

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station 317 S Lookout Mountain Rd
June 15, 2021, 3:30pm**

Chairman Robert Keating called the meeting to order at 3:36.

Other Directors present: John Zima, Terry McCarthy, Roxanne Lenny, and Patty Hall.

Others present: Chief Bob Fager, Barbara DeBoer, Captain Brown, Lt. Carl Joyce, Christina Shea and Assistant Chief Alan Feldman.

ANNOUNCEMENTS:

MINUTES OF PREVIOUS MEETING

May meeting minutes were approved as written by the board.

FINANCIAL REPORT

2020 Auditor Report given by Ty Holman and Cindy Van from Haynie & Company via zoom.

The board has been given a draft of the audit which they consider the final version, and once approved will be submitted to the state in July. This is a risk-based audit. Haynie & Company will be issuing an unmodified opinion which means they believe our financial statements are fair and reasonable. There were no adjustments needed which is great and somewhat unusual.

Important financial indicators they focus on are change in net position and/or fund balance over time, cash position and budget to actual. They reported that our fund balance and revenues are in line with recent years. They reported an increase in revenue mainly due to wildland revenue and improved collections.

There was an increase in Capital Assets of 93K due to the deeded land and the new garage.

Expenditures were below budget by 68K.

This was an exceptionally clean audit.

The board thanked Christina and Barbara for a job well done.

May Financials - see financial packet by Christina Shea.

We are 42% through the year.

Program revenues are low at 36%.

Total revenue is above target at 50%

Operation expenses are under budget at 32%.

Safety and Training expenses are below target at 21%.

Apparatus and Equipment expenses are well below target at 15%.

Facilities expenses are above target at 50% due to seasonal timing/cold weather.

Administrative Expenses are below target at 36%

Total expenses are under budget at 24%.

Capital is at 6% due to timing.

Net change in fund balance is \$228K.

Change in net assets or "Net Income/(Loss) of 242K

Ending cash balance is high at \$675K.

Rob Keating asked about insurance and workman's comp estimates. Christina needs the numbers from the new policy. Barb will get that information to her.

Billing Report- May Billing - see written report by Barbara DeBoer.

May charges were \$31,928 which is strong for May. Cash receipts came in at \$17,861 and disallowed/contractual allowances were \$7,345. \$8,918 was sent to collections.

CHIEF'S REPORT – See written report by Chief Fager.

YTD calls are 270 with 69 transports.

Staffing- Is exactly where we were a month ago. We currently have 5 paid paramedics, 8 volunteer paramedics, 1 volunteer EMT-I, 5 AEMTs (1 LOA), 33 volunteer EMT's (2 reserve/ 3 LOA and 6 probationary) and 3 EMRs (1 probationary).

We have posted 2 PRN paramedic positions. He believes one of our volunteer members that we put through paramedic school will take one of those positions.

Covid-19 Actions- nothing new

New Ambulance – They are having a hard time with the 3 manufactures of chassis, but they are still on target for a November delivery.

Roxanne Lenny asked if the delivery is delayed will that cause us any problems. Chief Fager responded that it would not. It would affect our budget though because it is scheduled for this year.

Chief Fager mentioned that training is going over budget as discussed last month. Abbey and Bob discussed having the foundation help make up that overage. Roxanne Lenny feels that it does not make sense to use the foundation if the district can absorb the overage from savings elsewhere.

Chief Fager discussed several legislature measures that may affect the district. There is a proposed reduction in the residential property tax rate. Christina mentioned this is exactly why we took the measures we did by increasing the mill levy.

Patty Hall, Roxanne Lenny and Chief Fager met several times this past month to discuss HR Policies. They are waiting until we move to Colorado Special District Property and Liability Pool before they write new policies. Patty Hall informed us that compensation for first responders is set by federal not state law.

NEW Business

District Insurance- Barbara DeBoer compared for the board our existing VFIS insurance with the Colorado Special District Property and Liability Pool. The board members are in favor of the switch to the pool.

Rob Keating asked if Genesee Fire used the pool. Christina said no but Lookout Mountain Water District used the pool, and she had a very good experience with them.

Chief Fager announced that Barbara DeBoer had decided to retire and that he, Assistant Chief Feldman, and Captain Damon Brown have formed the required search committee. They had already updated the job description and posted the job. It will be posted for 2 weeks.

Barbara said she would stay for 2 months; help train her replacement and make sure that all was in order before she left.

OLD BUSINESS

Rob Keating asked Chief Fager how long he planned to extend the Covid-19 disaster designation.

Bob acknowledged that we had been discussing that at the station and he felt there was no downside to extending it particularly with the potential for another wave or variant.

Rob Keating asked that we extend the Covid-19 disaster designation, Resolution 2020-3.

Patti Hall made the motion and Roxanne Lenny seconded the motion. All voted in favor of extending the Covid-19 disaster designation.

The Meeting was Adjourned 4:58.