

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

**Chairman Robert Keating called the meeting to order at 4:08**

**Directors:** 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, Jan Keating, and Captain Damon Brown

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

**FINANCIAL REPORT** – see written report by Christina Shea  
June revenue was low. Fee revenue is at 44% of budget and should be at 50%. We will be getting additional revenue from the CREATE grants and from Team Outsource which will help. Total expenses are below target.  
Net Change in Fund Balance is \$65K. Change in net asset or Net Income is \$118K. Cash balance at month end is \$558K (LOSAP 221K).

Rob Keating asked about the accounts receivable balance which has changed with a sizable write-off. Christina explained about our 15% provision for bad debt. The reduction in accounts receivable would not change the income statement but would show up in the balance sheet.

**Billing Report:** written report by Jill Ridenhour presented by Barb DeBoer.  
June billings were \$19,563. We continue to trend lower than last year by approximately 20%. Cash Receipts were \$15,068. We expect to write off another 45K of bad debt through the second half of the year to catch us up after delaying write offs while we switched to the state collection company.

Chief Quaife commented that we are seeing a lot of refusals and releases across the metro area which has affected our fee revenue.

**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)  
1 First Responders.

**Grants-** We secured a grant for one of our members to go to wilderness training for \$700. We also secured a State grant for epcrs software for \$5500, and for power loads we were awarded \$31,500.

Chief Quaife wants to thank Sharon for all of her hard work.

**Medical Operations Manager-** Matt Mogg is leaving because of a great opportunity with Flights. We have conducted 4 interviews and feel we have made a decision.

**Ongoing collaborative Chief meetings-** All agree things are better between the 2 agencies. We want to schedule common trainings in the future. We also have a social event planned between our officer group and theirs and another chief meeting is scheduled for next month.

Wendy Henke- Has there been any incidents on recent calls with Foothills Fire?

Chief Keating explained that we had a crush victim that had a tree fall on him. Foothills was on scene first and decided to pull the tree. We should have gotten a line in before the patient was released. Damon and Julia got together immediately and talked about it. Damon turned it into an educational opportunity. Jan felt it was handled very well.

Rob Keating asked if was there notes taken at the chief's meeting and were they distributed?

Chief Keating responded yes.

#### **OLD BUSINESS:**

Rob Keating and John Zima spent 1.5 hours with 2 of Foothills Board members and both agencies feel there could be improvements made in communication. They talked about JEFFCOM. All agreed that all 3 agencies should get together and discuss what our dispatch options are. Their board realizes that communications had broken down and they are doing what they can to get their staff to cooperate more.

Wendy Henke felt that ultimately dispatch is an operation issues.

Chief Quaife pointed out there are financial issues with dispatch so the Board should be involved. JEFFCOM will be the agency who receives the 911 calls initially and he is concerned about the delay in routing the calls to other dispatch centers.

#### **NEW BUSINESS:**

##### **Communication:**

Rob Keating asked if we could share the minutes of the Officers meeting with the Board. The Foothills Board gets communication about their officer meetings. Minutes are taken and shared with the board.

Chief Quaife explained there is a recording method currently and the ALS news goes out to the staff and officers. He will make sure it is shared with the board in the future.

Roxanne Lenny commented with the election there has been a greater commitment in general from the board to be more involved. "We still believe that operations is your business but we want to be available to help."

Rob Keating reported that those who attended the SDA training gained a lot of information about how special districts work and how they are governed.

***Rob Keating would like to Appointment John Zima the 2017 budget Officer. All voted in favor of the appointment.***

**Rules and Regs changes to Chief Requirements:**

1. Change emt cert requirement to pre-hospital certificate
2. Remove item b because it is redundant
3. Remove the requirement of the ICS 400 class because it is not offered often and is an advanced 2 day class. It is still recommended, but not required.

***Roxanne Lenny made a motion that the above changes be made to the Rules and Regulations. Wendy Henke seconded the motion. All voted in favor and the motion passed.***

John Zima discussed his suggestion that board members do ride alongs. He feels it would help them understand the team better and the challenges they face.

Roxanne Lenny agrees that it is a good idea but that it should be voluntary.

Damon Brown suggested it should be on Tuesday-Friday so they would be with a captain.

The meeting was adjourned at 4:55