



Lake West Ambulance - Board Meeting Minutes

Incoming Board of Directors

April 9, 2024



Roll Call:		Board Members	
Ron Riley	present	Steve Christiansen	present
Tom Roof	present	Mark Gilbert	present
Ed Bryant	present	Jim Mellody	present
Staff			
Gayle Webb	Business Manager	Laura Stewart	Operations Manager

- I. **Call to Order** : Ron Riley called the meeting to order at 9:04 am.
- II. **Swearing In New Board Members**: Notary Ruby Davenport administered the Oath of Office to Steve Christiansen and Mark Gilbert.
- III. **Public Comments & Announcements**: None
- IV. **Special Orders of the Day**:
 - a. **Election of Chairperson**:
Steve Christiansen nominated Ron Riley as Chairperson. Nomination 2nd by Tom Roof. No other nominations. Ron Riley elected Chairperson by unanimous vote of Board.
 - b. **Election / Appointment Secretary**: Motion by Tom Roof to appoint Gayle Webb Secretary. Motion 2nd by Ed Bryant. Motion carried 6-0.
 - d. **Appoint Custodian of Records**:
Motion by Steve Christiansen to appoint Gayle Webb Custodian of Records. Motion 2nd by Ed Bryant. Motion carried 6-0.
 - e. **Appoint Treasurer & Designated Budget Officer**:
Motion by Jim Mellody to appoint Gayle Webb Treasurer & Budget Officer. Motion 2nd by Mark Gilbert. Motion carried 6-0.
- V. **Staff Reports**:
 - A. **Financial Report Review**: Prepared by Wilson Toellner and Presented by Gayle Webb and as included in the Board Meeting packet.

Payments reviewed by Board. Report noted and placed in file for next Audit.

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

Motion to accept Business Manager Report by Mark Gilbert, 2nd by Steve Christiansen. Motion carried 6-0.

- 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 6-0.

VI. New Business:

- A. Updated Investment Policy:** Presented by Gayle Webb and as included in the Board Meeting packet.

Motion by Tom Roof to approve updated policy. Motion 2nd by Jim Mellody. Motion carried 6-0.

- B. Central Bank Investments:** Presented by Gayle Webb

Central Bank Investment Advisors presented Gayle with options for Investing within allowed limits, while reducing the number of CD's we currently hold with numerous banks.

Tom Roof recommends inviting the Investment Advisor Clayton Bentzen to the next meeting. Agreement by the board.

- C. First Mid Bank & Trust CD:** Presented by Gayle Webb.

Maturity date for CD 4-19-2024.

Motion by Steve Christiansen to renew CD at best rate / term. Motion 2nd by Jim Mellody. Motion carried 6-0.

- D. EMS Legal Retainer 2024-2025:** Presented by Gayle Webb and as included in the Board meeting packet.

Annual Retainer with Frank Flaspohler, EMS Legal Services at a cost of \$950.

Motion by Steve Christiansen to accept EMS Legal renewal. Motion 2nd by Ed Bryant. Motion carried 6-0.

VII. Old Business:

- A. Sub-District Survey:** Presented by Gayle Webb and as included in the Board Meeting Packet.

Only 1 survey company responded to Lake West. One contacted Sunrise Beach City, who then contacted Lake West. Sunrise Beach City stated they did not think this was possible, due to them not having legal description of their city

boundaries. Alpha Surveying responded with quote that would not require boots on the ground. Their quote included a cap on expense not to exceed \$2800.00.

Motion by Tom Roof to accept Alpha Survey bid. Motion 2nd by Jim Mellody.
Motion carried 6-0.

VIII. Miscellaneous Business:

Jim Mellody commended Laura Stewart and Gayle Webb for the work they have done to build cooperation with other entities in and out of the district. Laura has built a great rapport with the fire districts.

IX. Adjournment: Motion to adjourn by Tom Roof 2nd by Mark Gilbert. Motion carried 6-0. Meeting adjourned at 9:26 AM.

Next Regular Board Meeting
May 13, 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