

# HIGHLAND RESCUE TEAM AMBULANCE DISTRICT (HRTAD) BOARD OF DIRECTORS MEETING MINUTES

Highland Station 317 S Lookout Mountain Rd

May 14, 2024 at 2:30 p.m.

**President Terry McCarthy called the meeting to order at 2:32 p.m.**

**Directors present:** President Terry McCarthy, Treasurer Dan Kasinec, Sharon Jones, Chris Garlasco, and Secretary Kara Cooper.

**Others present:** Chief Bob Fager, Assistant Chief Steve Telgener, Deputy Chief of Operations Damon Brown, Administrator Laura Cardon and Accountant Christina Jantzef (via Zoom).

## ANNOUNCEMENTS

Chief Fager reminded the board of HRTAD's annual multi-agency training day will take place Saturday, May 18. About 70 different members and first responders will be attending the training hosted by HRTAD. Chief Fager invited the board to attend any part of the training to meet and spend time with members.

## PREVIOUS MEETING MINUTES

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

## FINANCIAL REPORT

### *February Billing (L. Cardon)*

- Systems Design West (SDW) billed \$26,193.60 for 17 transports in April. Payments received were \$623.02.
- A larger amount than normal was written off as uncollectible, totaling \$26,205.76.
- The amount of patients without insurance increased in April to 26%. 2022 data was added to this table based on feedback from the board.
- Collection amounts remained the same. Director Kasinec asked whether there was a time limit to patient payment plans. No one present knew; Ms. Cardon said she would ask the collection agency.
- For full details refer to the 2024-05 Admin Report document.

### *February Financial Report (C. Jantzef)*

- Total revenues are again above target due to property tax payments.
- All expenses are within normal range for this time of year.
- The cash balance was high at month's end.
- For full details refer to the Memo 04-24 document.

### *Financial Updates (C. Jantzef)*

- Ms. Jantzeff sent the board a first draft of the financial report audit and requested feedback on the first section of the report, “Management Discussion and Analysis.” This section is required supplementary information and creates a narrative from the district to the reader of the audit. Board members will review the draft audit and send questions or corrections directly to Ms. Jantzeff and Director Kasinec.
- The Unemployment Insurance audit is complete with zero discrepancies.
  - Assistant Chief Telgener asked whether we should be documenting any differently based on feedback from the auditors.
  - Ms. Jantzeff answered the auditors did have a question about annual gifts given to HRTAD members for the Member of the Year and MVP awards. Since it was less than \$600 per person, the auditor decided HRTAD did not need to do any 1099 reporting.
- The Medicaid supplement audit is also wrapped up. Due to a typo in the initial report, Ms. Jantzeff and Ms. Cardon attended a training session. The number of transports was accidentally undercounted, so HRTAD will end up getting a higher reimbursement amount from Medicaid now that the transport number is corrected.
- Director Kasinec commented that three clean audits demonstrates the high quality of HRTAD’s financial processes and policies.
- Director McCarthy thanked Ms. Jantzeff for all of her efforts on the audits and expressed gratitude for her excellent record-keeping.
- Ms. Jantzeff will be focusing on the transition to the new payroll software over the next few weeks.
  - Payroll will either be switched at the end of the next pay period or on June 1.
  - Ms. Jantzeff was also weighing the benefit of using Xero’s recommended third-party vendor to migrate historical payroll data. She is taking a more conservative approach to protecting historical personal data and will likely not migrate historical data, or will do it manually.

### **CHIEF’S REPORT (B. FAGER)**

- April was a slower month with 49 calls and 17 transports.

#### *Staffing*

- One member has separated from HRTAD due to relocating with their significant other.
- HRTAD welcomed a class of six probationary members.
- David Leonard was hired as HRTAD’s Training Director. He will begin that role June 1 and remain in his PRN role until then.
- Steve Drago, the current Training Director, will become a volunteer member June 1.

#### *Facilities*

- Deputy Chief Brown and Chief Fager met with a structural engineer to discuss feasibility of adding a second story. The engineer was very confident that the newer

portion of the building could have a second story, which, along with connecting Bay 4 to the existing dayroom, would meet Highland's future needs.

- Assistant Chief Telgener sent contact information today for the neighbor to the south, which is HRTAD's easiest option for increasing septic capacity. Next steps include establishing a relationship with the neighbor to the south.

#### *Rules and Regulations*

- As part of the new organizational chart, Appendix C of HRTAD Rules and Regulations needs to be updated and approved by the board.
- Director Garlasco moved to approve the revised Appendix. Director Kasinec second. Unanimous approval.

### **NEW BUSINESS**

None

### **OLD BUSINESS**

#### *Personnel Issues*

- Director McCarthy asked if additional rules and regulations need to be reviewed to address issues from mediation.
  - Director Garlasco volunteered to make a first draft based on feedback from mediation. Director Garlasco recommended the draft be approved by HRTAD's attorney before the board approves anything else.
  - Director Kasinec reminded the Board this was a living document and will need to be continually updated over the years.

#### *Facilities*

- Director Garlasco asked whether the septic system expansion was on a different timeline from overall facility expansion.
- Deputy Chief Brown answered the septic issue is long-standing and requires additional land. Chief Fager and Deputy Chief Brown hope to build a relationship with the neighbor to the south and work out a deal for expanding HRTAD's septic leach field to the south.

### **ADJOURNMENT**

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

**The meeting adjourned at 3:17 p.m.**