

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING AGENDA
Highland Station – 317 South Lookout Mountain Road
December 9, 2013, 4pm**

CALL TO ORDER- at 4:29

ANNOUNCEMENTS:

Jim Espy-“My Wife was ill on Thanksgiving and received excellent care from Highland”

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

OTHERS PRESENT: Chief Sharon Jones, Barbara DeBoer, Christina Shea, John Zima, and Gary Bartel.

MINUTES OF PREVIOUS MEETING were approved as written.

FINANCIAL REPORT

Billing Report- written report by Jill Ridenhour, presented by Christina Shea. November billing of \$20,313, cash received \$21,762. YTD billing is \$308,076. Contractual Allowances are \$19,705.

Chief Jones- Doesn't the write-offs amount seem unusually high?

Robb Gair- I agree, next month we will have the full 12 months so we should get this information.

Christina Shea- We had an unusual amount of uncollectable items this month. We had 1 DOA and several cases where we did not have good information and could not bill.

Chief Jones- Could you have her get back to me on that please.

Christina Shea- We already have a meeting scheduled before year end to go over billing procedures and software capabilities.

Financials– written report given by Christina Shea.

Total Revenue is above target due to receipt of the State grant and Foundation grant.

Operation expenses are well below target primarily due to salaries.

Total Expenses are below target. Net Change in Fund Balance of 112K. Change in net assets or Net Income of \$157K. Cash balance at month end is \$440K (LOSAP \$122)

Robb Gair- Chief, I want to thank you for managing Highland so well.

CHIEF'S REPORT- Written report given by Chief Jones

Current Active Staffing- We have decided to change this on a trial basis until March. I have been hearing for several years that people feel they are not getting enough patient contact

with three members on. Other ambulance companies typically staff with 2. I like having 3 on, so if we get a call we can leave one on the hill if a second call comes in. In District members do listen in and do respond so we will have to see how it goes.

Exit Interview Form- John Zima has developed an exit interview form so we can better understand why members leave.

John Zima- We are going to send it to them in an email and ask them to return it. Even if we get half, that will be helpful. Because these are volunteers, we usually don't get to talk to members face to face after they leave.

Jeffco/EVFD dispatch update. Funding has been approved for 100% for the first year, 75% for the second year and 50% for the third year. I have been talking a lot with Genesee who are also reluctant to change from something that is working and not costing us anything to an unknown. We are also concerned that we will have to get new equipment.

Ed Daniels – This is particularly hard for Highland because we work with 2 fire departments, and we may end up with one on one system and one on another. This is an operational decision, but if you need the Board to get involved we will.

New Board Members

Wendy Henke- I have had 2 people approach me: Roxanne Lenny and Ron Keating.

Chief Jones- I know about Ron, but I will contact Roxanne.

Steve Carpenter- I don't understand why members of this Board can't also be members of the Foundation Board?

Christina Shea- It is part of the Foundations by laws.

OLD BUSINESS

Adopt 2014 Budget by Resolution:

Christina Shea- It is actually 3 Resolutions: 1) to adopt the budget, 2) to set the Mill Levy, and 3) to appropriate the sums of money.

Christina commented on the slight loss of tax revenue we will have in 2014.

Wendy Henke- To make up the money we need can we just increase the Mill Levy?

Chief Jones-No, that would require an elections

Robb Gair- My guess is that this is the bottom, property values are coming back.

Jim Espy moves that we approve the 2014 Budget by Resolution. Steve Carpenter seconded it. The motion was approved unanimously.

2014 Board Meeting schedule: Jim Espy moved that we approve the 2014 Board Meeting Schedule, Ed Daniels seconded the motion. The motion was approved unanimously

NEW BUSINESS:

2013 Audit Engagement

Robb Gair- I am okay with using the same auditor this year, but at some point we should consider looking at other auditors.

Jim Espy- I move we put it out to bid, Wendy Henke seconded it. All voted in favor of putting the 2013 Audit out to bid.

Amend Budget line item limits, Section 9.3.3 Rules and Regulations

Chief Jones- Currently it reads "if an item is 15%....I need to come before the Board. What I would like to see is a dollar amount limit.

Ed Daniels- I think having a dollar amount is very reasonable.

Robb Gair- can you make a stab at rewriting this?

Chief Jones agreed to rewrite the section she would like changed and bring it to the Board in January

ADJOURN 5:28

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