**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT**

**BOARD OF DIRECTORS MEETING MINUTES**

**Highland Station 317 S Lookout Mountain Rd**

**May 10, 2022, 3:30pm**

**Chairman Robert Keating called the meeting to order at** 3:33pm.

**Directors present:** Rob Keating (outgoing), Roxanne Lenny (outgoing), John Zima, Patty Hall, Dan Kasinec (incoming), Kara Cooper (incoming, via zoom)

**Others present:** Chief Bob Fager, Asst Chief Alan Feldman, Cpt Damon Brown, Christina Jantzef, Hanako Wyles, Cpt Carl Joyce, Lt Mark Wilson, Ty Holman (Haynie & Co)

**ANNOUNCEMENTS**

Outgoing Director Keating swore in our two new incoming Board members. First, Dan Kasinec in person. Second, Kara Cooper via Zoom. Both newly sworn in Directors signed their Oath of Office document.

Outgoing Directors Lenny and Keating were thanked for their many years of service and dedication to the District. It was noted that Roxanne Lenny will continue contributing to the District in her role as Chairman of the Highland Rescue Team Foundation Board of Directors. Director Zima takes over leading the meeting from Rob Keating.

Director McCarthy gave written permission for Director Zima to vote on his behalf during this Board Meeting.

***Director Zima made the motion to vote in Director McCarthy as the Treasurer. Director Hall seconded the motion. Unanimous approval by the Board.***

***Director Zima made the motion to vote in Director Hall as the new Secretary. Director Kasinec seconded the motion. Unanimous approval by the Board.***

***Director Hall made the motion to vote in Director Zima as the new Chairman. Director Kasinec seconded the motion. Unanimous approval by the Board.***

Director Zima noted it would be prudent for the Board to name an Assistant Chairman to lead the Board in case of his absence.

**MINUTES OF PREVIOUS MEETING**

April meeting minutes of the regular April 12th Board Meeting were approved by the Board as written (1st DirectorHall, 2nd DirectorKasinec, unanimous approval). April meeting minutes of the special April 6th Board Meeting were approved by the Board as written (1st DirectorHall, 2nd DirectorKasinec, unanimous approval).

**FINANCIAL REPORT**

*April Financials* - see financial packet by Christina Jantzef

We are 1/3 (33%) through the year

Transport Revenues above target at 37% (April good month for billing)

Tax Revenue above target at 45% due to timing

Operations expenses are slightly below target at 31%

Safety & Training expenses are well below target at 8% due to timing

Apparatus & Equipment expenses are well below target at 17%

Administration expenses are below target at 29%

Facilities expenses are above target at 39% due to timing, particularly for propane usage and snow plowing during winter months

Total capital expenses are well above target due to timing of the ambulance purchase

Net change in Fund Balance is ($39K)

Change in net assets $178K (taxes)

Cash balance at month end is $432K

*2021 Annual Financial Report* - presented by Ty Holman, Haynie & Co

Ty Holman presented an overview of the audit. Currently, our Financial Statement Report is still in draft mode. Once the Board approves the draft, Haynie & Co will finalize the audit process and file with the State Auditor. The Report will be made available for the public to view. Ty Holman reported Haynie & Co issues a “clean opinion” on our financials presenting just numbers and an overview of our financials. Depreciation expense is the only significant estimate.

Highlights of the draft Ty Holman sent the Board prior to the meeting:

2.2Mio Assets comprised of cash, investments, assets, tax receivables

1.4Mio net equity balance (up from $1.3Mio net equity balance at the end of 2020)

629K unrestricted funds (+120K revenues, less expenses)

Revenues were up primarily due to increased property taxes

655K general fund (138K increase over 2020)

2021 no significant increase in cap assets – not much to do for auditor

2021 increase in revenue – auditor kept eye on this

121K below budget in 2021

Ty Holman commented a few more edits need to be made to the report and asked that all look it over for typos, etc. The Board approves the final version during the June 14th Board meeting. Deadline to file is 7/31/2022.

Director Zima encouraged all Board members to review the draft as well. Christina Jantzef emphasized the Management’s Discussion and Analysis pages (noted with Roman numerals iii-Viii) noting these pages are the narrative intended for the constituents.

*April Billing* - by Hanako Wyles

April billing was $37,892. Slightly above past 12-month average of $34,494. We received $19,253 in patient payments in April, sent $2,462 to collections. Looking at Aged Accounts Receivables, SDW has invoices out for a total of $100,155. Looking at SDW’s annual collection statistics for the last 12 months, payments received against our charges average 36%, disallowed amounts average 35%.

Of all outstanding invoices, 60% are due from insurance companies and 40% from private payers. However, looking at balances 121+ day past due, private payers owe a larger percentage (77%) over insurance companies (23%). $2,673 and $777, respectively.

BC Services was able to collect net to us $2,881 in April. Our primary account with BC Services lists 132 active accounts (33 new ones added in April) for a total of $121,401. Our secondary account lists 70 active accounts for a total of $70,164. Total collected since October 2020: $11,705.

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

70 calls and 23 transports in March. YTD 261 calls, 91 transports

*Staffing-* Currently we have 8 paid paramedics (3 FT, 1 PT, 4 PRN), 8 volunteer paramedics, 1 volunteer EMT-I, 6 volunteer AEMTs (1 LOA, 1 Probationary), 30 volunteer EMTs (2 Reserve, 5 LOA, 4 Probationary), and 2 volunteer EMRs.

*New Ambulance –* 285 has been in service several weeks now. Thus far, it has been working well. It has received positive feedback from the members with the most noted comment being how much smoother it rides compared to the other ambulances. Since 285 has been put in service, it has been our primary response ambulance.

*Job Postings –* After an extension, the two job postings for the fulltime Training Coordinator and Community Outreach Paramedic positions closed 5/4/2022. We received 5 applications for the two positions. Interviews started Monday, 5/9. Two candidates were interviewed yesterday, three more to be interviewed on Thursday, and one more candidate on Monday.

We posted a part time paramedic position as well. Our current PT paramedic Kaitlyn is leaving 5/20 to go back to school. Once done, she plans to return as a PRN. To date, we received 7 applications for this PT paramedic position. Interviews will begin next week.

**NEW BUSINESS**

*Assistant Chief-*Current Assistant Chief, Alan Feldman, term ends next month. Lt Mark Wilson has been selected to take over as Assistant Chief. Mark comes with many years of experience as a paramedic. He joined Highland in 2018. He owns and operates an emergency preparedness consulting firm. He has a Master of Public Administration, Continuity of Operations and Emergency Management and a BA in History.

The Officer Corps agrees Lt Wilson is the best candidate for the position. His candidacy will be presented to the membership through the Weekly Broadcast online membership newsletter for the next three weeks. As a last step, Lt Wilson’s appointment to Assistant Chief be put forward in the next Board meeting for Board approval

Lt. Wilson introduces himself to the Board. Notes that he has run calls with Director Cooper when she was a member of HRTAD. He points out that he has 17 years public safety experience i.a. Fire Safety, Emergency Management, and Campus Safety. He is excited to be considered, knows it is an important position and that there are many areas that need developing.

*Payroll*-

Currently, the work week for fulltime paid staff/paramedics starts Monday 7am. When asked to cover a weekend ALS shift because it could not get filled by one of the volunteer paramedics, the paid staff, having already fulfilled their weekly shift hours, must put in overtime to work on the weekend. Moving the start of the work week to Friday 7pm, will help reduce the need for overtime shifts. They could cover a weekend ALS shift and then as their work week moves into M-F, take a day off when another fulltime paid paramedic is on duty. This will allow for a better work life balance as well as save the district money by reducing overtime pay.

**OLD BUSINESS**

**The meeting was adjourned** 4:16pm