



# Lake West Ambulance - Board Meeting Minutes

## Tuesday, February 10, 2026

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- I. **Call to Order:** 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, Gayle Webb, Riley Whittle - Business Manager.

- II. **Public Comments & Announcements:** None

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

- IV. **Staff Reports:**

- A. **Financial Report:** Prepared by Anchor Point, presented by Gayle Webb.

Payments reviewed by Board and Financial Report noted, to be placed in file for next Audit.

- B. **Business Manager Report:** Presented by Gayle Webb.

Motion to accept Business Manager Report by Jim Mellody, 2<sup>nd</sup> by Ed Bryant. Motion carried 6-0.

- C. **Operations Manager Report:** Presented by Laura Stewart.

Motion to accept Operations Manager report by Jim Mellody, 2<sup>nd</sup> by Steve Christiansen. Motion carried 6-0.

- V. **New Business:**

- A. **Sunrise Beach Little Theater Donation**

Motion by Jim Mellody to donate as a Good Friend Patron \$50. Motion 2<sup>nd</sup> by Mark Gilbert. Motion carried 6-0.

- B. **Kids Cove Donation**

Motion made by Jim Mellody to donate directly to Kids Cove in Laurie, MO of \$100. Motion 2<sup>nd</sup> by Ed Bryant. Motion carried 6-0.

- C. **Appointment of Secretary and Treasurer**

Motion by Steve Christiansen to appoint Riley Whittle as secretary and treasurer. Motion 2<sup>nd</sup> by Jim Mellody. Motion carried 6-0.

**D. Custodian of Records Resolution**

Motion by Sam Elizzar to appoint Riley Whittle as Custodian of Records. Motion 2nd by Mark Gilbert. Motion carried 6-0. Resolution signed by board members.

**E. Financial Corporate Authorization**

Motion by Steve Christiansen to authorize the removal of Gayle Webb and Kenneth Riley and add Riley Whittle, Tom Roof, and James Melody as signatories on all banking and financial accounts. Motion 2nd by Ed Bryant. Motion carried 6-0.

**VI. Old Business: None**

**VII. Miscellaneous Business: None**

**VIII. Adjournment:** Motion to adjourn by Jim Melody, 2<sup>nd</sup> by Mark Gilbert. Motion carried 6-0. Meeting adjourned at 9:27 AM.

*Next Regular Board Meeting*  
March 10, 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