



Lake West Ambulance - Board Meeting Minutes

Tuesday, April 14, 2026



I. Call to Order Outgoing Board: Tom Roof called the meeting to order at 9:00 am

Roll Call: Board Members Present: Tom Roof - Chair, Jim Mellody - Vice Chair, Ed Bryant - Board Member, Steve Christiansen - Board Member, Mark Gilbert - Board Member, Sam Elizzar - Board Member (via zoom), Laura Stewart - Operations Manager, Riley Whittle - Business Manager, Gayle Webb.

II. Public Comments & Announcements: None

III. Approval of Minutes: Motion to waive the reading and certify minutes from previous meeting by Mark Gilbert, 2nd by Steve Christiansen. Motion carried 6-0.

IV. Unfinished Business: None

V. Special Orders of the Day

A. Declaration of Election Results

Samantha Elizzar Sub-District 1 and Tom Roof Sub-District 4 ran unopposed.

B. Departing Remarks: None

VII. Adjournment of Outgoing Board Meeting

Motion made by Steve Christiansen to adjourn meeting. Motion 2nd by Jim Mellody. Motion carried 6-0. 9:01 am.

VII. Call to Order Incoming Board: Tom Roof called the meeting to order at 9:01.

VIII. Public Comments & Announcements: None

IX. Special Orders of the Day:

A. Election of Chairperson

Steve Christiansen nominated Tom Roof. Motion 2nd by Jim Mellody. No other nominations. Nomination passed 6-0.

B. Election of Vice-Chair

Tom Roof nominated Jim Mellody. Motion 2nd by Steve Christiansen. No other nominations. Nomination passed 6-0.

C. Custodian of Records

Jim Mellody nominated Riley Whittle. Motion 2nd by Ed Bryant. Motion carried 6-0.

D. Secretary & Treasurer

Ed Bryant nominated Riley Whittle. Motion 2nd by Steve Christiansen. Motion carried 6-0.

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X. Staff Reports:

A. Financial Report: Prepared by Anchor Point, presented by Riley Whittle. Payments reviewed by Board and Financial Report noted, to be placed in file for next audit.

B. Business Report:

Presented by Riley Whittle. Motion to accept Business manager report by Jim Mellody. Motion 2nd by Steve Christiansen. Motion carried 6-0.

C. Operations Report:

Presented by Laura Stewart. Motion to accept Operations Manager report by Mark Gilbert. Motion 2nd by Steve Christiansen. Motion carried 6-0.

XI. New Business:

A. DocAccess for Website

Motion by Jim Mellody to approve DocAccess to make the website PDFs accessible. Motion 2nd by Ed Bryant. Motion carried 6-0

B. Legal Retainer

Motion by Steve Christiansen to pay the \$1,350.00 for the annual retainer for Legal Services. Motion 2nd by Mark Gilbert. Motion carried 6-0.

C. Employee Handbook Updates

Motion to approve the updates to the employee handbook made by Jim Mellody. Motion 2nd by Steve Christiansen. Motion carried 6-0.

XII. Old Business: None

XIII. Miscellaneous Business:

Laura presented a letter that she received from Chief LaPlant regarding the ambulance crews self dispatched response to a structure fire.

XIV. Adjournment: Motion to adjourn by Jim Mellody, 2nd by Steve Christiansen. Motion carried 6-0. Meeting adjourned at 9:25 AM.

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Next Regular Board Meeting
May 12, 2026 at 9:00 AM

Certification: This is to certify that the foregoing is a true and accurate record of the minutes of proceedings for the meeting of the Board of Directors of the Lake West Ambulance District held on the date first set forth herein above.

By: _____
Riley Whittle, Secretary

Approved this _____ day of _____, _____.

Thomas Roof, Chairman of the Board