

**Ross/West View EMSA
BOARD of DIRECTORS MEETING
MINUTES March 18, 2025**

- I. Call to Order 1800 hours by Board President, Dave Barkovich.
- II. Pledge of Allegiance
- III. **ROLL CALL:** Present: Dave Barkovich, President; Jim Miller, Secretary; Clayton Mathis, Board Member; Alex Sunderman, Board Member; Sarah Poweska, Board Member; Greg Porter, Executive Director; Steve Kline, Asst. Director; Employee, Janet Knochel, and Michael Witherel, Esq.

VIA Zoom: Gary Punzak, Treasurer; Mark Devlin, Board Member; Alex Sunderman, Board Member; Charlie Warner, Board Member.

Not Present: Joe Dinkel, Vice President.
- IV. **Motion** to Approve the Minutes of the Board of Directors Meeting from February 18, 2025. Motion made by Alex Sunderman, 2nd Clayton Mathis. *Motion passed 7-0. With 1 abstention.*
- V. **PUBLIC COMMENTS:**
 - a. NONE.
- VI. **PRESIDENTS WELCOME:**
 - a. N/A.
- VII. **DIRECTOR'S REPORT:**
 - a. **PAYLOCITY:**
 - Everything has now been uploaded into Paylocity.
 - The Employee appraisals will begin wrapping up in the next couple weeks. This has been well received by everybody.
 - b. & c. **ALLEGHENY COUNTY EMS LEGISLATIVE ROUND TABLE – JANUARY 31 & FEBRUARY 28 / PATIENT PROTECTION INITIATIVE:**
 - Specific focus of these meetings was the Access to EMS and patient Billing Protections.

- Initiative by the Ambulance Association of Pennsylvania to guarantee a fee schedule for commercial insurance companies to pay directly to EMS, not just in the case of transportation, but the case of treatment. Also has language that limits the patients out of pocket expense.
- 12 states have already passed this legislation with success.
- d. **EMS MEETING WITH ALLEGHENY COUNTY EXECUTIVE -- POSTPONED:**
 - Will keep updated when this has been rescheduled.
- e. **TRAINING FOR EMILY KINKAID's and LINDSEY WILLIAMS' STAFF:**
 - Scheduled training for the office staff of Emily Kinkaid and Lindsey Williams. Will include CPR and First Aid Training; as well as a station tour.
- f. **EMS TOWN HALL MEETING:**
 - Suggestion of a local resident. Not yet scheduled.

VIII. **FINANCIALS:**

- A. **EMS FEE UPDATED JORDAN TAX - 2025:**
 - YTD collected \$550,156.00. Mailing only out approximately 6 weeks.
 - Residential March 15
 - Business March 31.
- B. **ORDINANCE RESOLUTION UPDATED:**
 - All districts have approved the resolution.
- C. **BOOKMINDERS:**
 - Wonderful relationship with our representative of Bookminders. Have also recommended them to other EMS Agencies.
- D. **2400 – 2403 ACRUED BENEFITS:**
 - Approximately 10 years ago transitioned from old paid time off system, which was sick time, personal time, and vacation time. Vacation had to be taken in the calendar year. Sick and personal time under the old policy accrued from year to year and reached a maximum amount. At that maximum the amount was to be

deposited into the employees 401K. Did not happen. The money accrued on the books.

- This amount sitting on the books has just been recently begun paying out. Will be completed by the end of the year.

E. 2025 AUDITOR:

- Will be on site the last week of March, first week of April 2024 audit. Bookminders has forwarded the 2024 year end package to the auditor.
- FNB has received the unaudited numbers from 2024.

F. GRANT UPDATE 2024 / 2025:

- Current applications out are in excess of \$2.5 million dollars.
- Awarded approximately \$79,000.00
- Ambulance Grant – Federal government was approved, but the monies have not yet been received.

G. AIM EMS BILLING UPDATE:

- Included in meeting packet is a summary of all of the billing data to date.

H. PROFIT & LOSS PERFORMANCE THROUGH DECEMBER:

- Complete 2024 information. Some of the numbers are a little wacky, due to the change in the categories.
- Budget from 2023 into 2024 was the old format. The budget for 2025 has the new category items.

I. EMPLOYEE RETENTION CREDIT:

- Covid monies. To date have received 2 checks. Applied for 5 quarters under the Employee Retention Credit.
- Were initially approved for all.

IX. ADMINISTRATIVE:

X. OPERATIONS:

A. FLEET UPDATE – 2143 - 2141:

- 2141 is the new ambulance, which is on site, but unfortunately, not in service as of yet.
- 2143 was the ambulance of with the damaged box. This is still in Ohio, being repaired.

B. STAFF UPDATE:

- Working Spring Hiring.
- Have lost a couple employees to a couple different education programs.

C. BLOOD UPDATE:

- Approved by Vitalant to be the North Hills Regional Blood Response Team. Contact will be forwarded to Attorney Witherel for review.
- Blood will be received directly from Allegheny General Hospital's Blood Bank. Will work directly with AGH to manage the stocks.
- Coordinating a Blood Drive at the Station.

D. INFUSION PUMPS:

- Have received 2 grants for the Infusion Pumps. We need a total of 9 infusion pumps for all vehicles.

E. ZOLL Z VENT:

- 1 Z vent in service. Have several different grants out trying to replace all of the existing devices.

F. SCOTT ELECTRIC GRANT:

- Received \$30,000 toward facility improvements. The monies are specifically designated for the materials to update the facility.
- Labor costs are separate. An additional grant has been applied for to offset these costs.

G. BUILDING SECURITY:

- Currently working on obtaining quotes to be submitted to the Board next month for review and approval.

XI. ACTION Items:

- **ACCOUNTS PAYABLE:**

Motion to Approve Accounts Payable Jim Miller, 2nd Alex Sunderman. *Motion passed 8-0.*

- **PENNSYLVANIA HOSPITAL COALITION CONTRACT:**

Motion to Approve Pennsylvania Hospital Coalition Contract Alex Sunderman, 2nd Jim Miller. *Motion passed 8-0.*

XII. PREVIOUS BUSINESS:

None.

XIII. NEW BUSINESS:

No new business.

Adjournment:

Motion to adjourn Jim Miller, 2nd Sarah Poweska. *Motion passed 8-0, meeting adjourned at 6:30 PM.*

Next Board Meeting is April 15, 2025, 6 PM.

Respectfully Submitted,