

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Highland Station – 317 South Lookout Mountain Road  
September 8, 2015, 4pm**

**CALL TO ORDER- at 4:14**

**BOARD MEMBERS PRESENT:** Jim Espy, presiding, Roxanne Lenny, Steve Carpenter, and Wendy Henke.

**OTHERS PRESENT:** Chief Ron Quaife, Christina Shea, Barbara DeBoer and Lt. John Zima

**ANNOUNCEMENTS:** Chief Ron Quaife apologized for missing the board meeting last month (he was on a Highland call) and he thanked the Board. The Board welcomed him as our new Chief.

**MINUTES OF PREVIOUS MEETING** were approved.

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

August was a continuation of what we saw in July only more so. Revenues were higher and expenses continue to be low. We are 67% of the way through the year.

I want to bring to your attention line 7 on the spreadsheet. This is for wildland fees and line 36 shows the wildland expenses. Highland makes roughly 20% on these transactions. Starting this year we will also be accruing the revenue once the federal or state agency is billed. This is the correct way to account for these transactions. Prior years we had netted the expenses directly against the revenue, but the auditor wants us to account for it this way going forward.

Wildland revenue is not easy to budget for but the district benefits from the extra money and the extra experience the members get.

Chief Ron Quaife- Both Sharon and I wanted to keep a closer eye on this to protect both the district and the wildland team individuals.

Roxanne Lenny- The discipline makes sense.

Christina Shea- The budget committee started working on the 2016 well over a month ago. Our spreadsheet today is your first look at the 2016 budget. The good news is that tax revenue came in \$30K higher than it has the last 2 years. The preliminary budget had already been hammered out, so we were able to reduce the amount of money we will request from the HRTAD Foundation.

**Billing Report:** written report by Jill Ridenhour presented by Barb DeBoer. August billings hit an all-time high at \$54,801. We had 75 calls and 36 transports. We are averaging 5-10% higher than last year and last year was a really big year.

Roxanne Lenny- Do you think it is because of an increase in population?

Chief Ron Quaife- People also think it is because more people now have insurance.

Barb DeBoer- I had heard that in Colorado the number of insured people have gone up 15% which may account for our increase in calls and revenue.

**CHIEF'S REPORT-** Written report given by Chief Quaife.

**Current Active Staffing-** 4 paid Paramedics (2 full time and 2 PRN); 12 volunteer paramedics (2 reserve); 1 volunteer Intermediate; 42 EMT's (7 on LOA /reserve) and 2 First Responders.

We are actively looking for several PRN paramedics and have 1 good candidate we are currently checking references on.

Orientation class scheduled to begin for 3 EMT's and 1 volunteer paramedic

**State Grant** request awarded for ambulance rebuild. Purchase order not yet received.

Plan to start the rebuild process in October. We may look at renting an ambulance during the remount process that will take several months. We have been getting quite a few back to back calls lately.

**EMT-I class had to be cancelled** due to falling under the minimum required participation.

**Open House** was successful. We had good attendance. Collected approximately \$1700 in contributions for the foundation from attendees.

**USA Pro-cycling challenge complete.** Two calls at the end of the event which were handled well because of up staffing for the event. Ron was very happy with both events.

There was some discussion about us losing a pop up tent when a call dropped at the end of the race. It was agreed that we should decal them in the future.

**NEW BUSINESS:**

**Intergovernmental Agreement-** When we took the active shooter classes last year we applied for a grant to secure the equipment. Most EMS agencies in the area are participating with this. If the board approves this draft, Chief Quaife would like to get the board's approval to have someone sign it before the next board meeting.

***Wendy Henke moved that we approve the draft, Roxanne Lenny seconded the motion. All vote in favor of the motion.***

***Wendy moved that once we have a final copy, the Board President can sign the final document. Roxanne Lenny seconded the motion. All vote in favor of the motion.***

**Audit Engagement Letter:**

Christina- There is nothing new in it. The RSI- required supplementary information and The district responsibilities for the board and management are similar to last year.

The proposal is for the same amount of \$4600-4800.

***All voted in favor of signing the engagement letter as written.***

Christina Shea would like the minutes to include that “the disbursements for the month were reviewed and approved by the Board.” This should be included in the financial section each month to show in the minutes that the board is meeting their fiduciary responsibilities. All board members present agreed that this is a good idea.

**The meeting was adjourned 5:02**