



Town of Seymour

EMSOC

COPY RECEIVED
DATE: 9/27/17
TIME: 1:25pm
TOWN CLERK'S OFFICE

TOWN HALL

1 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.
 - 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.

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

0-No

0-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