

CLINTON AREA AMBULANCE SERVICE AUTHORITY
Minutes

September 18, 2025

6:00 pm Sparrow Meeting Room, 3rd Floor White Conf. Room

CALL TO ORDER: The meeting was called to order by Lee Thelen at 6:05pm.

Members Present: Lee Thelen, Dawn Levey, Anthony Hufnagel, Paul Sarah, Ed Thelen, Mary Perrin, Brad Gurski, Greg Armbrustmacher, Kory Witt, Jake Claus, Nick McDonald, Lisa Powell, Paul Sarah,

Ex Officio & Guests: CAAS – Lynn Weber, Patch, Alisha Weber, Mady Wells, Other: Drew Tucker and Jordan Smith

MODIFICATIONS TO & APPROVAL OF AGENDA: The meeting agenda was presented for review and approval with the addition Smith Snow Removal contract. It was moved by K. Witt to approve the agenda as amended, supported by B. Gurski. **PPROVED**

APPROVAL OF MINUTES OF LAST MEETING(S): The August 14, 2025 regular meeting minutes were presented for approval. It was moved by A. Hufnagel, supported E. Thelen to approve as presented. **Approved.**

PUBLIC COMMENTS OF NON AGENDA ITEMS – Deepest condolences expressed towards G. Armbrustmacher and the loss of his wife.

AUDITORS PRESENTATION: Jordan Smith, Maner & Costerisan presented the audit. Clean unmodified opinion audit, the best an organization can receive. Smith presented a quick overview of CAAS financial health. Revenue was up 45% noting that, more revenue is coming in but also more write-offs. Expenditures up 16%, ambulance repairs were down. \$299,000 added to the contingency fund. Findings: material journal entries, allowances adjustments; policies adopted improved the audit. Opened for questions. The organization is financially healthy. Thank-you to Gail and her team and E. Thelen for assisting. It was moved by K. Witt to accept the audit report, supported by A. Hufnagel. **Approved.**

FINANCIAL REPORT(S): The financial report was presented by Drew Tucker
Billings for August were lower at \$517,183. Overall, we collected \$141,942 in payments.
The combined balance sheet has total assets of \$1,280,458 as of August 31, 2025. This is down from last month's balance of \$2,305,971 due in large to the fiscal year end 24-25 audit adjustment that was made to Bad Debt. Current cash on hand for Operations is \$63,966 and current cash on hand for the Authority is \$170,256. Total assets at this time last year were \$1,845,360. We are still actively monitoring the collections cash flow. No new money was borrowed from the Authority.
Looking at the CAASA Profit & Loss Statement, August ended with an overall net income loss of \$219,141 down from last month by \$312,184. Program Revenue was lower and last month the Authority annual transfer posted making up \$200,000 of the change. On the expense side it was basically Bad Debt Write-offs making up the remainder.
Looking at the Profit & Loss Previous Year Comparison (YTD), total income is down \$1,439,050 compared to last year and expenses are down by \$408,898. The result, Net Income is down from last year \$1,030,152.

The Balance Sheet Previous Year Comparison shows that assets are down \$593,738 over last year's balance sheet. Cash on hand decreased by \$298,101 compared to last year and total liabilities increased \$191,517 compared to last year.

The Profit & Loss Budget Performance Report for this month (adj #1 fiscal year 25-26) provides month actual vs. budget as well as year-to-date figures with a final column that allows for comparison to the annual budget. The income for fiscal 2025-26 year-to-date is \$372,644 under budget; combined with various expenses in total running \$16,614 over budget results in a bottom-line Net Income that is \$389,258 under budget year-to-date.

The final report attempts to create a snapshot of the 2025-2026 Capital Account using the current bank balance and accounting for funds yet to be collected as well as those earmarked for purchases. Please note a total \$177,000 payroll cushion has been used. The auditors suggestion of one month payroll cushion would be approximately \$170,000 so we have exhausted that cushion. We do, however, still have another \$100,000 to safely loan but would like to see money start to flow back in the other direction. This report has not seen any significant changes from last month.

It was moved by K. Witt to approve the financial reports pending audit. Supported by E. Thelen. Approved.

OLD BUSINESS

1. Articles/Handbook/By-Laws - Articles are complete and each entity is to approve the document and then to forward to duplaintwpcclerk@gmail.com. D. Levey will check with MTA regarding posting vs publishing,
 - a. By Laws – **2/3 majority vote on amendments and action items**; replace shall with may; budget process – budget committee, director and accountants not a director duty; contracts – board shall public or private, to the extent provided by applicable laws; contracts that would cause the authority to go into debt; complaints regarding the chair will be referred to the vice-chair; no compensation; election of officers two people simple majority (rewrite); Chair/Vice Chair are not in attendance, notify the secretary and will call the meeting to order and fill the position – simple majority; define those who need to be bonded; define the duties of the treasurer and two-signatures; Special meetings outlined; 18 hours for rescheduling and/or special meeting; closed session explained clearly; take out USPS and reference to 96 hours – strike that portion, all must have an email for notifications; possibility eliminate electronic board meetings;
2. Accounting Policy – E. Thelen – Updated the policy. P. Sarah moved to table the policy until next month, supported by K. Witt. Approved.

NEW BUSINESS

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1. Innovation Coord Report – Alisha Weber – The complete report is available upon request.
 - a. Insurance increased by 13.71% this is the best proposal/recommended to get a quote from ANGLE
 - b. Dental and Vision had minor increases.
 - c. Looking for alternative funding sources for the Community Paramedicine Program
 - d. Budget for the program is in-progress
 - e. NEWS – Salute to Public Service Golf Outing – Patch carried the team
 - f. Upcoming Events – Maple Rapids Lamplighter Festival – Saturday, September 20; Harvest Party – September 27

It was moved by K. Witt to approve the Innovation Coordinator's report, supported by A. Hufnagel. Approved.

2. Clear ability to terminate the contract with EMS MC, by contracting early change from 7.25 down to 6% fee. Will be voted on next month. Electronic will be sent to all municipalities.

3. Director's Report – Lynn Weber –

- a. Runs are down 10% (2024: 38% of calls transfers(1,378) ; 2025 20% of runs (556) other agencies have been moving patients.
- b. Participated in the public Safety Golf Outing 9/11
- c. Lynn and Eugene participated in a large event at the State Capital 9/16 – Networked with other Director's regarding the Paramedicine Program
- d. Grants are in progress for CP program; and others. L. Thelen suggested that donations be made toward the CP program with a goal \$10,000.
- e. Billing quality has improved.
- f. Upcoming event: Eugene and Alichia are attending the EMS Sustainability Boot Camp in Prudenville on 10/14
- g. Runs to date: 2025 – 2785/2024 – 3,084
- h. Rescue – 2025 (66) and 2024 (99)
- i. Public Safety Gold Outing 9/11 – 18 teens more than anticipated.

It was moved by K Witt to approve the Director's Report. Supported by A Hufnagel. Approved

4. Smith Landscape - Snow Removal – reviewed the proposal over time. \$4,885.00. It was moved by A. Hufnagel to approve the contract, supported by K Witt. Approved.

Crew Comments: None.

It was moved by K. Witt to adjourn, supported by A. Hufnagel. Approved. 8:07 pm

Future Meetings: Oct 16th , Nov 13th

Respectfully Submitted,
Dawn D Levey
CAAS Secretary