

**Ross/West View EMSA
BOARD of DIRECTORS' MEETING
MINUTES June 16, 2026**

- I. Call to Order 18:00 HRS by Board Chairman, Charley Warner.
- II. Pledge of Allegiance
- III. **ROLL CALL:** Present: Charley Warner, Chairman; Gary Punzak, Vice Chairman; James Miller, Secretary; Clayton Miller, Treasurer; Joe Dinkel, Mark Devlin, Sarah Poweska, Board Members. Eric Lenz, Board Member entered at 18:15 HRS. Steve Kline, Interim Executive Director; Janet Knochel, Staff; Greg Porter, Deb Lowrie, Ron Coleman, Jason Butterfield, Chad Johnson, Staff

On-Line: Alexander Sunderman, Board Member; Mike Witherel, Solicitor.

Not Present: N/A

Guests: Brian Chruscial and Elayna Burdelski of Zelenkofske Axelrod LLC.

- IV. **Motion** to Approve the Minutes of the Board of Directors Meeting from May 26, 2026. Motion made by Clayton Mathis, 2nd Sarah Poweska. *Motion passed 6- 0 with 1 abstention.*

- V. **PUBLIC COMMENTS:**

a. N/A.

- VI. **CHAIRMAN'S WELCOME:**

a. Welcome Message.

- VII. **DIRECTOR'S REPORT:**

a. Audit Report:

- Brian Chruscial and Elayna Burdelski of Zelenkofske Axelrod LLC, presented the 2025 Audit Report.
 - No Misstatements
 - No Limited Access
 - Unmodified audit
- Big Change to 2024/2025
 - AR at 6 Months attributable to AIM EMS Billing

- Old uncollectable AR written off
- Change the Net Position
- Ambulance Authority standards at 6 months.
- Board to review and notify of acceptance by Friday, June 19, 2026, at noon.

MOTION to approve Audit pending review with final acceptance June 19, 2026, at Noon. Motion made by Charley Warner, 2nd James Miller. *Motion passed 9 - 0.*

b. KPI Report:

- KPI report was not ready at the time of printing;
- KPI shows income expenses, staff increases, and no further insurance claims.

c. EMS in the news:

- Criminal Case Update:
 - Family from Shaler Township using RWV Service; collecting the Highmark check payments; and keeping the money.
 - Total amount kept by the family in excess of \$38,000.00 paid by Highmark, which is owed to RWV and Shaler/Hampton EMS.
 - First Hearing is June 24, before the Honorable Judge Opiela for Ross/West View EMS matter;
 - Second Hearing is June 25, before the Honorable Judge Konieczka, Jr., for the Shaler/Hampton EMS matter.

Will keep updated.

d. Golf Outing:

- Monday, June 22, 2026, at Wildwood County Club.
- On track with sponsors and players;
- There are still openings.

VIII. **FINANCIALS:**

a. Profit & Loss Budget Performance:

- Budget: Percentage of Annual Budget, has decreased.
- Upcoming changes:
 - Item 5404 will switch interface, but reduce the costs;
 - Item 5511 Meetings, the \$3,900 was for staff conference at Seven Springs, offset by the Lindsey Williams Training Grant.
 - 2027 Budget will include a line item for Staff Conferences.
- b. Income Statement:
 - Reviewed by group. No questions.
- c. AIM – EMS Billing:
 - Monthly billing report changes to grids, without graphs;
 - Monthly reports to include: most recent complete month; rolling 12-month reports; potentially report from beginning of year; would like to see trends; and compare the months against each other.
- d. UPMC Insurance:
 - W-9 issues – payments from April were delayed for this issue.
 - Mostly resolved;
 - AIM informs that the income thru June is on track.
 - Possibly see the monies in July, once received will be comfortable in saying that this issue is resolved.
- e. EMS Fee Update:
 - Jordan Tax Service most recent deposit was June 10.
 - 2026 collection just over a Million Dollars.
 - Past years collections will be recorded differently for auditing purposes going forward.
 - 2026 EMS fee collections will be cut off as of 04-16-2027, in order to close the 2026 books for auditing.
 - Payments will continue to be tracked for the year related.

- Lines and collections to be followed up with Jordan Tax Service.

f. Grant Update:

- FEMA Grant for Ambulance.
 - Still waiting for the payment from the government.
- MCI Package Grant
 - Ambulance has been ordered
 - Delivery expected in September.
- Staff is currently looking for additional grants to fulfill a wish list for the station.

IX. **ADMINISTRATIVE:**

- N/A.

X. **OPERATIONS:**

a. Fleet:

- Unit 214-9 is currently at Allegheny Ford for repairs and inspection.

b. DOH License:

- Completed. All vehicles passed.

c. Summer Plans:

- Scheduling meetings with all municipal managers.
- Start discussions of updating the EMS Fee going forward.
- Restart the EMS Funding Committee.
 - Include Board Members;
 - Municipal Members;
 - Millvale Borough new manager, Seth Abrams;
 - Ross Township new manager, Jessica Crawshaw.

- New Hires:
 - Still looking for a paramedic
 - 2 part-time members are leaving for medical school this summer.
- CAAS Renewal due October 31, 2026.
- Social Media Campaign:
 - Pre-empt the EMS Fee Changes;
 - Facebook Feedback;
 - Explain how the EMS Fee works; how EMS billing works.
- Budget Plan Process
 - Grants;
 - EMS Fee;
 - Dental and vision plans are being reviewed for potential changes;
 - Staff wages, scheduling.
- Upcoming Events:
 - Pennsic;
 - Ross Township Community Days;
 - Youth football and High School Football stand-bys.

XI. ACTION Items:

- ACCOUNTS PAYABLE:

Motion to Approve Accounts Payable, bills through June 11, 2026. Motion made by Charley Warner, 2nd Mark Devlin. *Motion passed 9-0.*

(Joe Dinkel left the meeting at 19:15 HRS.)

XII. PREVIOUS BUSINESS:

None.

XIII. NEW BUSINESS:

Charley Warner, discussions of Summer Recess.

- Potentially not have a break, but informal meeting throughout the summer.
- Only web based meetings either online or telephone.
- If no quorum present then not a voting meeting.
- If necessary then a special meeting could be called for voting purposes.
- No business or actions to take until September
- Continue receiving weekly reports from Steve.
- Check ins on a regular basis.

Additional New Business:

- Retain Greg Porter for an additional three (3) Months, as consultant.

MOTION to continue to retain Greg Porter in a consultant roll for three (3) months not to exceed the amount of money spent of less than \$10,000.00 made by Charley Warner, 2nd James Miller. *Motion passed 8- 0.*

- Steve Kline to receive compensation as Interim Executive Director, retroactive to March, until the time that an Executive Director is installed.

MOTON to pay Steve Kline compensation as Interim Executive Director, retroactive to March, made by Charley Warner, 2nd Clayton Mathis. *Motion passed 8 – 0.*

XIV. EXECUTIVE SESSION:

Executive Session begins at 19:26 HRS and ending at 20:01 PM.

XV. ADJOURNMENT:

Motion to adjourn made by Charley Warner, 2nd James Miller. *Motion passed 8- 0.*

Meeting adjourned at 20:03 HRS.

Next Board Meeting is Tuesday, September 22, 2026, 18:00 HRS.

Respectfully Submitted,