviewing soon to fill his position. Irene Jecusco asked if there will be a problem covering his position until someone is hired. Dan Zaniewski said that right now there is enough coverage for the next couple of weeks. He also stated that Tom Davis will be staying on as a volunteer.

Brief discussion regarding the new computerized system aboard the ambulances. All information on patients, whether from Seymour or elsewhere, can be brought up on a call so ambulance personnel will have some background information on the patient to start with. EMMS can then pull up all this information for billing purposes. Dan Zaniewski stated that this computer is now a state requirement on ambulances.

Motion to Adjourn

Motion made to adjourn at 8:30 p.m. by Margie Childs. Seconded by Rosalie Averill. All in favor – unanimous.

Reviewed and Submitted By:

Irene Jecusco, Chair

(Attachment – 11/8/07 Memo from Scott Andrews)

