**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT**

**BOARD OF DIRECTORS MEETING MINUTES**

**Highland Station 317 S Lookout Mountain Rd**

**December 13, 2022, 3:33pm**

**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:** Richard Tyrell-Ead, Christina Jantzef (Zoom), Hanako Wyles, Cpt Carl Joyce, Chief Bob Fager, Asst Chief Mark Wilson, Cpt Damon Brown, Brian Davis

**ANNOUNCEMENTS**

Director Zima gave a brief update on the injury recovery of two former Highland Rescue Team members/contributors.

**MINUTES OF PREVIOUS MEETING**

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

**FINANCIAL REPORT**

*November Financials* - see financial packet by Christina Jantzef

We are 11/12th (91%) through the year

Transport revenues well above target

Tax revenue mostly received for the year and well above target

Total Revenue above target 97%

Team Outsource Income (wildland team) is over target by $3K (the team deployed to three fires in 2022 in addition to the Marshal Fire that started in 2021).

Operations expenses are below target at 86%

Safety & Training expenses are well below target at 65%

Apparatus & Equipment expenses are below target at 82%

Facilities expenses are below target at 77%

Administration expenses are below target at 78%

All expenses forecast to be under or at budget 80% (still need to add LOSAP) so a Budget Amendment for 2022 remains unlikely

Total Capital expenses are slightly above target at 95%

Net change in Fund Balance is $63K

Change in Net Assets/Income $334K

Cash balance at month end is $733K leaving us with a good reserve going into 2023

*November Billing* - by Hanako Wyles

We had 26 transports in November. SDW’s Month End Summary report showed that November billing was $41,677 (Jan-Oct averaged $37,610). We received $20,005 in patient payments in November, sent $4,277 to collections, wrote-off as disallowed $18,624. Our outstanding patient invoices is $149,037.

We have 208 total accounts with BC Services. Same number as last month. Combined we have $190,297 in outstanding invoices with BC Services. Primary account: BCS collected $150 in October, netting us $113. This is from one patient on a payment plan of $150/mo. for a transport on 6/2/2021. Secondary account: Nothing collected since July 2022.

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

63 calls and 26 transports in November. YTD (as of 12/11/2022) 795 calls, 256 transports 15.4% up from last year

*Staffing-* Currently we have 8 paid paramedics (4 FT, 1 PT, 3 PRN), 7 volunteer paramedics (1 Reserve), 1 volunteer EMT-I, 6 volunteer AEMTs, 25 volunteer EMTs (1 Reserve, 2 LOA, 3 Probationary), and 2 volunteer EMRs (1 has completed EMT school).

*New QRV–* The new QRV 281 is it not officially in service yet. We are making steady progress on equipping it and getting lights, sirens, and radios mounted. 281 has its decals and the topper was installed today.

*2023 Budget*- The 2023 Budget is now ready for approval. Chief Fager made one final change to “Capital Expenditures”. The line item was increased by $1,000 from ($15,000 to $16,000) to accommodate a LifePak 15 purchase for ambulance 289. LifePaks are hard to get and prices have gone up.

*Harassment Training-* Many of the member have completed this training already. Those who have not yet have been sent reminders. The deadline to complete the training has been set for 12/15/2022. Steve is following up with the stragglers.

*Bonuses-* A former employee who left their paid position at the end of June 2022 is requesting to be paid a prorated annual bonus for their time served. Board discussion concluded that an employee must be active in December to be eligible to receive a year-end bonus.

*Weekend Supervisor position*- During the November officer meeting, two committees were formed to re-define the role of weekend (WE) supervisor including shift requirement, responsibilities, and expectations. Cpt Joyce reiterated that the position is valuable to the district and hones leadership skills of the volunteers who eventually may want to step up to be an officer. He explained that the WE supervisor manages staffing, fleet and facilities issues when paid staff is not at the station. WE supervisors are all volunteers and Highland can accommodate up to eight WE supervisors max.

*Grants-* Chief Fager reported that once the set-up of the new QRV 281 is completed, he can submit receipts to the EMTS Grant Program for reimbursement.

*Patient Payment dispute-* Chief Fager explained to the Board that the patient who recently reached out to the Board and himself was repeatedly told to apply for financial aid if payment is a hardship. He has sent them all the information they needed to submit her application. Chief Fager instructed the Board to disregard their last email including their lawyer’s.

*Policy on Photographs/Video*- Director Cooper suggested to get legal input on the new Highland photographs/video recordings policy. She added that several team members are unhappy about the restrictive policy. Asst. Chief Wilson shared that he has reached out to all the big career fire dept in the area to see what they have in place and learned their policies are even more restrictive than Highland’s. Director Cooper inquired about picture taking during trainings and social events and if consent from individuals members must be obtained prior. It was explained that new members sign a photo release upon onboarding.

*Leadership Training-* Director Cooper inquired about the ongoing 6-month Leadership program offered through Evergreen Fire/Rescue. Chief Fager explained that the program is public safety related. It follows the textbook “Becoming a Firefighter of Character” and is applicable to EMS as well. A handful of Highland members are taking part in this program.

**NEW BUSINESS**

*Auditor engagement letter –* Christina Jantzef is still collecting quotes from other auditors and has not selected an auditor yet. She shared that she had asked Haynie & Co if a rate reduction is possible as the 23% increase, they propose is too high. They admitted the increase is high for one year to next and offered to ask for a 11-12% rate increase this year and another 11-12% next year if we commit to the next two years. However, Special Districts cannot have multi-year contracts. Director Kasinec asked if there is a deadline to commit to an auditor. Christina Jantzef commented it is best to engage an auditor soon since most auditors are booked by February. Also, the audit needs to be done by May to leave enough time to meet district deadlines. Director McCarthy suggested to go with Haynie since we are satisfied with their work. Director Kasinec agreed with Director McCarthy but asked to wait one more week and if no other auditor can be secured to then commit to Haynie & Co. Christina Jantzef agreed to that timeline. Director Zima asked Christina Janztef to initiate getting the letter of engagement with Haynie & Co at the 11% rate increase. He added the 23% all at one just too much.

*2023 Board of Directors Meeting Schedule* – Board meetings will continue to be help the 2nd Tuesday of the month with a 3:45pm start time. If the 2nd Tuesday falls on a day before the 10th of the month, the meeting will be pushed by one week to take place on the 3rd Tuesday. The 2023 meeting schedule was approved and can now be added to our Transparency Notice and filed with DOLA.

***VOTE to approve Resolution No. 2022-02 “A Resolution Calling for the 2023 Regular District Election and Appointing a Designated Election Official” with Micki Mills as primary DEO and Hanako Wyles as the alternate. Director McCarthy made the motion (1st Director Zima, 2nd Director Hall, unanimous approval)***

***VOTE to approve Resolution 2022-03 “Combined Resolutions of the Highland Rescue Team Ambulance District Adopting the Budget, Setting the Mill Levy and Appropriating Sums of Money”. Director McCarthy made the motion to approve (1st Director Zima, 2nd Director Hall, unanimous approval).***

*Revision to Rules and Regs-* Chief Fager made one last revision to the Rules and Regulations. He changed the wording from “paid employees cannot collect LOSAP” to “LOSAP can be collected if all requirements are met on volunteer time”.

**OLD BUSINESS**

*LOSAP*- LOSAP Board member Richard Tyrell-Ead reported he brought the proposed program changes to the officers and general membership. Richard added that the team agreed calculating LOSAP requirements by quarters is easier for the members to fulfill and easier for the Administrator to track. Thus starting 2023, the requirements will be 108 shift hours, 3 ambulance checks and 2 in-house training hours each quarter. In addition, earning LOSAP credit will now be all or nothing by quarter. No more partial credits will be given. Reserve members do not get LOSAP. Limiting four people per ambulance check, will prevent all ambulance checks happening at the end of the quarter. Richard asked Hanako Wyles to forward him everyone’s start date to calculate their years of service.

***VOTE to approve the revised LOSAP. Director Zima made the motion (1st Director Hall, 2nd Director McCarthy, unanimous approval).***

**The meeting was adjourned 4:53pm**