

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

**The meeting was called to order at 4:31**

**Board Members Present:** Jim Espy presiding, Rob Keating, Steve Carpenter, Roxanne Lenny and Wendy Henke

**Others Present:** Deputy Chief Sharon Jones, Christina Shea, Barbara DeBoer, Captain Damon Brown, Richard Tyrrell-Ead, Lt. John Zima, and Jan Sturgeon.

**ANNOUNCEMENTS:**

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

**FINANCIAL REPORT** – see written report by Christina Shea

We are 92% through the year and we are still above target for Revenue.

Total Expenses are well below target.

We did not have to ask the Foundation for money this year.

Richard Tyrrell-Ead- Why was that?

Deputy Chief Jones- It was because of the ambulance grant and our expenses were less than we expected.

We will be looking at amending our 2015 budget in January.

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

November billing was at \$24K putting us at 381K for the year – still ahead of last year.

Cash received was \$12,350 and contractual allowances were \$4820.

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

-Record number of calls YTD at 621 and transports of 255.

-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.

-Ambulance remount should be complete in February.

-There is little advancement in dispatch consolidation process. Now they are talking about everyone going down to the new center. This looks like it should take at least 3 years or more. There is no point in us switching to Evergreen when Evergreen may be looking at being asked to also move down the hill.

-EMSAC expenses have been submitted to CREATE for previously approved funding.

Roxanne Lenny is very pleased that Sharon has done such an outstanding job on the grants.

-Annual inspection has been completed on Ambulances 287 and 289

**NEW BUSINESS:**

**Foundation Request**

Deputy Chief Jones noted that we did not need to make a request this year due to our financials being so strong.

**Adopt 2016 Budget Resolution**

Christina Shea- The main changes were to line 8 where we added the ambulance remount and to line 9 where the grant from the foundation has also been changed. We are still positive \$442 in our net change in fund balance for 2016. The expenditures are over the revenue by \$50,000 due to the ambulance remount which money has been set aside for.

***All those in favor of the 2016 budget as presented– all Board members voted in favor of the motion.***

Jim Espy and Wendy Henke were given the Budget Resolution to sign.

**Board Meeting schedule-** It was agreed that the board meetings would remain on the 2<sup>nd</sup> Tuesday of the month at 4pm at the Highland Rescue Team station.

Rob Keating- Can we get the financials before the board meetings?

Christina Shea- Sometimes it works that way, however we were making changes up to the last hour this month. When possible, Christina will send the Board members the financials before the board meeting.

***Wendy Henke made the motion that HRTAD will increase each LOSAP contribution level by \$500. The motion was seconded by Rob Keating and the motion was passed.***

**The meeting was adjourned 5:05**