

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Highland Station 317 S Lookout Mountain Rd  
April 13, 2021, 3:30pm**

**Chairman Robert Keating called the meeting to order at 3:33.**

**Other Directors present:** John Zima, Terry McCarthy, and Patty Hall.

**Others present:** Chief Bob Fager, Barbara DeBoer, and Captain Brown. Chief Alan Feldman and Christina Shea via zoom.

**ANNOUNCEMENTS:**

**MINUTES OF PREVIOUS MEETING**

March meeting minutes were approved as written by the board.

**FINANCIAL REPORT**

**March Financials** - see financial packet by Christina Shea.

We are 25% through the year.

Program revenues are low at 20%.

Operation expenses are under budget at 19%.

Safety and Training expenses are well below target at 10%.

Apparatus and Equipment expenses are well below target at 6%.

Facilities expenses are above target due to seasonal timing/cold weather at 34%.

Administrative Expenses are below target at 20%

Total expenses are under budget at 13%.

Capital and LOSAP are well below target due to timing.

Net change in fund balance is \$(48K).

Rob Keating asked what our threshold was for capital items.

Christina answered that we try to capitalize items costing at least \$500 - \$1000. PPE is a bit different because we purchase them in small bundles sometimes and will tend to capitalize it regardless of the amount.

Rob Keating asked about the purchase of oxygen bottles. We purchased 5 bottles at \$300 each. Should this be capitalized?

Chief Fager said they last a lifetime. Christina will switch them to capital.

John Zima said that unemployment insurance and health and life were trending high. Because we only have 5 employees, Christina does not split it out each month to each account. She makes a journal entry at year end.

Christina said the audit is going smoothly. Barb approved a payment for work in progress. The auditors will be coming to the May meeting.

**Billing Report-** March Billing - see written report by Barbara DeBoer.

March charges were \$27,125 which is typical for March. Cash receipts came in at \$18,232 and disallowed/contractual allowances were \$12,728. \$731 was sent to collections.

### **BC Services/ Collections Update-**

Barbara DeBoer reviewed our current policy of 5 months and noted that industry standard is 3-4 months. She reported that BC Services were able to run a report showing some demographics on the accounts going to collections. 68% of accounts going to collections are from patients outside of our district. Of those 28% are not Colorado residents.

Rob Keating would also like to know if these accounts are private pays or insurance, or Medicare/Medicaid patients.

Barbara will do further research and make a recommendation about our policy to the board in April. It seems clear that we should shorten up the timeline to move accounts to collections.

**CHIEF'S REPORT** – See written report by Chief Fager.

YTD calls are 158 with 53 transports. March calls were 57 with 18 transports.

**Staffing-** We currently have 5 paid paramedics, 8 volunteer paramedics, 1 volunteer EMT-I, 4 AEMTs (1 LOA), 34 volunteer EMT's (2 reserve/ 2 LOA) and 2 EMRs.

A new orientation class started April 3rd. We have 6 new members joining us.

**Covid-19 Actions-** Things seem to be slowing down. PPE levels are currently adequate, and no one is on leave due to Covid-19.

Most of our members have received their second round of the vaccine.

**New Ambulance** – The Chief has been discussing with Braun regarding items we are supplying.

### **NEW Business**

#### **Amendment to Evergreen (EFPD).**

There was a discussion comparing our old agreement with the new one. Some costs have increased; however, Captain Brown still feels they are the best facility to handle our ambulance repairs.

***Rob Keating asked for a motion from the board to approve the Evergreen Fire/Rescue Amendment to Vehicle Maintenance IGA. The Board approved the Amendment unanimously.***

### **OLD BUSINESS**

Rob Keating asked that we extend the Covid-19 disaster designation, Resolution 2020-3.

***John Zima made the motion and Patty Hall seconded the motion. All voted in favor of extending the Covid-19 disaster designation.***

**The Meeting was Adjourned 4:25.**