

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Highland Station – 317 South Lookout Mountain Road  
March 10, 2015, 4pm**

**CALL TO ORDER- at 4:02**

**BOARD MEMBERS PRESENT:** Jim Espy, presiding, Wendy Henke, Steve Carpenter, and Robert Keating.

**OTHERS PRESENT:** Chief Sharon Jones, Barbara DeBoer, Christina Shea, John Zima, Ron Quaife.

**Howard Masini CPA, P.C.** - The audit and the results were very similar to 2013. We only made several small adjustments. Highland essentially has 2 sets of books: a modified cash basis one and an accrual basis one. We found no exceptions and nothing is highlighted. After the opinion letter is Highland's financials. In the back of the report are the supplemental documents. Highland monitors their expenses well.

P1. Our balance sheet

P2. Income statement- full accrual Change of net position \$106,041.

P2 & P4 are the same statements but one in our modified cash basis and the other accrual. We have reconciled these two, one shows capital items expensed, one shows them depreciated over 5 years.

P6. Budget to actual- there are no violation of budget laws. Howard wants the Budget officer to budget team outsource income (Wildland) as 2 line items: revenues and expenses- not as a net amount as we have done in the past.

P7-P16 Notes to Financial Statements. The most important note is Note 4 which covers cash and cash equivalents and custodial risk. "As of December 31, 2014, none of the District's bank balance was exposed to custodial risk."

Note 11, evaluation of subsequent events- we are just waiting for a letter from our lawyer stating "that there are no subsequent events that require recognition or additional disclosure.

It was important to Howard to get our audit done early because he had promised that he would get it done early this year because last year we were scheduled so late.

Budgeting outsource is hard because it varies so much year to year. Grants are the same. Howard- It fine to amend it late in the year, amend it twice if you need to, but list revenues and expenses separately.

**The regular board meeting was suspended at 4:24 to conduct the LOSAP meeting.**

**The meeting reconvened at 4:38**

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

**FINANCIAL REPORT** –written report presented by Christina Shea.

Fee revenue is on target.

Total expenses were well below target.

It is really nice to have the audit behind us and done in March. In the next month once you approve the LOSAP the accrual will be reduced and it will be funded.

**Billing Report:** written report by Jill Ridenhour presented by Barbara DeBoer.

**CHIEF'S REPORT-** Written report given by Chief Jones

March has been really busy so far.

**Current Active Staffing- no change.** 4 paid Paramedics, 14 volunteer paramedics; 1 volunteer Intermediate, 35 EMT's and 2 First Responders.

**3 new paramedics to begin orientation soon.**

**State Grant has been submitted**

**The Highland party was a great success.**

**OLD BUSINESS**

**NEW BUSINESS:**

*Jim Espy made a motion to approve the audit report as presented, Wendy Henke seconded it. All vote in favor of the motion.*

*Jim Espy moved that we approve to fund the 2014 LOSAP contribution in the amount of \$40,983 and Rob Keating seconded it. All voted in favor of the motion.*

Meeting adjourned 4:51

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