**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT**

**BOARD OF DIRECTORS MEETING MINUTES**

**Highland Station 317 S Lookout Mountain Rd**

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

**Chairman John Zima called the meeting to order at 4:32 pm.**

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

**Others present:** Christina Jantzef (Zoom), Hanako Wyles, Chief Bob Fager, Cpt Damon Brown, Cpt Carl Joyce, Chris Garlasco, Lt Red Ryder, Lt Brian Davis

**ANNOUNCEMENTS**

**MINUTES OF PREVIOUS MEETING**

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

**FINANCIAL REPORT**

*February Financials* - see financial packet by Christina Jantzef

We are 1/6th (~16%) through the year.

Fee Revenue slightly above target at 18%

Tax Revenue well below target due to timing at 2%

Team Outsource Income below target due to timing (no fires in YTD) 0%

Total Revenue below target at 4%

Operations expenses are below target at 11%

Safety & Training expenses are below target at 7%

Apparatus & Equipment expenses are below target at 10%

Facilities expenses are above target at 21% due to high utilities (especially propane for heating)

Administration expenses are slightly below target at 15%

Total expenses this month below target at 12%

Capital Outlay is well below target at 7%

Change in Net Assets (“Net Income/(Loss)” ($65,480)

Ending cash balance is 555K.

*2022 Audit-* Christina Jantzef shared that the field work phase of the audit started about 2 weeks ago. Haynie has been sending documentation/information requests. Ms. Jantzef and Hanako Wyles have been gathering documentation and responding. So far, the audit process is going smoothly. Haynie may have a draft audit report ready by the April Board meeting.

*February Billing* - by Hanako Wyles

We billed for 25 incidents in February. SDW’s Month End Summary report shows that February billing was $39,351. We received $13,740 in patient payments, sent $1,771 to collections, wrote-off as disallowed $6,636. Our outstanding patient invoices at the end of February was $153,046.

Looking at the aged accounts receivables report from SDW, it shows initial billing is 35% private payers to 65% insurance. At the 121+ days past due mark, those percentages shift to 45% private payers to 55% insurance. Of those late insurance company payments are from government insurance programs such as the VA. Those agencies are slow to process payments.

BC Services collected $1,536 (net to us $1,176) in February on our primary account, nothing on our secondary account. Last collection on the secondary account was July 2022. 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 balance of $183,604.

February calls broken down by disposition:

40% Transports

15% Patient contact made but no transport (refusal, AMA)

27% Standby

11% Cancelled

6% Assist Public

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

62 calls and 25 transports in February. YTD 147 calls, 54 transports (as of 3/13/2023)

*Staffing-* Currently we have 9 paid paramedics (4 FT, 1 PT, 4 PRN), 6 volunteer paramedics, 1 volunteer EMT-I, 6 volunteer AEMTs, 25 volunteer EMTs (3 LOA, 3 Probationary), and 1 volunteer EMR.

Director Cooper noted that the ‘reserve’ designation is absent from the staffing tally. Chief Fager confirmed that the Reserve Member program has ended. Highland had 3 reserve members on the roster who are welcome to run with the on-shift crew as 3rd riders. Chief Fager and Cpt Brown commented that, with reserve members only showing up once a year, it was a challenge for them to stay plugged in with Highland and for them to keep up with changing protocols.

The next class of new candidates starts in April. We have many excellent candidates. The interview process has begun.

Director Zima inquired if there are enough open shifts for all members and incoming candidates to get their shift requirement in especially the ALS crew with the number of PRNs. Chief Fager assured all that there are enough shifts for the BLS and ALS volunteers.

*Rope Rescue Grant-* Walmart Community Grant awarded Highland $1,000 to purchase rope rescue gear.

*CSD Pool Safety Grant-* Hanako Wyles submitted the receipt for the new wildland helmets (~$720) to CSD Pool against our safety grant (~$420). A check has not yet arrived but, per CSD Pool, is being processed. CSD Pool awards each subscriber a safety grant annually. The amount depends on the subscriber’s premium amount.

*HSA Gateway-* HSA Gateway, the company managing our Health Reimbursement Account, is getting out of the business as of June 2023. They gave us a few recommendations for replacement HRA management companies. Chief Fager together with Christina Jantzef and Hanako Wyles will need to work on finding a new company and setting up HRA accounts.

*365 Health Fair*- The event has been rescheduled to April 29th, up 2 weeks from the original date of May 6th. It will still take place at Rockland Church. The health fair was moved to give more time between the health fair and the large-scale multi-agency training day happening May 20th.

*CMS Cost Reporting-* Hanako Wyles is working on the Medicare Cost Data Collection report/GADSC (Ground Ambulance Data Collection System) which is due May 31, 2023.

**NEW BUSINESS**

**OLD BUSINESS**

*FAMLI* – Hanako Wyles shared the latest notice from the FAMLI Division (2/13/2023) which stated that local government employers can still opt out of participation in the FAMLI program. The deadline to vote on opting out has been extended to March 31st, 2023. The notice also stated that even if the employer opts out of participation, an employee can choose to voluntarily participate by contributing their 0.45% employee contribution. The employer, regardless of how many employees they have, does not need to contribute the 0.45% employer portion once opted out. (If opted in, an employer with 10 or more employees must pay the 0.45% employer contribution). An employer can offer to collect the 0.45% employee contribution and make quarterly payments to the FAMLI program but does not have to. Director Cooper added that many local governments are opting out of participation in FAMLI, even large entities such as JeffCo.

Hanako Wyles reminded the Board that with the revised parameters on who counts as an employee, our PRNs must be added to the number of employees even if they only work 1hr a year. With our PRNs, the employee count is 10 and thus, by current FAMLI rules, Highland needs to pay the 0.45% employer contribution and all employees must participate in FAMLI and pay their 0.45% employee contribution if Highland remains opted in. The consensus of the Board was that a vote to opt out of FAMLI but agreeing to collect employee contributions from those employees wishing to participate allows for maximum benefit to Highland and paid staff. Employees wishing to participate, can participate at the same cost to them (0.45%) and same benefit to them (We presume so anyways. We have yet to get a definitive statement from the FAMLI Division on that). Highland would be compliant with the current FAMLI rules at no extra cost (except for Christina Jantzef’s time to calculate premiums and transfer to FAMLI once a quarter).

Director Zima asked about options and time frame of opting back in once opted out. Hanako Wyles did not know and offered to research and let the Board know. After a brief discussion, the Board voted to approve Resolution 2023-01.

***VOTE to approve Resolution 2023-01 “A RESOLUTION DECLINING PARTICIPATION AS AN EMPLOYER, BUT WILLING TO FACILITATE EMPLOYEE PREMIUMS. IN THE COLORADO PAID FAMILY AND MEDICAL LEAVE INSURANCE PROGRAM” Director Zima made the motion to approve, Director Cooper seconded, unanimous approval.***

**The meeting was adjourned 5:03pm**