**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT**

**BOARD OF DIRECTORS MEETING MINUTES**

**Highland Station 317 S Lookout Mountain Rd**

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

**Chairman Robert Keating called the meeting to order at** 4:04pm.

**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, Lt Carl Joyce, Bethany Stoupine

**ANNOUNCEMENTS**

Chief Fager introduced Bethany Stoupine. Bethany is our newest paid PRN paramedic. She joined the team earlier this month.

**MINUTES OF PREVIOUS MEETING**

February meeting minutes were approved by the Board as written (1st Patty Hall, 2nd Terry McCarthy, unanimous approval).

**FINANCIAL REPORT**

*February Financials* - see financial packet by Christina Jantzef

We are 1/6th (16%) through the year

Transport Revenues slightly above target at 16%.

Tax Revenue below target due to timing.

Total Operations Expenses are below target at 10%

Training Expenses are below target at 7%

Apparatus & Equipment are below target at 11%.

Administration Expenses are below target at 13%.

Facilities expenses are above target at 23% due to timing (snowplow and higher propane usage during winter months)

*February Billing* - by Hanako Wyles

February billing was average at $24,545. We received $13,998 in patient payments in February, sent $17,346 to collections. Looking at Aged Accounts Receivables, SDW has invoices out for a total of $96,163. Of outstanding invoices 121+ day past due, about half of those are from insurance companies and half from private payers ($4,729 and $4,415 respectively). BC Services was able to collect on a few accounts. We received a total of $1,321 from collections in February.

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

52 calls and 16 transports in February.

*Staffing-* Currently we have 7 paid paramedics (3 FT, 1 PT, 3 PRN), 8 volunteer paramedics, 1 volunteer EMT-I, 6 volunteer AEMTs (1 LOA, 1 Probationary), 29 volunteer EMTs (1 Reserve, 5 LOA, 4 Probationary) and 3 EMRs (1 Probationary). Our 6 new members have completed their New Member Orientation and are signing on for shifts. Generally new members stay on probation status for 6 months.

*New Ambulance –* We completed the final inspection on February 16th. All checked out and we took procession of the ambulance after the inspection. The sales team is currently on demo tour with the ambulance. They stopped by the station before the membership meeting on February 28th so the many of the members were able to see the new ambulance up close. Reception was positive. The members liked the new box layout, the blue color and the revised logo. The seats in the back have seat belts which improves the safety for our crew

*COVID –* Status good. Nothing to report.

**NEW BUSINESS**

**OLD BUSINESS**

*Election status update* – No election will be needed. We only had two candidates hand in self-nomination forms to fill the two Board positions being vacated in May. A decision on how to redistribute the funds set aside for the election has not been made. Thus far election costs have consisted of a few hundred dollars’ worth of invoices from CEGR Law for the work Micky Mills has done. More invoices are expected as Micky Mills has more work to do to get the new Board members sworn into their new position when time comes.

*New Ambulance*-Director Keating inquired when the new ambulance will be put into service. Chief Fager responded that as soon as the sales team has completed the demo tour (which should be in a few weeks), the team will work on getting equipment and supplies moved from the old ambulance. The team will be given a chance to familiarize themselves with the new layout before the new ambulance will go into service. This is expected to happen quickly once we have the ambulance as the new layout is very well organized and the compartments will be labeled.

**EXECUTIVE SESSION**

The Board of Directors went into Executive Session at 4:42pm

**The Meeting was adjourned** 5:03pm