**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT**

**BOARD OF DIRECTORS MEETING MINUTES**

**Highland Station 317 S Lookout Mountain Rd**

**January 10, 2023, 3:45pm**

**Chairman John Zima called the meeting to order at 3:47pm.**

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

**Others present:** Christina Jantzef, Hanako Wyles, Chief Bob Fager (Zoom), Cpt Damon Brown, Lt Brian Davis, Mary Heinz, Lt Red Ryder

**ANNOUNCEMENTS**

**MINUTES OF PREVIOUS MEETING**

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

**FINANCIAL REPORT**

*December Financials* - see financial packet by Christina Jantzef

We are 100% through the year

Net Fee Revenue well above target exceeding budget by $19,554

Tax Revenue slightly above target at 102%

Team Outsource Income (wildland team) above target exceeding budget by $3,214

Total Revenue just above target at 101%

Operations expenses are at target at 100%

Safety & Training expenses are well below target at 70%

Apparatus & Equipment expenses are well below target at 88%

Facilities expenses are below target at 91%

Administration expenses are below target at 88%

Capital Outlay slightly above target (104%) due to purchase of LifePak for ambulance 289

LOSAP is accrued at $50,000 as a place holder

Total Expenses about $51K below target so a 2022 budget amendment likely not needed.

Net change in Fund Balance is ($71K)

Change in Net Assets or “Net Income/(Loss)” $334K

Cash balance at month end is $629K leaving us with a good reserve going into 2023

Christina Jantzef pointed out that depreciation has not been posted for 2022 yet so Net Income is overstated. She will work on calculating depreciation of all assets and make adjustment in the coming weeks and will have it complete well before the audit process begins.

Christina Jantzef explained that when/if QRV 286 is sold, only funds above its depreciation value will count towards income/revenue. Captain Brown added that 286 is from 2007 and was purchased used for around $4,500 so likely has very little remaining value. Revenue from a sale will be minimal. If unable to sell, 286 will be donated and written off.

Director Zima voiced concern about the training expenditures coming in only at 70% of budget. He feared that perhaps expenditures were missed. Chief Fager explained that the lower training expenditure is due to several big trainings falling through in 2022.

Regarding Fee Revenue, Christina Jantzef pointed out that even with the increased write-offs and disallowed fees, our net Fee Revenue is still above Budget. She feels good about the budgeting process and calculations in place to make sure Fee Revenue stays in budget.

*December Billing* - by Hanako Wyles

We had 32 transports in December, the most calls in a month in 2022. The 2022 call average is 26.25 calls/mo. SDW’s Month End Summary report showed that December billing was $49,910, the highest billing in a month in 2022. The 2022 billing average is $40,487/mo. We received $20,005 in patient payments in November, sent $3,698 to collections, wrote-off as disallowed $20,050. Our outstanding patient invoices is $147,806.

The five patient payments SDW missed in November have now been posted in their records.

BC Services has not sent their December collection reports yet. However, there is little change month to month so most likely we still have 208 total accounts with BC Services and most likely still over $190K in outstanding patient accounts with BC Services. The same numbers as last month.

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

61 calls and 32 transports in December. 839 calls, 310 transports in 2022. That is a 11% increase in call volume and 33.6% increase in transport numbers compared to 2021.

*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, 26 volunteer EMTs (1 Reserve, 1 LOA, 3 Probationary), and 1 volunteer EMRs.

We had two job postings up: PRN and part time paramedic. Bethany Stoupine, our current part-time paramedic, is stepping down from her position. Ben Bolduc, a current Highland PRN, applied and was hired to take over as our part-time paramedic. In response to the PRN posting, we received 3 applications and will begin the interview process shortly. Posting closed yesterday.

*New QRV–* The new QRV 281 is equipped and officially in service. We are just waiting for all final payments to go through so we can submit for reimbursement from the EMTS Grant.

*Harassment Training-* All but two members have now completed the harassment training. Training Officer Drago is working with them to get the training done. Director Cooper inquired if Harassment Training will be an annual requirement from now on and, if yes, suggested offering a different training module to keep members interest and make it less repetitive and consider making it a biannual requirement. Chief Fager responded that VectorSolutions has an extensive library of online training modules and that a different training module can easily be selected year to year or every two years. The current one takes about an hour to complete. All new members must complete this training as part of their onboarding process. Director Zima inquired if there are consequences for non-compliance with this harassment training requirement. Chief Fager responded that rather than having consequences, leadership is working diligently on making sure every member completes the harassment training.

**NEW BUSINESS**

*2023 Election* – Micki Mills with CEGR has been secured as our DEO (Hanako Wyles is the alternate DEO). Ms. Mills sent Highland a self-nomination form to give to people interested in running in the election. So far, Hanako Wyles has handed out one self-nomination form. Self-nomination forms are due Feb 24th. Hanako Wyles updated Highland’s Transparency Notice on the SDA website. The Transparency Notice shows that 3 Board positions are up for election. Chief Fager will post this information on Highland’s website as well.

*Holiday Party*- The annual holiday party will be at the Mt Vernon Canyon Club on March 10th starting 6pm. The Board is invited. Chief Fager asked Captain Brown to get a Save-the-Date out in the Highland Weekly Update so members can put this event on their calendars.

**OLD BUSINESS**

*Weekend Supervisor Position –*

Lt Brian Davis reported on the proposed revisions to the Weekend Supervisor (WE Sup) position the WE Sup committee has worked out. WE Sups are now required to complete twenty-four (24) 12-hr shifts a year with twelve (12) 12-hr shifts every half year. The shifts must be on a weekend which starts Friday 7pm and ends Sunday 7pm (paid staff Dan Vinnola starts his shift Sunday 7pm). WE Sup shifts must be separate from regular duty shifts. WE Sup shifts come with LOSAP bonus. Lt Davis added that the WE Sup Training committee is still working on setting up a training program and manual for prospective WE Sups. The position is intended to act as a gate way to getting members on the officer track.

The Board voiced their appreciation for all the effort and time the two committees have given to revising and improving the WE Sup program. Director Zima asked them to clean up the WE Sup Job Description to remove duplicate wording. Chief Fager suggested to make the shift requirements quarterly instead of half yearly since all other LOSAP requirements are now tracked by quarter.

***VOTE - The Board of Directors voted and unanimously approved to engage Haynie & Company to complete our 2022 Audit.***

**The meeting was adjourned 4:22pm**