

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

Highland Station 317 S Lookout Mountain Rd

June 12, 2024, at 2:30 p.m.

President Terry McCarthy called the meeting to order at 2:26 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, Accountant Christina Jantze (via Zoom), and CPA Ty Holman of Haynie & Associates (via Zoom).

ANNOUNCEMENTS

There were no announcements.

MINUTES

Director Garlasco moved to approve the May meeting minutes with the addition of titles for applicable board members. Director Jones seconded the motion. Unanimous approval.

FINANCIAL REPORT

February Billing (L. Cardon)

- Systems Design West (SDW) billed \$48,416.20 for 32 transports in May. An average amount was written off and sent to collections.
- There was another significant increase in the number of self-pay patients without insurance (56% of transports in May 2024).
- Per Director Kasinec's request, "Days in Accounts Receivable" data was added to the report. HRTAD has 133 outstanding accounts. Accounts typically spend 123 in accounts receivable before being paid. There are multiple factors that impact this, including HRTAD's number of self-pay patients. Time for payment is also dependent on how accurately and quickly hospitals complete documentation and how quickly the billing company can find insurance information for patients. Working with Kaiser also takes long because the company only has paper processes in place for claims.
- President McCarthy asked if the increase of self-pay patients is a trend locally or nationally. Chief Fager responded he would check in with other agencies.
- Director Garlasco asked how much one response costs. Chief Fager responded that Medicare defines cost of response as only the response, which is about \$400. The EMS industry includes the cost of "readiness," which is closer to \$3,000-\$4,000.
- Director Garlasco asked what amount is billed to a patient. Chief Fager responded that each patient is billed \$1,500 plus \$32 per mile to the hospital. Insurance companies cover the mileage when documented as the closest facility or different facility per

protocol, which is how Highland typically documents. There are other options for hospital choice like the patient or family choice.

- President McCarthy moved to address the financial report from the Haynie & Company before the financial statement. Treasurer Kasinec seconded. Approved unanimously.
- For full details refer to the 2024-06 Admin Report document.

Annual Financial Report (T. Holman)

- Mr. Holman presented the final draft of the financial statements and reports from the annual audit. The audit is completed in 2024 for 2023 finances.
- Haynie & Company, the auditing company, has an unmodified opinion on HRTAD's financial statements. This is also known as a "clean opinion" and means there were no significant suggestions or changes.
- The board will receive letter of required communications, which states there are no significant changes for HRTAD's accounting policies and no impact on financial statements.
- The audit implemented GASB-96, which relates to subscription-based IT arrangements. The auditors found the subscriptions in place at HRTAD do not fall within that scope.
- Estimates are also reviewed by the auditors to ensure they are accurate and reasonable. The audit found that all estimates were accurate for depreciable lives for capital assets and uncollectable receives.
- The audit had no areas of concern. The next step is for the board to approve the final draft and file the final version with the Office of the State Auditor by July 31, 2024.
- Treasurer Kasinec moved to approve the final draft of financial statements and audit report for calendar year 2023. Director Garlasco seconded the motion. Unanimously approved.
- Ms. Jantzef noted that she will send a physical copy of the Management Representation letter for the board to sign as soon as she receives it.

Monthly Financial Report (C. Jantzef, T. McCarthy)

- President McCarty presented the financial report as Ms. Jantzef was driving and unable to do so.
- All expenses and revenue were on target for this time of year, except for administrative costs that are high due to legal expenses.
- Treasurer Kasinec asked how the software migration was going. Ms. Jantzef responded the payroll migration has been finished. The conversion to Xero for other financials is in progress this week.
- For full details refer to the Memo 05-24 document.

CHIEF'S REPORT

- The district responded to 70 calls in May, which is slightly above average.

- The new training director started on June 1. Steve Drago, the previous training director, will be staying on as a regular volunteer member. David Leonard, the new training director, is regularly training with the crews and has received positive feedback from members.
- HRTAD let one paramedic volunteer member go. One EMT member returned from LOA and one went on LOA.
- The district had a very strong probationary class this spring thanks to the increase in applicants. The district is getting more applicants than ever, nearly one every day, which has allowed HRTAD to be more selective in choosing probationary members.
- President McCarthy asked to confirm that the district has two probationary classes per year. Deputy Chief Brown responded that yes, HRTAD has a spring and fall class each year with approximately six members each time. Applicants are asked to do three third-rides with HRTAD crews before moving forward in the application process. There is currently a third rider scheduled nearly every day in June.
- Deputy Chief Brown met with the landowner to the south to discuss a new septic system or potential land sale. The landowner is not interested in selling any land to Highland and would only be interested in working together on septic in the very long-term. Chief Fager and Deputy Chief Brown determined the best path forward for a new septic field is to approach Mount Vernon Country Club, which borders the station to the north. Deputy Chief Brown will begin that process by getting an updated draft plan for expanding on septic.
- HRTAD's annual multi-agency training day went very well. 80-90 people attended representing at least eight agencies. Nearly all Highland members attended. Assistant Chief Telgener added that all of the partner agencies spoke very highly of the event.

NEW BUSINESS

Banking Review (D. Kasinec, L. Cardon)

- Treasurer Kasinec and Ms. Cardon reviewed which bank accounts HRTAD holds for general board education and to consider whether merging accounts would be useful. Refer to 2024-06 HRTAD Banking Review document for full details.
- Treasurer Kasinec asked whether it was required to keep the First Bank savings account separate from the state trust savings account, which has a better interest rate. Ms. Jantzeff responded the district does need an operational account for automatic payments from the county, but she could sweep excess from that account more frequently if the board preferred it. President McCarthy confirmed the board would like any excess to be transferred from the First Bank savings account into the COLOTRUST account. Ms. Jantzeff confirmed she will time transfers with the receipt of tax revenue from Jefferson County and that this additional work will not result in additional fees to Christina - this won't be noticeable in fees.

- The board also discussed whether merging accounts would be in the district's best interest. Director Kasinec asked Ms. Cardon, Ms. Jantzeff, and Chief Fager to bring recommendations to the August board meeting.
- Director Garlasco asked if the district gets donations. Chief Fager responded that legally, the district cannot accept donations. The Highland Rescue Team Foundation does accept donations on behalf of the district.

OLD BUSINESS

None

ADJOURNMENT

Director Jones moved to adjourn the meeting. Treasurer Kasinec seconded the motion. The meeting adjourned at 3:35 p.m.