**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT**

**BOARD OF DIRECTORS MEETING MINUTES**

**Highland Station 317 S Lookout Mountain Rd**

**July 12, 2022, 3:30pm**

**Chairman John Zima called the meeting to order at** 3:30pm.

**Directors present:** John Zima, Terry McCarthy (Zoom), Patty Hall, Dan Kasinec, Kara Cooper

**Others present:** Chief Bob Fager, Christina Jantzef, Hanako Wyles, Cpt Carl Joyce, Cpt Damon Brown

**ANNOUNCEMENTS**

*HRT Open House –* The annual open house is set for Saturday August 27th, 11am-2pm. So far, Alpine Rescue, JeffCom Dispatch, JeffCo Sheriff’s Office, Genesee Fire, and Foothills Fire have confirmed they will set up booths. Invitations to participate are out to CSP and JeffCo Open Space but we have not heard back yet. We are looking at having a canine rescue present with puppy adoptions. We will have our bounce house set up and several members have offered to BBQ for lunch. The event will be advertised on Nextdoor, Facebook, with banners in the district and in The Highlander newsletter.

*The Highlander –* Hanako Wyles started working on content for The Highlander 2022 edition. The deadline to submit content is July 18th. The goal is to send the final version to the printer the week of July 18th and mail it out to district residents the week of August 8th.

**MINUTES OF PREVIOUS MEETING**

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

**FINANCIAL REPORT**

*June Financials* - see financial packet by Christina Jantzef

We are 1/2 (50%) through the year

Transport Revenues above target at 61%

Total Revenue above target 66%

Net Tax Revenue above target at 72% due to timing

Operations Expenses are slightly below target at 46%

Salaries at 45% (238K forecast calc which puts us $3000 over budget)

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

Apparatus & Equipment Expenses are well below target at 29% (however forecast to be above target)

Administration Expenses are below target at 42% (forecasted to be below for the year primarily due to cancelled election)

Facilities Expenses are above target at 54% 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 $121K

Change in net assets/income $340K

Cash balance at month end is $722K

*Budget Variance Forecast to Actual at the 6-month mark-*

Overall looking good. Total Operations Expenses forecast to be right on budget. Total Training Expenses forecast to be under budget. Total Facilities Expenses forecast to be under budget. Total Administration Expenses to be well under budget. Total Apparatus & Equipment Expenses are running over budget due to higher-than-expected fuel costs. Transport Revenue originally budgeted to be 370K is now forecast to be 409K at the end of the year. The 39K gain is mainly because Bad Debt is lower, and Transport Fees are higher than budgeted. Disallowed Revenue is forecast to be 27K lower than budgeted.

Adjusted forecast numbers are conservatively calculated by taking the 6-month numbers, dividing them by 6 and then multiplying that number by 85%.

*June Billing* - by Hanako Wyles

June billing was above average at $40,088. We received $11,851 in patient payments in June, sent $5,532 to collections, wrote-off as disallowed $11,999. SDW has six accounts that are 121+ day past due (total $4,561). Four of these accounts ($1,823) are private payers on payment plans. The other two accounts ($2,738) are due by insurance companies (VA and Kaiser). Of the six, one account is an in-district resident ($43.11). The other five patients live out of district ($4,518.10).

BC Services was able to collect net to us $161 in June. Our primary account with BC Services lists 138 active accounts for a total of $129,448. 21 accounts were in added in June. Our secondary account lists 70 active accounts for a total of $69,190. Total collected by BC Services since October 2020: $27,200 ($15,872 on primary account and $11,328 on secondary account). This netted HRTAD $20,006 which is 10% success rate.

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

66 calls and 26 transports in June. YTD (as of 7/8/2022) 408 calls, 151 transports

*Staffing-* Currently we have 9 paid paramedics (3 FT, 1 PT, 5 PRN), 7 volunteer paramedics (1 Reserve), 1 Volunteer EMT-I, 6 volunteer AEMTs (1 LOA, 1 Probationary), 29 volunteer EMTs (1 Reserve, 5 LOA, 4 Probationary), 1 paid EMT and 2 volunteer EMRs (1 just completed EMT school).

*Job Openings –* Two of the three job openings have been filled (the full-time paramedic/training coordinator and the part-time paramedic). The Community Paramedic position has been re-posted and we have a few promising candidates in the applicant pool. This job posting closed. Interviews start Friday.

*QRV Grant –* We were awarded the CDPHE grant (in the amount of $27,262) to replace the QRV. Once CDPHE issues us a PO number, we can move forward with a purchase. Estimate for a PO is 2-4 weeks. A dealer in Oklahoma has two of the exact trucks we are looking for at a good price. If the PO comes through in time and the dealer has one of them still on the lot, we are looking at having someone fly out and drive the truck back rather than having a truck built to spec and delivered. This will expedite getting the truck and save the District money.

*Community Paramedic License-* After working with EVG for several months to have them add us to their license, this option fell through. Initially Evergreen Fire/Rescue was going to expand their Community Integrated Health Care Service (CIHCS) license to include Highland Rescue Team. However, the State now states that Evergreen Fire/Rescue will need to assume responsibility and liability for all acts of Highland’s paramedics. The Evergreen F/R Board declined. Highland Rescue Team is now obtaining our own CIHS license. This will increase the cost for getting this program off the ground. We will need to cover the new license fee of ~$3,000 by ourselves instead of splitting a renewal license fee six ways with other departments. Chief Fager added that he has applied for a grant to help cover this added expense.

*HSA Program* *for paid staff* – A new fiscal year began July 1 for the HSA program for paid staff. With this program, unused funds from the previous year roll over into the new fiscal year. One staff member has saved up their HSA funds over the years. These funds will help cover recent medical expenses.

**NEW BUSINESS**

*FAMLI (Family Medical Leave Insurance)* – Hanako Wyles gave a brief introduction of the new voter approved FAMLI program set to start 01/01/2023. Due to Highland Rescue Team’s number of paid staff (under 10), Highland has the option of opting out of participation. Opting out requires a vote by the Board before the end of the year. Director Zima requested a cost analysis to be completed before the fall Budget meeting so that the Board can then vote knowing the added costs of participation in the FAMLI program. The State is still working out details of how best to run this program i.a. premium collection and distribution. Hanako Wyles will update the Board as more information becomes available.

**OLD BUSINESS**

**The meeting was adjourned** 4:14pm