

**Ross/West View EMSA
BOARD of DIRECTORS' MEETING
MINUTES APRIL 21, 2026**

- I. Call to Order 1800 hours by Board Chairman, Charlie Warner.
- II. Pledge of Allegiance
- III. **ROLL CALL:** Present: Charlie Warner, Chairman; Gary Punzak, Vice Chairman; James Miller, Secretary; Clayton Mathis, Treasurer; Joe Dinkel, Board Member; Alex Sunderman, Board Member; Sarah Poweska, Board Member; Eric Lentz, Board Member. Staff: Steve Kline, Interim Executive Director; Janet Knochel and Ron Coleman. Matthew Kalina, Esq., Solicitor.

On-Line: Mark Devlin, Board Member; Greg Porter, Former Executive Director.

Not Present: N/A

GUEST: Melanie Rutan, Bookminders.

Motion to Approve the Minutes of the Board of Directors Meeting from March 17, 2026.
Motion made by Gary Punzak, 2nd James Miller. *Motion passed 9 - 0.*

IV. **PUBLIC COMMENTS:**

- a. N/A.

V. **PRESIDENTS WELCOME:**

- a. Bookminders Presentation by Melanie Rutan.
- b. Discussion Of Executive Director Position: With The assistance to Greg Porter, a number of candidates have been received. Search is still ongoing, with no further follow-up and no additional applications received.

Motion for selection committee for the Executive Director position was made by Charlie Warner, 2nd Eric Lentz. *Motion passed 9 -0.*

Subcommittee for Executive Director Search: Charlie Warner, Clayton Mathis, Alex Sunderman and James Miller.

VI. **DIRECTOR'S REPORT:**

- a. Blood Update:
 - Another speed bump to overcome;
 - Some additional policy changes to be put in place;

- Working on the updates;
- Currently reviewing the Baldwin EMS policy, which is similar to RWV;
- Meeting scheduled with Vitalant and Medical Director set for April 22, 2026;
- Changes: Guarantee procedures and a supervisor has possession of the product at all times.

b. Transition Activity Report:

- FNB Signature cards to be completed and returned;
- Greg and Steve have weekly meetings to assist with transition;
- Process is moving forward.

c. ZA Audit 2025:

- Auditors will be on site April 28 through April 30;
- Audit report should be available for the June Board of Directors Meeting.

VII. FINANCIALS:

a. EMS Fee update – Jordan Tax 2026:

- Discount period ended on March 15, 2026;
- Face value is due prior to April 30;
- Penalty phase moves on and ends in May;
- Still collecting fees for 2024 and 2025;
- On track for 2026 collection compared to 2025.

b. Profit & Loss Budget Performance:

- EMS Fee is about 50%/60% collected, Budgeted approximately \$1.6 million;
- Income statement from February 2026.

c. Debt Schedule:

- Information purposes, shows all loan information.

d. Grant Update:

- 1 outstanding Grant which is expected for approval in September. We have been authorized to get bids for the ambulance, but unable to sign until grant approved.
- FEMA Grant for Ambulance 2148. The ambulance has been received and is in services as of this date, and the vendor has been paid. Still waiting on funds from FEMA.
- DCED – LSA Grant: Currently working through requests and will be forwarding to the Solicitor for review and additional information.
- OSFC FIRE & EMS Grants: Monies have been received for both Grants. Fire Grant will be used for debt reduction toward the Rescue Truck; EMS Grant will be used for new turnout gear which is currently in the process of purchasing.
- Senator Williams Grant will pay for the EMS West Conference which was attended by some of the staff.
- Currently review and working through some additional grants.

e. AIM – EMS Billing Update:

- A great job with billing and collecting payments.

VIII. **ADMINISTRATIVE:**

- NONE.

IX. **OPERATIONS:**

a. Department of Health Inspection / Licensure April 7th:

- 1 truck the heater broke the day of inspection;
- 1 truck with door latch issues, since repaired; .
- Dept of Health will return after repairs made and reinspect.

b. New Ambulance 2148:

- Vehicle is in services, will have to be returned for a missing cabinet;
- This is the 5th Ford unit in service.

c. Employee Handbook:

- 1st draft has been received from HR Edge for Paylocity;

- Review for changes and additions;
- d. Computer Upgrades:
- 2 computers ordered. Will be replacing Greg and Steve's computers.
 - Continue working forward in replacing all computers.
- e. Staff Hiring:
- Received 29 applications;
 - 21 applicants tested;
 - 14 passed the testing;
 - Of the 14 applicants, 1 dropped out for another job; another dropped out for medical reasons.
 - Available positions: 2 full-time paramedics; 2 part-time paramedics; 5 full-time EMTs; and 5 part-time EMTs.
 - Interviews scheduled week of April 27.
- f. KPI:
- January and February 2026. Overview of Operations, Financials, Personnel Payroll Costs, Safety, Community Relations and training.
- g. Jacks Run Road Bridge:
- Update to the construction of the Jacks Run Road Bridge. Begin overnight full closures of I279 in October 2026.
- h. NFL Draft:
- April 23 - 25.
 - Pittsburgh and Region wide event.
 - Park 'n Ride across from Station will be in full use.
 - Communication with Ross Police Department for assistance at Station.
 - 1 ambulance will be detailed in the City of Pittsburgh. City of Pittsburgh will be reimbursing RWV for service.

- 4 full staffed trucks at station and staff the rescue over these 3 days.

X. ACTION Items:

- ACCOUNTS PAYABLE:

Motion to Approve Accounts Payable, bills through April 9, 2026. Motion made by Mark Devlin, 2nd James Miller. *Motion passed 9 - 0.*

XI. PREVIOUS BUSINESS:

None.

XII. NEW BUSINESS:

None.

XIII. EXECUTIVE SESSION:

Mark Devlin left the Board Meeting at the beginning of the Executive Session.

Executive session begins at 1903 HRS and ends at 1920 HRS.

XIV. ADJOURNMENT:

Meeting adjourned at 1921 HRS

Next Board Meeting is Tuesday, May 26, 6 PM.

Respectfully Submitted,