

**McCandless-Franklin Park Ambulance Authority**  
**Minutes of the April 18,2023 Board of Directors Meeting**  
**6:00 PM Start, In-person and Virtual**  
**Located at 9925 Grubbs Rd, Wexford, PA 15090**

**Attendees:**

Marcia Caliendo, Board Chair  
James Bonomo, Vice Chair and Treasurer  
Ankur Puri, Secretary  
Thomas Stein  
Keith Hall  
William Youngblood  
Tyler McCardell-Virtual

**Other Attendees:**

Attorney Mike Witherel-Virtual  
Trish Cloonan, McCandless Twp. Liaison  
Chris Dell, Chief  
Michele Gnoth, Administrative Coordinator

**Public:**

Norm Prycl, Captain

**Public comment:**

There was no public comment.

**Call to order:**

Board Chair Caliendo called the Board Meeting to order with the Pledge of Allegiance at 6 pm. Keith Hall was welcomed to the Board of Directors. Keith provided the Board with some background on himself.

*A motion was made by William Youngblood and seconded by James Bonomo to approve the minutes of the March 21,2023 Board Meeting. The motion passed unanimously.*

**Human Resources:**

The Board discussed finding a Financial Analyst to be in-house to help with Finances. Discussion took place whether full-time or part-time is needed.

Chief Dell brought up to the Board that he wishes to have Michael W. work eight extra hours a week to help with administrative duties.

**Operations Report:**

Chief Dell reviewed the KPI report with the Board.

The number of calls was reported. Dr. Puri would like to see data regarding which base the calls came out of.

The new ambulance (Medic 132) is at Franklin Park Station. Chief Dell was pleased with the turnout of people and public officials that came to the Franklin Park base the day Medic 132 arrived.

**Financial Report:**

Chief Dell reviewed all financial reports with the Board of Directors. Questions were asked by Trish Cloonen (McCandless Twp. Liaison) regarding some of the finances and answered by Chief Dell.

Chief Dell expressed that MFPAA has had a good monetary impact since AIM (Billing Company) took over the billing.

Total Revenue -**Actual** \$336,579 **Budget** \$233,333 **Difference** \$103,246

Total Expenses-**Actual** \$300,189 **Budget** \$292,256 **Difference** \$7,933

*A motion was made by James Bonomo and seconded by Tyler McCardell to approve the disbursements for March 2023. The motion passed unanimously.*

Chief Dell reviewed the Subscription and Donation drives.

ERTC was discussed and MFPAA is proceeding with accounting company to see if we are eligible.

The yearly audit for 2022 will be done by Creese Smith & Co. LLC in the upcoming months.

**Administrative Guidelines:**

*A motion was made by James Bonomo and seconded by Tom Stein to accept the budget policy.*

*The motion passed unanimously.*

*A motion was made by James Bonomo and seconded by Tyler McCardell to accept the Financial Monitoring policy that were presented. The motion passed unanimously.*

*A motion was made by Tyler McCardell and seconded by Ankur Puri to approve the Financial Authority. The motion passed unanimously.*

*A motion was made by William Youngblood and seconded by Keith Hall to approve the Donation request policy. The motion passed unanimously.*

**Facilities:**

The garage project is complete. Chief Dell will try to get a grant for new garage doors.

All new LED lights were installed at Station one for brightness and to save energy/reduce costs.

**New Business:**

A motion was made by William Youngblood and seconded by Tom Stein to approve a 30-year extension for McCandless-Franklin Park Ambulance Authority to be an Authority. The motion passed unanimously.

The Board of Directors discussed the Code of Ethics as well as Committee assignments.

**General matters:**

Chief Dell provided the Board with the training report and discussed the training lab.

A motion was made by Tyler McCardell and seconded by Keith Hall to continue with the CAAS process for MFPAA to have National Accreditation. The motion passed unanimously.

Open house at MFPAA is 5/21/23.

There was discussion regarding a drafted letter for the municipalities. The discussion will continue at the next board meeting after revisions are made to the letter.

*A motion was made by Ankur Puri and seconded by William Youngblood to adjourn the public meeting. The motion passed unanimously.*

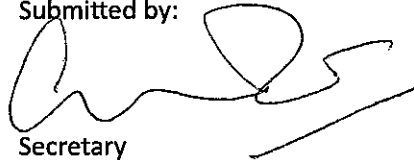
**Next Board meeting Tuesday, May 16, 2023 at 6:00 PM**

Prepared by:

*Michele Gnoth*

Administrative Coordinator

Submitted by:



Secretary