

HIGHLAND RESCUE TEAM AMBULANCE DISTRICT BOARD OF DIRECTORS MEETING MINUTES

Highland Station
317 South Lookout Mountain Road
August 12, 2025
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, Assistant Chief Steve Telger, Deputy Chief of Operations Damon Brown, Accountant Christina Jantze, 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 board meeting minutes from the July meeting. Director Kasinec seconded the motion. Unanimously approved.

ADMINISTRATOR'S REPORT (Laura Cardon)

July Medical Billing Report

Highland transported 37 patients in July 2025, billing a total of \$55,992 for a much higher than average month and busier than July 2024. The district received \$16,302 in payments. \$7,705 was written off to collections. The ending balance for accounts receivable increased to \$134,047. Director Kasinec commented this is normal after two months in a row of substantially higher amounts billed.

The composition of the patient payers did not change materially year-to-date. A slight (1% - 2%) decrease in Medicare and Medicaid patients was offset by a slight increase of self-pay, or uninsured, patients.

Days in accounts receivable has increased again to 104 days year to date. The billing company continued to look into bills to make sure there are no issues on their end causing the delay in payment. Mount Evans Hospice and Kaiser were both taking longer than

normal to pay bills, but the billing company has provided all the proper documentation. There are 104 outstanding accounts, 59 of which are in private pay, both of which increased year-to-date.

Ms. Cardon also responded to the board's request to collect email addresses with billing information. The billing company does not currently collect email addresses, but is looking into whether that is an option moving forward. Since the billing company hasn't been collecting email addresses, they cannot be matched retroactively for the collections company. Ms. Cardon added that she is still waiting to hear back from the billing company whether email addresses can be collected moving forward.

For complete details, refer to the 2025-08 Admin Report - July 2025 pdf.

2025 Highlander Newsletter

Ms. Cardon shared that the 2025 newsletter, called the Highlander, has been delivered to all the homes in the district as of last week. Assistant Chief Telgener commented that his neighborhood hasn't gotten any of the newsletters and would follow up with Ms. Cardon after the meeting to figure out why.

FINANCIAL REPORT (Christina Jantzef)

July Financial Memo

Ms. Jantzef reported that fee revenue is above target after a higher than average billing month. Safety and training expenses were also still above target as the district waits for grant income to reimburse those expenses.

Chief Fager added that due to the new whole blood program expenses, this line item may end up over budget for the year before grant income reimburses it. Ms. Jantzef reported that overall, the district is still below target on expenses.

President McCarthy asked whether expenses would stay below target for the year. Chief Fager responded that there are a few outstanding major expenses; the septic system project, new radio purchases, and the state EMS conference which the district covers for members to attend. The conference and radios will both be reimbursed by grants.

President McCarthy asked whether there could be enough excess funds at the end of the year to consider for a special project. Ms. Jantzef answered that variances will not be that large at the end of 2025.

Director Jones asked whether the 2024 audit had been submitted. Ms. Jantzef responded that it was finalized at the last minute and submitted on time. There were no big changes or notable findings. Due to the delays in the work, Ms. Jantzef reiterated she will request a different individual auditor for 2025's audit.

CHIEF'S REPORT (Chief Bob Fager)

Chief Fager reported that Highland responded to 73 calls in July, bringing the district to 433 calls for the year.

Staffing Updates

1 volunteer EMT resigned due to work obligations.

Whole Blood Program

Clear Creek EMS ordered most of the supplies for the district since Clear Creek already has a whole blood program and it was time-efficient to simply replicate what they have. Those supplies have arrived and the remaining supplies should arrive in the next few weeks. The training team is working hard on training procedures for the team. Preparation is going smoothly and keeping the team busy.

The district is getting approximately \$14,000 of whole blood expenses reimbursed. These expenses weren't originally budgeted, so the medical supplies line item will be over budget until the off-setting grant revenue comes in.

Operations Update

The annual open house was a big success. A lot of community members attended, while previous years attendees were mostly related or friends with current team members.

There are no updates on district consolidation. The latest meeting was cancelled.

Apparatus Update

The old Ambulance 287 sold for \$15,200, which was the expected amount due to the significant mechanical issues. The ambulance was purchased "as-is."

NEW BUSINESS

There was no new business.

OLD BUSINESS

Facility Update (Deputy Chief Brown, Director Garlasco)

The district submitted its permit to Jefferson County for the septic project today. The goal is still to have the project completed before the first snow.

Director Kasinec, Director Garlasco, President McCarthy, Chief Fager, Deputy Chief Brown, and several additional Highland members met last week with Vega Architects to look at the

firm's first concept. Major discussion points were a larger classroom space and accounting for upstairs and office storage.

Assistant Chief Telgener asked where the septic field would go. Deputy Chief Brown responded it would be on the southern section of the district's property. Director Garlasco added that Vega Architects requested to review the septic plans to ensure pipes and tanks are placed deep enough for any future facility expansion plans. Deputy Chief Brown said he would make sure that gets done.

Director Kasinec added that there is also some flexibility built into the plan. For example, storage space could be transformed in the future for a fifth ambulance bay. Director Kasinec noted that the first round conceptual plan only used the current building's footprint and the next conceptual draft may show plans for the space between the building and the fourth bay.

President McCarthy asked if the first concept plan had been made available to crews. Deputy Chief Brown said that the drawings are on the dayroom table for crews to review and discuss.

LOSAP Rules and Regulations Updates (Chief Fager)

LOSAP Board Director Tyrrell-Ead was not able to attend the meeting, and Chief Fager provided an update on the two new LOSAP rules and regulations.

Advanced Life Support Accrual Bonus

President McCarthy asked for a motion to approve changes per the LOSAP's board recommendation to provide a bonus for Advanced Life Support volunteer hours. Treasurer Kasinec seconded the motion. Unanimously approved.

Returning Member Accrual

Director Tyrrell-Ead was not able to prepare new rules and regulations before this meeting. Director Garlasco moved to defer a vote until the September meeting. Director Jones seconded. Unanimously approved.

PUBLIC COMMENT

There was no public comment.

ADJOURN

President McCarthy moved to adjourn the meeting at 3:10 p.m. Director Garlasco seconded the motion. Unanimously approved.