

MINUTES  
Special EMSOC  
Wednesday, July 21, 2010 @ 7:00PM  
Norma Drummer Room/Seymour Town Hall

Members present: Chairman Rosalie Averill, Lucy McConologue, Jason Weaving, and Michele Pavlik.

Others present: Finance Director Doug Thomas, SAA Director L. Scott Andrews, Evelyn Keith-Luzzi, John M. Roller, Chris Eck, Ryan Abrams, Deborah Lavranchuk, and Bryan Ryan.

- Meeting was opened at 7:06PM.

ITEM # 1 - Pledge of Allegiance.

Everyone salutes the Flag and states the Pledge of Allegiance.

ITEM # 2 - Approval of Minutes from March 11, 2010.

Motion to approve minutes from EMSOC meeting on March 11, 2010.

Motion: Michele Pavlik

Second: Jason Weaving

Vote: 4-Yes

0-No

0-Abstain

0-Disqualify

ITEM # 3 - Review of Audit (SAA).

A copy of the Seymour Ambulance Association's Audit was distributed through email to the EMSOC members.

Rosalie Averill: Has questions about why she did not receive financials for the quarter and the aging reports.

Scott Andrews: States that the Audit is the year end financials and SAA has provided the Audit this way for years.

Doug Thomas: Asks why the percentage of 71% for bad debt is so high.

Scott Andrew: States that there has been a low collection rate and if someone has no insurance it is almost impossible to collect. SAA has also made payment arrangements with people and do not write off the bad debt for at least 6 months.

Rosalie Averill: Would like billing company to show statistics of write offs/bad debt on the ratio of Seymour residents vs. non residents.

Scott Andrews: States that the long term debt increased because of the purchase of a new ambulance, which cost \$185,000 and \$63,000 of the cost, was borrowed and the rest was cash and trade in.

Doug Thomas: Salary and employee benefits have increased 12%, why?

Scott Andrews: States that the health benefits through the Town increased, the paid staff received an increase of 3%, and they have added stipend incentives for the volunteers, which are \$15.00 per shift and \$5.00 per call.

Doug Thomas: Has questions about the Management Letter for the Auditor. Auditor states that the SAA cannot produce GAP Financial Statements and also states that item # 2 has been corrected.

Doug Thomas: Asks about the credit card item on the Management Letter and the Auditor states that there are receipts for every purchase, but the purpose of each charge needs to be noted. The IRS is focusing on "Not for Profits" right now and the SAA need to treat everything like they are going to be audited the next day. An IRS Audit is a possibility.

Scott Andrews: Has one credit card on his person and the other is locked in the safe, which only a limited number of people have access to. Also states that every Wednesday all receipts, invoices, and checks are checked. There is internal control.

Doug Thomas: Asks about the 403B plan. The Auditor states that is the same as a 401K, but for non-profits. It has been established but has not been funded.

Michele Pavlik: Emailed several questions to Scott Andrews that were almost all answered. She asks about the pending claim concerning the Chris Willis account. Scott Andrews: States that they are waiting to hear from Attorney Dominic Thomas. Michele also has a table of when items are due from SAA and will give everyone a copy.

Scott Andrews: States that all quarterly financial statements are sent to Michael Knight & Co. to be reviewed before they are sent to the EMSOC members.

Michele Pavlik: Would like to make sure that the members receive all complaints, compliments, and updates on calls/response reports each quarter.

Jason Weaving: Asks questions about charity and bad debt. Also inquires about the stipend from the Town and what that goes toward.

Scott Andrews: States that the stipend goes toward bills and write offs.

Rosalie Averill: Asks what lease commitments that SAA has on that line item.

Scott Andrews: States that the only lease is the copier for approximately \$172.00 per month.

Rosalie Averill: Has several questions on the statement of activities. She asks about the fundraising line item and states that there was not a fund raiser held the previous year. The Auditor states that fundraising is always a line item due to the many hats that the Director wears and although he did not have a fundraiser, he does collect donations.

ITEM # 4 - Discussion of Financials and any other reports.  
The Audit is considered the financials for the quarter.

ITEM # 5 - Old Business, Technician Roster with expiration dates for licenses.  
Scott Andrews provides all of the members with an up to date Technician Roster for the record. One will be filed in the First Selectman's Office.  
There are 3 inactive members on the list, but one has been recertified. SAA is running refresher classes with Echo Hose.

**ITEM # 6 - New Business, New Certificate of Insurance.**

Scott Andrews provides a new certificate of insurance to the members and one to be filed in the First Selectman's Office. Also a copy of a thank you letter from the Library concerning the quick response of Seymour Ambulance during a situation there.

Scott will have all financial reports up to date and reviewed by the Auditor for the next EMSOC meeting in September.

**ITEM # 7 - Public Comment.**

Michele Pavlik would like any questions to be sent to Scott Andrews in a reasonable time prior to the meetings.

Lucy McConologue: States that a municipal aid service that came to the Senior Center was terrible.

Scott Andrews: Asks her to report those incidents as soon as they happen.

**ITEM # 8 - Adjournment.**

Motion to adjourn at 9:00PM.

Motion: Lucy McConologue

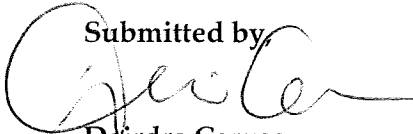
Second: Michele Pavlik

Vote: 4-Yes

0-No

0-Abstain

Submitted by



Deirdre Caruso,  
Recording Secretary