**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT**

**BOARD OF DIRECTORS MEETING MINUTES**

**Highland Station 317 S Lookout Mountain Rd**

**April 11, 2023, 3:45pm**

**Chairman John Zima called the meeting to order at 3:46pm.**

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

**Others present:** Christina Jantzef (Zoom), Asst Chief Mark Wilson (Zoom), Hanako Wyles, Chief Bob Fager, Cpt Damon Brown, Cpt Carl Joyce, Chris Garlasco (District Board Elect), Sharon Jones (District Board Elect), Lt Brian Davis, and Foundation Board DirectorsRoxanne Lenny, Steve Telgener, and Nance Woodruff

**ANNOUNCEMENTS**

Chairman Zima announced two District Board members are out of District and unable to attend today’s meeting. He noted that we still have quorum to conduct District/Board business. Chairman Zima introduced the two incoming Board members, Director Elect Sharon Jones and Director Elect Chris Garlasco. He reminded all that this will be the final full meeting for outgoing Board members Director Hall and himself. Chairman Zima continued to introduce and welcome the visiting Foundation Board members Director Roxanne Lenny, Director Nance Woodruff, and Director Steve Telgener.

**MINUTES OF PREVIOUS MEETING**

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

**FOUNDATION BOARD**

Director Lenny shared the Foundation Board’s intent to join a few of the District Board’s meeting throughout the year to improve the relationship between the two Boards, increase communication and knowledge of what each entity is doing for the District and the Team. She welcomed the District Board members to join the Foundation Board meetings as well. She added the main Foundation Board meeting is towards the end of every year in which they go over a End-of-Year review of the Foundation’s financial investments. Director Lenny gave Director Elect Garlaso a very brief background on the history, purpose, and function of the Highland Rescue Team Foundation since she is new to the Highland Rescue Team operation. Director Elect Jones is a former member and is already familiar with the Foundation.

Director Lenny continued by sharing the two big projects the Foundation Board has been working on lately: 1) the Foundation Scholarship program rolled out last year and 2) the inaugural Summer Team Party set for this summer. The scholarship program has been successful so far. Seven members were awarded scholarships since the rollout in 2022 to use for personal educational expenses. The Foundation Board and Highland staff, in particular Cpt Brown since he tends to do most of the heavy lifting of putting together team parties/events, are working together to plan and execute the summer party. Captain Brown added that the Team is excited about this event and is looking forward to a fun day at the lake. Director Zima closed by thanking Director Lenny and the Foundation for all that they do for the Team/District.

**FINANCIAL REPORT**

*March Financials* - see financial packet by Christina Jantzef

We are 1/4th (25%) through the year.

Fee Revenue on target at 25% (Jan & Feb high, March lower so avg on target)

Total Revenue slightly above target at 28%

Operations expenses are below target at 18%

Safety & Training expenses are well below target at 7% due to timing

Apparatus & Equipment expenses are below target at 15%

Facilities expenses are above target at 31% due to high utilities (especially propane for heating)

Administration expenses are on target at 24%

Total expenses below target at 19%

Capital Outlay is below target at 19%

Net change in Fund Balance is $107K

Change in Net Assets (“Net Income/(Loss)”) ($113K)

Ending cash balance is $744K

*2022 LOSAP funding-* The final amount need to fund the member’s accounts for their 2022 contributions is $42,392.16. Hanako Wyles will work on getting the accounts funded appropriately this week.

*March Billing* - by Hanako Wyles

We billed for 17 incidents in March. SDW’s Month End Summary report shows that March billing was $26,694. We received $26,461 in patient payments, sent $0.00 to collections, wrote-off as disallowed $14,448. Our outstanding patient invoices at the end of February was $138,832.

BC Services collected $7,473 YTD leaving us with a total balance of $178,282 in the collections.

March 46 calls broken down by disposition:

37% Transports

30% Cancelled

20% Standby

9% Patient contact made but no transport (refusal, AMA)

4% Assist Public

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

46 calls and 17 transports in March. YTD 197 calls, 70 transports (as of 4/10/2023)

*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.

New Member Orientation is set for just one weekend this year and starts this Friday April 14th. In the past we have spread the New Member Orientation out over 4 weekends, then reduced it down to 3 weekends. With the introduction of the online training platform VectorSolutions, new members can now complete several training courses online at their convenience, cutting down on time needed in the classroom. We plan to complete the orientation this Fri/Sat/Sun. We have 6 excellent candidates with 2 in-district EMTs and 2 paramedics among them.

*HSA Gateway-* HSA Gateway, the company managing our Health Reimbursement Account, is getting out of the business as of June 2023. Chief Fager together with Christina Jantzef and Hanako Wyles are working on finding a new service provider. Chief Fager has a promising lead on a replacement company. We will work on getting all the necessary HRT and current IRS paperwork will be in place before the deadline.

*365 Health Fair*- The event has been rescheduled to April 29th. Chief Fager announced that Highland still has need for more volunteers to help the day of the event and asked those who may be available and interested to please sign up.

*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.

*Rescue 286*- QRV286 sold at auction for $3,175. This was more than we expected. The auction site GovDeals will be us a check (minus their commission).

**NEW BUSINESS**

**OLD BUSINESS**

Director Kasinec inquired about the status of the Medicare Supplemental Payment request Hanako Wyles submitted in November 2022 to offset losses incurred with Medicare transports during July 2021-June 2022. Hanako Wyles reported that so far, she has not heard from the agency who reviews and processes these grants. She added that, in the past, a supplemental payment check arrived around September for the previous year.

Director Zima asked Christina Jantzef to share the progress of the 2022 Audit process. Christina Janztef confirmed that the process is going smoothly, and she is hopeful the auditor Haynie & Co will have a draft version to present during the May Board meeting.

**EXECUTIVE SESSION**

The District Board went into executive session with Madison Phillips and Linda Glesne, both with CEGR and both joining by Zoom. Begin: 4:09pm. End: 4:59pm

**The meeting was adjourned 5:00pm**