

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station 317 S Lookout Mountain Rd
December 8, 2020**

Chairman Robert Keating (via Zoom) called the meeting to order at 4:03.

Other Directors present: John Zima in person. Roxanne Lenny, Patty Hall, and Terry McCarthy via zoom.

Others present: Chief Bob Fager, Chief Alan Feldman (via Zoom) Assistant Chief Jan Keating (via Zoom), Barbara DeBoer, Lt. Carl Joyce, and Christina Shea (via Zoom).

ANNOUNCEMENTS

MINUTES OF PREVIOUS MEETING

November meeting minutes were approved as written

FINANCIAL REPORT

November Financials - see financial packet by Christina Shea.

We are 92% through the year

Revenue is up compared to budget, and expenses are down compared to budget- this is a great place to be at this time of the year.

Total revenues are above target.

Operation expenses are well below budget.

Safety and Training expenses are well below target.

Apparatus and Equipment expenses are well below target.

Facilities expenses are below target.

Administrative Expenses are well below target due to timing of new hire and election expenses.

Capital and LOSAP are well below target due to timing.

Total expenses are well below budget at 62%.

Net change in fund balance is \$181K.

Change in net assets or "Net income/(Loss)" of \$190K.

Cash balance at month end is \$496K.

We can be relieved that the pandemic did not derail our budget.

Rob Keating asked about an item on the balance sheet in "other accounts receivable" and Christina reported that the auditors had made a journal entry that had reversed a journal entry she had made in 2019.

Rob asked if we anticipated receiving all the Wildland revenue by year end.

Lt. Carl Joyce reported that we are still waiting for approximately 30K of Wildland Revenue.

Christina expressed the need for accurate projections.

Carl assured her he would provide them.

Billing Report- November Billing - see written report by Barbara DeBoer.

November charges were \$45,696 which is strong for this time of year. Cash receipts came in at \$13,632 and disallowed/ contractual allowances were \$14,202. \$476 was sent to collections.

A/R continues to creep up. We continue to see more un-insured patients and less patients with commercial insurance. Barb will follow up with SDW and see why we have so many accounts in the "information needed" category.

Rob Keating asked if there was any way to tell if the un-insured patients were district residents. Both Barb and Bob do not believe there is a way to do that other than manually reviewing each PCR.

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

YTD calls are at 690 with 253 transports. November calls for the month were strong at 61 calls and 32 transports.

Staffing- We currently have 4 paid paramedics, 9 volunteer paramedics, 1 volunteer EMT-I, 4 AEMTs (1 LOA), 34 volunteer EMT's (2 reserve/ 5 LOA) and 3 EMRs.

Covid-19 Actions-PPE levels are currently adequate, and no one is on leave due to Covid-19.

Chief Fager has been arranging vaccinations for members.

We are in class 1B and should get the first round by the end of the year.

Slightly more than 50% of members currently want to be vaccinated.

Rob Keating asked if it was a requirement.

Chief Fager has not heard of any agencies requiring members to be vaccinated.

John Zima asked if any of the members not getting it were getting it from their other employers.

Bob has not heard of any.

The county has reported that only between 50-60% of people are wanting to get vaccinated.

Crew Boss Class- Chief Fager discussed with the board about going to a wildland Crew Boss Classes.

Highland Rescue Team needs someone with the qualifications he would acquire in this class to be able sign off wildland members on certificates and provide in house training.

Indian Hills will cover the cost. Bob is willing to handle travel expense. Highland Rescue would need to approve his 5 days out of district.

Roxanne Lenny does not believe he should cover his own travel expenses.

Rob Keating asked what the training entails.

Chief Fager replied that it includes classes on leadership development.

The board approved his request.

Ambulance Design: Captain Damon Brown put together a list of things we need to discuss. We are looking at the same truck base- a Ram, but there will be significant box design changes to include several new safety options. Members will be able to provide patient care with a safety belt on which we cannot do now. Chief Fager believes we will be able to lock the specs down within the next couple of weeks.

Rob Keating asked about the lead time required.

Bob said 280-300 days from the time we place the order. The manufacturers are extremely busy because of all the COVID-19 grant money available to agencies.

Rob Keating worked with Jan and Alan to come up with a 6-month goal list for Chief Fager. He has already accomplished much of this and shared with the board what he has been working on.

Roxanne Lenny would like to see his activities mapped and organized under his goals.

OLD BUSINESS

2021 Board Meeting Schedule

Barbara DeBoer reported that after discussing the 2021 meeting schedule, Christina and she felt it was only necessary to move one meeting, the June meeting, one week later in the month to provide adequate preparation time.

Roxanne Lenny introduced the discussion of moving our board meeting time to an earlier slot.

Rob Keating asked for a motion to move our meeting time to 3:30. John Zima made the motion and Roxanne Lenny seconded the motion. All board members approved the motion.

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

Roxanne Lenny made the motion to extend the COVID-19 disaster designation. Terry McCarthy seconded the motion and it passed unanimously.

NEW Business:

Adoption of Combined Resolutions of the 2021 Budget, Mill Levy Certification, and Appropriating Sums of Money
Rob Keating asked about the Mill Levy Certificate in the board packet. He has not seen this before and requested more information about it. Christina explained that the Budget Resolution is required by statute and goes hand in hand with the actual budget that is filed with DOLA. The Board adopts the Levy as part of the resolution and in the resolution, it says, "the board instructs your agent to file it with the assessor's/ treasurer's office". That form is what Jefferson County requires and it does not require a board signature so the board may not have seen the actual Mill Levy Certificate before. Now DOLA and Jefferson County want both forms.

Rob Keating asked for a motion to adopt the 2021 Budget resolution, Mill Levy Certification and Appropriating of Additional sums required. John Zima made the motion. Terry seconded it and all voted in favor of the motion.

Rob Keating asked if the staff was planning to make any yearend purchases. Chief Fager said we have been thinking about yearend purchases. Several items we are planning on purchasing are 4 mattresses for crew, a new desk, and office supplies.

Assistant Chief Jan Keating reported that the Medicaid Supplemental report was completed. She believes we should get approximately 28K next September.

Jan has also been working on a payroll audit, as required by law. She will do what it takes to get this in place. It should be fairly simple because we have so few employees, and they all have unique job descriptions.

Adjournment: The meeting was adjourned at 5:01.