

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Rd
April 8, 2013**

CALL TO ORDER 4:10 pm

BOARD MEMBERS PRESENT: Robb Gair, Ed Daniels, Jim Espy, and Steven Carpenter

OTHERS PRESENT: Chief Sharon Jones, Assistant Chief Ray Wells, Christina Shea, and Barbara DeBoer, Captain Brown and Carl Joyce.

MINUTES OF PREVIOUS MEETING: Approved as amended.

ANNOUNCEMENTS: None

FINANCIAL REPORT: Written report given by Christina Shea. Our target is at 25%. March got us to 33% of Revenue due to tax revenue timing. Total expenses are well below target. Net Change in Fund Balance is 27K/ Change in net assets or “Net Income” of 20K. Cash balance at month end is \$370K.

Jim Espy questioned the large variances in both immunizations and postage line items.

Captain Brown – We ended up doing a purchase for Foothills of Hep B serum that we administered and they have paid us. There is probably payment from last year also so it does not tie out –we have surplus in that category.

Barb DeBoer- Postage is high because there is a bulk postage charge that needs to be backed out and printing is a bit high because we printed Rules and Regulations manuals last month and those only get printed every couple of years.

Jan Keating- 9Health fair is coming up this Saturday. It is our biggest outreach effort throughout the year. We have worked very hard to utilize free advertising and flyers, and homeowners association newsletters hoping to get the word out and increase our community participation. We currently have 20-25 Highland members and other volunteers coming to help us on Saturday. We have had wonderful support and Captain Brown got Qdoba to donate lunch for the volunteers. Mary Heinz has been working as co-chair.

We are looking at Oct 5th for an open house here at the Station. We would like to draw the community in to the Station and offer flu shots at a nominal cost, and offer blood pressure checks.

Another thing I have in mind is to try to put articles in the Genesee highlighting Highland Rescue Team and our members throughout the year.

Ed Daniels – Jan what do you think the awareness of Highland is in the community?

Jan Keating- I am astonished the number of people in the community who don't know who we are. It never hurts to get our name out in articles.

Ed Daniels – The ideal situation would be if communication could be a two way street which should be easier with the social networking available now.

Jan Keating- The Highlander touches everyone in the District when it comes out in the fall.

Assistant Chief Wells- Mary Heinz is getting very active on Facebook and is the administrator of our Highland Facebook site. What the community cares about is that we are there when they dial 911.

Robb Gair would like us to think of doing an e-blast every 6 weeks or so to get information out to the community about Highland.

Captain Damon Brown- There is an EMS week every year and we don't currently do anything. The fire department has a fire week they go out to the schools, so we are going to do that one day during EMS week in May. We will hand out a coloring book that explains what we do and what they should do if they need to call 911.

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

Billing Report- January and February were slow months which is typical.

March was busier and billings were up significantly.

Orientation is complete with 2 EMT's joining the team.

Weekend Supervisor position has been developed and will be implemented in May. The supervisors will handle administrative duties over the weekend, make sure the ambulances are running, cover trainings, check offs.

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

The state grant has been submitted. The first retac hearing was in March. We got good feedback about our presentation and we hope to move on to the state.

Robb Gair- what are the steps?

Chief Jones- Retac gets to decide if you move forward to the state. If so, then in May Sharon will present again to them.

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

OLD BUSINESS: None

NEW BUSINESS:

Intergovernmental Agreement between Highland and Foothills Fire:

Chief Jones- Foothills was a big driver of this. The big sticking point on this is item 3 which is incident command. They want to be in command of everything all of the time, but there are times when Highland needs to be in command and we worked out an agreement that we both could live with.

Ed Daniels- What was the problem?

Chief Jones - Brian is very focused on liability and he felt he had to have this.

Assistant Chief Wells - The original draft incorporated a lot of the language that Rob Santog got inserted in various places when the District was being created. It had to do with incident command and specialty teams. It stated that Foothills got to control all membership of any joint teams- that affected both wildland and the rope rescue team. The original document stated Highland would be subservient to Foothills. After many meeting we were able to get to where we are now, which spells out how we basically operate anyway.

Jim Espy- who is to say Evergreen doesn't come along and demand a mutual aide agreement

Assistant Chief Wells - Jeffco already has a mutual aid agreement with all of us.

Robb Gair- there are real liability issues because Foothills occasionally drives our ambulances.

Assistant Chief Wells- they also had the liability issue of getting our POV's back from scene for us. As this document exists today it spells out how we currently operate.

Ed Daniels- does the Genesee agreement look like this?

Chief Jones- Yes exactly.

Ed Daniels- is there any question in Sharon's or Ray's mind that we should or should not approve this?

Jim Espy- Since we are looking at this from a liability standpoint has Raulie looked at it?

Chief Jones – yes Raulie has looked at it and yes we should approve it.

Robb Gair- We all have the same insurance company so the point is somewhat moot.

Assistant Chief Wells- At the beginning of this the insurance company was consulted.

Robb Gair– You should e-blast the membership 3 times a year to make sure they are well informed about this.

Chief Jones- I agree with that. Foothills Fire will no longer drive our vehicles back anyway.

Ed Daniels would like to move that we approve this agreement with the amendment that the last sentence be struck, Jim Espy seconded it.

Robb Gair would also like to change the date.

Ed Daniels wants it noted that he does not want to stop this from going forward but it only makes sense that each party can get out of it if they choose. ***All voted in favor of the motion.***

Chief Position:

Chief Jones- Ray and I have discussed this many hours about who can step forward to fill the deputy chief position. We have several people we have approached and they are not able to do it. They need more time. I was to nominate someone by May, but I don't want to set anyone up for failure and we do not have anyone ready at this time. If we wait until members are ready, that will extend my term by one year.

Jim Espy – It seems to me we already did the ground work for this if there wasn't an available candidate. How do you feel about this?

Chief Jones- It is a full time job, but I feel good about this and my husband supports me in it.

Ed Daniels- What do the members present feel about it?

Carl Joyce- If there is no one ready to stand up it makes sense.

Jim Espy moved that we extend Sharon's term another year.

Robb Gair- would that mean Ray's term also?

Chief Jones- my recommendation would be to extend Ray's term also.

Assistant Chief Wells is willing to serve as long as he is living here.

Jim Espy amends it to make a motion that we extend both Sharon's and Ray's term starting in August. Ed Daniels seconded it. All voted in favor

New LOSAP Board Member:

Chief Jones- We have two Board members who are Highland Team members. One of them is Richard Tyrrell-Ead and one is Barb DeBoer. Barb has asked to be removed from the Board. I have asked John Zima to take her place and he is very excited to do this.

Jim Espy moved that John Zima be made a Board Member of the LOSAP Board. Ed Daniels seconded it. All voted in favor.

Robb Gair- I don't think these team members have terms. I think they should have terms.

ADJOURN 5:21 pm

