

# HIGHLAND RESCUE TEAM AMBULANCE DISTRICT BOARD OF DIRECTORS MEETING MINUTES

Highland Station  
317 South Lookout Mountain Road  
November 11, 2024  
2:30 p.m.

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

**Others present:** Chief Bob Fager, Deputy Chief of Operations Damon Brown, Accountant Christina Jantzef, Captain Carl Joyce, and Administrator Laura Cardon.

## **CALL TO ORDER**

President McCarthy called the meeting to order at 2:31 p.m.

## **ANNOUNCEMENTS**

There were no announcements.

## **PREVIOUS MEETING MINUTES**

Director Garlasco moved to approve the minutes for the September board meeting. Director Jones seconded the motion. Unanimously approved.

## **FINANCIAL REPORTS**

### *Admin Report (Laura Cardon)*

The district billed \$28,806 for 19 transports in October, which is a normal decrease for this time of year. \$17,370 in payments were received, bringing the total outstanding balance to \$118,183. This is the lowest the ending balance has been in the last year. Days in accounts receivable also significantly decreased to 86 days.

The number of patients with Medicare or Medicaid did not vary significantly in October. However, a much higher percentage of patients had private insurance versus being self-pay. A higher percentage of outstanding accounts also have insurance.

The improved productivity could be a reflection of Highland's increased engagement with the billing company.

For full details, please refer to the 2024-11 Admin Report pdf.

### *Financial Report (Christina Jantzef)*

Team Outsource receipts for wildfire deployments, but are expected to exceed target, totaling \$81,000. Total expenses are well below target. LOSAP is the big expenditure remaining for the end of the year that will bring expenses to target. We also rolled over \$180,000 to pay for the new ambulance in 2025 after production delays.

Property tax deposits have been moved into COLOTRUST so those payments can start earning interest right away. Bank account consolidation is done. The district now only has two accounts with FirstBank for checking and debit cards.

Director Kasinec asked about small charges from Facebook on the debit account. Chief Fager answered those charges are for advertising the community paramedic program. Unfortunately, Facebook charges the card on a daily basis. Ms. Jantzef added that the district will not incur any extra fees for the increase in transactions.

Director Kasinec complimented Ms. Jantzef on the new report layout.

For full details, please refer to Memo 11-24 pdf.

### **CHIEF'S REPORT (Bob Fager)**

The district had 74 calls and transported 19 patients for a total of 703 calls for the year.

There were no significant staffing changes in October.

### *Facilities Update*

The district contacted 811 to locate all utilities on property. Surveys couldn't locate anything underground. Chief Fager then approached Lookout Mountain Water District for more information.

The water district asserted they do not own any lines off of the water main and referred Highland to a contractor to locate the pipes. The contractor couldn't locate anything, indicating that a tracer wire was never buried with the pipes when they were installed.

The water lines had already been installed when Lookout Mountain Water District took over for Golden Water and Golden did not provide any records or documentation, so there is currently no way to locate them. This is going to make digging for septic and facility improvements more challenging. Deputy Chief Brown and Chief Fager are working on a back-up plan.

Deputy Chief Brown is meeting with the Mount Vernon Country Club Board of Directors next week. He is asking for a few easements to accommodate septic setbacks and more parking. The Mount Vernon board president is in favor of the project.

The septic company has dug test pits and will proceed with the leech field project as easements and water line locations are secured.

### *Health Insurance*

Chief Fager met with CEBT to discuss health insurance questions from the last meeting. Unfortunately, CEBT will not work with the district unless 60% of full-time employees participate. The district only has four full-time employees and just one full-time employee is interested.

Since Highland will not be able to move forward with offering health insurance, Chief Fager will allocate more budget to the full-time employees' HRA accounts. This will be reflected in the budget Chief Fager presents at the December board meeting.

### *2025 Budget*

Funds from the health insurance line item were re-allocated to HRA distributions, as previously discussed, as well as to worker's compensation insurance. The district's premium went up significantly for 2025 due to the insurance pool's loss ratio and cost increases.

### *EMSAC Conference*

16 Highland members and three members from Genesee Fire attended the annual state EMS conference. Chief Fager got very positive feedback from all the members that attended.

## **NEW BUSINESS**

### *New Scheduling System (B. Fager)*

The new scheduling system is ready to go live, so the district will be testing the new system over the next few weeks. It's a new system designed custom to Highland by a former member who works in software development. The new system will be more mobile- and user-friendly, make tracking third rides easier, and make reporting more convenient for LOSAP.

### **OLD BUSINESS**

*CPS HR Consulting Update (T. McCarthy)*

The district is using the free 10 hours of consulting to have CPS go through the rules and regulations handbook.

### **PUBLIC COMMENT**

There was no public comment.

### **ADJOURN**

President McCarthy moved to adjourn the meeting at 3:14 p.m. Director Garlasco seconded the motion. Unanimously approved.