

**Clear Lake Area Ambulance Service**  
**457 3<sup>rd</sup> Av – P.O. Box 215**  
**Clear Lake, Wi**

**1<sup>st</sup> Quarter Meeting of the Board of Directors**  
**Monday February 18<sup>th</sup>, 2019**  
**Regular Meeting Minutes**

Meeting called to order by President Larry Reindahl @ 7:30pm.

Members Present: Marie Bannink, Todd Ostberg, Pete Cobgill, Art Bergman, Larry Reindahl, Richard Buhr, Mike Stafne, Tim Prusek, Tom Schoonover.

Others Present: Adam Vnuk, Jamie Wood, Al Bannink, Misty Wood

**Approval of the 4<sup>th</sup> Quarter Minutes:** Director Vnuk Requested to table this as the minutes were not yet completed

**Approval of the 1<sup>st</sup> Quarter Agenda:** Motion by Tim Prusek to approve, 2<sup>nd</sup> by Art Bergman; Voice Vote, approved

**Directors Report:**

**Financial Report:** Director Vnuk presented the financial reports for 4<sup>th</sup> Quarter. Director Vnuk also provided year end summary of the financials showing a positive cash flow.

**Response times, Scheduling, Staffing:** Director Vnuk presented the board information about the current response times, scheduling, and staffing with the service. Staffing over the 4<sup>th</sup> quarter was somewhat improved. Board members inquired about the total number of hours the service was understaffed. Director Vnuk did not have the exact number figured but advised that there were only a few shifts each month this occurred.

**Captains Report:** Unit 1 is due for an oil change and some recalls from Ford. It will be taken to Barron Ford.

**Old Business:**

**Remodel:** Director Vnuk advised that the remodel continues. Everything that can be done prior to significant demo requiring a dumpster has been completed and Jamie and Adam are working on coordinating a date to finish removing the wall so Unit 2 can be parked in the building. For the time being, Unit 2 is still parked offsite and accessible for calls.

**Review of Director Job Description:** Director Vnuk provided the job posting and policy for the directors position. There is nothing on file that Vnuk could find that had specific job duties. Marie Bannink advised that Village Clerk Treasurer Al Bannink has a job description from 2009. Director Vnuk advised that it has not been provided to him or any of the other board members. No action was taken at this meeting and will be reviewed again at the 2<sup>nd</sup> Quarter meeting.

**New Business:**

**Training Officer/Captain Position:** Director Vnuk advised the board that he has hired someone into a training captain's position with the service. This position will report to him and be responsible for

organizing trainings, maintaining training records, and assist as part of the command staff of the service. The goal of the position is to put more focus on the training and education of the service's members and provide the director more time to focus on operations and growth of the service. This appointment is at the directors discretion and doesn't need board approval as it is being funded through the existing budget does not require a change to the overall budget.

Next regular meeting will be Monday April 15<sup>th</sup> at the Clear Lake Village Hall.