



Lake Emergency Medical Services, Inc.

Board of Directors Meeting

November 8, 2016

12:00 p.m.

Lake County BOCC Chambers

Comm. Welton Cadwell, Lake EMS Board Chairman

- I. Call to Order
- II. Public Comment
- III. Departmental Business
 - Tab 1** Approve Minutes – September 27, 2016 Board Meeting – **Action Item**
 - Tab 2** Finance Committee Report – Comm. Sullivan, Chairman
 - A. 2016 FYE Budget Reconciliation Adjustment – **Action Item**
 - Tab 3** Director's Report
- IV. Board Member Service Recognition
- V. Adjourn

Tab 1

APPROVAL OF

MINUTES



Lake Emergency Medical Services, Inc.
Board of Directors Meeting
September 27, 2016
MINUTES

I. Call to Order

The Lake EMS, Inc. Board of Directors Meeting was held on September 27, 2016 in the Lake County Board of County Commissioners Chambers in Tavares, Florida. A quorum was established. Chairman Welton Cadwell called the meeting to order at 2:32 p.m.

Board Members Present:

Comm. Welton Cadwell, Chairman
Comm. Leslie Campione
Comm. Sean Parks

Comm. Tim Sullivan, Vice Chairman
Comm. Jimmy Conner
Mr. John Moore

II. Public Comment

Chairman Cadwell announced an opportunity for public comment. There was no public comment.

III. Presentations

Mr. Jerry Smith presented a Donation Appreciation Plaque to the Kowalk Family who has named Lake EMS as beneficiary of a lady bird deed in their will. This generous donation is in recognition of the service their family has received from Lake EMS and is designated for use to support EMS in the future. Crew members who have provided exemplary service to the Kowalk Family were present and recognized for their patient care: Jason Lee, Paramedic; Robert Hildebrand, EMT; Ken Wynn, Paramedic, and Rodney Urquhart, EMT.

District Chief Christopher Smith read the narrative for the True North Award which was presented by the Board of Directors to Lt. Jason White, Paramedic/FTO for his service above and beyond the call of duty. Lt. White, in the course of responding to a call for a fainting elderly patient, learned that the air conditioning was faulty in her home. He arranged to have the air conditioning restored to her home and was prepared to pay for it. The AC company owner, upon hearing of the situation, refused payment. Lt. White's actions demonstrated the spirit of the True North Award.

IV. Departmental Business

Tab 1 – Approval of Minutes—Action Item

Action: Comm. Cadwell moved for approval of the June 21, 2016 Board of Directors meeting minutes. Mr. Moore seconded the motion which carried unanimously.

Tab 2 – Financial Report—Action Item

Ms. JoAnne Drury reviewed the Lake EMS financial reports for the month ending July 31, 2016. Ms. Drury reported that Lake EMS is on track with its budget for the current fiscal year with total revenues at \$15.7 million and expenditures at \$15.5 million. An estimated excess of revenues over expenditures of \$260,367 is expected at year end.

Action: Comm. Conner moved, seconded by Comm. Parks to approve the Financial Report as presented. The motion carried unanimously.

Tab 3 – Finance Committee

Comm. Sullivan reported that the Finance Committee met on September 13, 2016 and had the following agenda items which it recommended for Board approval:

A. Consent Agenda—Action Item

1. **Request for Encumbrances** – Staff is requesting approval for the following Purchase Orders over \$25,000 (details were attached):
 - a) Preferred Governmental Insurance Trust -- \$370,319
 - b) Global Retirement Partners -- \$48,000
 - c) Ultimate Software -- \$61,420
 - d) United Collection Service, Inc. -- \$55,000
 - e) City of Leesburg -- \$29,000
 - f) City of Mount Dora -- \$47,350
 - g) Motorola -- \$32,800
 - h) CDW/Nutanix -- \$82,000
 - i) Target Solutions - \$35,000
 - j) University of Florida -- \$250,000
 - k) WEX Bank (Wright Express) -- \$417,000

2. **Authority to Purchase** : Staff is requesting approval of **Purchasing Card utilization for purchases estimated over \$25,000** as follows (details were attached):
 - a) Airgas South -- \$90,000
 - b) Ambu Inc. -- \$31,000
 - c) Bound Tree Medical -- \$230,000
 - d) Century Link -- \$47,400
 - e) Design Lab -- \$130,691
 - f) Henry Schein -- \$50,000
 - g) MMS -- \$175,000
 - h) Moore Medical -- \$225,000
 - i) Physio-Control -- \$110,000
 - j) Plaza Lincoln -- \$95,000
 - k) Arrow -- \$70,000
 - l) Quadmed -- \$86,000
 - m) Verizon Wireless -- \$56,000
 - n) Stryker Sales -- \$50,000
 - o) McKesson -- \$50,000
 - p) Medical Priority Consultants -- \$28,000
 - q) Zirmed -- \$36,000
 - r) CDW -- \$57,000
 - s) ETR -- \$30,000
 - t) ZOLL Data Systems -- \$100,000

3. Staff is requesting approval of **Budgeted Capital Purchases** which were competed in accordance with the Lake EMS Purchasing Policy as follows (details were attached):

a) Physio Control Inc.	Life Pak 15 Cardiac Monitors (7)	\$230,916
	Stryker Stretchers (8)	\$123,321
	Stryker Powerloads (8)	\$166,400
b) ETR	New Ambulances (5)	\$794,976
c) CDWG	Servers (1)	\$ 31,000

4. **Disposal of Property** – Staff is requesting approval to dispose of 2 wrecked ambulance chassis, 6 ambulance chassis to be auctioned as part of FY15 & FY16 re-chassis program, and two old model copiers to be auctioned. (Asset Status Change Forms were attached.)

5. **Lifepak 15 Service Plan Contract Addendum** – Staff is requesting approval to add five (5) Lifepak 15 to our existing maintenance contract starting on October 23, 2016. This equipment was purchased on October 25, 2015 and had a one year warranty. (Pricing and addendum were attached.)

6. **Contract Renewals** – Staff is requesting approval to renew the following contracts:
 - a) **Bee-Saf-Tee Fire Equipment Inc.** – Current contract for fire extinguishers expires on September 30, 2016 and includes a provision for an annual extension at the current pricing. (Letter of Intent to extend contract was attached.)
 - b) **Waste Management Inc.** – The renewals of the current contract is for Support garbage and recycle pick up. Yearly expenditure remains the same: Garbage -- \$1,763.16; Recycle -- \$3,078.96 for a total of \$4,842.12. (Agreement renewals were attached.)

FISCAL IMPACT: As outlined in each Consent Agenda item.

Action: *Comm. Sullivan moved to approve the Consent Agenda. Mr. Moore seconded the motion which carried unanimously.*

B. Proposed FY 2016-2017 Budget – Action Item

The proposed detailed budget for Lake Emergency Medical Services, Inc. (Lake EMS) for the fiscal year October 1, 2016 through September 30, 2017 had been reviewed by the Finance Committee at its September 13, 2016 meeting and a motion to recommend Board approval was unanimous. During the Lake EMS Board of Directors meeting on April 12, 2016, Lake EMS staff presented the proposed budget for Fiscal Year 2017 with details on proposed Revenues and Expenditures. Lake EMS staff received direction with respect to the priorities of Staffing, Benefits and Capital Replacement.

The proposed budget estimates user fees at \$13.7 million, which is an 8% increase over fiscal year 2016, equivalent to over one million dollars; a \$6,000,000 County Subsidy and a \$700,000 balance carry forward for proposed total revenue of over \$20.6 million. The County Subsidy is made up of funding of \$6 million from the Lake County Ambulance MSTU. Penny sales tax will not be available until Fiscal Year 2018.

Highlights of the proposed 2017 Lake EMS Budget include:

Staffing Augmentations

- a. Propose to maintain the current staffing model which focuses on maintaining staffed shifts to meet the rise in services and transports; increasing retention through employee recognition and benefits.

Benefits

- a. Propose to provide 3% salary adjustments for full time employees
- b. Propose funding to provide for the increase in employer portion for staff health insurance.

Capital

- a. Continue the capital replacement plan which upgrades equipment to required specifications for patient care, replacements for equipment beyond their life expectancy, including seven (7) Cardiac Monitors, five (5) new Ambulances and eight (8) Stretchers.

FISCAL IMPACT: As presented

Action: *Comm. Sullivan moved to approve the Proposed FY 2016-2017 Budget as presented. Comm. Parks seconded the motion which carried unanimously.*

C. Medicaid Managed Care Broker Agreement—Action Item

In August of 2014 the Florida Medicaid program transitioned to a Managed Care system. Currently we have 5 main Medicaid HMO's that service our area. Most of these HMO's outsource their Non-Emergency claims processing to a third party broker. LogistiCare is a broker for one of the payers. In an effort to facilitate prior authorizations and subsequent payments it is necessary for Lake EMS to execute an agreement with LogistiCare. The agreements have been reviewed by the County Attorney and are ready for execution upon board approval.

FISCAL IMPACT: No Impact

Tab 4 – EMS Operations Committee Report

The EMS Operations Committee had not met as there were no pertinent issues requiring consideration.

Tab 5 – Employee Issues Committee Report

Chairman Leslie Campione reported that the Employee Issues Committee had not met as there were no pertinent issues requiring consideration.

Tab 6 – Staff Reports

Mr. Smith commented that staff reports from Patient Financial Services, Human Resources, and Operations were included in the Board books. There were no questions on the written reports.

Tab 7– Directors Report

Mr. Smith reported on issues and accomplishments since the June 21, 2016 Lake EMS Board Meeting including:

- Purchase of simulation mannequins had been possible with the budget adjustment and training had taken place in July and again this week.
- Fitch and Associates is making progress on their study. During their evaluation, inconsistencies within the fire agreements have been identified which staff will begin to address with the cities and standardize where possible.

V. Board Member Comments

Chairman Cadwell announced that the Executive Director's evaluation had been compiled with ratings reflecting meets or exceeds expectations. Very positive comments were included in the evaluations. Chairman Cadwell expressed the Board's appreciation for the job Mr. Smith has done on behalf of Lake EMS.

VI. Board Member Service Recognition

Each of the Board members present thanked Chairman Cadwell for his service on the Lake-Sumter EMS and Lake EMS Boards of Directors. Chairman Cadwell responded that it was an easy job with good directors and good employees.

Chairman Cadwell was presented with a plaque in appreciation of his service. Commissioner Conner also received a plaque in recognition of his service on the Board of Directors. Mayor Holland was not in attendance but will receive his plaque in recognition of his service at a later date.

Adjournment

The meeting was adjourned at 3:05 p.m.

Tab 2
Finance
Committee
Report

Lake EMS, Inc.
Agenda Item Summary Sheet

DATE: November 1, 2016

MEETING DATE: November 8, 2016

SUBJECT: Finance Committee Report

ACTION REQUESTED: See Tab 2A

BACKGROUND SUMMARY:

The Finance Committee, chaired by Comm. Tim Sullivan, met on October 25, 2016. The committee's recommendation is presented in Tab 2A.

FISCAL IMPACT: As Presented

ATTACHMENTS: See Tab 2A.

Tab 2a

**FY 2016 Budget
Reconciliation
Adjustment**

Lake EMS, Inc.
Agenda Item Summary Sheet

DATE: November 1, 2016

MEETING DATE: November 8, 2016

SUBJECT: FY 2016 Budget Reconciliation Adjustment

ACTION REQUESTED: Board Approval

BACKGROUND SUMMARY: In discussions with the Clerk's office subsequent to our last board meeting on 9/27/16 they brought to our attention that we needed to have a post Fiscal Year End board meeting to as a part of routine business reconcile the budget to actual revenues and expenditures to ensure we did not have budget overages within major object codes. FY16 was challenging from a Personnel Expense perspective in that we had unexpected additional overtime expenses related to open field and dispatch positions as well as the coverage of FMLA and Workers Comp related absences. To cover the overages, we are proposing to recognize actual additional revenues resulting from a higher volume of transports than anticipated as well as moving the balance from excess in Motor Fuel and Professional Services. The Finance Committee met on October 25, 2016 and recommends approval of this Budget Resolution.

FISCAL IMPACTS: None. Budget Adjustments only.

ATTACHMENTS: Budget Resolution

Tab 3
Director's
Report

Lake EMS, Inc.
Agenda Item Summary Sheet

DATE: November 1, 2016

MEETING DATE: November 8, 2016

SUBJECT: Director's Report

ACTION REQUESTED: None

BACKGROUND SUMMARY: The Executive Director will give a verbal report on pertinent issues since the last Board of Directors meeting.

FISCAL IMPACT: None

ATTACHMENTS: None
