

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
May 17, 2016, 4pm**

Chairman Jim Espy called the meeting to order at 4:03

Directors Rob Keating, Steve Carpenter, Roxanne Lenny, Wendy Henke, and John Zima were present. **Others present** included Chief Ron Quaife, Deputy Chief Sharon Jones, Christina Shea, Barbara DeBoer, Captain Damon Brown, George Zima, Carl Joyce, David Kruse, Paul Belanger, and Margie Espy.

Jim Espy gave John Zima, Steve Carpenter, and Wendy Henke the Oath of Office.

The Board and Team thanked Jim Espy for his 8 years of service on the HRTAD Board

Election of Board Officers

Roxanne Lenny requested that Robb Keating become the Board Chairman and he agreed to fill that position. John Zima agreed to be Board Treasurer and Roxanne Lenny agreed to be Board Secretary. All were in favor of this.

Bank Cards- Highland has 2 accounts. Colorado Trust requires a form that was executed. Rob Keating will have to go to the First bank and as a card signer and will remove Jim Espy and add John Zima to the account.

Roxanne Lenny suggested that we ask the visitors to be introduced.

David Kruse is a prospective EMT member and is here to do a 3rd ride. Margie, Jim's wife is here and John's brother George is also present.

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 above target primarily due to team outsource expenses, election expenses and the ambulance remount coming in slightly higher than expected

Wendy Henke asked if the board knew about Richard Bartlett's Cora request.

Barb DeBoer described that she had been required to go through Wendy's personal email account and provide all emails that had been sent between 2 or more board members in 2015 and 2016. This brought up the discussion that Highland Board members should consider setting up separate email accounts for Highland business.

Rob Keating asked for a motion that the board members set up Highland Rescue Team email accounts. Roxanne Lenny made the motion and John Zima seconded the motion. All voted in favor and the motion passed.

Rob Keating asked Christina if we typically carry large accounts receivable balance. Christina said it has been going up. Christina has an aging receivable report and Jill and her balance each month. Rob requested that Christina provide him with the report.

Rob Keating made a motion to adopt the 2015 audit report. Wendy Henke seconded the motion and all voted in favor.

Billing Report: written report by Jill Ridenhour presented by Barb DeBoer. April billings were \$26,637. We continue to trend lower than last year by approximately 15%. Cash Receipts were \$14,117, payment from bad debt was \$121 and contractual allowances were \$4,848.

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.

We just went through an interview process and we will be adding 1 PRN and starting an orientation class with 5 EMT's.

SEMTAC meeting was last week. Again we are going 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. We should hear in July.

Upcoming Special Events: Several bike races. June 18th there will be one in Genesee and currently there is no plan for traffic control.

Rob Keating asked Ron how the new Dispatch plans were going. Ron said there was nothing new to report. The first transition will start mid 2017 with several of the larger agencies. The smaller mountain ones will start 6-12 months after that. There is still controversy about how it will be funded. Based on a loose idea about how they will be charging for it Ron is looking at budgeting 16K.

OLD BUSINESS:

Election Recap:

Rob Keating would like to acknowledge the hard work that Barbara did on the election. He also feels we could improve how we communicate with the District. There was a lot of misinformation circulating on a neighborhood website.

Chief Quaife-"We need a social networking specialist."

Paul Belanger mentioned that one of the board members of Foothills, a former lobbyist, stated that Highland Rescue Team financials had gone downhill which was not true.

A general discussion occurred about the importance of getting accurate information out to the public. John Zima commented on how Nettie Calvi was extremely helpful for us in Idledale.

Rob thinks that when we put out the Highlander in August we should make an effort to correct the misrepresentation that got out during the election. We should also let everyone know about the great work we have done in securing grants.

Roxanne Lenny - I think there is fundamentally a bigger issue. People don't know who Highland is.

Rob Keating- We need to work on a branding.

Deputy Chief Sharon Jones – Most residents don't know who comes when they call 911. They think we are all paid.

Chief Quaife- It is more than just getting out the word, I think the board members need to get out and go to some of these HOA meetings.

Everyone agreed that establishing better communication with the District needed to be a priority.

Website Recommendations:

Rob Keating feels we need to update it or bring in a new one. He would like to start putting up the annual budget and the audit up on the Web site and the rest will follow.

NEW BUSINESS:

Assistant Chief Recommendation:

Chief Ron Quaife would like to formalize the recommendation of Jan Keating to be our Assistant Chief.

John Zima made a motion that Jan Keating become our new Assistant Chief, Roxanne Lenny seconded the motion. All voted in favor and the motion passed.

Damon Brown questioned if there would be an issue with Rob Keating being Chairman of the Board and Jan Keating being a Chief.

Rob Keating responded if there are any items that involve Jan when she is Chief he can recuse himself from voting on those items.

Sharon is planning on staying on an additional year as Deputy Chief.

There was a discussion about moving several board meetings a week back to allow time to get financials out to the Board prior to the meetings. It was decided to move both the August and November meeting to the 3rd Tuesday of the month.

A request had been made by Doug Kalish to be put on the June Agenda to discuss Foothills Fire long term goals.

Roxanne Lenny did not feel that was necessary and should occur between staff.

John Zima agree because he felt this was operational.

Steve Carpenter expressed the firm desire to make sure communication remained open.

Chief Quaife noted we have opened up a dialog between line staff and that they should continue with those meetings. He and Deputy Chief Jones have attempted to maintain communication with Foothills.

Jan Keating said the meeting was somewhat productive but they still had work to do.

Chief Quaife said we are going to continue meeting at a line staff level. He is also going to meet with CDot and see if they can offer some assistance.

The meeting was adjourned at 5:50