**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT**

**BOARD OF DIRECTORS MEETING MINUTES**

**Highland Station 317 S Lookout Mountain Rd**

**February 15, 2022, 3:30pm**

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

**Directors present:** Rob Keating, John Zima, Patty Hall, Roxanne Lenny, Terry McCarthy

**Others present:** Chief Bob Fager, Asst Chief Alan Feldman, Cpt Damon Brown, Christina Jantzef, Hanako Wyles, Dan Kasinec, Lt Carl Joyce

**ANNOUNCEMENTS**

Director Lenny introduced Dan Kasinec. Dan is a resident in Genesee and has submitted his self-nomination form for the upcoming election to replace one of the outgoing Directors.

**MINUTES OF PREVIOUS MEETING**

January meeting minutes were approved by the Board as written (1st Patty Hall, 2nd Roxanne Lenny, unanimous approval).

**FINANCIAL REPORT**

*January Financials* - see financial packet by Christina Jantzef

We are 1/12th (8%) through the year

Total Revenues above target at 10%.

No tax revenues yet due to timing.

Operations Expenses are below target at 3%

Wildland Outsourcing revenue is flowing through now but accrued back to 2021 so 2021 is balancing out. Payment for the Marshall Fire will be processed in 2022. Payment has not been received yet.

Training Expenses are below target at 2%

Apparatus & Equipment are close to target at 7%. We had several fleet repairs.

Administration Expenses are near target at 7%.

LOSAP expenses are well below target due to timing

Accounting Fees are above target at 15% due to accounting work on year-end close out of 2021 and time spent on Wildland Team Outsourcing financials.

*January Billing* - see Billing Analysis by Hanako Wyles

January billing was good at $38,536. We received $21,511 in patient payments in January, sent $2,717 to collections.

Looking at Aged Accounts Receivables, SDW has invoices out for a total of $111,184. $80,391 (72%) of that is still within our 90-day payment window and $30,791 (28%) are 91+ days past due with ~$7K due from insurance companies and ~$23K from private payers. A number of accounts in the 91-120 day period have not been sent to collections yet due to timing of getting their three statements out. Currently, there are 5 accounts on payments plans that add up to $3227/mo. so in time the 121+ day amount will dwindle. Per SDW, all outstanding payments due by insurance companies (~$7K) are still being reviewed and processed by the insurance companies. Once a claim is denied, then SDW invoices the patient and the first statement to the patient counts as Day 1.

**CHIEF’S REPORT –** See written report by Chief Fager

69 calls and 24 transports in January.

*Staffing-* Currently we have 6 paid paramedics (3 FT, 1 PT, 2 PRN), 8 volunteer paramedics (1 still Probationary), 1 volunteer EMT-I, 5 volunteer AEMTs (1 LOA), 27 volunteer EMTs (1 Reserve, 3 LOA, 5 Probationary) and 3 EMRs (1 Probationary). Our New Member Orientation (Rookie Class) just started: first class was February 12, 2022 (6 Recruits).

*New Ambulance –* Our new ambulance is nearing completion with its final inspection tomorrow (Feb 16, 2022) conducted remotely. If there are no issues noted during the final inspection, we take procession of the ambulance at the end of the inspection. The sales rep will drive it out from WA and make his first stop Highland Station for us to see our new ambulance in person. Then the ambulance goes on its road trip.

Insurance coverage on our insurance policy will start the day we take procession of the ambulance.

*COVID –* Status good. We have been distributing the masks we received to the public, 5 masks per party. We have plenty of COVID tests now in stock at the Station. Fewer and fewer people getting sick (members and patients).

*QRV –* The EMTS Grant application has been submitted. We will know in June, if our bid is successful. The award should be around $27,000.

*HRT Foundation and HRT Ambulance District Board of Directors* – Once the new HRTAD Board is in place  
after the May election, Director Lenny offered to facilitate a meet and greet/meeting of the two Boards  
(Highland Rescue Team Foundation and Highland Rescue Team Ambulance District) so the various  
Directors can get to know each other.  They will share with you new plans to proactively distribute a designated pool of funds from the  
Foundation to the Ambulance District -- plans that will be in place in the back half of 2022.  Director Lenny offered to attend as a guest to assist with transition as she is a long time HRTAD Board member as well as Foundation Board Chair.

**NEW BUSINESS**

*TargetSolutions* – Target Solutions is a learning management platform and new software app we started using in January. Captain Travers is still in the process of setting it up. She has inputted most of the data such as member information, training certs, etc. She is still customizing it to our needs (adding required classes). As a trial, Cpt Travers rolled it out during the onboarding process of the newest 6 recruits. So far, the roll out has been smooth. TargetSolutions tracks certs with expiration dates, sends automated reminders in regular intervals starting about a month before certs expire giving members ample time to renew before the expiration dates. Up until now this was a manual process done by Cpt Travers. Having the automated system in place is a big boost in efficiency. Cpt Travers is working on setting up a “How to” training to show members how to maneuver through the platform. CSD Pool offered TargetSolutions at a 50% discount.

**OLD BUSINESS**

*Election status update* – Call for Nominations is posted on our website. Self-Nomination forms must be filed with our DEO by Feb 25. Affidavits of Intent to be a Write-in Candidates still accepted until Feb 28.

*Wildland Team* – Lt Joyce reported that we had a good turnout for Marshall Fire. 20+ members responded. Lt Joyce is working with Christina Jantzef on billing and getting members paid.

*New Ambulance* – Director Keating inquired about additional purchases that needed to be made to outfit the new ambulance. Chief Fager responded “not much” and that most of the EMS equipment will get moved from the old ambulance to new one. The new ambulance is already equipped with radios, the narc box has already been installed as well. The only outstanding big purchase is the pram.

**The Meeting was adjourned** 4:03pm