**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT**

**BOARD OF DIRECTORS MEETING MINUTES**

**Highland Station 317 S Lookout Mountain Rd**

**Oct 11, 2022, 3:30pm**

**Chairman John Zima called the meeting to order at** 3:32pm.

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

**Others present:** Christina Jantzef, Hanako Wyles, Cpt Damon Brown, Mary Heinz

**ANNOUNCEMENTS**

Chairman Zima shared that Chief Fager was able to secure the free flight vouchers on SW Airlines and will be at EMS World in Florida this week Tuesday-Friday (10/11-10/14).

**MINUTES OF PREVIOUS MEETING**

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

**FINANCIAL REPORT**

*Sept Financials* - see financial packet by Christina Jantzef

We are 75% through the year

Transport revenues well above target at 97%

Net Tax revenue well above target at 99% due to timing

Total Rev well above target 93%

Operations expenses are below target at 70%

Safety & Training expenses are well below target at 47% due to timing

Apparatus & Equipment expenses are well below target at 61% (but forecast to be near target)

Facilities expenses are below target at 68% (currently at 29.5K but forecast to be 43K)

Administration expenses are below target at 64% (and forecast to be below target)

Total Capital expenses are almost target at 76%

Net change in Fund Balance is $196K

Change in Net Assets/Income $415K (however, depreciations not booked yet)

Cash balance at month end is $846K

*2022 Budget Forecast –* Expenses and Revenue are trending in the right direction. Budget wise it is a good year for Highland despite the 2022 tax revenue being down from 2021 (JeffCo’s Assessor reported the taxable assessed valuation for Highland’s taxing entity was 195Mio for 2021 and 193Mio for 2022). This lower valuation could due to that the tax base is assessed only every 2 years and that this year is a non-assess year. So even with property values going up, the Office of the Assessor would not capture this rise. The down tick in valuation could be from property owners disputing the assessed value in last year’s assessment.

*Sept Billing* - by Hanako Wyles

SDW’s Month End Summary report: September billing was above average at $44,382 (the average YTD is $39,880). We received $25,158 in patient payments in September, sent $154 to collections, wrote-off as disallowed $23,136. Our outstanding patient invoices are $146,128.

We now have 208 total accounts with BC Services. Combined we have $192,243 in outstanding invoices with BC Services. Broken down by our primary and secondary accounts with BCS, these are:

Primary: 138 patient accounts with a $127,607 balance (collected in 2022: $7,591, net to us $5,693)

Secondary: 70 patient accounts with a $64,636 balance (collected in 2022: $2,568, net to us $1,778)

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

79 calls and 29 transports in September. YTD (as of 10/07/2022) 652 calls, 231 transports

*Staffing-* Currently we have 10 paid paramedics (4 FT, 1 PT, 5 PRN), 6 volunteer paramedics (1 Reserve), 1 Volunteer EMT-I, 5 volunteer AEMTs (1 Probationary), 30 volunteer EMTs (2 Reserve, 3 LOA, 5 Probationary), and 2 volunteer EMRs (1 has completed EMT school).

*QRV Grant –* We are still waiting for the purchase order from the State to move forward with the purchase of the new truck. Last Friday Chairman Zima and Chief Fager signed and returned the required paperwork for the State to issue Highland a PO number. The State responded saying they hope to have a PO for us this week. Captain Brown reported there are trucks that meet our needs in stock at various dealership across the US, but we would have to travel to pick it up or arrange for delivery. If we order to spec locally, our wait time could be a year. One of our volunteers has said he could fly out (using one of the SW free flight vouchers) and drive the new truck back keeping the expense low.

*2023 Budget* – Work on the 2023 budget is moving along nicely and is looking good. All areas except for Training are close to set. Chief Fager is still working with Steve Drago to finalize the Training budget. A cash balance of about 50K has been assigned to go into the ambulance fund. Director McCarthy, acting Budget Liaison, has been in contact with Chief Fager throughout the Budget process and will meet with Chief Fager on 10/20 for a final review. Director McCarthy explained that he compared the 2022 and the 2023 Budget focusing on the areas where the numbers significantly differed between the two years. These areas, he reviews and discusses with Chief Fager.

Ms. Jantzef will ensure the Notice of Budget public notice is published appropriately and in time to invite the public to our November Board meeting (11/15/2022) to review and comment on our preliminary 2023 Budget. In our December Board meeting, the Board will adopt the 2023 Budget and Ms. Jantzef will file it with the County.

*Harassment Issue-* The Board received a letter from a Highland team member bringing a harassment issue to their attention with a statement that proper procedures were not followed in managing this issue as written in Highland’s policy manual. Chairman Zima, Director McCarthy and Chief Fager met to discuss the issues brought forward in the letter. It was decided, moving forward, all Highland members (volunteers and staff) are required to review Highland’s policy manual and complete an anti-harassment training annually. Highland has access to training options on the SDA and VectorSolutions websites. Chairman Zima added that the offending party has been terminated and that the offended has been notified of this termination and of the new training requirement. Chairman Zima closed with comments that the offended has been reassured there will be no repercussion for them bringing this complaint forward since that was a concern of theirs.

**NEW BUSINESS**

*FFR Ballot-* Foothills Fire Protection District has two ballot measures on the November ballot. A representative from FFPD has asked if they could put a yard sign on Highland’s property. Since the Board has not heard of the ballot measures and has no information on the content, they opted to not post a sign on Highland property until a FFPD representative presents them with details on what the two ballot measures are about.

**OLD BUSINESS**

*FAMLI –* Our paid staff would like to participate in FAMLI. The Board does not need to do anything. Highland is automatically opted in and with fewer than 10 paid staff, Highland does not need to pay the employer contribution. On a quarterly basis, Highland will need to send 0.45% of each staff’s paycheck to the State. Many details for this program still need to be worked out at the State level. Many of the neighboring fire departments are participating in FAMLI and Inter Canyon and Elf Creek Fire are paying the employee portion.

*Medicare Supplemental Reimbursement update* – Hanako Wyles submitted the Intent to Participate form. The portal for July 1, 2021 – June 30, 2022, is now activated. Submission deadline is November 28th. Hanako Wyles will start entering Highland’s data for the timeframe.

**The meeting was adjourned 4:28pm**