

HIGHLAND RESCUE TEAM AMBULANCE DISTRICT BOARD OF DIRECTORS MEETING MINUTES

Highland Station 317 S Lookout Mountain Rd

March 12, 2024 3:45 p.m.

President Terry McCarthy called the meeting to order at 4:05 p.m.

Directors present: President Terry McCarthy, Treasurer Dan Kasinec (via Zoom), Secretary Kara Cooper, Sharon Jones, Chris Garlasco

Others present: Assistant Chief Steve Telgener, Captain Damon Brown, Carl Joyce, Laura Cardon, Chief Bob Fager, Christina Jantzef

ANNOUNCEMENTS

No announcements

PREVIOUS MEETING MINUTES

Director McCarthy moved to approve the January meeting minutes. Director Jones seconded. Unanimous approval.

FINANCIAL REPORT

February Billing (L. Cardon)

- Systems Design West (SDW) billed \$30,206.60 for 20 calls in February. Payments received were \$789.25, which is below average. \$6,369.61 was sent to collections, which is above average.

February Financial Report (C. Jantzef)

- Total revenues are above target.
- All operations expenses are below target overall. Any line items that were over target or close to it are a function of where we are in the year. Annual payments that are due at the beginning of the year bring those line items to target or close to it.
- Change in net assets is negative, which is also typical for this time of year.

Financial Updates (C. Jantzef)

- Annual Audit Fieldwork begins in two weeks.
- Quickbooks is discontinuing the version HRTAD uses for payroll and billing effective May 31. Ms. Jantzef recommends Xero as the best alternative option because it can handle the non-standard overrides HRTAD requires for payroll.
- Director Kasinec requested Ms. Jantzef inquire about references from other organizations who have had to convert to Xero. Ms. Jantzef is currently testing the Xero product to ensure a conversion would go smoothly. Fully converting to Xero would take approximately 4-6 weeks.

- Director Kasinec inquired whether all historical payroll data would be imported. It would not. Ms. Jantze responded conversion projects usually go poorly when you pull all the historical data. HRTAD would retain access to historical data through Quickbooks.

CHIEF'S REPORT (B. Fager)

- February was a slower month with 47 calls and 20 transports. Year to date, HRTAD has had 134 calls and 62 transports.

Staffing

- HRTAD has: 8 paid paramedics (4 Full-Time, 1 Part-Time, 3 PRN); 11 volunteer paramedics (1 Probationary, 1 LOA); 1 volunteer EMT-I, 5 volunteer AEMTs, 21 volunteer EMTs (6 Probationary, 3 LOA); 1 volunteer EMR
- Laura Cardon has been hired as the new administrator. The position had 50 applicants; 9 were invited to interview; 5 were interviewed.

Organizational Restructure

- New organizational structure rolled out to the membership on 2/27. Director McCarthy attended the meeting and echoed Chief Fager's report that restructuring was very well-received.
- A few minor adjustments were suggested by members which will be incorporated into the new organizational chart.
- Many of the new officer positions have been filled and the process has been going smoothly to fill the new chart from the top down. Captain Damon Brown will be the new Deputy Chief of Operations.
- Director Cooper asked if previous officers were continuing into new roles. Chief Fager responded that yes, so far there has been a mix of new applicants as well as previous officers.
- Director McCarthy requested Chief Fager continue to share notable meeting dates so board members could attend. Director McCarthy encouraged other board members to attend future meetings and thanked HRTAD member Wolf (Rob) Fauteux for his outreach work ahead of the meeting.

New Ambulance

- Captain Damon Brown and Chief Fager met with Northwest Sales to go line-by-line through specs for the new ambulance. Northwest is experiencing longer production times, but that is happening across the industry. The target is still 2025 delivery.

Personnel

- Chief Fager and Captain Brown are both on vacation next week.

OLD BUSINESS

Property Next Door

- The lot next door to the station has been sold. Contact with the new owner has not been directly established, but they are interested in working together on septic issues.
- Director Garlasco is in touch with an architect to discuss the station's future needs for expansion or reorganization of the current station buildings. This will help determine feasibility of future plans and if expansion is needed. For any expansion, acquiring a piece of the lot next door (south) would be of interest.
- Director McCarthy requested there be a point person with HRTAD for the discussions. Captain Brown accepted.

Personnel Issues

- Katy Miller's interviews identified a few opportunities for improvement including updates to portions of the Rules and Regulations that could improve clarity. The new organizational chart addresses a major portion of the feedback.
- Awaiting final billing from Ms. Miller.

NEW BUSINESS

Change of Time

- Chief Fager asked the board if they would be amenable to moving the start time of meetings to 2:30 p.m.
- Director McCarthy moved to approve moving all board meetings to 2:30 p.m. as of the April 16 board meeting. Director Garlasco seconded. Unanimously approved.

ADJOURNMENT

Director Jones moved to adjourn the meeting. Director Cooper seconded. Unanimously approved.

The meeting adjourned at 4:41 p.m.