**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT**

**BOARD OF DIRECTORS MEETING MINUTES**

**Highland Station 317 S Lookout Mountain Rd**

**Sept 13, 2022, 3:30pm**

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

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

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

**ANNOUNCEMENTS**

Wendy Mikkelson and Mary Heinz were introduced. Wendy Mikkelson is a new District resident. She is a retired surgeon from Wisconsin. Captain Brown is seeking to recruit her to the team as she brings solid medical knowledge with her and lives in District. Mary Heinz is a 10+ year members of Highland Rescue Team.

Director Zima reported Jan Keating’s recovery is progressing well, but she still has a long road ahead. She is back at home now and is in good spirits. Her family is close and have been helping with day-to-day tasks.

Chief Fager concurred she sounded well when he spoke with her on the phone earlier today.

**MINUTES OF PREVIOUS MEETING**

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

**FINANCIAL REPORT**

*August Financials* - see financial packet by Christina Jantzef

We are 2/3 (67%) through the year

Transport revenues above target at 85% and will be above budget if this trend continues

Net Tax revenue well above target at 89% due to timing

Operations expenses are below target at 63%

Safety & Training expenses are well below target at 26% due to timing

Apparatus & Equipment expenses are well below target at 39% (but forecast to be above target)

Facilities expenses are on target at 64%

Administration expenses are below target at 58% (and forecast to be below target)

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

Net change in Fund Balance is $218K

Change in Net Assets/Income $437K

Cash balance at month end is $850K

*2022 Budget Forecast –* With 4 months to go in 2022, we are on track with no major variances in the 2022 Budget. Safety & Training will be under budget since we had budgeted to send 3 members to paramedic school this year. With Ben Barron’s passing, we will only be sending 2 members to paramedic school. Additionally, the Cadaver Lab was cancelled this year resulting in savings. Administration expenses will also be under budget with the cancellation of the election.

Apparatus & Equipment expenses so far look to be within budget but likely to go over budget since we have ambulance repair bills coming in. Fuel expenses will be over budget since fuel prices have increased. R&M Medical Equipment will likely come in under budget. We cancelled the high-cost service contract with Stryker for our monitor maintenance and calibration.

*August Billing* - by Hanako Wyles

August billing was above average at $44,510. We received $13,511 in patient payments in August, sent $425 to collections, wrote-off as disallowed $10,395. Our outstanding patient invoices are at $150,194, the highest balance YTD. This is partly due to increases in patient billing but also to delays in receiving payments.

Looking at YTD billing statistics by Payer Type, half of our transports are Medicare/Medicaid patients. Of all the fees we write off, 91% are for invoices sent to Medicare/Medicaid patients.

We now have 209 accounts with BC Services (primary and secondary). Combined we have $193,770 in outstanding invoices with BC Services. BC Services was able to collect on two accounts for us in August. One paid off in full ($1,541), one being paid off in installments ($150).

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

84 calls and 29 transports in August. YTD (as of 9/11/2022) 586 calls, 210 transports

*Staffing-* Currently we have 11 paid paramedics (4 FT, 1 PT, 6 PRN), 7 volunteer paramedics (1 Reserve), 1 Volunteer EMT-I, 6 volunteer AEMTs (1 LOA, 1 Probationary), 30 volunteer EMTs (2 Reserve, 3 LOA, 6 Probationary), and 2 volunteer EMRs (1 has completed EMT school).

New member orientation class with 4 probationary members started September 10th.

*Job Openings –* The Community Paramedic position was offered to Dan Vinnola. He starts Sept 14th. Chief Fager hopes he will be ready to run 24hr ALS shifts in 1-2 months and to get started on building the community paramedic program by then as well.

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

*Ben Barron –* Ben’s death has consumed much of our time this month again. Working closely with his family, we took on most of the planning for his memorial service which was held on August 28th at Genesee Mountain Park. Hanako Wyles worked with our insurance carriers for AD&D and workers compensation coverage. Our AD&D policy paid out but ultimately our WC policy denied the claim.

The last big project is the creation of the Station Memorial for Ben. Captain Brown is in contact with the blacksmith and is arranging this project with team. We are also continuing to offer support to our team members affected by his death.

*2023 Budget* - Chief Fager has started working on the 2023 Budget and plans to make the budget his priority over the next few weeks. Our Certificate of Valuation sent by the County shows revenue from property taxes will be slightly down in 2023, from $682,708 in 2022 to $675,921 in 2023 (delta -$6,787). This ~7K reduction in tax revenue should be made up through the increase in transport revenue we are seeing. We also have no big purchases planned in 2023.

*EMS World Expo* – Chief Fager is looking to attend EMS World Expo specifically the EMS Leader, Management and Operations track October 12-14 in Florida. Costs for registration, accommodation and food are easily covered with funds in the training budget. With Ben Barron’s passing the funds set aside for his paramedic school tuition have become available. Transportation expenses are covered by free flight vouchers through the SW Airlines volunteer awards program (one of Highland’s volunteers works for SW Airlines and has earned free light vouchers for Highland). The Board is in favor of Chief Fager and Captain Brown attending this conference and networking opportunity.

Director Zima voiced his gratitude to the entire Highland team for their efforts and time they gave to put together Ben Barron’s memorial service and for Highland’s Open House. With both event falling on the same weekend, it was a very busy weekend with very busy few weeks leading up to the weekend. Chief Fager commented that credit for the Open House needs to be given to Captain Brown. He was the lead on this event. Chief Fager acknowledged Lt John Singsheim’s contributions as well. Lt Singsheim coordinated i.a. the procession for the memorial and the BBQed food for the Open House all while he works full time and is in paramedic school. Highland Rescue Team is fortunate to have such dedicated members.

**NEW BUSINESS**

*Budget Officer* – Highland Rescue Team is required to appoint a Board member to collaborate on the Budget process. Director Zima asked Director McCarthy if he is willing to take on that role. Director McCarthy agreed.

**OLD BUSINESS**

*FAMLI –* Two questions were raised and Chief Fager will consult with legal to get the answers. One, if the District opts out of participation in the FAMLI program but staff wishes to participate and only pays their share of the contribution (so half of the 0.9% contribution rate), do they receive full benefit payout or only half. Two, do PRN paramedics count as paid staff. With our full PRN roster, Highland is over the 10 staff limit and would have to make FAMLI contributions (0.45% of staff salary). Without the PRN paramedics, Highland has 4 fulltime paid staff and 2 parttime paid staff.

*Medicare Supplemental Reimbursement update* – Hanako Wyles now has login credentials to access the Ambulance Services Cost Report Portal (Public Consulting Group). With the help of a representative from the Public Consulting Group (PCG), the last document needed was uploaded today. The PCG rep will work with Hanako Wyles on this project. When talking to Chief Fager on the phone today, Jan Keating said she will work with whoever takes this project over from her to help with transition. Christina Jantzef is working on adding Highland’s numbers into the spreadsheet to submit for reimbursement. As some expenses are categorized differently in the program’s spreadsheets, some work is involved in figuring out where to add our expenses. Over the years, Jan Keating and Christina Jantzef have worked out where to put what. Several expenses are excluded from submission such as expenses associated with team outsource, LOSAP, wildland training, and depreciation. Christina Jantzef will forward the spreadsheet to Director Kasinec and Hanako Wyles once completed. The deadline to submit for Medicare supplemental reimbursement is around Thanksgiving.

**The meeting was adjourned 4:12pm**