

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
March 8, 2016, 4pm**

Chairman Jim Espy called the meeting to order at 4:20.

Directors Rob Keating, Steve Carpenter and Roxanne Lenny (via conference call) were present along with Chief Ron Quaife, Deputy Chief Sharon Jones, Christina Shea, Barbara DeBoer, Captain Damon Brown, Lt Zima, Richard Tyrell-Ead, Chris Enright, and Chuck Bauman.

ANNOUNCEMENTS:

MINUTES OF PREVIOUS MEETING were approved as written.

FINANCIAL REPORT – see written report by Christina Shea
Fee revenue was near target with total revenue under target due to tax revenue timing.
Expenses are below target at 10% with no significant variances at this time.

Audit – We have completed the field work of the audit. In the past the Auditor has maintained our asset ledger. He felt that we should be doing it ourselves according to audit standards, so Christina recreated it from scratch which took some extra time.

Howard Mansini, our auditor, is planning on attending the next board meeting. He hopes to have the draft of the audit to the board in several weeks.

Roxanne Lenny questioned where we stood working with this auditor going forward. Christina Shea replied that we signed a 2 year contract with Howard and he works well with us. She suggested the board get multiple bids in the future but commented that we always run the risk that the new auditor may not work out as well.

Rob Keating asked if there is a way to research how other companies run audits. Christina responded that she can only use her own personal experience. If we were larger we could easily interview multiple firms. We are very small as audits go so it becomes more difficult.

Billing Report: written report by Jill Ridenhour presented by Barb DeBoer.
February billings were \$27,032. We had 37 calls with 18 transports which is average for February.

CHIEF'S REPORT- Written report given by Chief Quaife.
-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 at the end of the week. Damon is also hoping to have it back in service by the end of next week. We have already put in for the grant reimbursement.

-Dispatch consolidation discussions continuing.

There is some concern the West Metro facility will not be large enough. Once the consolidated dispatch center comes up, Jeffco will go away. It looks like Evergreen will also be gone. Latest startup date is now mid-2017. A rough Highland cost estimate is \$36,500 per year. They are looking at increasing the 911 authority fee which could offset some of our costs.

Rob Keating asked if we could recover increased dispatch fees through billing. Chief Quaipe responded that our service fees were already at the mid to top end of comparable services.

NEW BUSINESS:

District Web-site-and posting recommendations:

Rob Keating was looking at various websites to which special districts post financials on their websites. He would like us to take a survey of other districts and see what they are doing. He is not opposed to posting financial information on the website but wonders who will field the calls that may come up. It will cost money to do it and is it money well spent? Christina Shea would be hesitant about putting anything on the website that is not required by law. These are internal financials and are fluid and subject to change.

Rob does not think we can over communicate with taxpayers, but to what detail do we want to put them out there?

Jim Espy commented that Richard Bartlett still wrote us claiming that we were not transparent enough even after he had spent 3 hours at the station going through our financial files. Jim feels we should go ahead and post monthly financial information on our web page.

Roxanne Lenny proposed that we form a board subcommittee to review other websites and report back to the board with a recommendation. We should look at this as an opportunity to ask the public what they want the website to look like.

Jim Espy asked about Richard Bartlett's letter concerning a pram with a dead battery on a recent call.

Chief Quaipe responded that we do have procedures in place to check the pram batteries. In this case we had a malfunctioning battery that was indicating a charge but really only had minimal charge and that it has since been replaced.

Jim also brought up Dick Bartlett's concern about "hearing that Highland is thinking about raising our mill levy." Jim has no idea where this came from. There is no increase intended or warranted. The board is not considering any increase.

Captain Brown also commented that there has been no increase discussed at officer meetings.

Roxanne Lenny mentioned that when we receive questions or comments in the future our response has to be thank you for your concern, we will get back to you. It doesn't need to be an emotional reaction. It does no good to be defensive.

2016 Board Election

Chief Quaipe- I just do not have the time to dedicate to an election. We need to appoint a paid person to be the DEO. I am resigning as the Designated Election Official and I would like to have Barbara DeBoer step into that position. I would also like to have Christina Shea serve as our deputy DEO. Christina has experience running both polling place and mail ballot elections.

Jim Espy called for a vote of all those in favor of having Barbara DeBoer as the Designated Election Official and Christina Shea as the Deputy DEO. All Board members present voted in favor of the motion.

The meeting was adjourned at 5:43