

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Highland Station – 317 South Lookout Mountain Road  
August 16, 2016, 4pm**

**Chairman Robert Keating called the meeting to order at 4:01 p.m.**

**Directors:** Steve Carpenter, Roxanne Lenny, and John Zima were present. **Others present** included Chief Ron Quaife, Deputy Chief Sharon Jones, Christina Shea, Barbara DeBoer, Rowan McLoone, Assistant Chief Jan Keating, Chuck Bauman and Captain Damon Brown.

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

**FINANCIAL REPORT** – see written report by Christina Shea  
July was a strong month. Fee revenue is at 55% of budget and should be at 58%. Total expenses are below target.

Rob Keating: Are medical supplies seasonal?

Damon Brown: “I order in bunches so it fluctuates.” Damon explained that it depends on the number of calls per year and drug expirations. He did have a big budget item come through this month. He purchased IO needles which are expensive.

Net Change in Fund Balance is \$147K. Change in net asset or Net Income is \$190K. Cash balance at month end is \$612 K (LOSAP 221K).

**Billing Report:** written report by Jill Ridenhour presented by Barb DeBoer.  
July billings were \$37,984. We continue to trend lower than last year by approximately 20%. Cash Receipts were \$9,274.

**CHIEF’S REPORT-**

Written report given by Chief Quaife.

**-Current Active Staffing-** 4 paid Paramedics (2 full time and 3 PRN);  
13 volunteer paramedics (2 reserve); 1 volunteer Intermediate; 34 EMT’s (3 on reserve)  
1 First Responders.

**Grants-** Waiting for the purchase orders from the state to order the PCR software. Sharon will know about the Emsac grant late August.

**Ongoing collaborative Chief meetings-** The meetings have been going well. We are going to continue the Chief monthly meetings and next time try to include Genesee.

**OLD BUSINESS:**

Rob Keating- Were we able to get a better price from the manufacture on the power prams?

**Chief Ron Quaife-** Yes, we were able to get the lower prices for all 3 prams.

Rob Keating asked where are we on the procedures for the Board members doing ride alongs.

Damon Brown explained it depends on what the board wants to get out of it. If they want to spend time when Barb, he or Rowan are around then week days are best. If they want to see the volunteers in action and go on calls, then the weekend would be better.

John Zima said his intention is for the board to have a better idea how money is spent.

#### **NEW BUSINESS:**

Rob met with Dave Robinson and Alan Avery. It seems that Foothills is setting up their own radio system using old technology. Foothills has met with Genesee and apparently they can use the same radios. All 3 agencies have had the presentation by JEFFCOM and the consensus is that it will be some time before JEFFCOM is up and running and they may have to go back and get more money. Rob hopes all 3 agencies continue to get together and communicate about the possible dispatch options and be aware of the future costs.

Chief Ron Quaife feels we are going to have to pay for dispatch regardless of which way we go. Ron also knows that we will be dealing with JEFFCOM anyway because they will receive the 911 call first. Our current equipment works with JEFFCO and we benefit from the law enforcement build out that has taken place. He is concerned about Foothill's plan with the tie-in between the towers and the use of old technology- he feels there are several points of potential failure.

John Zima attended the recent concert in the meadows at Genesee. "First of all kudos to Rich and his crew. They were extremely quick to respond." John struck up a conversation with a fellow neighbor who was under the impression that it was going to cost the patient. Genesee Fire and Rescue does not charge, Foothills only charges for out of district highway calls and Highland only charges when we transport.

Rob Keating "It is better to over communicate than not communicate."

Roxanne Lenny asked if there have there been articles in the Genescene discussing costs?

Rob Keating suggested we prepare a trifold handout that we pass out when we participate in community activities.

Chief Quaife suggested we do a commonly asked questions. We know what the questions are so let's answer them.

Roxanne Lenny mentioned that not everyone in Genesee is serviced by Genesee. We can't answer for the other agencies.

Damon Brown - Foothills charges for specialty rescues and anything on the interstate.

Ron Quaife would like to add to the September agenda the possibility of charging for search and rescue calls.

John Zima thinks we should research if we can access the funds set aside when you purchase fishing licenses.

**Personnel:**

Chief Quaife has accepted a new job with Kaiser which will take more time commuting and feels he must step down as Chief. Jan Keating is willing to take over 1 year early. She has already done a lot with community events and now that she is retired she has the time to be present.

Roxanne Lenny asked how Jan feels about the proposed change.

Jan Keating responded that she would feel better if we were going forward with the original time line. "I may question my readiness, but not my wiliness."

John Zima asked if Chief Quaife would still be available to help.

Ron responded that he would and pointed out that the Rules and Regulations stipulate that if there is a non-paramedic in the chief position it calls for a medical supervisor role which Ron will fill.

Jan will be in this role for 2 years. After her first year she will have to have someone in mind for the next Chief who will start out as the Assistant Chief for a year.

***Roxanne Lenny made a motion that we accept Chief Quaife's resignation and move Assistant Chief Jan Keating into the Chief position. Steve Carpenter seconded the motion and all voted in favor.***

The meeting was adjourned at 4:53