

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

Chairman Jim Espy called the meeting to order at 4:05

Directors Rob Keating, Steve Carpenter, Roxanne Lenny and Wendy Henke were present. Others present included Chief Ron Quaife, Deputy Chief Sharon Jones, Christina Shea, Barbara DeBoer, Captain Damon Brown, Lt Zima, Howard Masini, CPA and Richard Bartlett.

MINUTES OF PREVIOUS MEETING were approved as written.

FINANCIAL REPORT – see written report by Christina Shea

Fee revenue was just below target with total revenue above target due to tax revenue timing. Expenses are on target with no significant variances at this time.

Election expenses are forecast to be over the originally budgeted amount of \$8000. The election was unexpected because there hasn't been one in so many years. Even though we will go over budget with the election, the District should be able to absorb it.

2015 Audit: Howard Masini is here to present the Audit. See written report.

There is nothing significant to report. There are 2 sets of books in this audit. There is a set of accrual financials and a set of modified cash basis financials. The cash basis is what we see every month and compare to our budget. This is a short term view. The accrual basis is the long term view and includes fixed assets and depreciation. It is the Auditors opinion that the financial statements are presented fairly.

Richard Bartlett asked Mr. Masini why capital asset depreciation was so high (note 5 in audit draft).

Mr. Masini answered that the building had been under depreciated the past 2 years. Christina Shea added that many of the assets they took off the books while setting up the new asset schedule were very old and had already been fully depreciated. She assured us that all assets still in use were included on the updated schedule.

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

March billings were \$27,266 which is typical for March. We continue to trend slightly lower than last year by approximately 10%. Cash Receipts were \$15,123, payment from bad debt was \$1,635 and contractual allowances were \$4,685. \$5,695 was written off as uncollectable bad debt.

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

-Current Active Staffing- 4 paid Paramedics (2 full time and 2 PRN);

15 volunteer paramedics (2 reserve); 1 volunteer Intermediate; 34 EMT's (3 on reserve)

2 First Responders.

9health Fair – We saw a significant increase over the last 2 years with 202 participants.

Assistant Chief Candidate: Chief Quaife will be presenting Jan Keating as an Assistant Chief candidate at our May Board meeting. Ron feels she will be an excellent candidate.

RETAC meeting on May 14th for a state grant to try to purchase new PCR/data base software and for a pram mounting system which will reduce injury and automatically and continuously charge the prams.

NEW BUSINESS:

Election Update:

Jim Espy made a motion to give the DEO the authority to appoint election Judges. Wendy Henke 2nd the motion. All voted in favor of the motion.

Rob Keating has agreed to be the canvasser from the Board and
Jim Espy made a motion that the DEO has the authority to appoint the second canvasser, who must be a District resident. Rob Keating seconded the motion. All voted in favor.

Jim Espy made a motion to move the next board meeting from May 10th to May 17th to allow for election results. Rob Keating seconded the motion and all voted in favor.

District Web-site-and posting recommendations:

Roxanne Lenny stated that they did some background on what the legal requirements were for our website and then she took a look at other websites of similar organizations.

Roxanne Lenny noted that each district does something a little different with their websites. She feels we should post our annual budget but not our monthly spreadsheets.

Rob Keating would like us to step back and review what we should put on the website. Roxanne would like to see the agenda on the website before each meeting in addition to the annual budget. Information about each member of the Board should also be posted. The board agreed with these statements.

Dick Bartlett- I'm just curious what records would you think tax payers would request from you? Dick also mentioned that he had in his possession an email that went between all board members which is not okay.

Barb DeBoer answered that he was correct, and that did happen. Highland reviews the rules every year or so with the board because special district board guidelines are very different than how many people conduct business. Board members cannot email or talk to each other except in a group of 2. Any more than 2 constitutes a board meeting and is not allowed.

Rob Keating asked how the new ambulance was going and Damon Brown indicated that after a few small issues, it was running smoothly.

Jim Espy reminded the Board that this was his last official board meeting. "The next one I will be a spectator. It has been a pleasure working with you all."

The Board thanked him for his service

Roxanne Lenny would love to see a review of Roberts Rules of order with the swearing in of the new board members.

Chief Quaife suggested investigating if SDA can come give us a review.

Barb will get the new board manuals.

Dick Bartlett asked how many stations we have.

Chief Quaife responded that we had just 1 station along with access to a bay at Genesee Fire where we keep our third ambulance.

The meeting was adjourned at 5:43