

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Highland Station – 317 South Lookout Mountain Road  
October 13, 2015, 4pm**

**CALL TO ORDER-** at 4:05

**BOARD MEMBERS PRESENT:** Jim Espy, presiding, Rob Keating, and Steve Carpenter,

**OTHERS PRESENT:** Chief Ron Quaife, Deputy Chief Sharon Jones, Christina Shea, Barbara DeBoer, Captain Damon Brown and Lt. John Zima

**ANNOUNCEMENTS:**

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

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

We are done with the third quarter so we are 75% through the year.

Fee revenue is above target. All expense categories other than capital are below target.

We had to replace a laptop and that effected our capital budget and put it at 90% because we had such a small capital budget this year. We received insurance money that offset that. Cash balances are still high.

Christina will begin to forecast what we will have left over at year end.

Chief Quaife- We are considering several items such as changing our security system.

Rob Keating- How much did the insurance on the computer pay?

Christina Shea- \$3605- it is included on line 12 under other revenue. Also under other revenue is \$380 that will be returned to us in full from fraudulent charges made on one of our debit cards. It was on Damon Brown's card and we did not notice until Damon's card was denied.

Chief Quaife- Why wasn't anyone notified that there was fraud?

Deputy Chief Jones- What was charged that we have to pay for?

Christina Shea-We are not responsible for the charges. The bank is refunding the \$380 charged to us. Christina will call and find out the procedure and why we were not notified immediately of the suspected fraud.

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

September billing was at \$32K putting us at 339K for the year – still ahead of last year.

Cash received was \$18,744 and contractual allowances were \$12,448. We also had several uncollectable accounts written off this month.

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

**Current Active Staffing-** 5 paid Paramedics (2 full time and 3 PRN);

13 volunteer paramedics (2 reserve); 1 volunteer Intermediate; 42 EMT's (3 on reserve) 2 First Responders.

We are on schedule for our ambulance remount.

Captain Brown- We are waiting on a chase that should be here in a couple weeks. The remount will take approximately 4 months. We should be fine as long as we keep the other 2 ambulances in service. I am doing everything possible to get all the preventive maintenance done ahead again.

Chief Quaife- Any word about renting an ambulance?

Captain Brown was not able to find any. He checked with Evergreen and they have no extras but are happy to do mutual aide.

Chief Quaife- We will want to tell members to have quicker turnaround times at the hospital.

**Create Grant-** Deputy Chief Jones successfully obtained CREATE grant funds to cover 50% of EMSAC conference held in November. We will be having 20-25 members attending.

**2016 State Grants** start in December and close in January. They are doing a data collection initiative so will be awarding 75/25 match if we are awarded this for our e-PCR software.

Captain Brown- All the groups that went in on the Pram mounts last year were awarded them and they are looking to put together another combined grant.

**Continuing recruitment** for up to 2 PRN Paramedics.

#### **NEW BUSINESS:**

##### **2016 Budget-**

Christina Shea- Now that the budget has been submitted we have to do a public notice for our November public hearing.

Chief Quaife – The standard process is to look at the new budget and discuss it in November and then approve it in December.

Christina Shea- We have met the statutory date of Oct 15 and are required to post it in a local paper and will have a public hearing at November's Board meeting. It looks like all of the ambulances costs will occur in 2016 so we may not have to amend the 2015 budget.

Rob Keating- If your expenses are lower is there any benefit in prepaying items in 2015.

Deputy Chief Jones- Yes there is and we will probably do it again this year.

Chief Quaife- I will plan on bringing a list of what we want to purchase in November.

**The meeting was adjourned 4:39.**