

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT**

**BOARD OF DIRECTORS MEETING MINUTES**

**Highland Station - 317 South Lookout Mountain Road**

**May 13, 2013**

**CALL TO ORDER 4:03**

**BOARD MEMBERS PRESENT:** Robb Gair, presiding, Jim Espy, Ed Daniels, Steve Carpenter, Wendy Henke

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

**ANNOUNCEMENTS:** Ray is announcing that his house will be sold next week. He will stay on until the August Board meeting – the end of his regular term. He will commute until then from his cabin in Southern Colorado and come up for the Board meetings.

“Under Sharon’s leadership he doesn’t think the business of the District has ever been better. The mechanics of running the District have improved under Sharon’s leadership.”

**MINUTES OF PREVIOUS MEETING** were approved as written.

**FINANCIAL REPORT:** Written report presented by Christina Shea.

April was terribly slow, so we are slightly below target for fee revenue this month.

Total Expenses are well below target. We had a net change in fund balance of \$50K and change in assets of \$27K. Cash balance at month end is \$373K.

Ed Daniels- Training is way under budget, have we put off training?

Assistant Chief Wells – We have one person who received a CREATE grant for paramedic school and that will cost us \$8000 up front and we may have another one going in September.

Chief Jones – Some of this is due to timing, our big training event is EMSAC and that is in the fall.

Chief Jones -revenues are down, but we have been working with the Officers to keep expenses down. We are also bringing on several new paramedics and I am excited about that. As you can see from Jill’s report, May was slow. We had a fair amount of calls, but just 10 transports. People seem to be refusing more.

Robb Gair- These numbers change all the time.

Ed Daniels- In other words, don't read too much into this unless it goes on for a long time.

Christina Shea- thought since we did the Audit so early this year we would have a draft by now. The Auditing firm did a software conversion several months ago and it is still causing them problems. It is due in July and she has to still write up the management letter.

Jim Espy – Will we need a special board meeting?

Christina Shea- No, I don't think so. As soon as I get a draft I will email the Board members.

Chief Jones- The Auditor did not bring up any concerns. She likes what we have been doing.

Robb Gair – I talked to her also and she was actually very complimentary. If any other Board member would like to speak with her, they should do so.

## **CHIEF'S REPORT**

Billing Report – May has already picked up with 21 calls and 9 transports.

Weekend Supervisor position has really worked well. It is an entry level management position and it lets me see who is stepping up.

IGA- The sticking point is who calls for mutual aid. The ball is in their court now, we are going to stick to our position, it really needs to be us because we are in charge of medical.

9Health Fair and Genesee evacuation - Both events went off very well. We had over half of our people volunteer- 30+ people.

The Genesee evacuation went very well. It was even mentioned in the Wall Street Journal.

Robb Gair – stopped by the Health Fair and was very impressed with how well it was organized.

Ed Daniels- on the evacuation was there specific lessons learned?

Assistant Chief Wells – There were some problems with Code Red. Some people want their notification to go to their land line which is the slowest form of communication. Some folk's notification was slow, some were missed. They think they got 30% participation.

Chief Jones- Everyone was being very polite, stopping at the stop sign.

Robb Gair- It raised awareness and that is a valuable thing right there.

Assistant Chief Wells- My biggest impression is how serious the Sheriff's office is taking this. They had a big turnout.

Christina Shea- just got a message from Eric Barnes. The draft should be ready next week and they will present at the June meeting.

OLD BUSINESS:

NEW BUSINESS:

Chris Walling's death- Robb Gair- Chris worked for us for 10 years. He was a wonderful young man. Chris was 31 and had a 1 year old son. It is very sad that Chris will not be able to raise his son. Chris was a captain and had a really solid reputation as a good paramedic. Robb is wondering if the Board should write a letter offering our condolences and thanking him for his record.

Chief Jones – thinks it would be nice for the Board to write the letter. Sara Walling has asked members to write down the calls they had with Chris.

Jim Espy- Chris was the first one I ran into here. I came for my first ride along. We ended up on a call, a patient vs. tree. We ended up transporting to Lutheran. He actually let me do stuff. Later that day Chris gave me a one on one CPR course. That did it for me; I decided to be an EMT and signed up for the course.

Chief Jones- I am sure Sara would love to hear that.

Robb Gair- This year for the team has been tough with what happened to Lauren Coe and now Chris.

Chief Jones: Update on Lauren- She is expected to leave Craig this summer. She has improved but is not talking, seems she is able to understand some.

Robb Gair- We need to be aware that this team is suffering some real loss and grief issues. I'm not sure there is anything we can do about it- but if anyone thinks of something. I am incredibly impressed with Sharon and Ray and the countless hours they have spent with these families.

**ADJOURN** 4:53

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