

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING AGENDA
Highland Station – 317 South Lookout Mountain Road
June 10, 2013**

THE MEETING WAS CALLED TO ORDER AT 4:00p.m.

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

OTHERS PRESENT: Cherry Von Stroh of Wagner, Barnes & Griggs, PC, Christina Shea, Barbara DeBoer, Richard Tyrrell- Ead, Chief Sharon Jones, and Assistant Chief Ray Wells.

Robb Gair- I would like to move directly into the audit report. Cherry Von Stroh from our auditing firm is here to meet with us.

Ms. Von Stroh – We have done the Highland Rescue Team’s audit for several years so we now have the benefit of looking at year over year comparisons. Again this year we are offering a clean opinion which is the best opinion you can have. Our Auditor letter has been expanded to 2 pages to put in a section to remind Board Members that it is their responsibility to oversee the financials. There is nothing new in here- just an expanded version.

In summary, revenue was down, but expenses were down even more which is a credit to management. You have no long-term obligations and are one of the only agencies I work with that has no debt. The greatest exposure you have is your LOSAP liability which is only \$30,000. You have cash on hand of approximately 4 months operating costs.

You may want to pay attention to cross training which I know Sharon is already working on. It is ideal if two people are trained at every job, particularly Jill’s (billing) and Barb’s (admin) job.

Robb Gair- We will suspend this meeting to go to the LOSAP Board meeting. It is now 4:15p.m.

The regular Board meeting was resumed at 4:54p.m.

ANNOUNCEMENTS none

MINUTES OF PREVIOUS MEETING approved as written

Audit Report

Jim Espy- I had a concern here that I sent out in an email to everyone. Christina responded, saying we could put page numbers on it to help clarify the issue.

Christina Shea- I am not pleased that in the Audit report there is no prior year in the financials themselves. We can consider not mentioning the comparisons or we can refer to them by page numbers.

Jim Espy- I think they are important numbers so we should reference back to the pages where they are.

Christina Shea- I will do it for the revenue side also.

FINANCIAL REPORT:

Financials for the month of May- written report presented by Christina Shea. We had a strong May to make up for the slow April. Nothing is significant- everything is trending along fine for the year. Cash balances are building up, expenses are well below target.

Robb Gair- can you put the numbers referencing line items on both sides of the budget spread sheet.

Barb DeBoer- I want to make sure, the Board members are okay with the change of not putting the supporting financial documents in the packet. Christina is sending you the P&L, Balance Sheet, and Check register in emails and I am only printing out the large spread sheet. All Board members are okay with it.

Christina Shea- you have to think about appointing your budget officer. Someone to watch the statutory requirements and make sure deadlines are being met.

Jim Espy moved that Chief Sharon Jones be appointed budget officer for the 2014 Budget. Steve Carpenter seconded it. The vote was unanimous.

Billing Report- written report from Jill Ridenhour, presented by Christina Shea. Jill reported billings in May of \$39,894, and \$18,482 cash received. 6 accounts have been referred to collections.

Christina-When dealing with Bad debts you are actually writing of the accounts receivable. If we do get some payments from the Collection Agency it goes against the budgeted write off on line 4. And we pay their fees on Line 6.

Ed Daniels- for Medicaid you can't write that off?

Ray Wells- true but we are fortunate we have a very small Medicaid population even with 170 patients.

CHIEF'S REPORT-written report given by Chief Sharon Jones

Orientation- we have 35 BLS, we usually like to carry 40 so we will do another class in August.

Weekend Watch is going well. I am getting good reports.

Genesee IGA- I met with the Chief and got the wording changed that I wanted to. The IGA is with their President of the Board now and then I will get it to our Board.

We hope to hear from the State about our grant this week.

EMS week at Ralston was a great community outreach event.

OLD BUSINESS

Review commemorative concerning Chris Walling:

Robb Gair emailed Board Members a letter he would like to send to Chris Walling's family. He wants to make sure the Board is happy with the content.

All Board members agree the letter was very well done.

Ed Daniels suggested we should put it on nice paper with letterhead and have all the Board members

Robb Gair- Barb should put it on letterhead and have all the Board Members and the Chief Sign it.

NEW BUSINESS

2012 Audit Review and Approval

Ed Daniels moved to approve our 2012 audit with the corrections discussed. Wendy Henke seconded it. All approve the motion.

Christina Shea- We have to sign the Management letter before the Auditor can file it. We can do that at the next meeting.

MEETING ADJOURNED 5:29

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