

McCandless-Franklin Park Ambulance Authority

Minutes of the January 17,2023, Board of Directors Meeting

5:38 PM Start, In person and virtual.

Located at 9925 Grubbs Rd, Wexford, Pa 15090

Attendees:

Marcia Caliendo, Treasurer

James Bonomo, Secretary

Dr Ankur Puri

Tyler McCardell-Virtual

Other Attendees:

Dr. Thomas Stein, Franklin Park EMC

John Parks, Franklin Park Council

Attorney Mike Witherel-Virtual

Trish Cloonan, McCandless Twp Liaison

Chris Dell, Chief

Norman Prycl, Captain-Virtual

Michele Gnoth, Administrative Coordinator

No public comment

Ms. Caliendo called the Board Meeting to order with The Pledge Of Allegiance at 5:38 PM

- Ms. Caliendo gave a brief history of The Board and began the reorganizing process of the Board of Directors.
- The Board of Directors welcomed Dr. Tyler McCardell to the Board.
- A motion was made by Dr Puri and seconded by James Bonomo to nominate Ms. Caliendo as Chairwomen.

The motion passed unanimously.

- A motion was made by Ms. Caliendo and seconded by Dr. Puri to nominate James Bonomo as Vice Chairman as well as Treasurer.

The motion passed unanimously.

- A motion was made by James Bonomo and seconded by Ms. Caliendo to nominate Dr. Puri as Secretary.

The motion passed unanimously.

- A motion was made by James Bonomo and seconded by Dr. Puri to continue with First National Bank as Baird as our Depositories.

The motion passed unanimously.

- A motion was made by Dr. Puri and Seconded by James Bonomo to continue our current Business Relationships with Alan Shipiro as Medical Director, Michael Witherel as Attorney, PWW as EMS Legal Counsel and Bryan Hinds as Accountant.

The motion passed unanimously.

- Ms. Caliendo requested to defer Committee restructuring until the next meeting in February.

- A motion was made by Dr. Puri and seconded by Ms. Caliendo to approve the minutes from the December 21, 2022 meeting.

The motion passed unanimously.

Human Resources:

- Tyler Thomas, Wheelchair van driver, resigned.
- Chief Dell said there have been many applicants for various positions.
- MFPAA is looking to hire one full time Paramedic, one full time EMT and one part time EMT.
- Chief Dell informed the Board that the safety committee has been meeting on a regular basis and that OSHA came in for an inspection. OSHA will also be returning for a Health and Wellness check.
- OIG compliance checks have been done on a monthly basis on all employees.
- Chief Dell expressed that he is trying very hard to get the overtime under control. He's hoping hiring some part time employees will help with that.
- Staff training schedule has been ongoing. There will be an EMT class at MFPAA at the end of January and the class is full. 18 students registered.

- Background checks are being done yearly on every employee.
- Chief Dell told the Board that the wage increases are complete and will be in this week pay for employees. He noted that employees asked him to thank the Board members for them.
- Chief Dell went over the restructuring of employees paid time off.
- Chief Dell talked about Executive officer program for leadership training. There will be a few employees attending this.

It consists of 3 classes. One at MFPAA. One at Shaler EMS, and one at Ross/West View EMSA.

It's taught by The State Fire Commissioners Office.

Operations Report:

- Chief Dell reviewed the KPI Report, Operations summary, and Wheelchair Van operations with the Board.

MFPAA eliminated the wheelchair van service but still has a contract with Passavant Hospital for the T-NOR hospital van service.

Financial Reports:

- Chief Dell reviewed the financial reports with the Board.

Total Revenue- **Actual** \$303,090 **Budget** \$219,917 **Difference** \$83,173

Total Expenses- **Actual** \$238,782 **Budget** \$299,000 **Difference** \$(60,218)

Chief Dell explained what it costs for an ambulance to leave the garage and what we are reimbursed from insurance. The increase in receivables is from managing the calls differently than prior months.

A motion was made by Dr. Puri and seconded by Ms. Caliendo to approve the financials.

The motion passed unanimously.

- Chief Dell reviewed the Disbursements report with the Board.

A motion was made by James Bonomo and seconded by Dr Puri to approve the Disbursements.

The motion passed unanimously.

- The Chief updated the Board on the subscription drive and the Capital Campaign.

- Business drive is underway but the chief explains that it's not doing as well as he had hoped.
The chief is looking at new and different ways to reach out to the businesses in our service area.
- Chief Dell updated the Board with the progress with the 2% loan.

Facilities:

- The Chief updated the Board on the progress of the Ambulance Lab.
The floor has been delivered. Will be installed in the upcoming days.
- Chief Dell reviewed the status of the MIDA Grant as well as the GEDTF Grant with the Board of Directors. The chief also reviewed what the grants will be used for.

General Matters:

- Chief Dell Reviewed CAAS with the board. Explained that MFPAA, Shaler EMS and Ross/West View EMSA applied for a grant to work together to become Nationally Accredited. The chief is hoping to announce in early 2024 that we are.
- The Chief reviewed MFPAA'S Organizational Chart.
 - 1) Chief
 - 2) Captain
 - 3) 3 Lieutenants
 - 4) Administrative Coordinator
- Ms. Caliendo requested that the start time of the meeting is 6PM starting in February.
- MFPAA will respond to The Operations Report
- Ms. Caliendo requested the By-Laws be amended.

A motion was made by Dr. Puri and seconded by James Bonomo to adjourn the public meeting.

The motion passed unanimously.

Next Board Meeting Tuesday, February 21,2023

Prepared and submitted by:

Michela Gnoth

Administrative Coordinator