**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT**

**BOARD OF DIRECTORS MEETING MINUTES**

**Highland Station 317 S Lookout Mountain Rd**

**November 15, 2022, 3:30pm**

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

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

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

**ANNOUNCEMENTS**

Chairman Zima provided a quick injury recovery update on two former Highland members/contributors.

Highland member and LOSAP Board member Richard Tyrell-Ead presented a quick overview of Highland’s LOSAP (length of service awards program) including its history, purpose, and success. It is offered to members as an alternative to a volunteer fire fighter pension and is a tool for improved volunteer retention. Over the years, however, the program and how LOSAP credit is earned and calculated, has morphed into an administrative beast. Richard Tyrell-Ead has been working with Hanako Wyles to simplify this process and to align LOSAP requirements with Membership requirements.

Revisions include counting shift and ambulance check requirements by quarter instead of monthly and not giving service credit while a member is on LOA. Additionally, there will be no more partial or prorated credits given. If a member fulfills their quarterly requirements, they receive credit for the quarter. If they fail to fulfill their requirement, they receive no credit for the quarter. To be vested, members must complete 20 active quarters, not simply be 5 years on the team. The training hour requirement remains unchanged. Potential changes to how Weekend supervisor and Officer bonuses are earned still need to be evaluated. A LOSAP Board meeting needs to be called to approve LOSAP revision. The Board agreed to add a LOSAP Board meeting before or after December’s regular Board meeting to discuss and vote on these proposed changes. Hanako Wyles will send out a meeting invitation and agenda for a LOSAP Board meeting.

**MINUTES OF PREVIOUS MEETING**

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

**FINANCIAL REPORT**

*October Financials* - see financial packet by Christina Jantzef

We are 83% through the year

Transport revenues well above target at 107%

Net Tax revenue well above target at 100%

Total Rev well above target 94%

Operations expenses are below target at 77%

Safety & Training expenses are well below target at 51% due to timing (EMSAC Nov 10-13, 2022)

Apparatus & Equipment expenses are well below target at 64% (but forecast to be near target)

Facilities expenses are below target at 73%

Administration expenses are below target at 70%

All expenses forecast to be under or at budget.

Total Capital expenses are almost target at 93%

Net change in Fund Balance is $110K

Change in Net Assets/Income $377K

Cash balance at month end is $758K – good reserve going into 2023

*2023 Audit-*

Our current auditor, Haynie & Co., sent a letter notifying us of a proposed 23% increase in their fees next year. The audit cost will go from ~$6,500 to ~$8,000 which is a significant increase. They cite inflation, staffing issues and competitive pricing as their argument for the price increase. Chief Fager and Christina Jantzef started looking at other auditors and requesting quotes for price comparisons. Ideally, a decision on which auditor to use in 2023 can be presented and voted on in the December Board meeting. $8,000 has been added to the 2023 Budget if no other auditor can be secured at a lower cost. Haynie has been doing the HRT audit for about 5 years.

*October Billing* - by Hanako Wyles

We had 23 transports in October which was below the Jan-Sept monthly average of 26. SDW’s Month End Summary report showed that October billing was $35,341 (Jan-Sept averaged $39,880). We received $12,405 in patient payments in October, sent nothing to collections, wrote-off as disallowed $20,028. Our outstanding patient invoices are $149,037. 47% Private payers and 53% Insurance.

Jan-Oct 2022 Billing:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Charges | Payments | Disallowed | Uncollected | Pending |
| $394,261 | ($127,762) | ($136,296) | ($13,911) | $116,291 |

We have 208 total accounts with BC Services. Same number as last month. Combined we have $190,447 in outstanding invoices with BC Services. BCS collected $150 in October, netting us $113. Broken down by our primary and secondary accounts with BCS, these 208 accounts are:

Primary: 138 patient accounts with a $125,811 balance. 2 accounts for $2,520 are in the negotiating phase. 8 accounts for $10,988 are in the pre-legal phase. Collected in 2022: $7,741, net to us $5,806

Secondary: 70 patient accounts (no change from last month) with a $64,636 balance. 2 accounts for $3,043 are on the pre-legal phase. Nothing collected since July 2022.

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

78 calls and 23 transports in October. YTD (as of 11/09/2022) 728 calls, 257 transports

*Staffing-* Currently we have 9 paid paramedics (4 FT, 1 PT, 4 PRN), 7 volunteer paramedics (1 Reserve), 1 volunteer EMT-I, 5 volunteer AEMTs, 27 volunteer EMTs (2 Reserve, 2 LOA, 3 Probationary), and 2 volunteer EMRs (1 has completed EMT school). The new probationary members are doing well. All probationary members from the February class have been promoted to full members.

*New QRV–* The new truck is it not in service yet. We are working on equipping it, getting lights, sirens, and radios mounted. The truck went to the shop today for the decals. We are hoping to put the new QRV in service soon.

*EMS World Expo*- Chief reported attendingEMS World Expo was a great networking and learning opportunity. He focused on leadership classes and learned about new developments in EMS research. It was a very worthwhile opportunity.

*EMSAC-* The EMS conference was this past weekend (Nov 10-13). We had 18 Highland members attend this year. It was a great team building event filled with a lot of great education and networking opportunities. The conference is one of the annual membership highlights.

*Harassment Training-* All members have been assigned the Harassment Training module in Vector Solutions. As of now, 22 members have completed the training. The deadline to complete the training has been set for 12/15/2022.

*Ambulance* *Replacement*- Ambulance 287 is due to be replaced in 2024. Chief Fager pointed out that it takes more than a year (about 450 days on average) from order date to delivery. This means, to have a new ambulance in 2024, we must place an order in 2023. With another successful bid for an EMTS Grant, we could secure payment of half the cost. The EMTS Grant application process opens this December, closes in February 2023. Award notifications go out in June 2023 and P.O. numbers are issued several months after that. If successful, we could place the order in October 2023 and hope for a delivery of a new ambulance in late 2024. This would be right on schedule.

Captain Brown explained that according to the ambulance replacement schedule, ambulance 287 is due be a remount, not a complete replacement. He explained a remount is about 75% of the cost of a new ambulance. However, the interior will not match our newest ambulance 285 and it will lack the same safety features as 285. Captain Brown and Chief Fager pointed out that a full replacement rather than a remount would bring the improved safety features as 285 and the benefit of eventually having all ambulances laid out the same way. Both of which improve patient care and the safety for the medics and the patient. Director Kasinec inquired about the cost of a new ambulance and their replacement schedule. Chief Fager responded that 285 cost $218K in 2022 and that ambulances are scheduled to be replaced every 12 years. This means, with its three main ambulances (287, 288 and 285), Highland needs to replace (or remount) an ambulance every 4 years. Chief Fager added that with the grant, enough funds are available to pay for a new ambulance outright. Without the grant, Highland would have to dip into savings.

**NEW BUSINESS**

*2023 Budget-* Chairman Zima opened the public meeting for the consideration of the 2023 Budget for the Highland Rescue Team Ambulance District.

Chief Fager presented the 2023 Budget expounding budget line items which differed from the 2022 Budget. Tax revenue is down. Outsource expenses and revenue are both up due to a robust team and more deployments. Operational expenses are up due to the hire of one additional full-time paramedic to run the Community Paramedicine program. Salary expenses are up due to raises to keep up with inflation and to offer competitive salaries. The training budget is down. Training Coordinator Steve Drago has many good ideas of improved training opportunities. He is looking at bringing a cadaver lab to HRT, offering skid truck training to the membership (at 50% discount through CSD Pool) and potentially sending members to out-of-state training taking advantage of the free SW flight vouchers we receive through the SW employee volunteer program. Capital expenses include money for a monitor for the wildland team and replacement radios. The PPE budget includes money for replacement helmets for the Wildland team (helmets need to be replaced every 10 years) and gear for the rope rescue team. Chief concluded with the statement that the 2023 Budget proposal leaves us with $59,700 more revenue than expenses. $55K will then be added to the ambulance fund.

Director Hall inquired about the progress on installing a septic tank with leech field for which funds were earmarked in the 2022 Budget. Captain Brown explained that the neighbor remains very motivated to work together to install a system but still must work out his water issues. Captain Brown checks in with the neighbor every few months. The septic system funds will carry over from the 2022 to the 2023 Budget

Director McCarthy inquired about the need to add funds for an ambulance purchase into the 2023 Budget since we would order the ambulance in 2023. Chief Fager explained that we pay upon delivery so funds will not be needed until 2024.

Chairman Zima, the Board and the remaining meeting attendees acknowledged that we held a public meeting today to discuss the 2023 Budget proposal. The budget will be presented during the next Board meeting on Dec 13th for a vote to approve.

Christina added that the Certification of Valuation comes from the State and is added to the final budget. Thereafter, the budget is ready for approval and filing. It must be submitted to DOLA in January 2023.

**OLD BUSINESS**

*FAMLI –* Hanako Wyles is staying informed on the updates to the program (<http://famli.colorado.gov>) and will send out the legally required information sheets to paid staff this week. She also requested the opportunity to register Highland during the early access period to have Highland ready to go come Jan 1, 2023. The registration site officially opens to all in the State in January.

*Medicare Supplemental Reimbursement update* – Hanako Wyles continues to work on entering the requested values into the Ambulance Service Cost Report Portal. Christina Jantzef has been providing the needed spreadsheets and numbers. Hanako is hoping to submit this week. Submission deadline is Nov 28, 2022.

**EXECUTIVE SESSION**

The Board went into executive session at \_\_\_\_\_pm and the session ended at 4:43pm.

**The meeting was adjourned 4:43pm**