

Town of Seymour

TIME: / TOWN CL

TIME: 1: 25pm TOWN CLERK'S OFFICE

EMSOC

TOWN HALL1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

MINUTES SPECIAL EMSOC Meeting Wednesday, September 20, 2017 7:00 PM Flaherty Room, Town Hall

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

SAA Members Present: Kyle Kelley, Executive Director; Debbi Lavranchuk, Bryan Ryan, Jim Smith, Maggie Koenig and John Rolleri.

Item #1: Call the meeting to order.

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

Item #2: Pledge of Allegiance.

Everyone salutes the flag and states the Pledge of Allegiance.

Motion to go out of order to Item #4: Discussion/Presentation of 2016/2017 Annual Report (John Rolleri - Knight, Rolleri, Sheppard, CPAS, UPD).

Motion: Ed Hendricks

Second: Tom Schutte

Vote: 4-Yes

0-No

0-Abstain

Item #4: Discussion/Presentation of 2016/2017 Annual Report (John Rolleri - Knight, Rolleri, Sheppard, CPAS, UPD).

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

- Board Communication: Required communication from the accounting firm to SAA Board of Directors. There were no problems during the audit. The adjustments that were made were planned. There is a peer review attached as well.
- · Financial Statements.
 - Page 1: Unmodified (Clean) Opinion; 2-Year Opinion.
 - Page 3: Statements of Financial Position. Next year, the financial statement format will change because of the accounting standards that have changed.
 - o Cash equivalents and patient billing receivables: Cash balance is down \$25,000 and receivables are up year over year. In the advocate, we are down about \$3,500 overall. These are two most important items on the balance sheet because we need capital to buy fixed assets. It is important to see consistency. Looking down the road, we need to continue to focus on replacement cash flow, cash flow from operations and how we are going to meet these cash flow needs in the future.

- Investments: little increase year over year.
- Lease hold improvements, vehicles and equipment: decrease year over year of about \$35,000. As I look at depreciation expense, depreciation is starting to drop which is indicative of the aging population of the ambulances. Replacement is in the future.
- Accounts payable: significant decrease year over year. We owed the Town of Seymour money at the end of 2016 which is nonrecurring.
- Other approved liabilities: PTO approvals, sick/vacation approvals, accrued billing company payments, credits that reside in the accounts receivable account, audit fees, payroll taxes, payroll, etc.
- Page 4: Debt billings and Gross billings are up each year. Bad debt we have decreased year over year. We really cleaned it up this year. Gross billings are up due to various factors. He discussed the impact of private pays increasing. Training fees go up each year.
- Statement of Cash Flow: first line you will see a change in net assets (net income or net loss from business). In 2017 you see a loss of \$34,725. That loss includes depreciation. Net cash provided by operating activities are the core activities of the organization. SAA generated \$9,162 in 2016 and \$7,044 in 2017. That is an issue that should be of focus in the future.
- Books and records of the organization: column one is an allocation based upon a study done many years ago. He discussed each allocation included.
- o Foot notes: refinanced debt.
- Management letter: No new comments. Only comment from last year was regarding the PayPal account.
 - Items 1 and 4: Fixed item inventory. He suggested creating a fixed asset capitalization policy anywhere from \$500 to \$1,000. Debbi was going to assume the actual fixed asset portion in an excel file so she can have control over it.
 - Item 3: the suggestion last year was to use the credit card feature on QuickBooks which Debbi has been doing.
 - Item 5: new billing company provider.
- He suggested creating a security policy.

Motion to go back in order to Item #3: Approve minutes from the April 18, 2017 Meeting.

Motion: Ed Hendricks

Second: Tom Schutte

Vote: 4-Yes

0-No

0-Abstain

Motion to go back to regular order on the agenda.

Motion: Wendy Rossi

Second: Ed Hendricks

Vote: 4-Yes

0-No

0-Abstain

Item #3: Approve Meeting Minutes from April 18, 2017 meeting.

Motion to approve the April 18, 2017 meeting minutes.

Motion: Ed Hendricks

Second: Wendy Rossi

Vote: 3-Yes

0-No

0-Abstian (Patrick Lombardi)

Pat — Charter Revision Commission has been paneled and I am the Chairman. SAA and EMSOC will have an opportunity to come before the Charter Revision Commission to discuss any changes they feel that might be needed.

Item #5: Public Comment.

None.

Item #6: Nomination and Election of Officers (Chair/Vice Chair).

The Board nominated accordingly:

Chairman: Tom Schutte Vice Chairman: Wendy Rossi

Motion: Ed Hendricks Second: Wendy Rossi

Vote: 4-Yes O-No O-Abstain

EMSOC will be setting a special meeting to set meeting dates.

a) Appointment of recording secretary

Motion to appoint Lianna McMurray as recording secretary.

Motion: Ed Hendricks

Second: Wendy Rossi

Vote: 4-Yes

0-No

0-Abstain

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

Pat asked for any changes in the list to be sent via email.

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

Kyle Kelly: we acquired a powerlift through the Matthies Grant. We got special discounting and decided to finance another powerlift. In the near future, we are looking at the replacement of Car 6 which is our oldest ambulance. Our laptop computers will need to be replaced. We also received a Valley Community Foundation grant for radios. We have been discussing the possibility of changing the style of the radios. We have also discussed acquiring training mannequins.

Item #9: Discussion of 1st Quarter Balance Sheet & Profit Loss/Budget Vs. Actual

- Kyle stated they are contractual with the town. They were able to acquire an extra \$10,000 from the town.
- Collect Associates are doing Debt Collections now.
- Kyle stated the contract with the town is up at the end of this fiscal year. As far as billing is concerned, last year he worked with Debbi on the policy for the billing company and it is clear cut. What they have experienced in the past was some individuals would get a check cut to them from their insurance carrier and keep it. Kyle and Debbi came up with something to follow for people who have received check and haven't paid.

Motion to accept the financial reports as presented.

Motion: Wendy Rossi

Second: Ed Hendricks

Vote: 4-Yes

0-No

0-Abstain

Item #10: Executive Director Comments.

Kyle Kelly stated the contract is up at the end of the year with the Town. He stated they will be getting two power loads. The new trainer, Jeremiah, has been doing very well. SAA was able to install cameras when town started their push for cameras.

Bryan Ryan stated that their association keeps them informed with regard to legislation and there is nothing on the horizon.

Kyle stated they received \$10,000 this year from the town. They have been doing well overall organizationally. They have had a nice influx of membership and enrollment in training programs. Jeremiah has been doing well staying on top of that. As of the end of July, we are up to 1,331 calls. The bylaws are being set up and a committee is working on changes.

Kyle has started working on the EMS Plan that is due in 2019. It will be a function of the town. The Town of Seymour as well as surrounding towns will be involved with the creation of the EMS Plan.

Bryan stated that one of their independent board members was going to take the task on of getting the committee together but nothing happened. Bryan took it upon himself to get the process started and only one person responded back. There has been slow movement.

Item #11: Public Comment.

None.

Item #12: Adjournment.

Motion to adjourn at 8:00 P.M.

Motion: Ed Hendricks

Vote: 4-Yes 0-No

Second: Tom Schutte

0-Abstain

Submitted by,

Lianna McMurray
EMSOC Recording Secretary