

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station 317 S Lookout Mountain Rd
March 9, 2021, 3:30pm**

Chairman Robert Keating called the meeting to order at 4:12.

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

Others present: Chief Bob Fager, Chief Alan Feldman, Barbara DeBoer, Captain Brown, Lt. Carl Joyce, Christina Shea, and Foothills Fire and Rescue, Chief Anderson

ANNOUNCEMENTS:

We now have microphones in the ceiling and a second large monitor that should make the audio much better for those attending meetings remotely. It was agreed we would put most of the board meeting handouts up on the screen to save paper and only print out the budget spreadsheet for meetings.

MINUTES OF PREVIOUS MEETING

February meeting minutes were approved as written.

FINANCIAL REPORT

February Financials - see financial packet by Christina Shea.

Christina discussed changes she had made to January financials. Team outsource revenue was accrued back to 2020 per the discussion at our January board meeting.

We are 16% through the year.

Program revenues are low- we had a slow month.

Tax revenue is only at 3% due to timing.

Operation expenses are under budget at 12%.

Safety and Training expenses are well below target at 3%.

Apparatus and Equipment expenses are well below target at 5%.

Facilities expenses are above target due to seasonal timing/cold weather at 21%.

Administrative Expenses is at 13%.

Corrections were also made to several Capital line items. Wildland radios were moved back to 2020 per February Board discussion.

Total expenses are under budget at 8%.

Capital and LOSAP are well below target due to timing.

Net change in fund balance is \$(49K).

Change in net assets or "Net income/(Loss)" of \$(48K).

Cash balance at month end is \$427K.

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

February charges were \$18,445 which is slow but no unusual for February. Cash receipts came in at \$15,621 and disallowed/ contractual allowances were \$11,717. \$8,405 was sent to collections.

BC Services/ Collections Update-

We received \$2840 (net) from collections in November and December. BC Services reported that their collections are down 10-20% due to COVID. They are also not allowed to garnish wages if there is a judgement against any patients until after June 1st. I asked what our expectations of recovery should be,

and they responded that 10-15% is the average on debt processed at 120 days. Our average debt is 268 days old when they receive it. Most health care organizations send it to collection 90 days after it becomes the patient's responsibility- 3 statements after insurance has processed the claim. Roxanne Lenny remembers the Board discussion several years ago to wait until 5 months of no activity before sending it to collections was about being a good neighbor. She is not sure that still applies. Barbara will try to determine the demographics of the typical client going to collections.

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

YTD calls are 100 with 34 transports. February calls so far are 45 with 12 transports.

Staffing- We currently have 5 paid paramedics, 8 volunteer paramedics, 1 volunteer EMT-I, 4 AEMTs (1 LOA), 28 volunteer EMT's (2 reserve/ 2 LOA) and 2 EMRs.

We are starting a new orientation class in April. We will have 6 members joining us.

Covid-19 Actions-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.

Ambulance Design- Ambulance has been ordered. Thanks to Damon for all his work on this. We have been told it should be done in November. They will drive it here, we will inspect it and then they will take it and demo it for 6 months or 6K miles, whichever comes first. It should go into service in January.

OLD BUSINESS

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

Roxanne made the motion to extend the COVID-19 disaster designation. John Zima seconded the motion and it passed unanimously.

Wildland Team Review presented by Lt Carl Joyce. See packet.

Carl shared the mission of the wildland team and a summary of the 2020 wildland revenue and expenses. The proposed action is to have Highland pay the team members 60% of the billing up front and then 40% once the payment has been received. Terry McCarthy thought we were going to prepay them 100%.

Roxanne Lenny asked why we think there would be a case where the member could owe us money.

She feels that we should increase the amount we prepay. Rob Keating asked if we should prepay 80%.

The board agreed to prepay the wildland team members 80% of the amount billed so they could cover their expenses. Carl should be able to get us the expense reports within 4 weeks.

Christina wants to make a procedural recommendation to create a better invoice to make the partial payment easier to account for.

Rob Keating asked Christina if we would accrue the revenue. If we do not, it will distort our financials.

She does not think it is worth it to track that month over month.

Rob does not like the fact that we are recognizing an expense without recognizing the revenue.

Rob would like Christina to post it that way going forward.

John Zima would like Carl to add that the members must get their paperwork done in a timely fashion.

NEW Business

Rob Keating will take a motion for the board to approve the 2020 LOSAP contribution.

Patty Hall made a motion to approve the 2020 LOSAP contribution of \$47,329. Terry McCarthy seconded the motion, it passed unanimously.

Rob Keating reported that Jan was making good progress with the supplemental Medicaid report.

The Meeting was Adjourned 5:05.

