**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT**

**BOARD OF DIRECTORS MEETING MINUTES**

**Highland Station 317 S Lookout Mountain Rd**

**February 14, 2023, 3:45pm**

**Chairman John Zima called the meeting to order at 3:45pm.**

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

**Others present:** Christina Jantzef (Zoom, part of the meeting), Hanako Wyles, Chief Bob Fager, Asst Chief Mark Wilson (Zoom), Cpt Damon Brown, Mary Heinz, David Leonard, Cpt Carl Joyce, Patty Telgener, Sharon Jones (2nd half of the meeting)

**ANNOUNCEMENTS**

*Introductions of a few attendees* – Patty Telgener, wife of Highland member Steve Telgener, is a district resident and interested in joining the Board. We have three positions to fill in May 2023. David Leonard started as a new PRN with Highland at the end of January. Mary Heinz is a longtime Highland member, FTO, Weekend Supervisor, EMT, and RN. Carl Joyce is a long time Highland member and Captain for the Wildland Team. It was noted that the Board election is May 2nd and the deadline to submit self-nomination forms is February 24. Two more parties have voiced interest in joining the Board but have not submitted a self-nomination form yet.

**MINUTES OF PREVIOUS MEETING**

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

**FINANCIAL REPORT**

*January Financials* - see financial packet by Christina Jantzef, presented by Chief Fager

We are 1/12th (8%) through the year.

Fee Revenue slightly above target at 9%

Tax Revenue well below target due to timing

Team Outsource Income (wildland team) below target due to timing (no fires in January) 0%

Total Revenue below target 1%

Operations expenses are below target at 6%

Safety & Training expenses are slightly below target at 7%

Apparatus & Equipment expenses are below target at 5%

Facilities expenses are above target at 15% due to high utilities (especially propane for heating) and garage door repair.

Administration expenses are below target at 7%

Capital Outlay is well below target

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

*January Billing* - by Hanako Wyles

We billed for 24 incidents in January. 22 transports and 2 TNT (one diabetic wake-up and one code). SDW’s Month End Summary report shows that January billing was $36,073. We received $28,492 in patient payments, sent $2,127 to collections, wrote-off as disallowed $28,664. Our outstanding patient invoices at the end of January was $135,841.

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| --- | --- | --- | --- | --- | --- | --- |
| BILLING | No. of tickets | Amt Billed | Amt Received | Amt W/O | Amt sent to Collections | Ending Balance |
| Jan 2023 | 24 | $36,073 | $28,492 | $28,664 | $2,127 | $135,841 |
| 2022 average | 26.5 | $40,487 | $16,813 | $16,232 | $4,092 | $121,894 |

Looking at “amount received” and “amount w/o”, we write off almost as much as we receive in patient payments (roughly 16K per month). A large portion of accounts that are 121+ days past due are from Medicare, VA and other government insurance carriers. They are just slow to process payment.

BC Services collected $1,540 (net to us) in January. January was a very good month for collections. We still have 208 total accounts that BCS is working on to collect (138 in our primary, 70 in our secondary account) for a total outstanding adjusted balance of $233,657. Since Sept 2020 BCS was able to collect net to us $23,858 or roughly 10% of adjusted balance.

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

64 calls and 22 transports in December and 2 TNT

*Staffing-* Currently we have 9 paid paramedics (4 FT, 1 PT, 4 PRN), 7 volunteer paramedics (1 Reserve), 1 volunteer EMT-I, 6 volunteer AEMTs, 26 volunteer EMTs (1 Reserve, 2 LOA, 3 Probationary), and 1 volunteer EMR.

We had two job postings up in January: PRN and part time paramedic. Bethany Stoupine and Ben Bolduc switched positions. Ben is now our PT paramedic and Bethany a PRN. We added David Leonard to the PRN roster. David comes with many years of experience as a medic and is currently also a part time paramedic for Evergreen Fire and Rescue. The next New Member Orientation is set for the middle of April. We have around 10 strong candidates for this class including several paramedics. Last new member cycle, we had only 4 candidates and lost one early on. He had to drop out because he moved out of State for his wife’s new job.

*New Ambulance Grant–* The EMTS grant application has been submitted. We requested $102,325 to help pay for the new ambulance to replace 287. We should find out by the end of June if we are awarded the grant and have a PO by September so we can proceed with ordering. Currently, there is about a 450 day turnaround from order placement to delivery. With this timeline, we should have the new ambulance in is 450 days so can hope for new ambulance in late 2024 which is right on our replacement schedule.

*Rope Rescue Grant-* We applied for a grant of $4,717 from Walmart Community Giving to pay for equipment to resurrect our rope rescue team. Chief Fager talked to the Evergreen Walmart manager today about the grant application. The manager explained that even though the grant says award amounts are up to $5000/request, tis branch only has $6,000 total to give away this year. She cannot accommodate Highland’s request for the full $4,717. She asked us to resubmit for $1,000 and she will award us that $1,000. Director Cooper inquired about the status of Highland’s rope rescue team. Captain Brown reported the team has been quiet lately. He has started working on resurrecting the team and in the process realized the gear is out-of-date, worn and in need of replacement. He added that there is interest in rope rescue among Highland members. Cpt Brown added that the district will continue to rely on Alpine Rescue for the more technical and advanced rope rescue missions. Others Highland Rescue can manage together with Foothills Fire. Chief Fager closed with saying that money for new rope rescue gear was added to the 2023 budget under capital.

**NEW BUSINESS**

**OLD BUSINESS**

*FAMLI* – Hanako Wyles reported that the FAMLI program has many kinks to work out. The webpage to submit wages and contribution is far from user friendly. The rules around the program seem to continue to change. The staff at the FAMLI Division are friendly but rarely have an answer to your questions. Initially, according to the definition of who needed to be counted as paid staff, PRNs did not count (minimum hours per pay period, regular work schedule). With the current definition, they do count (4 months or more on the payroll). Counting PRNs towards our paid staff tally bumps our staff number above the <9 staff threshold. Highland now will need to contribute the 0.45% employer portion of the premium. The FAMLI Division has extended the deadline to vote on opting out until March 31st. The Board will have the option to vote on opting out of participation at the March Board meeting. This affects only Highland’s requirement to contribute the 0.45% employer portion. If Highland opts out, Highland does not need to contribute. Individual staff can still opt in and contribute their 0.45% employee portion. It was decided to table a vote until the March Board meeting.

**The meeting was adjourned 4:20pm**