

**McCandless-Franklin Park Ambulance Authority**

**Minutes of the July 15, 2024, Board of Directors Meeting**

**6:00 PM start, In Person and Virtual**

**Located at 9925 Grubbs Rd, Wexford PA 15090**

**Attendees:**

James Bonomo, Vice Chair and Treasurer

Ankur Puri, Secretary-Virtual

Adam Frisch, Board Member

Mark Sullivan, Board Member

Keith Hall, Board Member

**Other Attendees:**

Attorney Michael Witherel

Jack Casey, Town of McCandless Liaison

Victoria Pongrace, President of Bradford Woods Council

Trish Cloonan, Town of McCandless Council – Virtual

Joe Wall, Town of McCandless Council

Chris Dell, Chief

Norm Prycl, Captain- Virtual

Michael Wholihan, Financial Coordinator

**Public:** No public present. No public comment.

**Call to order:**

Chief Dell called the meeting to order with the Pledge of Allegiance at 6:00 PM.

There was a moment of silent prayer for Fire Fighter Corey Comperatore who was killed on Saturday, July 13. Our USA flag and EMS flag will be flown at half-staff.

**A motion was made by Adam Frisch and seconded by Keith Hall to approve the minutes of June 17, 2024 Board of Director Meeting. The motion passed unanimously.**

**Human Resources:**

One full-time Paramedic remains off on Short Term Disability.

One full-time EMT went on full time leave in early June. We are expecting the person to return in early August, or sooner.

MFPA will be hosting an Advanced EMT (AEMT) class in the fall. The AEMT program is a bridge to becoming a Paramedic. Our goal is to have those attending become better EMT's in the field. The course is hosted and taught by the Center for Emergency Medicine from the University of Pittsburgh.

**Operations Report:**

Chief Dell reviewed the KPI Report and Operations Report with the Board. Call Locations and Types of calls. He explained the total differences with patient transports and wheelchair van transports.

Per the Call Types – the treated and transported are down 86 YTD and we are hopeful this will increase in the fall to catch up to our same level as 2023.

The Chief reviewed the KPI and noted 64% of patient transports resulted as billable calls. There were no clinical staff injuries, but we did suffer damage with four vehicles accidents all within July. All of the accidents were preventable. The Safety Committee met last week and the importance of safe operation of vehicles at all times was emphasized to make these necessary corrections.

CQI Committee reviews patient charts, and identified 38 incidents for a deeper look. The CQI report was reviewed by the Board of Directors. The number of charts reviewed was mentioned. The Committee specifies areas to make improvements and is shared with the crews during morning roll call. This creates proper documentation of items such as narcotic use and is also being tracked for our CAAS recertification process.

MFPA achieved the American Heart Association Gold Standard Award which is displayed in the Training Room and on our website. Last year we earned the Silver Award. We are proud of this year's achievement.

An AIM billing question was raised by Jack Casey. Chief Dell explained at AIM earns their revenue based upon a percentage basis so the cleaner and faster a claim is submitted the faster AIM and MFPA are paid. Chief, Michele and Michael have a monthly meeting with AIM, to review five random bills and discuss the payouts via subscription, secondary insurance, etc. This has enhanced the relationship and communication between AIM and MFPA.

Training hours are still high as training is a major focus each month with in-person, online and weekly equipment reviews.

**Financial Report:**

The Chief mentioned MFPA has received the second payment from McCandless, a Snee-Reinhardt grant, and was very thankful for the donation of RAD Funds via Franklin Park Borough. They recognize MFPA for our work and determined the RAD Funds would be used in addition to their annual contribution.

Chief Dell reviewed the financial reports with the Board.

**Total Revenue: Actual \$342,816 Budget \$300,833 Difference \$41,983**

**Total Expenses: Actual \$254,221 Budget \$247,603 Difference \$6,618**

**Total disbursements \$290,264.69**

**A motion was made by Mark Sullivan and seconded by Adam Frisch to approve the monthly disbursements. The motion passed unanimously.**

Chief covered the Core Operating & Profit and Loss statements. There was no capital spending last month. Donations and grants both had a positive month.

The Balance sheet is improving, based upon the assets noted.

The capital budget identified a remount ambulance for 2024. As it does not appear we will receive that vehicle in 2024, we are looking closely at a new/demo Ambulance at a cost of \$320k. We prefer a diesel-engine but they are more difficult to acquire.

A re-mountable ambulance is preferred because they can save money as part of our long-term ambulance replacement fleet. There is a 2% Loan available for 20 years via a state funding option. Jack Casey noted this question when reviewing our long-term loan debt page of the Board packet.

Capital Budget presented for approval/vote. We only need to vote on the Capital Budget for 2025. There will be a decision forthcoming regarding the Pine EMS situation and potential need to acquire capital to change this location from Wexford Fire Station. We need a long-term commitment to determine the structural future space location.

Operating Budget presented for approval/vote.

Call volume is leveling off. It is not flat but without municipal contribution we would be facing financial difficulty.

Grant amount projected for \$125k is obtainable. We expect to reach our Capital and Business Drive goals this year. MFPAA is showing a loss of \$252k as projected for 2025.

A portion of the bequeath has been received. The auditor last year and members of the Board all agreed to maintaining 6 months of cash reserves.

There was a lot of discussion regarding constructing a station in our most northern tier. Critical for this is long-term commitment from Pine, Marshall, and Bradford Woods. Our concern with a year-by-year commitment is McCandless and Franklin Park would be stuck with a building asset if the other three municipalities were to not renew their agreements. We are seeking a long-term arrangement that can be accepted by all five municipalities.

Victoria Pongrace of Bradford Woods has indicated an interest in having a seat on the Board.

Jack Casey stated McCandless is willing to open seats on the Board if the individual is the right fit with the right intentions to join the MFPAA Board.

Keith Hall expressed his displeasure for not coming to a mutual agreement on the strategic direction of MFPAA with the previous municipal manager meeting. He was pleased the municipal compact structure was not accepted by anyone at that meeting.

Chief mentioned the recent Post Gazette article regarding municipal funding, and that he received one negative comment. He clarified that his comments were not intended to imply any negative comments toward our five municipalities have received EMS services at no cost for 45 years.

With our current business model we are seeking to secure sustainable municipal support since we have no reliable backstop and we believe the constituents would not want to suffer without EMS services.

We appreciate the annual negotiations per our deficit. We expect revenues to increase slightly by 3% and expenses to continue increasing by 4-5% annually.

We are open to proposing our annual budget cycle for 2025 – 2027 and would consider the option as suggested by Jack Casey of a return on a dividend or credit to use going forward each year based upon the annual municipal contributions. A long-term contract would need to be accepted by the elected officials that serve on a 4-year basis though there is a bargaining contract that can remain consistent with the transition of newly elected officials.

We have a \$252k gap for 2025. We would like to have representation from all of the municipalities if they are interested in having a seat on the Board.

Jack Casey stated we want to be specific to get the “right people” for the Board...example is getting board members with PR or fundraising backgrounds. Joe Wall said it makes sense to give a municipal elected official or pick a person with the right qualifications to preserve the integrity of the Board.

***Jamie asked for a motion to approve the 2025 Operational Budget, Adam made the motion and Mark seconded.***

***Jamie asked for a motion approve the 2025 Capital Budget, Mark made the motion and Adam seconded the motion. There was no discussion, all were in favor, no one opposed.***

#### **Facilities:**

This is an older building and the toilets needed fixed due to a leak. The repairs and replacements came to \$5k of unexpected plumbing costs for the month. The new blue metal finish on the building will be completed soon. We are going to add MFPAA lettering in two sections facing the adjacent streets shortly. This enhances the outward naming identification of the building.

#### **New Business:**

The annual audit was promised and not yet completed on time.

An alternative option is the CPA firm Meyer Dussel, a referral that is being used by other municipalities and Northern Regional PD.

The Patient Satisfaction Survey was discussed among the Board. It was recommended to increase our SEO information to promote within the community.

We received high scores and this needs to be promoted, showcasing our excellent clinical with the positive feedback. We have a community Focus Group that is managed by Mandy Cousins.

Joe Wall mentioned the St. Aidens Festival, and since MFPAA will be providing EMS Stand-By we should have a booth for collection of donations/subscriptions. He anticipates 25,000 attendees from July 31 – August 2.

The Chief explained to the Board that he is looking for an Ambulance Demo next week to purchase with the grant money.

**Mark Sullivan made a motion to adjourn the meeting at 6:59 and it was seconded by Jamie Bonomo. The motion passed unanimously. The meeting was adjourned.**

**Next Board Meeting Monday, August 19, 2024**

Prepared by:



Michael Wholihan

Financial Coordinator

Submitted by:

Secretary

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