**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT**

**BOARD OF DIRECTORS MEETING MINUTES**

**Highland Station 317 S Lookout Mountain Rd**

**June 14, 2022, 3:30pm**

**Chairman John Zima called the meeting to order at** 3:31pm.

**Directors present:** John Zima, Terry McCarthy, Patty Hall, Dan Kasinec

**Others present:** Asst. Chief Alan Feldman, Christina Jantzef (zoom), Hanako Wyles (zoom), Cpt Carl Joyce, Lt Mark Wilson, Bethany Stoupine, Roxanne Lenny, Nancy Woodruff

**ANNOUNCEMENTS**

Director Zima introduced the visiting members of the Highland Rescue Team Foundation Board: Director Roxanne Lenny and Director Nancy Woodruff. Director Lenny gave a brief overview of the Foundation’s history and purpose. She explained the two Boards are separate and independent entities but both work to support Highland Rescue Team in their efforts to provide excellent care. The Foundation Board has five members with one currently vacant position. Terry McCarthy is the liaison between the two Boards as he sits on both. The Foundation recently launched a scholarship program for eligible team members to use for personal growth and enrichment opportunities. The goal of the scholarship program is to increase volunteer satisfaction and retention. In round one, the Foundation awarded four scholarships.

Bethany Stoupine introduced herself. She is Highland Rescue Team’s new parttime paramedic. She joined the team as a PRN in February and took the parttime paramedic position at the end of May.

**MINUTES OF PREVIOUS MEETING**

May meeting minutes were approved by the Board as written (1st Director Hall, 2nd DirectorMcCarthy, unanimous approval).

**FINANCIAL REPORT**

*May Financials* - see financial packet by Christina Jantzef

We are 5/12 (42%) through the year

Transport Revenues above target at 51% (May very good month for billing)

Net tax Revenue above target at 62% due to timing

Operations expenses are slightly below target at 37%

Safety & Training expenses are well below target at 9% due to timing

Apparatus & Equipment expenses are well below target at 22%

Administration expenses are below target at 36%

Facilities expenses are above target at 48% 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 $52K

Change in net assets $271K

Cash balance at month end is $523K

Director Kasinec asked about the cash balance amount. Christina Jantzef explained our Mill Levy allows us to build up funds. We are required to keep a certain amount earmarked as emergency funds but the majority are unrestricted funds. This leaves us options on how to use the funds to best benefit HRTAD’s mission and needs.

Director Zima requested that, with the 6-month mark of the year approaching, the budget forecast be adjusted to more accurately reflect expenses and revenue for the year specifically in regard to salaries with the recent staffing changes and additions. Christina Jantzef confirmed she and Chief Fager already started working on it.

*May Billing* - by Hanako Wyles

May billing was very good at $48,617. In comparison, Jan-April 2022 average billing was ~$35K/month. We received $14,987 in patient payments in May, sent $8,261 to collections. SDW has 5 accounts that are 121+ day past due. One account is in dispute ($1,528), one account has in the meantime been paid by the patient’s insurance ($1,649) and the other three are on payment plans with $10-100 coming in every month on each account.

BC Services was able to collect net to us $38 in May. Our primary account with BC Services lists 138 active accounts for a total of $129,663. Our secondary account lists 70 active accounts for a total of $70,164 (unchanged since February 2022). Total collected since October 2020: $26,985 ($15,657 on primary account and $11,328 on secondary account).

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

65 calls and 31 transports in May. YTD (as of 6/6/2022) 325 calls, 120 transports

*Staffing-* Currently we have 10 paid paramedics (5 FT, 1 PT, 4 PRN), 8 volunteer paramedics (1 Reserve), 1 volunteer EMT-I, 6 volunteer AEMTs (1 LOA, 1 Probationary), 28 volunteer EMTs (1 Reserve, 6 LOA, 3 Probationary), 1 paid EMT and 2 volunteer EMRs.

*Job Openings –* Two of the three job openings have been filled. Steve Drago was hired for the Training Coordinator position at the end of May. Steve was our EMS Coordinator with St. Anthony. He has extensive training experience and is currently working at learning Highland’s system. He will be up to speed shortly.

Crae Watkins was hired for the Community Outreach position but left after a week on the job. This position is vacant again and a new search will need to begin.

Bethany Stoupine was hired for the parttime paramedic position.

**NEW BUSINESS**

**OLD BUSINESS**

*Assistant Chief position* – Director Zima thanked outgoing Asst. Chief Alan Feldman for his time and contributions to the department as Highland’s Assistant Chief and volunteer Chief prior to that. Director Zima pointed out per protocol the membership was given the opportunity to comment and/or voice concerns over the appointment of Lt Mark Wilson to Assistant Chief. The membership was in favor, no objections.

***Director Zima made a motion to appoint Lieutenant Mark Wilson to be Highland’s Assistant Chief. Director McCarthy seconded the motion. All Board members voted in favor of the motion.***

***Director Zima made the motion to approve the 2021 Financial Report prepared by Haynie & Co. Director McCarthy seconded the motion. All Board members voted in favor of the motion.***

**The meeting was adjourned** 4:15pm