

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT**  
**BOARD OF DIRECTORS MEETING MINUTES**

Highland Station 317 S Lookout Mountain Rd

January 16, 2024

3:45p.m.

**CALL TO ORDER**

Director Dan Kasinec called the meeting to order at 4:05 p.m.

**ATTENDANCE**

**Directors present:** Dan Kasinec, Kara Cooper, Terry McCarthy (Zoom) Sharon Jones (Zoom), Chris Garlasco (4:11p.m.)

**Others present:** Chief Bob Fager, Acting Assistant Chief Steve Telgener, Captain Damon Brown, Captain Carl Joyce, Christina Jantzen

**ANNOUNCEMENTS**

No Announcements to discuss.

**MINUTES OF PREVIOUS MEETING**

Motion to approve the December meeting minutes. 1<sup>st</sup> Director McCarthy, 2<sup>nd</sup> Director Kasinec unanimous approval.

**FINANCIAL REPORT**

*November financials*

- see financial package by Christina Jantzen
- We are 12/12 (100%) through the year
- Fee revenues are above target
- Total revenues are just above target
- Operations expenses are below target
- Safety & Training expenses are well below target
- Apparatus & Equipment expenses are above target due to repairs for ambulance and medical equipment
- Facilities & Station expenses are below target
- Administration expenses are slightly above target
- Capital Outlay is well below target
- LOSAP is estimated near target
- Total expenses are below target
- Net Change in Fund Balance is \$140K
- Change in net assets or "Net Income (Loss)" of \$154K (does not include depreciation expense)
- Cash balance at month end is \$765K\*(worksheet was incorrect/not updated at \$839K)

### *December Billing*

- No billing report provided.
- Christina Jantzeff gave a brief summary.
- Total fee revenue \$41,674, disallowed \$11,137
- \$431,263 billed revenue to the end of the year
- Supplemental Medicare was higher than expected at \$45,000, budgeted for \$22,000
- Cash receipts in the approximately \$20,000 range
- Christina Jantzeff left the meeting at 4:13p.m.

### **CHIEF'S REPORT**

- See written report by Chief Fager
- 53 calls and 27 transports in December. YTD 746 calls, 280 transports
- *Staffing* -Currently we have 9 paid paramedics (4 FT, 1 PT, 4 PRN), 10 volunteer paramedics (1 Probationary, 1 LOA), 1 volunteer EMT-I, 5 volunteer AEMTs, 25 volunteer EMTs (3 LOA, 6 Probationary), and 1 volunteer EMR.
- *Budget* – The 2024 budget has been filed as required by statute.
- *Personnel Injury* – Captain Damon Brown was cleared to return to full duty on Thursday, January 11<sup>th</sup>.
- *New Ambulance* – The chassis, a 2024 Chevy, has been ordered. The pre-build meeting, in which we thoroughly review all specifications, is scheduled for March 12<sup>th</sup>.
- *CIHCS License* – We received a Community Integrated Healthcare Services license, which allows us to provide Community Paramedic services, from the Colorado Department of Public Health and Environment on 12/22/23. This is the result of several months of effort, primarily by Dan Vinnola.
- *Assistant Chief* – Steve Telgener has been serving as Acting Assistant Chief for the past month. He's been very busy and has been doing an excellent job. He is being recommended for Board approval.
- *Debit Cards* – Our Rules and Regulations state "In January each year, the District shall notify the Board of Directors of all individuals holding a Debit Card on all District Bank Accounts."
- The following employees have Debit Cards:
  - Bob Fager, Chief
  - Hanako Wyles, Administrator
  - Damon Brown, Operations Manager
  - Steve Drago, Training Coordinator
  - Dan Vinnola, Community Outreach Paramedic

### **NEW BUSINESS**

Motion to approve Steve Telgener as Assistant Chief 1<sup>st</sup> Director Garlasco, 2<sup>nd</sup> Director McCarthy, unanimous approval.

*Rules and Regulations changes discussion*

This update has been a work in progress throughout the year with input from Richard and Janet Tyrell-Ead.

It was asked by the Board that Highland Rescue Team Ambulance District members acknowledge they have received, read, and agree to the most current Rules and Regulations. Motion to approve the changes to the Highland Rescue Team Ambulance District Rules and Regulations 1<sup>st</sup> Director Kasinec, 2<sup>nd</sup> Director Garlasco, unanimous approval.

Director McCarthy wanted to bring to everyone's attention that the property immediately to the south of the station is up for sale. There was discussion about getting some detail on parking and office requirements, speaking to the current owner regarding options for purchasing a portion of the property, checking with local government officials regarding use of the land, and exploring alternative expansion options. Director Garlasco suggested that putting together a workgroup would be helpful. The Board agreed, however it was not yet determined who would be part of said workgroup.

#### **OLD BUSINESS**

No Old Business to discuss.

#### **ADJOURNMENT**

The meeting was adjourned at 4:50 p.m. 1<sup>st</sup> Director McCarthy, 2<sup>nd</sup> Director Jones, unanimous approval.