

COPY RECEIVED
DATE: 9/17/15
TIME: 10:30 AM
TOWN CLERK'S OFFICE

MINUTES
EMSOC
Regular Meeting
Tuesday, September 15, 2015 7:00 PM
SAA Training Room

Members Present: Patrick Lombardi, Wendy Rossi, and Thomas Schutte.

Members Absent: Frankie Casanova.

SAA and others Present: Chief Scott Andrews, Debbi Lavranchuk, Bryan Ryan, Jon Lovisolo, Karen Spargo, Jimmy Smith and John Roller.

ITEM #1: Call meeting to order.

Meeting was called to order by Chairman Pat Lombardi at 7:05 PM.

ITEM #2: Pledge of Allegiance.

Everyone salutes the flag and states the Pledge of Allegiance.

Motion to move to Item #5: discussion/presentation of 2014/2015 Annual Report (Knight, Roller, Sheppard, CPAS, UP).

Motion: Thomas Schutte

Second: Wendy Rossi

Vote: 3-Yes

0-No

0-Abstain

ITEM #5: Discussion/Presentation of 2014/2015 Annual Report (Knight, Roller, Sheppard, CPAS, UP).

John Roller, the Auditor from Knight, Roller, Sheppard, CPAS, LLP provided a detailed explanation of the audit. He discussed the following documents:

- Required communication from the accounting firm to SAA Board of Directors. There were no disagreements with management and there were some planned adjustments made. The firm will be going through a peer review in December.
- Financial Statement:
 - Logo on the front is new. The firm audits the website of the organization because there is information on there that the IRS looks at as well.
 - Page 1 – Report of Independent Auditor:
 - This is an unmodified opinion.

Page 3 - Statement of Financial Position:

- John stated the organization incurred a loss this year. He stated there was a small decrease in cash (\$303,000-\$271,000). He stated the important aspect is that the organization continued to raise funds, continued to reinvest in its people and its equipment.
- He stated it is critical to understand this is a capital intensive organization.
- Patient billing receivables :
 - Net numbers.
 - Allowances for collections and bad debts are significant.
 - Private pays are higher than insurance companies. He stated that is a common place with many medical service providers.
- Investments are at market value.
- Prepaid assets are primarily insurance.
- Under Noncurrent cash, there is a line item for restricted cash in the amount of \$305.00 which was donated to Seymour Pink last year.
- Vehicles and equipment increases year after year.
- Purchased an ambulance for \$180,000.00. The ambulance was financed. SAA paid \$120,000 in cash and financed \$60,000.00. \$11,407 is remaining.

- Statement of activities/profit loss:
 - Patient billings, net of contractual adjustments increases slightly year after year.
 - SAA has been hit in the bad debts.
 - Contributions in grants - significant decrease year after year. In 2014, SAA received a restricted grant for radios.
 - Training fees - increase year after year. Having a full time person in 2015 helped.
 - Donated rent is an estimated value.
- Cash flow statements.
 - Change in net assets includes a net loss of \$27,981.00.
 - Net cash provided \$130,285.00.
 - Purchase of fixed assets – ambulance and small amount software purchased.
 - Purchase of investments in the amount of \$2,389.00 was a reinvestment of capital gains.
 - Proceeds from no payable in the amount of \$60,000.00 is how part of the ambulance was financed.
 - Some of the debt was paid down - \$2,900.
- Statement of functional expenses (page 6).
 - Both of the 'Total' columns could be found because they are recorded. The three columns that make up the totals cannot be found. They are estimated numbers based on salary and wages, square footage, known items, etc. Salaries and employee benefits are higher, small amount of merit increase.
 - The operation vehicle - small increase year after year of \$10,000.00. This number can go up.
 - Employee health and life insurance - significant increase. There is a rate increase because there is another full time person on board.
 - Bad debts - cleaned up old private pays this year.
 - Outside services - priority one staffing - increase year after year.
- Footnotes changes:
 - Page 10 – Tax Exempt Status – the language last year stated the organization did not have any uncertain tax positions when they filed their tax return. The language has been dropped.
 - Page 12 – Typo, should read 'Balance.'
 - Page 14 – Drop Note 14.
- Management letter
 - John stated there are no current year deficiencies. He stated it is common to not have new comments every year.
 - With regard to prior year comments - no one in organization that can prepare a financial statement.
 - 8 items on last page:
 - Item 1 – Fixed Asset Inventory -physical inventory of everything in building.
 - Item 2 - New Non for profit Accounting Standards are close to being finalized. There will be new management discussion analysis that will be added. There will be changes to the statement of cash flow. There will also be changes to bench marking items, how the mission is measured.
 - Item 3 – Credit Card feature in Quick Books that allows one to reconcile credit cards and prepares reconciliation.
 - Item 4 – Paperless office.
 - Item 5 – People's United Bank stock that SAA holds and should be moved over to Merrill Lynch.
 - Item 6 – Social Media Policy.
 - Item 7 – Donor Privacy Policy.
 - Item 8 – Incentive Program for staff should go through payroll system.

John Roller left at 7:26 P.M.

ITEM #3: Approve Minutes of April 14, 2015 regular meeting minutes.

Motion to approve April 14, 2015 regular meeting minutes.

Motion: Thomas Schutte

Second: Wendy Rossi

Vote: 3-Yes

0-No

0-Abstain

ITEM #4: Approve 2016 Meeting Schedule (April & September).

Motion to approve Tuesday, April 12, 2016 and Tuesday, September 20, 2016 as the 2016 meeting dates.

Motion: Wendy Rossi

Second: Thomas Schutte

Vote: 3-Yes

0-No

0-Abstain

ITEM #6: Discussion of 1st Quarter 2015 Balance Sheet & Profit Loss Statement / Budget vs Actual.

No comments, concerns or questions.

ITEM #7: Discussion 12/17/2014 EMSOC Report.

Patrick Lombardi stated this is a report that EMSOC prepares on an annual basis that is presented to the Board of Selectmen. He stated all the board members invited to help get the report together. There are 7-8 criteria that will be reported on. He stated the biggest achievement was the purchase of an ambulance.

ITEM #8: SAA Officers and employees list/changes.

Scott stated they are down in membership.

Patrick stated EMSOC is a 5 member board with one alternate. He stated he still cannot get anyone to volunteer as a member of EMSOC. This issue has not fallen by the wayside.

Debbi Lavranchuk inquired if Frankie Casanova is still an alternate?

Patrick stated he hasn't been officially taken off.

Debbi stated there are some changes with regard to SAA Board of Directors membership. Jimmy Smith is now on the board as well as another lieutenant.

Motion to add to the agenda nomination and election of officers.

Motion: Thomas Schutte

Second: Wendy Rossi

Vote: 3-Yes

0-No

0-Abstain

The board nominated accordingly:

Chairman – Patrick Lombardi

Vice Chairman – Wendy Rossi

ITEM #9: SAA Multi-Year Projections of Capital Needs.

Scott stated with repairs and maintenance on vehicles, SAA needs a new ambulance to replace car 6. He stated they have been very fortunate to not have breakdowns and/or expenses on that vehicle recently. The vehicle is a 2009. The replacement plan is typically every 7 years. In 2017, SAA needs to start looking at stretcher upgrades. The State of Connecticut has adopted new requirements by the national specification group that will increase cost of new ambulance to SAA by \$25-\$30,000 to retrofit new equipment. The stretchers at 7 years are no longer covered under warranty of the manufacturer. He stated they can have them refurbished. He stated the new stretchers cost \$13,000.00. If and when SAA upgrades to a powerlift system it will cost \$35,000. The ambulance SAA was able to purchase this year at \$180,000 will be approximately \$210,000 by next year. Scott stated around the time SAA is ready to purchase a new ambulance, FEMA grants will be able to cover that expense. Scott stated SAA will need to start looking at obtaining additional garage space. This need was presented to the Strategic Planning Committee. He stated SAA has been working with various other agencies to try and secure space in town.

ITEM #10: Directors Comments:

a. Grant Update.

- i. Scott stated SAA received a Matthies Grant for \$13,000.00 and will go to upgrading the AED's that will be obsolete as of December and new pulse machines for the ambulances. He stated it should pay for everything they need. The ambulance association will have to contribute approximately \$1,000.00 on top of the \$13,000.00 grant.

b. Legislative Update.

- i. Scott stated the biggest legislative update was with Medicaid reimbursement this year. There were several groups that lobbied diligently with the state legislature, Department of Social Services, and Department of Public Health to try to get some measures in place that would not cut the reimbursement significantly. The Department of Social Services agreed to a plan that was negotiated with them that would make the reimbursement schedule similar to the way Medicare reimburses on a national level. The plan has been forwarded to Center of Medicare/Medicaid Services for approval. He stated it is estimated that SAA won't hear back until after 1st of year or maybe later. State has not started to take monies out yet and may at some point retro take backs to January 1st.

c. Paid EMT Initiative.

- i. This is will be discussed at the Board of Selectmen meeting tonight. Scott stated there was an addendum to the contract that was negotiated. The town of Seymour will hire staff and will assist in providing training. The Town will also be contributing to Workers compensation.

Patrick stated the loss this year should be looked at as an opportunity and not a problem.

Scott stated they need to look into taking more people to collections.

Bryan Ryan stated there is a Bingo event on Saturday morning at 10:00 AM at Community Center. This event will help raise money for SAA.

Scott stated they will be doing direct mailing to residents for fund drive.

ITEM #11: Public Comment.

None.

ITEM #12: Adjournment.

Motion to adjourn at 8:07 P.M.

Motion: Wendy Rossi

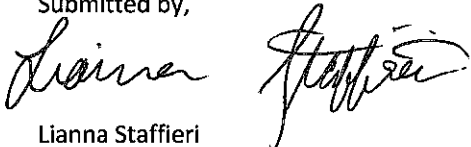
Vote: 3-Yes

0-No

Second: Thomas Schutte

0-Abstain

Submitted by,



Lianna Staffieri
EMSOC Recording Secretary