

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
January 12, 2016, 4pm**

Public Hearing on the Amended 2015 Budget was called to order at 4:14

Rob Keating- Are all the variances due to year end spending?

Christina Shea- The variance on this worksheet is the variance between the actual numbers and the amended budget not the original budget.

Barb DeBoer-The amended budget is not meant to reflect the actuals it is meant to meet statutory requirements because our total expenses were higher than we originally budgeted. LOSAP increased by 11K, wildland revenues and expenses were much higher than expected and some yearend spending all contributed to our expenses being higher than originally budgeted.

Christina Shea- The amended budget is still what we projected spending. We had to amend the budget because our overall expenses increased even though our revenues and net fund balance also increased significantly.

Public Hearing adjourned at 4:23

Regular Board Meeting was called to order at 4:23

Board Members Present: Jim Espy presiding, Rob Keating, and Wendy Henke

Others Present: Chief Ron Quaife, Christina Shea, Barbara DeBoer, Captain Damon Brown, and Lt. John Zima

ANNOUNCEMENTS:

MINUTES OF PREVIOUS MEETING were approved as written.

Rob Keating made a motion to pass the amended 2015 budget resolution, Wendy Henke seconded the motion. All voted it in favor.

FINANCIAL REPORT – see written report by Christina Shea

Net change in fund balance for 2015 was 97K

December total revenue was well over budget.

Total expenses were higher than originally budgeted but significantly lower than amended budget.

Cash balance at month end was 503K (LOSAP 180K).

Audit field work will begin the 3rd week of February.

Billing Report: written report by Jill Ridenhour presented by Barb DeBoer. December billing was at \$25K putting us at 406K for the year – still 10K ahead of last year. The average billing for the year was \$1500. We are currently evaluating billing software. We have just begun looking in the billing software in detail so we don't have a recommendation yet.

Ron Quaife – We are trying to consolidate some of our data entry and make it more efficient. We won't move forward unless we can reach our end goals.

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

- Record number of calls YTD at 621 and transports of 270.
- 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 mid-February. Damon Brown mentioned that there is still a decent work list left- they need to stripe ambulance and fix lights.
- A conference room was set up in the old sleeping quarters upstairs because the training room has been getting double booked.
- We are installing a new security system: metal doors, less windows, the security system will be web based with time stamp access.

NEW BUSINESS:

The board kept posting spots the same for meeting notifications.

There were no changes to the Board Contact information.

Board Officers will remain the same until after the election.

The Board voted unanimously to make Chief Ron Quaife the Designated Election Official (DEO) and a resolution was adopted and signed.

The meeting was adjourned 4:53