

Minutes
Tri-City Ambulance Board of Directors
Regular Meeting
December 11, 2015
Geneva Fire Department Headquarters
200 Eastside Drive
8:30 AM

Present: Ald. Ron Singer, Geneva; Ald. Richard Marks, Geneva; Gene Olmstead, Batavia FPD; Mayor Schielke, Batavia; Ald. Alan Wolff, Batavia; Ald. William Turner, St. Charles;

Absent: Mayor Rogina, St. Charles; Geneva Township

Also Present: Chief Schelstreet, St. Charles; Chief Deicke, Batavia; Chief Olson, Geneva; Stephanie Hanson, TCA Administrator; Julie Herr, City of St. Charles Assistant Finance Director; Mr. Fred Lance, Sikich; Nonda Anderson, Recording Secretary

Chairman Schielke called a regular meeting of the Tri-City Ambulance Board of Directors to order at 8:32 AM. Roll was called with six members present.

Public Forum – No public comments

Minutes of September 11, 2015 Meeting – A motion was made by Ald. Marks and seconded by Ald. Wolff to approve the minutes of the September 11, 2015 Regular Meeting as presented. Ald. Singer asked for clarification of the amount of increase to the Administrator's contract as to whether the amount mentioned was aggregate. Chief Schelstreet said it would be a total aggregate amount over approximately six months. With no further questions, the motion passed by unanimous voice vote of those members present.

Receipts and Disbursement Report Presentation – The report was accepted and placed on file.

Expenditure Approval Listing – Ald. Marks moved and Ald. Turner seconded to approve the expenditures as presented. The motion passed by unanimous voice vote of those members present.

Reports of Service through July 31, 2015 – Ms. Hanson reported the call volume is up and the revenue has increased approximately 11% from this time last year. With no further discussion, the report was placed on file.

Administrator's Report – Ms. Hanson reported that the Mobile Integrated Health initiative is moving forward. She said she will be meeting with Delnor again in the next week. She reported that the accreditation process is on track for submitting the application in April and scheduling a site visit in early summer. Ald. Turner asked what the site visit would entail. Ms. Hanson said the evaluators would be meeting with the personnel involved in all aspects of the ambulance service.

Old Business –

Banking and Investment Policies Presentation and Approval – Ms. Herr explained to the Board that based on a recommendation from the audit as was discussed at the last meeting, an investment policy was drafted using the City of St. Charles as a model. She said it provides objectives, requires authorized investments, and requires that 110% of value be collateralized. Ald. Singer asked what the motivation is to invest, to make a profit. Ms. Herr said the policies provide objectives that include legal compliance, safety in protecting the principal, liquidity, yield and diversification. She said the interest gained on the investments is not the highest priority. Chief Schelstreet said any profit gained from the investments would reduce the contributions of the member agencies. Ald. Singer referred to the last page of the policy where it states that Board approval is required to make any changes. He asked if that approval required a just a simple majority. Chief Schelstreet said currently changes would only require a simple majority, not a super majority. With no further discussion, Ald. Wolff made a motion to approve the Tri-City Ambulance Investment Policy as presented. Ald. Marks seconded. The motion passed by unanimous voice vote of those members present.

New Business

Preliminary FY 16/17 budget – information only – Ms. Hanson presented the preliminary budget noting that it included a 1% increase for PSI per the contract, and a significant increase in vehicle maintenance. She said the maintenance increase is due to correction of a budget practice that placed the TCA maintenance for St. Charles in the City of St. Charles budget. She also said an ambulance replacement is included in the next budget year. There was no further discussion.

Presentation and Acceptance of Sikich Audit – Mr. Fred Lance from Sikich presented an overview of the audit to the Board. He said the report included an auditor's report, analysis of operations, and review of financial statements and budget. Mr. Olmstead asked if the report could include a breakdown of contributions by agency rather than a total. Mr. Lance said that could be added. Mr. Lance said the report pointed out improvements in the Board's practices. With no further discussion, Ald. Singer made a motion to accept the audit. Ald. Marks seconded. The motion passed by unanimous voice vote of those members present.

Discussion of Reserve Balance – Ms. Hanson reminded the Board members that it has been the practice of TCA to hold three months operating costs and the cost of one replacement ambulance in the reserve. She said it has been suggested that having three months operating costs and the cost of the vehicle insurance deductible would be sufficient. Mr. Olmstead asked what the timeliness of insurance reimbursement is. Ms. Herr said recent claims have been reimbursed very quickly. Ald. Turner asked if there would be a need to increase the contribution to the ambulance replacement fund in that case.

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Discussion continued with the suggestion of looking at the population of the area and the need to add additional ambulances to meet the rise in call volume. Chief Schelstreet said the staff would consider this suggestion in future discussions.

Executive Session – no Executive Session required.

With no further business, Ald. Singer moved to adjourn the meeting. Ald. Marks seconded. The motion was passed by unanimous voice vote of those members present. The meeting adjourned at 9:10 AM.

Respectfully submitted,
Nonda Anderson, Recording Secretary