

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Highland Station – 317 South Lookout Mountain Road  
June 14, 2016, 4pm**

**Chairman Robert Keating called the meeting to order at 4:05**

Directors, Steve Carpenter, Wendy Henke, and John Zima were present. **Others present** included Chief Ron Quaife, Deputy Chief Sharon Jones, Christina Shea, Barbara DeBoer, Jan Keating, Captain Damon Brown, and Judith Weshinsky-Price

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

Jefferson County Consolidated Communications Center Authority (JEFFCOM) Executive Judith Weshinsky-Price attended to get board feedback on the JEFFCOM initial plans. JEFFCOM is planning on charging per dispatch instead of per 911 call. They also are looking at charging different rates for Fire/EMS vs law enforcement.

Fire/EMS only get 10% of the calls but their calls are more labor intensive and usually goes on longer.

Rob Keating asked why they are not looking at averaging all of the calls?

Deputy Chief Sharon Jones also questioned why are we grouped as fire?

Damon Brown asked when Highland and Genesee gets dispatched together, which agency would be charged?

Judith responded that this was still under discussion. It is looking like the agency that owns the call would be the one to be charged.

Rob Keating- asked if they had been in touch with Foothills and Judith responded she is meeting with Chief Zoril on the June 21<sup>st</sup>.

The proposed start date is July 20, 2017, but Judith thinks it will take longer.

Rob Keating commented that the existing users are going to get a reduction in costs. The whole idea of moving to this call center was for it to be financially neutral.

Judith says it is her board's opinion that everyone should pay for services.

Judith indicated the board is leaning on only charging the primary agency.

What she shared with us today has not been voted on, but are points for discussion.

The JCCA Board and JEFFCOM board are trying to meet to discuss increasing the surcharge on the phone.

We would pay for fees each year based on our dispatch volume the previous year. For example for 2021 fees, we would be invoiced in December 2020 based on July 1 2019-June 30, 2020.

Westminster has decided not to join because they cross 2 county lines and it gets to complicated.

Chief Quaife – There are several alternatives however, JEFFCOM will still be the control point so if we go with a different dispatch center they would roll it to JEFFCOM which would mean a delay. JCCA is going to contribute more initially to help with startup costs and to help build a reserve. “Can you speak to how JEFFCOM’s operations will differ?”

Judith- All call takers will be trained to handle all types of calls: medical, fire, LE. There will be dual pods: a metro pod and a mountain pod which will be located in the same call center. The mountain pod will dispatch to Highland. We will be using Evergreen’s policies and procedures because they are already doing it well in rural areas with unique terrain.

Chief Quaife- “We are EMS which is very different then fire.” He feels we really have little choice because JEFFCO dispatch is going away.

Chuck Bauman asked how our radio traffic would be affected.

Chief Quaife responded that he thinks we will get better direction on calls because dispatch will be trained to handle medical calls now. They are planning to have a general dispatch channel.

**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.

Net Change in Fund Balance is \$53K. Change in net asset or Net Income is \$115K. Cash balance at month end is \$488K (LOSAP 221K)

Christina feels for May things are looking very well. She wants us to start thinking about the 2017 budget and who will be the budget officer.

Rob Keating asked if she ever nets out the accounts receivable on the balance sheet.

Christina answered that we balance every month to the receivable.

Rob would like to see the net to be able to compare and see how we are trending.

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

May billings were \$27,622. We continue to trend lower than last year by approximately 15%-20%. Cash Receipts were \$21,528 and payment from bad debt was \$358 with contractual allowances of \$6,560. We wrote off \$10,930 to bad debt this month and we will be writing off 49K in June which will catch us up. We expect to write off another 45K through the second half of the year. The income statement won’t change but the balance sheet will.

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

We had 42 calls in May and 18 transports putting our YTD numbers at 221 and 92.

**-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 have 5 EMT's currently going through orientation.

We just had 2 special events this month and I want to thank all those that helped out.

Jan Keating attended the Foothills Pancake breakfast and the Genesee Open House.

#### **OLD BUSINESS:**

##### **Website Updates:**

Chief Quaipe cleaned up the front page and revamped how we do the downloads. He asked that we all take a look and let him know if he is going in the right direction.

We will take a group picture of the Board at the next Board meeting for the website.

Rob Keating thinks we should take pictures/ videos at the 9health Fair and we should put in articles about the new ambulance and the money we saved on the website.

Damon would like to see an org chart with pictures like Foothills Fire has. Jan Keating will look into this and arrange for pictures to be taken.

#### **NEW BUSINESS:**

##### **Assistant Chief Confirmation:**

***Wendy Henke moved that Jan Keating be appointed Assistant Chief. John Zima seconded the motion and all vote in favor.***

##### **Community Outreach:**

Assistant Chief Jan Keating is working on getting Highland better known to the community. She attended the Genesee Foundation meeting to tell them what we do and ask for questions. She wants to do this at all of the homeowner associations in our district.

Christina Shea thinks that Jefferson County planning and Zoning probably keeps track of all of the HOA's.

Rob Keating would like to see us develop a plan to make us proactive. "I would like someone from operations and someone from the board to attend these meetings so we can answer a broad range of questions that may come up."

##### **Discussions with Foothills Fire:**

Rob sent an email to Doug Kalish and Doug then responded that he would like to get together with Rob and the head of Foothills board, Dave Robinson. John Zima will also attend and they will meet on the June 25<sup>th</sup>.

Damon is currently setting up an operational meeting with Foothills in July.

Jan says we are getting involved with Genesee Fire to run Community CPR for Genesee residents. Rob also suggested Highland get on the next door neighbor site, that appears to be a good way to get the word out. Jan sat through a webinar about social media put on by a fire department. They will be discussing it at the officers meeting.

John Zima made a suggestion that the board members do 2 ride alongs per year to give them a better understanding about the team when it comes to budgeting. Rob thinks it is a great idea. Rob asked John to write up a plan.

***Rob Keating made a motion to confirm Chuck Bauman as one the Highland member representatives on the LOSAP board. Wendy Henke seconded it and all voted in favor of the motion.***

The meeting was adjourned at 5:35