

MINUTES

EMS OVERSIGHT COMMISSION

THURSDAY, AUGUST 9, 2007 AT 7:10 P.M.

FLAHERTY ROOM/SEYMOUR TOWN HALL

Present: EMSOC Members Irene Jecusco, Rosalie Averill, Margie Childs and Roque Orts. SAA Director Scott Andrews, SAA Trustees Melanie Kalako, Jesse Rallis, and Dan Zaniewski. Tom Schutte, SAA member. Doug Thomas, Finance Director for the Town of Seymour.

Pledge of Allegiance led by Irene Jecusco.

June Minutes: A Motion to accept the June 13, 2007 Workshop Minutes made by Roque Orts. Seconded by Irene Jecusco. All in favor – 2. Rosalie Averill and Margie Childs abstained.

July Minutes: A Motion to accept the minutes of the July 12, 2007 meeting made by Rosalie Averill. Seconded by Margie Childs. All in favor – 3. Roque Orts abstained.

Review of SAA Financials and Audit:

Irene Jecusco asked Scott Andrews the status of the 2006-2007 Audit. Scott Andrews stated that the draft is due by the end of August.

Doug Thomas stated that the 2005-2006 audit was a clean audit. On Page 2 of the Audit, Doug Thomas would like to see what the gross AR and allowance is, and would like to see a comparison between the two years in the 2006-2007 Audit. Doug Thomas also questioned the temporarily restricted figure which he believed to be set aside for the ambulance. Scott Andrews confirmed Doug's assumption.

On Page 3 of the Audit, Doug Thomas would like the Audit to show the gross patient billing and the contractual allowance.

Irene Jecusco asked if SAA received a management letter from the auditor for the 2005-2006 Audit. Scott Andrews and Melanie Kalako both stated they received a management letter but it was taken out of the Audit package before the audit was distributed to EMSOC and the Town. SAA was advised it was just a working copy and, on the advice of the auditor, not to hand it out. **Rosalie Averill would like it on record that EMSOC requested a copy of this first management letter, and it was denied by Scott Andrews and Melanie Kalako.**

Doug Thomas has requested the management letter and the Form 990 for review.

Melanie Kalako to ask the auditor about the second management letter with the 2006-2007 Audit stating if the objectives in the first management letter for the 2005-2006 Audit have been met, or where SAA stands on completing those objectives.

Scott Andrews to ask the auditor to attend the October 2007 EMSOC meeting after review of the 2006-2007 Audit by the EMSOC Board. Doug Thomas is also to be present at the October 2007 meeting.

Doug Thomas stated that under the long-term liabilities on SAA Financials, it shows a negative balance on loans when it should show a positive balance. Scott Andrews stated that this had to be paid in a lump sum in July 2007. However, the check had to be written in June 2007. **Melanie Kalako to check on the negative balance.**

If Doug Thomas is to attend the EMSOC meetings, SAA would like to know any questions he may have ahead of time so SAA can get answers from their accountant or auditor.

On the balance sheet on Page 5, Doug Thomas would like to understand why the fixed assets' number is so high. Melanie Kalako stated that after the 2006-2007 Audit is completed, the bookkeeper will be given the correct numbers from the auditor to make adjustments to the financials, and most of the figures will change according to those beginning numbers from the auditor.

Brief discussion about what was still being collected by Holdsworth. Scott Andrews stated that Holdsworth had up to 120 days after October 2006 to collect on claims even though EMMS took over in November 2006. Melanie Kalako stated that in approximately two months SAA should know what has been collected by Holdsworth and turned over to EMMS. Doug Thomas, as discussed previously with Scott Andrews, would still like to see patient billings written off on a regular basis on SAA financials.

Brief discussion on the Activity Report for 4/1/07 through 6/30/07 and the types of calls responded to by Seymour Ambulance. Of the 363 calls, 352 calls were responded to and 11 calls were passed to another provider. To be noted – overall response time is down in the Valley area.

Rosalie Averill would like it noted on the record that Jesse Rallis should be recognized as going above and beyond the call of duty when he responded, while off-duty, to a motorcycle accident victim on Route 8.

Motion to Adjourn:

A motion to adjourn the meeting was made at 8:40 p.m. by Margie Childs.
Seconded by Roque Orts. All in favor – unanimous.

Reviewed and Submitted by:

Irene Jecusco, Chair