



Board of Directors Present

Troy Earls Ryan Cundall Joe Auffert Randall Dennis Terry Harrington Missy Smith

Board of Directors Absent

Other Persons Present

Jolaine Lashley, CEO Charles Rader, COO Lisa Meade, CHRO Daniel Marshall, CCO Mike McAfee, CEDO
Melissa Lowe, Education Coordinator Jennifer Rader, Business Manager Nathan Wickham, Ops Supervisor

April 18th, 2023 Meeting Minutes

Jolaine Lashley, CEO called the April 18th **2023, SHCA Board of Directors Meeting** to order at 6:00 pm

OLD BUSINESS

Board Officers and Oath of Office.

- All members swore their oath.
- Ryan Cundall nominated Troy Earls for Chairman, motion seconded by Terry Harrington, all in favor, none opposed, motion carried.
 - Oath of Office taken
- Troy Earls nominated Jennifer Rader for Secretary/Treasurer, motion seconded by Randall Dennis, all in favor, none opposed, motion carried.
 - Oath of Office taken
- Troy Earls appointed Charles Rader as Custodial of Records and Budget Officer
 - Oath of Office taken
- Troy Earls appointed Randall Dennis as Vice Chairman
 - Oath of Office taken

Meeting turned over to Chairman, Troy Earls, at 6:10 pm.

March 2023 Board Meeting Minutes:

- Following a review of the March 2023 minutes: no questions presented.

Troy Earls made a motion to accept the March 2023 board minutes as presented; motion seconded by Randall Dennis, Missy Smith in favor, Terry Harrington in favor; Joe Auffert in favor; Ryan Cundall in favor; all in favor, motion carried.

March 2023 Closed Board Minutes:

- No closed board minutes to approve.

CEO's Report:

Operational:

- **Sales tax:**
 - Received first of April 2023 was \$193,319.79.

- **Updates**

- GEMT payment:
 - \$535,786.66 made 4/10/23, with an expected return of \$20,397.62 in May
- W/C insurance:
 - Payment made along with regular insurance and equipment payments.
- Employee handbooks and updated job descriptions distributed.
 - No negative feedback on employee handbook

NEW BUSINESS

March 2023 General Ledger:

- Following a review of the **March** 2023 general ledger – no questions presented.

Randall Dennis made a motion to accept the general ledger as presented; motion seconded by Troy Earls; Joe Auffert in favor, Missy Smith in favor, Terry Harrington in favor; Ryan Cundall in favor; all in favor; motion carried.

March 2023 Account Balances:

- General Account balances – no questions presented –
- Money Market Account balances – graph presented, no questions.

March 2023 expenses/revenues:

- No questions

March 2023 billing receivables summary report:

- Digitech reporting is now at 69% in net collections from Dec 21 - March 2023.

WEST PLAINS BANK	
General Account	\$39,146.47
Money Market	\$2,911,539.68
TOTAL	\$2,950,686.15

General information:

Departmental Reports:

Operational:

- Presentation of insurance quotes for new plan year
 - Current Anthem plan continues to offer the best rate with up to a 1.97% increase.
 - Increase of \$10,344.36
 - Alternative Anthem Chamber plan, for 50 or less employees, offers lower deductibles and out of pocket expenses with a total increase of \$10,849.08 for year.
 - \$8,569.08 Premium Increase
 - \$5 per month, per employee (x38) at \$2,280
 - Reviewed and following a brief discussion:

Troy Earls made a motion to approve the company changing to the Anthem Chamber plan, as well as, the company absorbing the additional cost of insurance; motion seconded by Ryan Cundall; Randall Dennis in favor, Joe Auffert in favor, Missy Smith in favor; Terry Harrington in favor; all in favor; motion carried.

- Presentation of revenues through Medicare, Medicaid and commercial insurances from 2016 to present were presented by year and by month.

Education:

- Paramedic Class:
 - Four students currently enrolled, one dropped out due to health reasons.
- Previous Paramedic class:
 - Two students are getting ready to graduation

- EMT Class:
 - Have 5 students and the class ends in May.
- CPR:
 - Set up at Burton Creek Medical Center offering Hands Only CPR and no one showed up.
 - Taught 9 (nine) individuals in March and so far in April have taught 51
 - New manikins are being highly utilized
 - Looking at options for Walk By events we could offer to the public
- Ordered remainder of tables and chairs for classroom.

Human Resources

- EMS Week is 3rd week in May.
 - Events will kick off the Sunday before with a Family Night
 - Something will be planned for the crews each day of that week.
- A Field Supervisor moved to PRN; Operations Supervisor requested to move to Field Supervisor
 - Interviews will begin next week for Operations Supervisor position
- Two FT EMT positions are currently open with a possible Medic position opening up after Op Sup interviews.
- PRN Medic and EMT were hired last week.

Office:

- Write-off list:
 - Presented in the amount of \$3,952.62 for low balances, deceased and TNT.

Ryan Cundall made a motion to approve the write-off list in the amount of \$3,952.62; motion seconded by Missy Smith; Randall Dennis in favor, Joe Auffert in favor, Terry Harrington in favor; Troy Earls in favor; all in favor; motion carried.

Clinical:

- Total Calls:
 - 584 total calls averaging 18.8 calls per day 482 local calls, 340 local transports – 70 Short-hops, 32 Long-hops, for a total of 442 transports. 142 non-transport. Transport % of 75.7%. Non-transport % of 24.3%. 78 PRCs with a % of 13.4%.
- Extrication gear:
 - Received several sizes and are currently fitting employees, hope to place order next week
 - Requesting to proceed with budgeted purchase of 17 Bullard PX Firedome Helmets in the amount of \$4,827.83 and Extrication Gloves for every employee in the amount of \$2,783.52.

Troy Earls made a motion to approve the purchase of the budgeted helmets and gloves; motion seconded by Ryan Cundall; Randall Dennis in favor, Joe Auffert in favor, Terry Harrington in favor; Missy Smith in favor; all in favor; motion carried.

- A helmet for each FT employee was discussed.
 - Pricing to be presented at next meeting.
- King Vision:
 - The video laryngoscope scope has been in-serviced. Was used successfully by a Paramedic Intern over the weekend. Seems to be liked by everyone so far.
- Tahoe:
 - Spoke with Brown's Auto, they are several weeks out for equipment installation due to short staff and overwhelmed with vehicles.
 - Since all parts/equipment needed are also at the dealership we are making arrangements to pick up the Tahoe and equipment to perform installation ourselves.

Maintenance:

- SH-1:
 - Been running good since repair of the cylinder head.
- SH-8:
 - Has the most miles with 190,000 as of this morning.
- Total Fleet Mileage:
 - January – 33,671
 - February – 30,344
 - March – 37,701
- Mileage Comparison:
 - January – March 2022, 72,115 miles
 - January – March 2023, 101,716 miles

IT:

- Power Outages have caused minor problems with the network, needs repairs.
- Working heavily on upgrading computers and working on network
- Tower/Repeater needs repairs – the price to repair is very high due to travel expenses.

Chairman, Troy Earls, called for Closed Session with roll call vote at 7:10 pm.

Closed session exited with roll call vote at 7:48 pm, refer to closed minutes for discussion.

Returned to open session at 7:48 pm.

- Administration Department discussion:
 - Evaluation of office staff responsibilities per position
 - Current business model analysis regarding volume of increase needs

Troy Earls made a motion to adjourn; motion seconded by Joe Auffert; Missy Smith in favor, Randall Dennis in favor, Ryan Cundall in favor; Terry Harrington in favor; all in favor; motion carried; meeting adjourned at 8:01 pm.

SIGNATURE

DATE