

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Highland Station 317 S Lookout Mountain Rd  
May 11, 2021, 3:30pm**

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

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

**Others present:** Chief Bob Fager, Barbara DeBoer, Captain Brown, Christina Shea, Carl Joyce, and Jan Keating.

**ANNOUNCEMENTS:**

**MINUTES OF PREVIOUS MEETING**

April meeting minutes were approved as written by the board.

**FINANCIAL REPORT**

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

We are 33% through the year.

Program revenues are low at 28%.

Operation expenses are under budget at 27%.

Two additional accounts were set up for the wildland team. One account will track equipment and supplies, another will track training costs and the third account will track labor and travel when deployed. John Zima asked if the wildland training expenses should be under the training accounts instead of operations. Barbara responded that while that does make sense, the wildland team has always been in operations and budgeted that way so grouping the wildland accounts together is beneficial.

Safety and Training expenses are below target at 22%.

Apparatus and Equipment expenses are well below target at 10%.

Facilities expenses are above target at 45% due to seasonal timing/cold weather.

Administrative Expenses are below target at 29%

Total expenses are under budget at 20%.

Capital is at 5% due to timing.

Net change in fund balance is \$127K.

Ending cash balance is \$604K.

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

March charges were \$25,784 which is typical for April. Cash receipts came in at \$14,000 and disallowed/contractual allowances were \$8,484. \$8,918 was sent to collections.

**BC Services/ Collections Update-**

Barbara recommended that we should shorten our billing cycle to 3 or 4 months. Once the bill becomes the patient's responsibility and there has been no activity on the account for 3 or 4 months it should be sent to collections. After some discussion, the board voted on shortening the time to 90 days.

***Roxanne Lenny made a motion to change the length of time that we allow no activity on our patient receivable accounts to 90 days prior to sending the accounts to collections. John Zima seconded the motion, and all voted in favor of the change.***

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

YTD calls are 212 with 69 transports. April calls so far are at 45 with 17 transports.

**Staffing-** We currently have 5 paid paramedics, 8 volunteer paramedics, 1 volunteer EMT-I, 5 AEMTs (1 LOA), 33 volunteer EMT's (2 reserve/ 3 LOA and 6 probationary) and 3 EMRs (1 probationary).

The new class of members have completed their classroom training and are now doing field training.

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

**New Ambulance** – Braun is completing the design.

### **Employment Development Budget**

Our Training officer, Abbey Travers, had asked for 35K for her 2020 budget and got only 21K.

We have some extra money in the budget because we bought wildland radios last year.

Chief Fager proposed we move that money (\$7000) from capital to training.

Rob Keating shared that we have not moved budget lines around before once they have been set.

Rob feels in the past we get our budget approved in December and then if we have a surplus, we tend to purchase items before year end. He is not a big fan of this. He would like to see us do a better job of planning.

He understands that during the hiring process the board stressed that Chief Fager focus on employee development, however there was not anything in the 2021 budget set aside for it.

Rob asked if grants could help with these expenses. Barbara explained that grant money is booked as revenue and does not offset the expense. The auditors do not like us to net expenses so getting a grant would still leave the expense side over budget. Rob said if there is excess revenue to cover the expense it does not bother him to have the line item over budget.

Barbara explained that the training program has evolved, and Abbey is bringing in more diverse and innovative training. Roxanne Lenny said there was clearly an error during the budget process. She feels that training is a great place to spend some of the increase in mill levy the district receives.

Rob Keating brought up the mill levy flexibility and if we have a surplus at the end of the year, we may not take the full 1.5%. Rob wants us to prioritize our spending.

Chief Fager added that he has been doing just that.

Roxanne reminded the board that this is a transitional year. "We should do what we think is the right thing for our members and our district residents."

Terry McCarthy added that revenues are up because of taxes and spending is down so he is okay moving money around as needed.

Patty Hall feels comfortable if the bottom line is still underbudget. She believes spending on training is good.

Roxanne explained that the culture here is to be very conservative and frugal and maybe we should add a bit more to the budget. Roxanne hopes we have better planning in the future.

John Zima mentioned we should have a contingency list if there is extra money outlining how we will spend it.

## **NEW Business**

### **Personnel Policies-**

The staff has not been using the comp policy the last few years.

Patty Hall asked if our policy met government standards. Colorado department of labor and says you can not give comp time instead of overtime pay at time and a half. Is comp time even allowed for hourly employees?

John Zima looked at the state policies and comp time is at time and a half.

Chief Fager is the only exempt employee and there are no rules about comp time for exempt employees.

John Zima's daughter, who works in HR, said for nonexempt (hourly) employees comp time must be at time and a half.

Roxanne Lenny feels the board needs to examine the salaried and non-salaried employees paid time off policies. The government gives 10 days off, why are we giving only 7? She is happy to work on writing up a new policy. She needs to know if the board wants to align with Colorado state laws.

Christina mentioned that there might be different policies for fire and EMS.

Roxanne will work with Chief Fager on this.

Patty Hall feels we need to do right by our employees. She is happy to help Roxanne and Bob.

During Rob Keating's review meeting with Chief Fager, Bob mentioned he had 32 PTO days plus holidays at his last job. This is something that did not come up during the interview process. He asked for comp time for all the extra time he has been working.

Rob Keating feels we need to research this.

Roxanne Lenny has been looking into it and PTO is the thing now. Companies are bundling sick and vacation time off together. Most organizations give 30 plus PTO days.

Roxanne wants to make sure no existing employees are hurt by any proposed changes.

### **John Zima presented Jan Keating with a card and gift.**

John Zima announced that the board really appreciates all the extra work Jan Keating has done for Highland Rescue Team. Roxanne added that Jan has been unbelievably dedicated doing all she has done for the team. Jan thanked the board for the recognition.

## **OLD BUSINESS**

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

***Patti Hall made the motion and Terry McCarthy seconded the motion. All voted in favor of extending the Covid-19 disaster designation.***

**The Meeting was Adjourned 4:57.**