

MINUTES
Regular EMSOC Meeting
Tuesday, September 20, 2016
7:00 PM Flaherty Room, Town Hall

COPY RECEIVED
DATE: 9/27/16
TIME: 9:20 AM
TOWN CLERK'S OFFICE

Members Present: Pat Lombardi, Ed Hendricks, Wendy Rossi, and Tom Schutte.

SAA Members (and others) Present: John Rollieri, Auditor; Kyle Kelley, Executive Director; Debbi Lavranchuk, Bryan Ryan, Jim Smith, and Jon Livolsi.

Item #1: Call the meeting to order.

Meeting was called to order by Chairman Pat Lombardi at 7:00 PM.

Item #2: Pledge of Allegiance.

Everyone salutes the flag and states the Pledge of Allegiance.

Motion to move to Item #4: Discussion/Presentation of 2015/2016 Annual Report (Knight, Rollieri, Sheppard, CPAS, UPD).

Motion: Tom Schutte Second: Ed Hendricks

Vote 4-Yes 0-No 0-Abstain

Item #4: Discussion/Presentation of 2015/2016 Annual Report (Knight, Rollieri, Sheppard, CPAS, UPD).

John Rollieri, the Auditor from Knight, Rollieri, 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.
- The peer review done by another accounting firm with report attached.
- Financial statement:
 - Page 1: Report of Independent Auditor. It is a two year opinion, meaning they reported on both years.
 - Page 3: Statement of Financial Position: John stated nothing was out of the ordinary. He stated this is an organization that is becoming tighter in operating. He stated it is important to control our expenses and to try to maintain the integrity of how we bill. He stated that the Town should look at this too. The cash eroding is small but the organization needs to be cognizant of capital requirements down the road.
 - Patient billing receivables is up year after year. There are some significant reserves against those patient billing receivables. John stated, with respect to leasehold improvements, vehicles and equipment, you see a big decrease which is depreciation.
 - Large decrease in other accrued liabilities which included the payout for PTO for the prior executive director.
 - Page 4: Patient Billings are down.
 - Temporarily restricted column - \$13,000 – restricted gift to buy equipment (Katherine Matthies Foundation).
 - Municipal contract is up slightly year over year.
 - Training fees - slight improvement.
 - Investment income is a little off year over year.
 - Page 5: Net cash provided by operating activities. This is the most important line item. Operating expenses dropped considerably.

- Page 6: in the Total Column \$50,000 decrease year over year in expenses. Books and records can be traced back in each of the total columns. Among the columns, they are basically using allocations. Debbi's, the Financial Manager, salary goes into the management and general column.
- Page 12: typographical error – should say \$38,638.00.
- No changes in the footnotes.
- John stated in the Fiscal Year 2018 there will be a new mandate that these financials should be done in a different way. It will say 'with restrictions or without restrictions.' The balance sheet section will be different. There will be a management discussion analysis included.
- Management report – John noted that SAA had a PayPal account that wasn't being reconciled. He suggested reconciling it in QuickBooks. He stated he doesn't want it to fall off the radar.
- Other Comments and Points of Interest page:
 - Consider a fixed asset inventory.
 - New accounting for not-for-profits standards.
 - Use new credit card feature within QuickBooks for tracking credit card activity – start reconciling through system.
 - Measuring effectiveness.
 - The IRS is changing their method of an audit selection process.

John Roller left at 7:23 PM

Item #3: Approve Meeting Minutes from April 12, 2016 meeting.

Motion to approve the April 12, 2016 meeting minutes.

Motion: Wendy Rossi

Second: Ed Hendricks

Vote: 4-Yes

0-No

0-Abstain

Item #5: Public Comment.

None.

Item #6: Discussion of 1st Quarter Balance Sheet & Profit Loss/Budget Vs. Actual.

Debbi stated on the Profit Loss First Quarter should say May 2016 to April 2017.

There were no questions on the Balance Sheet or the First Quarter Budget vs. Actual.

Ed Hendricks discussed changing things going forward for the members of EMSOC. He suggested coming together as a committee to discuss ideas for fundraising that will increase revenue for Seymour Ambulance. He stated it is hard to be unbiased when you have an organization that is stretched so thin.

Pat suggested using social media to get messages out. He stated he saw pictures being taken of the Seymour Ambulance members and saw they were posted on Facebook. He stated it is a great idea to get things out through social media.

Ed suggested EMSOC getting invited to graduations of new EMT's, or someone getting an award. He believes EMSOC members should be more visible. He suggested becoming a part of the mailing list for the happenings at Seymour Ambulance.

Kyle stated it is a great idea to iron out EMSOC's charge is and where the committee is going will be beneficial. He stated when EMSOC started 10 years ago to now; Seymour Ambulance has come a long way. EMSOC needs to be assessed as to where it will be going forward.

Pat discussed the report that is given to the Board of Selectmen each year.
The board discussed how they can be more involved with Seymour Ambulance.

Item #7: SAA Officers/Employee List/Changes.

Kyle questioned the purpose of this list. Pat stated it is a good way to keep email addresses updated and know who is on the board.

Item #8: SAA Multi-Year Projection of Capital Needs.

Kyle stated the biggest capital needs are a new ambulance and the replacement of one of the fly cars. He stated they there is a need for power load equipment for the ambulance which are \$25,000 each. He stated he is looking into grants for a few of the power-loads specifically, as well as, radios.

Item #9: Executive Director Comments:

- a. **Grant Update.** Kyle has been working with Dee on the Valley Community Foundation grant. They have been putting together needs and opportunities grants anywhere from \$250-\$10,000.00. He stated they are looking to replace some of their radios. He is also working with Striker and looking into grant specifically for the powerlift; all three at once or at least one at a time. He stated there are a number of grants they are looking into. Radios, stretchers, a new ambulance and new fly car. SAA received a grant for XPS (expanded patient services) totaling \$7,500 that has been in used in purchasing extensions for stretchers.
- b. **Legislative Update.** Bryan Ryan stated SAA belongs to an organization called Connecticut EMS Chiefs. He stated the organization has someone to lobby and support them. He stated Seymour Ambulance is going to step back. Anything that comes up is on a tracker and they are emailing it out to SAA. Good to have support in that aspect.
- c. **Paid EMT Initiative.** There have been a number of people hired at the beginning of this year which have not been used at all. Kyle stated if they don't have to use it, they will not. He stated the goal is to use the least amount of outside paid staff. He stated the more volunteers, the better they are. The goal is to get retention from the EMT classes. It was suggested trying half reimbursement of the class in the first year and the other half in the second year.
Kyle thanked everyone for the welcome and said that his door is always open.
Pat suggested getting the reports out to EMSOC when the quarter is over. He stated it makes it easier for them so that we are not looking at more than one report at a sitting.

Item #10: New Business.

Motion to add to the agenda nomination and election of officers and set 2017 Meeting Schedule. (April & September)

Motion: Tom Schutte

Second: Wendy Rossi

Vote: 4-Yes

0-No

0-Abstain

The board nominated accordingly:

Chairman – Patrick Lombardi

Vice Chairman – Ed Hendricks

Motion to accept dates the following meeting dates for 2017:

April 18, 2017

September 19, 2017

Motion: Ed Hendricks

Vote 4-Yes

0-No

Second: Wendy Rossi

0-Abstain

Item #11: Public Comment.

None.

Item #12: Adjournment.

Motion to adjourn at 8:18 PM.

Motion: Ed Hendricks

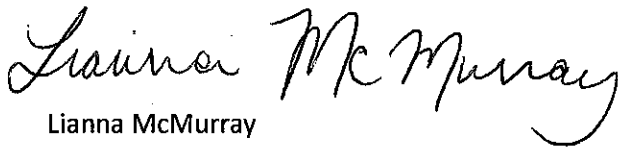
Vote: 4-Yes

0-No

Second: Wendy

0-Abstain

Submitted by,

A handwritten signature in black ink that reads "Lianna McMurray". The signature is written in a cursive, flowing style.

Lianna McMurray

EMSOC Recording Secretary