

HIGHLAND RESCUE TEAM AMBULANCE DISTRICT BOARD OF DIRECTORS MEETING AGENDA

Highland Station
317 South Lookout Mountain Road
December 10, 2024
2:30 p.m.

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

Others present: Chief Bob Fager, Deputy Chief of Operations Damon Brown, Assistant Chief Steve Telgener, Accountant Christina Jantzef, Lieutenant Carl Joyce, and Administrator Laura Cardon.

CALL TO ORDER

President Terry McCarthy called the meeting to order at 2:33 p.m.

ANNOUNCEMENTS

There were no announcements.

PREVIOUS MEETING MINUTES

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

FINANCIAL REPORTS

Admin Report (Laura Cardon)

The district billed \$27,106 for 18 transports in November. November 2024 was much slower than November 2023, which had 27 transports. The outstanding balance continues to decrease and is down to \$112,473. Accounts are spending 84 days in accounts receivable, which is another decrease month-over-month.

For full details, please refer to the 2024-12 Admin Report pdf.

Financial Report (C. Jantzef)

Team Outsource receipts still haven't arrived for wildfire deployments. If they don't arrive before the end of the year, Ms. Jantzef will get an estimate for the amount and do an accrual in January 2025.

The biggest impacts to the balance sheet were backfill property tax revenue and the delayed delivery of the ambulance.

For full details, please refer to Memo 12-24 pdf.

CHIEF'S REPORT (Bob Fager)

The district had 58 calls and transported 18 patients for a total of 753 calls for the year.

One probationary paramedic resigned due to work obligations. One probationary EMT was released due to performance issues.

Facilities Update

Deputy Chief Brown spoke to the Mt Vernon Board with all the information they requested regarding the district's expansion plan and need for additional land. The district is now waiting for the board's official response. The board's reception was very positive. If the district is able to get additional land from Mt Vernon, it can move forward with the septic and parking lot plans in 2025.

Director Garlasco recommended giving the Mount Vernon Board more insight into the greater long-term plan for facility expansion.

2025 Budget

Chief Fager made minor changes to the 2025 budget. Audit fees were decreased after receiving a corrected amount from the firm who completes the district's audits.

HRA contributions were also increased as discussed at the previous board meeting. Based on 2024 expenditures, fuel and propane expenses were decreased. Finally, phone expenses were decreased because the district cancelled its dedicated fax line due to lack of use.

Critical Care Paramedic Program

The State of Colorado offers a Critical Care endorsement that adds a more to the Paramedic scope of practice when caring for critically ill patients. The district is pursuing this certification for rapid-sequence intubation.

The district has recently had patients that could have benefited from this procedure. Per our medical director, the district can add it to our medics scope if they are all Critical Care certified. Captain Dave Leonard is already critical care certified and has put in an immense amount of work to create a training program at Highland.

President McCarthy asked how often it would be applicable for patients. Chief Fager responded that it could be just a few times a year, but when it is applicable, it's typically a

life-or-death matter.

Director Garlasco asked if there are additional incentives for the medics opting into the training program. Chief Fager said bonuses are an option for paid staff. Two of the volunteers have signed up for it as well and the district will consider recognition options for the volunteers. The district is paying for the certification class and test.

NEW BUSINESS

2025 Budget Resolution

President McCarthy asked what the budget message section was for. Ms. Jantze responded that the budget message is a narrative version of the budget required by the Department of Local Affairs. Ms. Jantze has not yet prepared the message and stated it does not require board action.

The district's final assessed valuation did not decline substantially and had no significant impact on the budget.

The district's mill levy is not changing in 2025.

President McCarthy moved to approve the combined resolution. Director Kasinec seconded. Unanimously approved.

President McCarthy expressed the board's gratitude for Chief Fager, Director Kasinec, and Ms. Jantze's work on the 2025 budget.

Election Resolution

President McCarthy moved to approve the resolution and appoint Ms. Cardon as the Designated Election Official. Director Cooper seconded the motion. Unanimously approved.

2025 Board Meeting Schedule

The December meeting was moved to December 9 to accommodate the deadlines for adopting the annual budget.

Director Garlasco moved to approve the proposed meeting schedule. Director Cooper seconded the motion. Unanimously approved.

OLD BUSINESS

There was no old business to discuss.

PUBLIC COMMENT

There were no public comments.

ADJOURN

President McCarthy moved to adjourn the meeting at 3:19 p.m. Director Cooper seconded the motion. Unanimously approved.