

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Highland Station – 317 South Lookout Mountain Road  
February 9, 2016, 4pm**

**Chairman Jim Espy called the meeting to order at 4:10.**

Directors Rob Keating, Steve Carpenter and Wendy Henke were present along with Chief Ron Quaife, Deputy Chief Sharon Jones, Christina Shea, Barbara DeBoer, Captain Damon Brown, Carl Joyce and Richard Bartlett

**ANNOUNCEMENTS:**

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

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

Revenue was right on target at 25K

Expenses are a bit low because we did not process all of the January invoices.

2015 Audit field work will begin the 3<sup>rd</sup> week of February.

Richard Bartlett, a resident of the district, came to the board meeting with several financial questions. He wanted to know if the Board had considered publishing monthly financials on our website and also why our audit was not on the website.

Ms. DeBoer explained that we have not done that in the past. She also explained that our monthly board minutes going back to the 2005, in addition to each months financials are kept in the office and available to the public.

Mr. Bartlett also expressed concern that Highland's salary and wage expenses were high because they accounted for 80% of the district's tax revenues. He did acknowledge that it was down from the prior year when it was 84%.

Ms. DeBoer expressed her confusion at why he would look at something as a percentage of tax revenue and not as a percentage of total income which would make it a meaningful number and one that would allow you to compare Highland to similar agencies. With Highland Rescue Team being a service entity, 40% was actually low.

Robert Keating asked Mr. Bartlett what he was specifically looking for.

Mr. Bartlett responded that we had been a district now for 10 years so it was a good time to evaluate how things were going.

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

January billings were \$25,363. This was significantly lower than last year when we were at \$41,314. We had only 17 transports compared to last year's 28. 17 transports were however, a fairly typical number for January in general.

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

- Still deciding if we need to have another orientation class.
- Current Active Staffing- 5 paid Paramedics (2 full time and 3 PRN); 16 volunteer paramedics (2 reserve); 1 volunteer Intermediate; 39 EMT's (3 on reserve) 2 First Responders.
- Ambulance remount should be complete in mid-February.
- Access control system installed and running.
- Several community events are coming up through the summer.
- 9healthfair will be discussed at the next Board meeting.

**NEW BUSINESS:**

Jim Espy asked Mr. Bartlett if we had answered all of his questions?  
Mr. Bartlett answered that we had.

**The meeting was adjourned 4:53**