

McCandless-Franklin Park Ambulance Authority
Minutes of the July 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

Keith Hall

William Youngblood

Tyler McCardell

Other Attendees:

Attorney Mike Witherel

Trish Cloonan, Town of McCandless Liaison

Jason Singer, Town of McCandless Liaison

Chris Dell, Chief

Michael Wholihan

Public:

Joyce Levine, Contracted Bookkeeper...an invited guest

There was no public present. No public comment.

Call to Order:

Board Chair Caliendo called the Board Meeting to order with the Pledge of Allegiance at 6:00 PM

A motion was made by Keith Hall and seconded by Bill Youngblood to approve the minutes of the June 20,2023 Board Meeting. The motion passed unanimously.

Human Resources: Update from Chief Dell

1. No one is off or sick or injured
2. Staff meeting was on July 13th. The meeting was well attended with engaged staff who are volunteering

to manage numerous committees and projects. During the open forum the crew requested a CPR device to consider which due to cost is taken under advisement to determine funding sources to pay for the new equipment.

Staff meetings will occur every six months...next is November.

3. Personnel – no new Full-time and part-time; one employee was released for inability to complete the orientation process.

Operations Report:

1. Recognition was received by the American Heart Association for STEMI care.
2. Chief mentioned other possible recognitions for Stroke care since response time = Time is tissue time
3. MFPAA has a high ROSC percentage.
4. Safety Committee is one year old and for our efforts will receive a state workforce 5% reduction in workers compensation. The committee meets monthly to review improvements, next meeting is in August.
5. Chief explained acronyms for Turn Out Gear, SOG, SCBA
6. The call number remains consistent. Billable calls and Profit and Loss Statement reviewed.
7. Items were addressed on Page 11 of the BOD packet.
8. 15 transports per day on average
9. Chief made comments on the revenue financial report and overtime adjustments.
10. MFPAA Community relations recorded 116 hours, 1043 community days as very active involvement.
11. There was a review of Pages 12-13 BOD packet.
12. Chief explained the Operations breakdown – NET transports from hospitals
13. Chief explained the types of calls – 3 types that generate revenue
ALS, BLS 64% vs. 36%
14. Chief explained the number of fleet in use... Medic 135 out for a motor
15. CPR device...crews request to purchase a better model than the devices we currently use...A possible hospital grant would be needed for the cost of \$87k
16. We have used prior funding to purchase stretchers and heart monitors
17. 3rd crew on the weekend had been a good thing; This addition decreases the stress of the crew which was a primary concern of the Chief

Financial Report:

1. AR Reports did not systematically estimate correctly
2. Jamie gave an explanation of a retail and contractual allowance example for all.
The report is cumulative through June and the right amount noted currently
3. The 2022 audit is almost complete
4. Ankur mentioned the moving number in contractual numbers changes annually
5. He continued with contractual rates can be more than 50% of a potential insurance change
6. Cash based report is an accurate breakeven statement, but we are required to report via accrual basis
7. Joyce handling our bookkeeping for May and mentioned the total adjustment of \$216k allotment
8. The gross amount of what is expected each current month or quarterly was noted
9. Jamie pointed out the month to month and why revenue is bouncing
10. Jamie identified the YTD \$49k made showing in operations
11. Jason Singer asked is there an Authority standard in neighboring EMS that has a similar process regarding the A/R questions.
12. Red flags issues – we need a Dashboard / Revenue / Calls / Expenses and Profitability

13. Recognize what we are billing, the retail price and expected number of response calls per month
14. Billing – receiving a payment can take up to 3-6 months
15. We track cash and our call volume as insurance does not pay consistency monthly
16. The collection difference information from AIM – has been partially adjusted
17. When we package this information to the municipalities, provide an explanation
18. On BOD packet page 16 see footnote from Joyce, this is adequate
19. We are not taking out reports, they are identical month to month on an accrual counting basis
20. We provide tracking of cash for 2023- 2024 and know where the cliff is coming if headed that way
21. A one page report – dashboard will be created
22. Marcia mentioned the bottom line YTD operations
23. \$49k all on revenue vs. Ambulance revenue
24. They will get together soon to construct Dashboard, Chief said we are scheduling, conversation without BOD with Joyce, AIM, MFPAA said Jamie.
25. Disbursements Report: Motion to approve by Keith Hall, second approved by Tyler
26. MFPAA name is potentially problematic since it does not represent all municipalities we serve... Discussed possible renaming to reflect the entire service area.
27. Municipalities need to vote to change, needs to be approved
28. Allegheny North was Marcia's recommendation
29. Subscription not recognized in younger communities
30. Use Pine, Bradford Woods, Marshall envelopes, cover letter – we will send it
31. Open mailer targeted geographics
32. Appeal to change name by municipality approval for discuss and all Board members need to bring one suggestion to the next meeting
33. The 2022 Audit be presented at August meeting
34. Conflict of Interest signed by BOD

Budget: discussion by Chief Dell

1. 2024 Operating, Total Revenue, Expenses are making improvements
2. See Pg. 38-39 vote on it in July to get Municipal appeal
No new employees are planned
3. There is a 4% income rate increase for crew wages
4. Capital budget is three pages of the BOD packet, and includes projected vehicle replacement costs
5. Garage doors and roof at Station 2 are planned
6. Funds derived from Municipal is shown at zero dollars on the Operating Budget
7. Chief said we have a contract with Highmark...this has beneficial
8. Motion to Pass Operating and Capital Budgets
9. Goal - in August ask/show to Municipalities, as determined by household cost for residents
Trish said EMS is for the community for all not just for those who use the 911 call system
10. Motion to approve both the Operating and Capital Budgets by Tyler, Seconded by Bill Youngblood and all approved no opposed

Total Disbursements:

1. A motion was made by Bill Youngblood and seconded by James Bonomo to approve the monthly disbursements. The motion passed unanimously.
2. Chief Dell updated the Board regarding the 2022 Audit. He has been working with the accounting firm to deliver the information they are requesting.
3. The Chief gave the Board the Conflict-of-Interest Policy for them to review and sign.

Facilities:

1. The new garage doors for Station 1 will be installed in late August or the beginning of September.
2. Station 2 needs concrete pads repaired and the building has been painted.

New Business – Stated by Chief Dell

Medic 135 is the next to be replaced

1. 2024 Ambulance remount- Work on it in 2023, delivery of the ambulance will be in 2024.
2. Station 2 painting complete and will host an open house
3. Plumbing issues replaced by new faucets
4. New ambulance remounting in fleet
5. Pay for remount in 2024 Quote of \$183k
6. Vote to approve the motion - company in Iowa works with Life Line on a Ford truck
7. Question about other Bids, Iowa company part of co-stars motion to approve
8. No Opposed

General Maters:

Chief showed the training hours and training type of learning by the crews

1. Chief Dell provided the Board with the training report for the month.
2. Correspondence with the Municipalities was reviewed.
3. Accreditation- 2 types of training will be noted for CAAS
4. Marshall requested \$60K fund in 2024
5. Business plan requested by Marshall Township as part of our finding request.
6. Tomorrow 2 pm Chief meeting at Marshall town managers presenting our request to elected officials
7. Future meeting requests for all seven members 3rd Monday of the month
Next meeting August 15 – new change for September
8. Republish the dates on municipal websites
9. Motion to adjourn by Marcia, second by Tyler - Approved 7:32 pm

Next Board Meeting on August 15, 2023 at 6 PM

Prepared by:



Submitted by:

Administrative:

Secretary:

