

**Council Valley Ambulance Board**  
Advisory Board

Regular Meeting  
January 11, 2017

Attendees: Dan Huter, Vianne Ritter, Tim Toomey, Susan Warner, Fran Villano

Meeting was called to order by Tim Toomey at 5:35 PM in the Council EMS building.

Motion made by Susan Warner and seconded by Vianne Ritter to accept the October minutes as presented.

Motion made by Vianne Ritter and seconded by Susan Warner to accept the January agenda as presented.

District Financial Review

Because (once again) Fran forgot to send a reminder email, Cheryl Lyttle was unable to provide the Advisory Board with an updated financial statement.

Findings from the annual audit held on October 25<sup>th</sup> were discussed. Results of the audit suggested that in order to observe sound accounting practices, Council Valley Ambulance may need to hire a dedicated purchasing agent to work with Dan Huter. Budgetary constraints will preclude this suggestion from being put into effect.

The County has transferred payroll responsibilities directly to Council Valley Ambulance. Last week was the first pay week and all went well.

Motion made by Susan Warner and seconded by Vianne Ritter to accept the financial review.

Old Business

EMT Class progress – It is anticipated that three (3) new EMTs will be added to the roster within the next six months.

Meeting adjourned at 6:10 PM. The next meeting is scheduled for Wednesday, April 12<sup>th</sup> at 5:30 PM in the Council EMS building.

Respectfully submitted by:  
Fran Villano, Secretary  
January 12, 2017