

VEMS
Board Meeting Minutes
764 Derby Ave, Seymour
April 26,2016

Attended: Jared Heon, Kurt Miller, Noreen McGorty, David Geloso, Jenn Oliwa, Brian Ryan(for J. Lovisolo)

Telephone: Madelene Taggart

Not Attended: Joe Burnett, William Scollin, Dr. Greg Boris, George Temple, Jon Lovisolo

Letter submitted appointing Brian Ryan as Seymour Ambulance Representative for Jon Lovisolo

1. Meeting called to order 7:13 pm

2. Approval of minutes:

Motion to approve minutes from Special Meeting 1/14/16

K. Miller 1st, N. McGorty 2nd; all in favor, motion carried

3. Public Comment

No public comment

4. Executive Director Report:

J. Heon reviewed/read Executive Director Report sent by J. Perillo via email to him as J. Perillo not in attendance

J. Schwab hired as finance director

Fiscal year ends April 30 and we will be in contact with auditors shortly

\$5000 grant awarded for Equipment bags

Litigation: Derby continues, ready for trial in July. Seymour tax issue is resolved waiting on settlement, Oxford is still outstanding in reimbursement for taxes of \$1800. Communication Services is resolved.

Continued review of ED report

Hired new Operations Manager: Dawn Macharelli. Next step is to hire supervisor to replace Dawn.

Completed reading ED report

J. Heon states he feels the issue with Echo Hose (in municipal section)should not be under municipal as it is with Echo Hose, not with the city.

M. Taggart asks about outstanding money owed to VEMS from Shelton.

J.Heon asks if she means the bundle billing money

M. Taggart states yes

J. Heon does not think that ever was resolved. He does not know and makes note to follow up with J. Perillo on that.

Discussion on what is remembered about situation since it was so long ago.

Motion to accept the Executive Director's Report

K. Miller 1st, D. Geloso 2nd. All in favor, motion carried

5. Finance Director Report:

J. Heon states J. Schwab emailed reports out to all prior as he is not here tonight.

J. Heon asks if any questions

Motion to place on file, any questions to be brought up to Finance Director in May meeting.

K. Miller 1st, J. Oliwa 2nd. All in favor. Motion carried

6. Old Business

- a. Municipal Contracts: nothing to add, J. Perillo is starting the process
- b. By law changes: J. Heon states that J. Perillo has reached out to Atty Schrage to get the changes back. We do not have them yet. J. Perillo having a meeting with Atty first week of May.
- c. 90-day staffing: J. Heon states he thinks it was resolved at the last meeting and we were keeping staffing the way it was. J. Fleming reads meeting minutes from January meeting that states this.
- d. Echo ALS agreement. D. Macharelli states there is an agreement, trying to locate the signed copy.

7. New Business

- a. Contract service: covered under ED report. It is all set
- b. New positions: Covered in ED report. Actively looking for Supervisor position to fill. Currently filling open shifts from Ann Lahaza retiring in March with part timers.
- c. Budget FY 16-17: J. Heon passes out the budget proposal. Some changes to the look, breaks it down , and built from zero on up. J.Heon reads his emailed questions to J. Schwab and answers supplied. Dispatch Service: paying for dispatch because of Shelton. J. Heon states he has asked J. Schwab to discuss with N. McGorty and J. Perillo
D. Geloso asks about oxygen tanks and Medical Expense: it may be cheaper to lease instead of renting.
M. Taggart agrees it is cheaper to lease.

Motion to accept and approve the Budget FY 16-17

D. Geloso 1st, K. Miller 2nd. All in favor. Motion carried

J. Heon thanks all involved in getting budget together for May 1.

d. Election of treasurer

M. Taggart asks for Job description for the Treasurer. J. Heon states it is in the new By Laws when the Finance Director position was created.

J. Heons opens nominations:

M. Taggart nominates J. Oliwa for Treasurer. No other nominations.

Motion to close Elections

K. Miller 1st, D. Geloso 2nd

Motion for the secretary to cast one ballot in the affirmative for Jen Oliwa as Treasurer

K. Miller 1st, N. McGorty 2nd. All in favor. Motion carried.

e. Resolution to amend Retirement Plan Agreement.

J. Heon reads resolution from Paychex to add J. Perillo as the plan administrator and take off B. Pettinella and signs resolution.

J. Heon asks if any new Business: asks about Car 6. D. Macharelli explains engine issue and what was completed on the car. Chose not to replace entire engine but a lesser costing fix. It was completed and as of now the car is running fine.

8. Executive Session: did not go into executive session

- a. Discussion of Finance Director Contract: J. Heon just received the copy. Has been reviewed by atty. We can shelve this and wait a few weeks or we can empower the Executive Director to execute the contract.

**Motion for the Executive Director to execute a contract for the Finance Director once reviewed by legal
B. Ryan 1st, K. Miller 2nd. All in favor. Motion carried**

b. Pending litigation: nothing to add

9. Other Business

Date of next Meeting decided: May 19, 2016

Motion to Adjourn

J. Oliwa 1st, K. Miller 2nd. All in favor. Motion carried

10. Adjournment: 7:52 pm



VALLEY EMERGENCY MEDICAL SERVICE
Board of Directors
April 2016

REPORT OF THE EXECUTIVE DIRECTOR

Finance

a. **Municipal Contributions/Collections**

The below **FY 2015/16 Municipal Contributions** schedule indicates amounts known to be budgeted in the current year's municipal budgets. All municipal accounts have been billed.

	Cost	Town Budgeted	Paid	Balance
Ansonia	\$30,900	\$30,000	\$30,900	0
Derby	\$30,900	\$30,900	\$0	\$240,900
Oxford	\$30,900	\$30,900	\$30,900	0
Seymour	\$30,900	\$30,900	\$30,900	0
Shelton	\$30,900	\$30,900	\$30,900	0

Note: The Town of Oxford still owes VEMS \$1,800 for improperly collected property taxes.

b. **Financial Administration and Control**

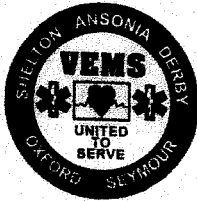
We have hired Jerry Schwab as our new Finance Director. He will discuss his progress during his report.

The fiscal year ends April 30th. We will begin conversations with the auditor once the financials are closed. That will probably be June.

c. **Grants**

We received a \$5,000 grant from VCF for the purchase of new equipment bags.

d. **Litigation**



VALLEY EMERGENCY MEDICAL SERVICE

Board of Directors

April 2016

Derby non-payment: Former Derby Chief of Staff Phil Robertson and VCOG attorney Thomas Welch have been deposed. I have been in frequent contact with Attorney Simko on the matter. We are prepared to go to trial in July.

Seymour Taxes: The Town of Seymour has agreed to grant VEMS exempt status and has returned approximately \$2,500 in previously paid taxes. The issue is resolved.

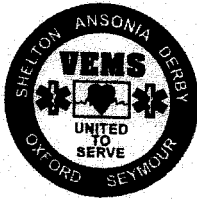
Oxford Taxes: We have settled the Oxford case and the Town of Oxford has yet to refund about \$1,800 in taxes and has taken the position that they will not say whether or not they believe VEMS is tax exempt.

Communication Services: This was the initial vendor on vehicle equipment who ordered equipment for VEMS at the request of Bob Pettinella. The company threatened a lawsuit if we did not pay the full cost of the equipment as well as labor not performed. I negotiated for the purchase of the equipment. Those items were paid for and delivered. Most items were able to be used on the new vehicle. Those items that could not are being resold. I expect us to be expense-neutral.

e. Contracts

VEMS has a contract in place with the Town of Seymour, but no others.

The Executive Director would like to work with VEMS town representatives to schedule meetings with the appropriate town officials to begin the process.



VALLEY EMERGENCY MEDICAL SERVICE
Board of Directors
April 2016

Operations

a. Equipment

All equipment is operational.

b. Vehicles

VEMS has purchased one vehicle at a cost of \$26,886. The vehicle is currently being outfitted. We expect it to be on the road in May.

c. Staffing and overtime

Operations Manager: Three candidates were interviewed by Jared Heon, Jerry Schwab, Jason Perillo and Bruce Baxter. Mr. Baxter is the Director of New Britain EMS and he graciously accepted our request to sit in on the interviews. We chose to extend an offer to Dawn Macharelli, current VEMS Supervisor. We are actively transitioning her to her new role and are moving ahead to hire a new supervisor.

Staffing remains constant and overtime is minimal in the first calendar quarter of 2016, which is 2.6%.

d. Response statistics

VEMS passed only five calls in March. We have responded to approximately 99% of all response requests thus far this fiscal year.

December ALS percentage was approximately 66%, which is higher than the average of 65%.



VALLEY EMERGENCY MEDICAL SERVICE
Board of Directors
April 2016

Municipal

- a. **City of Ansonia**
No outstanding Operational issues.
Payment of \$30,900 made
- b. **City of Derby**
Outstanding Balance of 240,900 for years 2007 through 2013
Payment of \$30,900 **due**
- c. **Town of Oxford**
No outstanding Operational issues.
Payment of \$30,900 made
Tax refund of \$1,800 **due**
- d. **City of Shelton**
There continues to be anecdotal evidence of Echo Hose Ambulance utilizing its paramedics inappropriately and averting VEMS as the PSAR.
Payment of \$30,900 made.
- e. **Town of Seymour**
No outstanding Operational issues
Payment of \$30,900 made
Tax refund **due**. Amount not yet determined.
- f. **Town of Monroe**
Operations going very well in Monroe, no issues. Current with Payments

Valley Emergency Medical Services, Inc.
Balance Sheet
As of April 25, 2016

	Apr 25, 16
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash	29,206.32
1001 · NVSL Capital	210,040.27
1002 · NVSL Depository	14,222.54
1003 · NVSL Operating	253,469.13
Total 1000 · Cash	253,469.13
Total Checking/Savings	253,469.13
Accounts Receivable	
1100 · Patient A/R	
1101 · Patient Accounts Receivable	503,382.00
Total 1100 · Patient A/R	503,382.00
1103 · zAllowance- Doubtful Accounts	-267,135.00
1104 · zReserve for Refunds	-15,000.00
1150 · Other Account Receivables	
1151 · Other Receivables	1,500.00
Total 1150 · Other Account Receivables	1,500.00
Total Accounts Receivable	222,747.00
Other Current Assets	
1200 · Prepaid expenses- Legal	43.00
1202 · Prepaid Insurance WC Trust	3,601.34
1203 · Prepaid expense -VFIS	9,804.57
1204 · Prepaid expenses- NWPS	1,315.50
1205 · Prepaid expense- GPS	539.28
1206 · Prepaid exp- service contract	6,776.00
1299 · Other Receivables	2,250.00
Total Other Current Assets	24,329.69
Total Current Assets	500,545.82
Fixed Assets	
1300 · Furniture	
1301 · Cost	4,044.78
1300 · Furniture - Other	-1,772.00
Total 1300 · Furniture	2,272.78
1400 · Leasehold Improvements	
1401 · Cost	21,770.00
1402 · Depreciation	-1,644.00
1400 · Leasehold Improvements - Other	-1,258.00

Valley Emergency Medical Services, Inc.
Balance Sheet
 As of April 25, 2016

	Apr 25, 16
Total 1400 · Leasehold Improvements	18,868.00
1500 · Medical and Comms Equipment	
1501 · Cost	264,151.22
1502 · Depreciation	-170,256.10
Total 1500 · Medical and Comms Equipment	93,895.12
1600 · 764 Derby Ave- Site	
1601 · Office building	3,577.17
1602 · Garage	260,841.93
1603 · Outside excavation	62,667.65
1604 · Depreciation	-4,672.00
1605 · Parking Lot	18,100.00
1606 · Land	73,050.00
1600 · 764 Derby Ave- Site - Other	115,499.85
Total 1600 · 764 Derby Ave- Site	529,064.60
1700 · Office Equipment	
1701 · Cost	35,777.01
1702 · Depreciation	-21,118.00
1703 · Software	18,150.00
1704 · Accumulated Amortization	-5,042.00
1700 · Office Equipment - Other	-2,977.00
Total 1700 · Office Equipment	24,790.01
1800 · Vehicles	
1801 · Cost	308,302.00
1802 · Depreciation	-194,652.24
Total 1800 · Vehicles	113,649.76
Total Fixed Assets	782,540.27
TOTAL ASSETS	1,283,086.09
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	12,637.00
2000 · Accounts Payable	12,637.00
Total Accounts Payable	25,274.00
Other Current Liabilities	
2002 · Accrued accounting fees	11,000.00
2003 · Accrued billing fees	16,683.00
2005 · Accrued payroll and related	38,824.00
6047 · Aflac	751.95

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Accrual Basis

Valley Emergency Medical Services, Inc.

Balance Sheet

As of April 25, 2016

	Apr 25, 16
Total Other Current Liabilities	67,258.95
Total Current Liabilities	79,895.95
Long Term Liabilities	
2700 · Long Term Liabilities	
2701 · Mortgage Payable -NVSL	243,276.48
Total 2700 · Long Term Liabilities	243,276.48
Total Long Term Liabilities	243,276.48
Total Liabilities	323,172.43
Equity	
3900 · Retained Earnings	901,501.09
Net Income	58,412.57
Total Equity	959,913.66
TOTAL LIABILITIES & EQUITY	1,283,086.09

Valley Emergency Medical Services, Inc.
Profit & Loss
May 2015 through March 2016

May '15 - Mar 16

Ordinary Income/Expense		
Income		
4000 · Municipal Funding		123,600.00
4001 · Ansonia Deposits	30,900.00	
4003 · Oxford Deposits	30,900.00	
4004 · Seymour Deposits	30,900.00	
4005 · Shelton Deposits	30,900.00	
Total 4000 · Municipal Funding		123,600.00
4100 · Contract Revenue		
4101 · Monroe deposits	2,275.00	
4102 · Mutual Aid Contract	389,520.12	
4101 · Monroe deposits - Other		
Total 4101 · Monroe deposits	391,795.12	
Total 4100 · Contract Revenue		391,795.12
4200 · Patient Care Revenue		
4201 · Patient Billings	1,227,313.01	
4202 · Patient Care Refund	-21,972.07	
4200 · Patient Care Revenue - Other	26,737.84	
Total 4200 · Patient Care Revenue	1,232,078.78	
4300 · Misc. Contributions		
4303 · Individual/Business Contribution	84.64	
Total 4300 · Misc. Contributions		84.64
4400 · Misc. Income		
4402 · Legal Fees	0.00	
Total 4400 · Misc. Income		0.00
4500 · Interest Income	418.19	
4600 · Grant Income	30,000.00	
4999 · Uncategorized Income	13,000.00	
Total Income		1,790,976.73
Cost of Goods Sold		
5000 · Cost of Goods Sold		
5100 · Paramedic Payroll and Benefits		
5101 · Paramedic Payroll Wages	905,034.09	
5102 · Paramedic Medical & Disability	85,156.40	
5103 · Paramedic 401K	12,576.49	
5104 · Paramedic Payroll taxes	79,950.20	
Total 5100 · Paramedic Payroll and Benefits	1,082,717.18	
5200 · Medical supplies		25,710.22
5300 · Collection expense		

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04/25/16

Accrual Basis

Valley Emergency Medical Services, Inc. Profit & Loss

May 2015 through March 2016

	May '15 - Mar 16
5301 · Billing fees	80,118.85
5302 · Collection agency fees	1,824.25
Total 5300 · Collection expense	81,943.10
Total 5000 · Cost of Goods Sold	1,190,370.50
Total COGS	1,190,370.50
Gross Profit	600,606.23
Expense	
6100 · Contract Services	
6101 · Dispatch service	5,919.75
6102 · Communications	4,686.00
6104 · Equipment Service Contracts	7,392.00
Total 6100 · Contract Services	17,997.75
6200 · Vehicle Expense	
6201 · Fuel expense	30,205.28
6202 · Repairs and maintenance	28,431.09
6203 · Vehicle management	1,026.14
Total 6200 · Vehicle Expense	59,662.51
6300 · Building Expenses	
6301 · Building Maintenance	5,584.20
Total 6300 · Building Expenses	5,584.20
6400 · Radio Repair and Maintenance	5,584.20
6500 · Utilities	783.30
6501 · Electricity	5,872.02
6502 · Telecommunications	
6502A · Telephone	6,657.91
6502B · Comcast	3,117.39
6502C · Frontier	2,443.35
Total 6502 · Telecommunications	12,218.65
6503 · Refuse Removal	2,263.50
6504 · Water and Sewer Expense	472.25
6505 · Gas	3,213.44
6506 · Internet service	143.88
6507 · GPS Expenses	1,438.24
Total 6500 · Utilities	25,621.98
6600 · Insurance expense	
6601 · Workers Comp	111,700.47
6602 · Commercial auto	5,868.74
6603 · General Liability	

Valley Emergency Medical Services, Inc.
Profit & Loss
May 2015 through March 2016

	May '15 - Mar 16
6603A · Portfolio	31,330.94
Total 6603 · General Liability	31,330.94
Total 6600 · Insurance expense	148,900.15
6700 · Operational Expense	
6702 · Computer Expense	948.93
6703 · Consulting, accounting, legal	63,018.34
6705 · Equipment Expenses	701.64
6707 · Hospitality	1,534.64
6708 · Lease office equipment	1,389.42
6709 · Licenses and permits	170.00
6710 · Marketing and public relations	150.00
6712 · Office Supplies	
6712A · Office Furniture	883.44
6712B · General supplies	1,022.63
Total 6712 · Office Supplies	1,906.07
6713 · Postage and delivery	510.45
6714 · Printing and reproduction	884.25
Total 6700 · Operational Expense	71,213.74
6800 · Administrative expense	
6801 · Payroll Benefits and Related	
6801A · Payroll Wages	
6801AA · Executive Director	97,355.92
6801BB · Office Manager	48,311.61
6801CC · Finance Director	461.54
Total 6801A · Payroll Wages	146,129.07
6801B · Payroll Taxes	10,351.44
6801C · Payroll 401K	2,987.45
6801D · Medical and Disability	20,460.81
6801E · Paychex HRS	2,111.00
6801F · Payroll processing	8,842.23
Total 6801 · Payroll Benefits and Related	190,882.00
6803 · Christmas Party and related exp	1,947.08
6805 · EMS week/Community outreach	
6805A · Donations	2,115.18
6805B · EMS Week	754.54
Total 6805 · EMS week/Community outreach	2,869.72
6806 · Miscellaneous Admin Expense	
6806A · Background Screenings	300.00
6806B · Occupational Medicine	190.94

Valley Emergency Medical Services, Inc.
Profit & Loss
May 2015 through March 2016

	May '15 - Mar 16
Total 6806 - Miscellaneous Admin Expense	490.94
6807 - Paramedic License Renewal	760.00
6808 - Training	1,935.73
6809 - Travel, meetings and Conference	29.78
6810 - Uniforms	2,749.40
Total 6800 - Administrative expense	201,664.65
6900 - Interest and related expenses	50.00
6901 - Bank service charges/penalties	8,611.94
6902 - Interest expense	
Total 6900 - Interest and related expenses	8,661.94
Total Expense	540,090.22
Net Ordinary Income	60,516.01
Net Income	60,516.01

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04/25/16

Accrual Basis

Valley Emergency Medical Services, Inc.
Profit & Loss
January 2016

	Jan 16
Ordinary Income/Expense	
Income	
4100 · Contract Revenue	35,410.92
4101 · Monroe deposits	
Total 4100 · Contract Revenue	<u>35,410.92</u>
4200 · Patient Care Revenue	
4201 · Patient Billings	98,605.62
4202 · Patient Care Refund	-3,037.10
4200 · Patient Care Revenue - Other	2,448.87
Total 4200 · Patient Care Revenue	<u>98,017.39</u>
4400 · Misc. Income	
4402 · Legal Fees	0.00
Total 4400 · Misc. Income	<u>0.00</u>
4500 · Interest Income	31.57
Total Income	<u>133,459.88</u>
Cost of Goods Sold	
5000 · Cost of Goods Sold	
5100 · Paramedic Payroll and Benefits	
5101 · Paramedic Payroll Wages	75,645.57
5102 · Paramedic Medical & Disability	4,899.87
5103 · Paramedic 401K	796.97
5104 · Paramedic Payroll taxes	8,247.63
Total 5100 · Paramedic Payroll and Benefits	<u>89,590.04</u>
5200 · Medical supplies	1,724.43
5300 · Collection expense	
5301 · Billing fees	6,970.29
5302 · Collection agency fees	135.56
Total 5300 · Collection expense	<u>7,105.85</u>
Total 5000 · Cost of Goods Sold	<u>98,420.32</u>
Total COGS	<u>98,420.32</u>
Gross Profit	35,039.56
Expense	
6100 · Contract Services	
6101 · Dispatch service	657.75
6102 · Communications	426.00
6104 · Equipment Service Contracts	616.00
Total 6100 · Contract Services	<u>1,699.75</u>

Valley Emergency Medical Services, Inc.
Profit & Loss
 January 2016

	Jan 16
6200 · Vehicle Expense	
6201 · Fuel expense	2,000.12
6202 · Repairs and maintenance	3,737.17
Total 6200 · Vehicle Expense	5,737.29
6300 · Building Expenses	
6301 · Building Maintenance	1,180.93
Total 6300 · Building Expenses	1,180.93
6400 · Radio Repair and Maintenance	
6500 · Utilities	194.40
6501 · Electricity	757.62
6502 · Telecommunications	
6502A · Telephone	537.03
6502B · Comcast	287.85
6502C · Frontier	221.82
Total 6502 · Telecommunications	1,046.70
6503 · Refuse Removal	81.60
6505 · Gas	157.37
6507 · GPS Expenses	179.78
Total 6500 · Utilities	2,223.07
6600 · Insurance expense	
6601 · Workers Comp	10,837.00
6602 · Commercial auto	527.60
6603 · General Liability	
6603A · Portfolio	2,663.83
Total 6603 · General Liability	2,663.83
Total 6600 · Insurance expense	14,028.43
6700 · Operational Expense	
6703 · Consulting, accounting, legal	3,073.18
6705 · Equipment Expenses	327.17
6707 · Hospitality	278.78
6708 · Lease office equipment	116.75
6709 · Licenses and permits	50.00
6712 · Office Supplies	
6712B · General supplies	10.62
Total 6712 · Office Supplies	10.62
6713 · Postage and delivery	150.62
Total 6700 · Operational Expense	4,007.12
6800 · Administrative expense	
6801 · Payroll Benefits and Related	

Valley Emergency Medical Services, Inc.
Profit & Loss
January 2016

	Jan 16
6801A · Payroll Wages	
6801AA · Executive Director	5,012.31
6801BB · Office Manager	4,194.76
Total 6801A · Payroll Wages	9,207.07
6801B · Payroll Taxes	630.81
6801C · Payroll 401K	109.60
6801D · Medical and Disability	960.92
6801E · Paychex HRS	184.00
6801F · Payroll processing	734.53
Total 6801 · Payroll Benefits and Related	11,826.93
6803 · Christmas Party and related exp	326.00
6807 · Paramedic License Renewal	155.00
Total 6800 · Administrative expense	12,307.93
6900 · Interest and related expenses	
6902 · Interest expense	1,008.78
Total 6900 · Interest and related expenses	1,008.78
Total Expense	42,387.70
Net Ordinary Income	-7,348.14
Net Income	<u><u>-7,348.14</u></u>

Valley Emergency Medical Services, Inc.
Profit & Loss
 February 2016

	Feb 16
Ordinary Income/Expense	
Income	
4100 · Contract Revenue	35,410.92
4101 · Monroe deposits	35,410.92
Total 4100 · Contract Revenue	110,058.98
4200 · Patient Care Revenue	-58.00
4201 · Patient Billings	1,434.44
4202 · Patient Care Refund	111,435.42
4200 · Patient Care Revenue - Other	34.27
Total 4200 · Patient Care Revenue	146,880.61
4500 · Interest Income	
Total Income	
Cost of Goods Sold	
5100 · Cost of Goods Sold	
5101 · Paramedic Payroll and Benefits	72,845.18
5102 · Paramedic Payroll Wages	6,438.79
5102 · Paramedic Medical & Disability	827.12
5103 · Paramedic 401K	7,883.50
5104 · Paramedic Payroll taxes	87,994.59
Total 5100 · Paramedic Payroll and Benefits	2,387.47
5200 · Medical supplies	
5300 · Collection expense	
5301 · Billing fees	7,449.64
5302 · Collection agency fees	167.86
Total 5300 · Collection expense	7,617.50
Total 5000 · Cost of Goods Sold	97,999.56
Total COGS	97,999.56
Gross Profit	48,881.05
Expense	
6100 · Contract Services	
6101 · Dispatch service	657.75
6102 · Communications	426.00
6104 · Equipment Service Contracts	616.00
Total 6100 · Contract Services	1,699.75
6200 · Vehicle Expense	
6201 · Fuel expense	2,103.67
6202 · Repairs and maintenance	2,111.72
6203 · Vehicle management	107.80

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04/25/16

Accrual Basis

Valley Emergency Medical Services, Inc.
Profit & Loss
February 2016

	Feb 16
Total 6200 · Vehicle Expense	4,323.19
6300 · Building Expenses	
6301 · Building Maintenance	493.20
Total 6300 · Building Expenses	493.20
6400 · Radio Repair and Maintenance	428.25
6500 · Utilities	
6501 · Electricity	806.23
6502 · Telecommunications	
6502A · Telephone	481.02
6502B · Comcast	287.85
6502C · Frontier	225.16
Total 6502 · Telecommunications	994.03
6503 · Refuse Removal	81.60
6504 · Water and Sewer Expense	75.78
6505 · Gas	887.15
6507 · GPS Expenses	179.78
Total 6500 · Utilities	3,024.57
6600 · Insurance expense	
6601 · Workers Comp	10,804.00
6602 · Commercial auto	560.17
6603 · General Liability	
6603A · Portfolio	2,688.83
Total 6603 · General Liability	2,688.83
Total 6600 · Insurance expense	14,053.00
6700 · Operational Expense	
6703 · Consulting, accounting, legal	5,751.79
6705 · Equipment Expenses	116.01
6707 · Hospitality	212.38
6708 · Lease office equipment	116.75
6712 · Office Supplies	
6712B · General supplies	10.62
Total 6712 · Office Supplies	10.62
Total 6700 · Operational Expense	6,207.55
6800 · Administrative expense	
6801 · Payroll Benefits and Related	
6801A · Payroll Wages	2,769.24
6801AA · Executive Director	
6801BB · Office Manager	4,119.81

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04/25/16

Accrual Basis

Valley Emergency Medical Services, Inc.
Profit & Loss
February 2016

	Feb 16
Total 6801A · Payroll Wages	6,889.05
6801B · Payroll Taxes	459.24
6801C · Payroll 401K	109.60
6801D · Medical and Disability	960.92
6801E · Paychex HRS	181.00
6801F · Payroll processing	1,220.73
Total 6801 · Payroll Benefits and Related	9,820.54
6810 · Uniforms	214.00
Total 6800 · Administrative expense	10,034.54
6900 · Interest and related expenses	
6902 · Interest expense	1,059.52
Total 6900 · Interest and related expenses	1,059.52
Total Expense	41,323.57
Net Ordinary Income	7,557.48
Net Income	<u>7,557.48</u>

Valley Emergency Medical Services, Inc.
Profit & Loss
 March 2016

1:00 PM
 04/25/16
 Accrual Basis

	Mar 16
Ordinary Income/Expense	
Income	
4100 · Contract Revenue	35,410.92
4101 · Monroe deposits	
Total 4100 · Contract Revenue	35,410.92
4200 · Patient Care Revenue	
4201 · Patient Billings	147,574.93
4202 · Patient Care Refund	-1,480.00
4200 · Patient Care Revenue - Other	4,212.78
Total 4200 · Patient Care Revenue	150,307.71
4500 · Interest Income	35.95
Total Income	185,754.58
Cost of Goods Sold	
5000 · Cost of Goods Sold	
5100 · Paramedic Payroll and Benefits	
5101 · Paramedic Payroll Wages	92,451.44
5102 · Paramedic Medical & Disability	6,341.24
5103 · Paramedic 401K	935.29
5104 · Paramedic Payroll taxes	8,095.34
Total 5100 · Paramedic Payroll and Benefits	107,823.31
5200 · Medical supplies	4,091.70
5300 · Collection expense	
5301 · Billing fees	8,669.67
5302 · Collection agency fees	164.08
Total 5300 · Collection expense	8,833.75
Total 5000 · Cost of Goods Sold	120,748.76
Total COGS	120,748.76
Gross Profit	65,005.82
Expense	
6100 · Contract Services	
6101 · Dispatch service	657.75
6102 · Communications	426.00
6104 · Equipment Service Contracts	616.00
Total 6100 · Contract Services	1,699.75
6200 · Vehicle Expense	
6201 · Fuel expense	1,972.29
6202 · Repairs and maintenance	3,577.46
	5,249.50

Valley Emergency Medical Services, Inc.
Profit & Loss
March 2016

1:00 PM
 04/25/16
 Accrual Basis

	Mar 16
Total 6200 · Vehicle Expense	5,549.75
6500 · Utilities	
6501 · Electricity	233.10
6502 · Telecommunications	
6502A · Telephone	557.05
6502B · Comcast	287.85
6502C · Frontier	221.81
Total 6502 · Telecommunications	1,066.71
6503 · Refuse Removal	81.60
6505 · Gas	566.55
6507 · GPS Expenses	179.78
Total 6500 · Utilities	2,127.74
6600 · Insurance expense	
6601 · Workers Comp	3,601.33
6602 · Commercial auto	560.17
6603 · General Liability	
6603A · Portfolio	2,688.83
Total 6603 · General Liability	2,688.83
Total 6600 · Insurance expense	6,850.33
6700 · Operational Expense	
6702 · Computer Expense	100.99
6703 · Consulting, accounting, legal	2,007.00
6707 · Hospitality	27.91
6708 · Lease office equipment	116.75
6712 · Office Supplies	
6712B · General supplies	157.63
Total 6712 · Office Supplies	157.63
6714 · Printing and reproduction	294.75
Total 6700 · Operational Expense	2,705.03
6800 · Administrative expense	
6801 · Payroll Benefits and Related	
6801A · Payroll Wages	
6801AA · Executive Director	2,769.24
6801BB · Office Manager	3,894.96
6801CC · Finance Director	461.54
Total 6801A · Payroll Wages	7,125.74
6801B · Payroll Taxes	494.55
6801C · Payroll 401K	109.60
6801D · Medical and Disability	960.92

Valley Emergency Medical Services, Inc.
Profit & Loss
March 2016

	Mar 16
6801E · Paychex HRS	281.00
6801F · Payroll processing	698.82
Total 6801 · Payroll Benefits and Related	9,670.63
6805 · EMS week/Community outreach	
6805A · Donations	2,015.18
Total 6805 · EMS week/Community outreach	2,015.18
6806 · Miscellaneous Admin Expense	
6806A · Background Screenings	300.00
Total 6806 · Miscellaneous Admin Expense	300.00
6807 · Paramedic License Renewal	155.00
Total 6800 · Administrative expense	12,140.81
6900 · Interest and related expenses	
6902 · Interest expense	940.33
Total 6900 · Interest and related expenses	940.33
Total Expense	32,013.74
Net Ordinary Income	32,992.08
Net Income	32,992.08

BUDGET 2017

	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL
Income													
Net Patient Revenue	111,194	111,194	111,194	111,194	111,194	111,194	111,194	111,194	111,194	111,128	115,128	115,128	1,350,062
Monroe Contract	36,125	36,125	36,125	36,125	36,125	36,125	36,125	36,125	36,125	36,125	36,125	36,125	433,500
Municipal Subsidies	10,300	10,300	10,609	10,609	10,609	10,609	10,609	10,609	10,609	10,609	10,609	10,609	126,690
Monroe Mutual Aid	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Total Income	157,719	157,719	158,028	158,028	158,028	158,028	158,028	158,028	158,028	161,962	161,962	161,962	1,911,452

Expenses

Paramedic Wages	71,964	80,869	96,981	73,889	80,516	95,169	73,019	104,967	77,158	74,302	94,300	73,889	997,024
Paramedic Medical & Disability	17,172	6,786	6,818	7,414	9,231	6,908	8,192	8,327	5,145	6,761	6,658	7,006	96,420
Paramedic 401K	1,697	1,004	1,349	1,091	1,230	1,430	978	1,440	813	844	954	784	13,612
Paramedic Payroll Taxes	5,505	6,186	7,419	5,652	6,159	7,280	5,586	8,030	5,903	5,684	7,214	5,653	76,272
Medical Supplies	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000
Billing Fees	7,784	7,784	7,784	7,784	7,784	7,784	7,784	7,784	8,059	8,059	8,059	8,059	94,504
Collection Fees	200	200	200	200	200	200	200	200	200	200	200	200	2,400
Dispatch services	662	662	662	662	662	662	662	662	662	662	662	662	7,944
Communications	426	426	426	426	426	426	426	426	426	426	426	426	5,112
Equipment/Service Con- Monitors	616	616	616	616	616	616	616	616	616	616	616	616	7,392
Vehicles Expenses	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	64,800
Building Maintenance	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Radio Repairs	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Utilities	2,416	2,416	2,416	2,416	2,416	2,416	2,416	2,416	2,416	2,416	2,416	2,416	28,992
Insurance - Workers Comp	10,416	10,416	10,416	10,416	10,416	10,416	10,416	10,416	10,416	10,416	10,416	10,416	124,992
Insurance - Commercial Auto	550	550	550	550	550	550	550	550	550	550	550	550	6,600
Insurance - General Liability	2,666	2,666	2,666	2,666	2,666	2,666	2,666	2,666	2,666	2,666	2,666	2,666	31,992
Consulting, accounting, legal	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	60,000
Equipment Expenses	75	75	75	75	75	75	75	75	75	75	75	75	900
Hospitality	200	200	200	200	200	200	200	200	200	200	200	200	2,400
Lease office equipment	120	120	120	120	120	120	120	120	120	120	120	120	1,440
Licenses and permits	20	20	20	20	20	20	20	20	20	20	20	20	240
Marketing and public relations	20	20	20	20	20	20	20	20	20	20	20	20	240
Office Supplies / Computer Expense	275	275	275	275	275	275	275	275	275	275	275	275	3,300
Postage and delivery	50	50	50	50	50	50	50	50	50	50	50	50	600
Printing and reproduction	75	75	75	75	75	75	75	75	75	75	75	75	900
Administration Wages	9,602	9,602	9,602	9,602	9,602	9,602	9,602	9,602	9,602	9,602	9,602	9,602	115,224
Administration - Payroll Tax	735	735	735	735	735	735	735	735	735	735	735	735	8,815
Administration - 401K	288	288	288	288	288	288	288	288	288	288	288	288	3,457
Administration - Medical & Dis	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
Payroll Human Resource Services	200	200	200	200	200	200	200	200	200	200	200	200	2,400
Payroll Processing fees	833	833	833	833	833	833	833	833	833	833	833	833	10,000
Employee Holiday Party	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Community Outreach / EMS Week	30	30	30	30	30	30	30	30	30	30	30	30	360
Background Checks	30	30	30	30	30	30	30	30	30	30	30	30	360
Occupational Medicine	30	30	30	30	30	30	30	30	30	30	30	30	360
Paramedic License Renewal	75	75	75	75	75	75	75	75	75	75	75	75	900
Training	200	200	200	200	200	200	200	200	200	200	200	200	2,400
Travel, Meetings, & Conferences	425	425	425	425	425	425	425	425	425	425	425	425	5,100
Uniforms	250	250	250	250	250	250	250	250	250	250	250	250	3,000
New Vehicle	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	45,000
Mortgage - Principal and interest	1,954	1,954	1,954	1,954	1,954	1,954	1,954	1,954	1,954	1,954	1,954	1,954	23,448
Total Expenses	155,030	154,538	171,626	147,106	156,195	169,847	146,834	184,823	148,353	146,925	168,461	146,666	1,897,406

Profit (Loss)	1,688	3,181	(13,598)	10,922	1,832	(11,820)	11,193	(26,796)	13,609	15,037	(6,499)	15,296	14,046
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Organization Resolution Removing Trustee

By action of the BOARD OF DIRECTORS of VALLEY EMERGENCY MEDICAL SERVICES
COMPANY NAME

A Paramedic Intercept non-profit organization, taken on, April 21, 2016, the following resolution
ORGANIZATION TYPE DATE

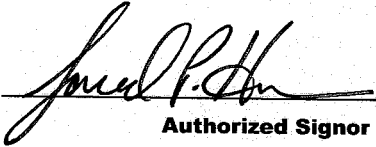
was duly adopted:

RESOLVED, that effective as of the close of business on January 14, 2016, Robert Pettinella is removed as Trustee for 401(k) Retirement Services (the "Plan"); and it is
NAME OF PLAN

FURTHER RESOLVED, that effective as of the opening of business of January 15, 2016, Jason Perillo is hereby appointed as Trustee for the Plan; and it is

FURTHER RESOLVED, that the Board of Directors of this organization hereby authorizes Jason Perillo, Executive Director to execute any documents necessary and to make such changes therein as may be required or which they may deem appropriate, to take any other actions which they deem necessary or desirable or proper to carry out the intent of the foregoing Resolution.

IN WITNESS WHEREOF, I have executed this Resolution this date of April 21, 2016.
MONTH/DAY/YEAR

Signatures	
 _____ Authorized Signor	Medallion Signature Guarantee:
<u>Jared P. Heon</u> _____ Printed Name	
<u>4/21/16</u> _____ Date	