**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT**

**BOARD OF DIRECTORS MEETING MINUTES**

**Highland Station 317 S Lookout Mountain Rd**

**August 16, 2022, 3:30pm**

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

**Directors present:** John Zima, Patty Hall, Dan Kasinec, Kara Cooper

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

**ANNOUNCEMENTS**

*Ben Barron’s Memorial Service -* will take place Sunday August 28th starting 11am at Genesee Mountain Park. Chief Fager has been working with Ben’s family on arrangements. Members have been involved with planning the service as well. It will be at the top of Genesee Mountain on the large field with shelter, picnic tables and ample parking. There will be talking first followed by games and food. We are expecting several hundred people to attend. The Board members are invited to join as well. Denver Parks says the area can accommodate up to 300 people. This will be a busy weekend for Highland Rescue as we have our Annual Open House the day before on August 27th.

**MINUTES OF PREVIOUS MEETING**

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

**FINANCIAL REPORT**

*July Financials* - see financial packet by Christina Jantzef

We are 7/12 (58%) through the year

Transport Revenues above target at 73% and will be above budget if this trend continues

Total Revenue above target 82%

Net Tax Revenue well above target at 96% due to timing

Operations Expenses are slightly below target at 55%

Salaries close to target at 57%

Safety & Training Expenses are well below target at 25% due to timing

Apparatus & Equipment Expenses are well below target at 32%

Administration Expenses are below target at 51% (forecasted to be below for the year primarily due to cancelled election)

Facilities Expenses are right on target at 58%

Total Capital Expenses are well above target at 76% due to timing of the ambulance purchase

Net change in Fund Balance is $206K

Change in net assets/income $425K

Cash balance at month end is $853K

So far this is a “clean” year without a lot of surprises. To clarify a question raised by a Board member on when a budget needs to be amended, Christina Jantzef explained that a budget only needs to be amended if total expenditures exceed the budgeted amount. Funds can be moved between accounts if one remained below budget, and another went above budget. Currently, we are forecast to have a positive variance. So even if something unexpected comes up, we have some buffer.

*July Billing* - by Hanako Wyles

July billing was above average at $42,0649. We received $12,797 in patient payments in July, sent $1,473 to collections, wrote-off as disallowed $10,935. Our outstanding patient invoices are at $130,015, the highest balance YTD.

Our primary account with BC Services lists 138 active accounts for a total of $127,907. 14 accounts were in added in July. Our secondary account lists 70 active accounts for a total of $65,344. Combined we have $193,251 in outstanding invoices with BC Services.

BC Services was able to collect on one account for us in July. It was for a transport on 1/1/2019. The patients refused to pay the outstanding balance of $987. It went to court in June 2022 and the decision was made in our favor. The patient paid their invoice which netted us $592.

*Payments by Medicare/Medicaid* – In the July Board meeting Director Kasinec asked what percentage of our patients were covered by Medicare/Medicaid and what percentage of our patient revenue ultimately came from Medicare/Medicaid. Hanako Wyles pulled numbers from SDW records going back to March 2017 when we started using SDW for our medical billing. Since March 2017, 41% of the patient tickets were Medicare and 12% Medicaid. Of all payments received since March 2017, 34% were from Medicare and 3% from Medicaid. Ultimately, ~63% of the amount billed to Medicare is written off and ~88% of the amount billed to Medicare is written off.

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

87 calls and 27 transports (and 1 TNT) in July. YTD (as of 8/7/2022) 501 calls, 179 transports

*Staffing-* Currently we have 9 paid paramedics (3 FT, 1 PT, 5 PRN), 8 volunteer paramedics (1 Reserve), 1 Volunteer EMT-I, 6 volunteer AEMTs (1 LOA, 1 Probationary), 27 volunteer EMTs (2 Reserve, 4 LOA, 3 Probationary), and 2 volunteer EMRs (1 has completed EMT school).

New Rookie class starts in September. Interviews are currently ongoing. We are hoping for 6 new members.

*Job Openings –* The Community Paramedic position has been re-posted again. We had one very good candidate after the second search, but she declined the offer stating that the salary offered was too low. The pay cut would have been unfeasible for her. Currently, other EMS departments are offering 10K sign on bonus for paramedics. With these offers out there, it will be tough to fill this position at the moment.

*QRV Grant –* We are still waiting for the PO number so we can move forward with the purchase of a new truck.

**NEW BUSINESS**

*CO EMS Supplemental Payment Program – status update*

Director Kasinec offered to work on this project. He will connect with Jan Keating who has submitted Highland’s data for the past years. Jan Keating and Christina Jantzef have worked out a system to accurately capture data and submit online. Christina Jantzef will forward Director Kasinec information to help him get caught up on the process. The submission deadline is November. Last year, Jan Keating’s efforts with this project netted Highland ~$31K to cover Medicaid write-offs making this a well worthwhile endeavor.

*Ben Barron’s LOSAP funds* – Ben was not vested in the LOSAP program thus his account funds revert to Highland. Since this is money Ben has earned for his outstanding services to Highland, the thought was to create a memorial at the station to honor Ben. He was well liked and had many close friends at Highland. It would bring healing to the team. Ben’s family is fully on board with this idea. Cpt Brown suggested having the team use Ben’s blacksmithing shop and tools to create a highly personal/personalized memorial. Cpt Brown will research cost for materials and hiring a blacksmith instructor to help the team.

Christina Jantzef commented that ‘gifting funds to Ben’s estate” may create issues but using Ben’s LOSAP funds to create a memorial would be categorized as a “member recognition” and should bring no issues. Still, Christina Jantzef recommended to run this by our legal counsel before proceeding. The Board agreed to table making a motion to use Ben’s LOSAP funds to create a memorial at the station until more information is available but overall were in favor to create a memorial.

**OLD BUSINESS**

*FAMLI update*-

The Colorado Department of Labor and Employment/FAMLI Division has updated their website. Hanako Wyles pulled numbers from the website to show what the costs and benefits would be at the initial contribution rate of 0.9% of wages and the maximum rate of 1.2% of wages.

Highland Rescue Team has three options: full participation (opt in), no participation (opt out) or employee only participation. Director Zima pointed out that since Highland has fewer than 10 paid staff, even if we opt in, Highland does not need to pay the employer portion of the contribution amount (0.45% of employee wage). However, Highland will need to follow all other statues of the FAMLI program. If Highland opts out, but the employee choses to participate, Highland will need to collect the employee contributions and submit to the State on a quarterly basis.

Hanako Wyles reminded the Board they must vote on preferred participation level by the end of 2022. The vote must be documented by a resolution and filed with the FAMLI Division prior to 1/1/2023 or Highland will be automatically enrolled. Full details of the program can be found on the Colorado Department of Labor and Employment/FAMLI Division webpage.

*Open House update-*

Cpt Brown has been working on logistics for the Open House. The vendor booths are set. Highland Team members are asked to wear Class Bs and park by the JeffCo fueling station to keep parking closer to the station free for visitors. The dirt lot to South of the station will be available for visitor parking as the lot by the vet office after 12pm when they close. Lt Singsheim volunteered to oversee food; Lt Ryder volunteered to oversee the kid’s activities. It is still unclear if JeffCom will bring their new mobile incident command vehicle. If they do, it will be a treat for the public to see. Foothills Auxiliary offered their popup tents, if needed. There is a good chance we may have a popcorn machine and a cotton candy machine as well.

**The meeting was adjourned** 4:44