



Lake West Ambulance - Board Meeting Minutes

November 12, 2024



In Attendance: Board Members			
Ron Riley	Chairman	Steve Christiansen	Member
Tom Roof	Vice-Chairman	Mark Gilbert	Member
Ed Bryant	Member	Jim Mellody	Member
Staff			
Gayle Webb	Business Manager	Laura Stewart	Operations Manager

I. **Call to Order:** Ron Riley called the meeting to order at 9:00 am. Mark Gilbert absent.

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

III. **Approval of Minutes:** Motion to waive the reading and certify minutes from previous meeting by Steve Christiansen, 2nd by Tom Roof. Motion carried 5-0.

IV. **Staff Reports:**

A. **Financial Report:** Prepared by Wilson Toellner and Presented by Gayle Webb and as included in the Board Meeting packet.

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

Gayle asked about the property tax payments that will come next month. Would the Board want to put those funds in the Investment Account?

After discussion, Tom Roof made a motion to place the funds in to Investment Account. Motion 2nd by Ed Bryant. Motion carried 5-0

B. **Business Manager Report:** Presented by Gayle Webb and as included in the Board Meeting packet.

Jim Mellody asked about the amount of overtime on Octobers payroll. Laura stated, there was one full time employee out on medical leave for 3 months.

Motion to accept Business Manager Report by Steve Christiansen, 2nd by Jim Mellody. Motion carried 5-0.

C. **Operations Manager Report:** Presented by Laura Stewart and as included in the Board Meeting packet.

Motion to accept Operations Manager report by Tom Roof, 2nd by Ed Bryant. Motion carried 5-0.

V. New Business:

- A. Audit:** Presented by Gayle Webb as prepared by Graves and Associates, and included in the Board Meeting packet.

Graves & Associates are moving away from full audit presentations, unless there are issues. Lake West did not have any issues, therefore they sent a couple of talking points about this years audit, as included in the packet.

Motion by Jim Mellody to accept the audit. Motion 2nd by Steve Christiansen. Motion carried 5-0.

Ron Riley and Gayle Webb signed Management Representation Letter to be returned to Graves and Associates.

- B. Pay Adjustment:** Presented by Laura Stewart and as included in the Board Meeting packet.

Laura asked, when an employee is moving from Medic to EMT, Medic's current pay could be reduced by the difference between starting EMT and starting medic wages. Per Lake West's attorney, this is perfectly fine. The employee should be given 30 days notice prior to the change.

Motion by Tom Roof to approve the adjustment. Motion 2nd by Jim Mellody. Motion carried 5-0.

VI. Old Business: None

VII. Miscellaneous Business: None

VIII. Adjournment: Motion to adjourn by Jim Mellody, 2nd by Tom Roof. Motion carried 5-0. Meeting adjourned at 9:17 AM.

Next Regular Board Meeting
December 10, 2024 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: _____
Gayle Webb, Secretary

Approved this _____ day of _____, _____.

Kenneth Riley, Chairman of the Board