

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Highland Station – 317 South March 11, 2013**

**CALL TO ORDER** 4:15

**BOARD MEMBERS PRESENT:** Robb Gair, Ed Daniels, Wendy Henke

**OTHERS PRESENT:** Chief Sharon Jones, Assistant Chief Ray Wells, Christina Shea, and Barbara DeBoer

**MINUTES OF PREVIOUS MEETING:** Approved as written

**ANNOUNCEMENTS:**

Robb Gair asked for an update on Lauren Coe.

Chief Jones – She was moved last week to Kindred in Aurora. She is more awake and aware of her surroundings. The concern now is her cognitive abilities.

**FINANCIAL REPORT:** Written report given by Christina Shea. Our target for this month is 17% because we are 2 months into the New Year. Our Revenues are below target at 12%, but our Expenses are also below target at 12%. We have a negative net change in fund balance which is typical for this time of the year

Robb Gair would like the month to month financial comparisons as we have seen in the past.

**Audit Update:** The field work has been completed. We still will not get the report until April because of her schedule and the follow up data processing that is required.

**Billing Report-** January billings were \$19,473 with cash received of \$12,671. January write offs were \$13,577. February billings were \$20,381 with cash received of 19,647. February write offs were \$5230. We also have some uncollectible write offs – where there is no information so we can't collect any fees. We recently had a \$3000 write off because the patient was deceased and there was not information for collections. Illegal immigrants that are transported also fall under this category.

**CHIEF'S REPORT-** written report prepared and presented by Chief Jones.

January and February were slow months which is typical.

HRT received a generous donation of \$25,000 from the Coors family.

Matt Mogg has taken Joe Black's position. Joe will stay on as a volunteer paramedic.

Orientation is going on now with 3 EMT's.

HRT monthly training has been going very well and has been well attended.

The state grant has been submitted. The first retac hearing will be March 20<sup>th</sup>.

9Health Fair is April 13<sup>th</sup>. The Genesee evacuation drill is also on the same day. We will be staffing both events.

Assistant Chief Wells- we have been having monthly meetings with Jeffco and the Sheriff's office. They are very fearful of fire this year and having multiple evacuation plans. A Deputy will now respond to all smoke alerts.

**OLD BUSINESS:**

**NEW BUSINESS:**

**Accounting/Payroll Services Proposal:**

Ms. Shea needs her contract renewed. She has not had a rate increase in 5 years. She is proposing a \$5 increase for basic accounting services and a \$3 increase in managerial accounting services. Approximately 2/3 of her time is spent on basic accounting and 1/3 on managerial accounting. The rate increase does not go into effect until July. She is also requesting a 2 year contract.

***Ed Daniels moves to approve Ms. Shea's contract, Wendy Henke seconded it. Robb Gair believes Jim Espy has reviewed this contract and did support it. Ed Daniels appreciates the consistency of Christina's work. All voted in favor of accepting Ms. Shea's proposal.***

Robb Gair would like to consider if there is a way through the Foundation to set up a fund to pay for transporting a firefighter or one of our members if their insurance does not cover it.

Assistant Chief Wells– The Foundation could do it. The District could not.

Chief Jones- Workman's comp covers it if it is work related.

Richard Tyrrell- Ead – Feels we should be looking at the older, past members who have volunteered. Wendy Henke agrees with Richard.

Assistant Chief Wells would stay away from a formal recommendation. We need to stay away from any equal protection violation.

**ADJOURN 5:01**
