

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
September 13, 2016, 4pm**

Chairman Robert Keating called the meeting to order at 4:03 p.m.

Directors: Roxanne Lenny, and John Zima were present. **Others present** Christina Shea, Barbara DeBoer, Chief Jan Keating, Lt. Chuck Bauman and Captain Damon Brown.

Announcements:

Deputy Chief Sharon Jones has submitted her resignation effective September 30th. The Board appreciates everything that Sharon has done for Highland as Chief, deputy chief, and advisor. She has done a particularly great job in the last few years writing grants.

MINUTES OF PREVIOUS MEETING were approved as written.

FINANCIAL REPORT – see written report by Christina Shea

August was an average month. Fee revenue is at 65% of budget and should be at 66%. Rob Keating noticed that the provisions for bad debt looks like they will come in below budget. Christina Shea Indicated that line 3, disallowed revenue, tends to offset this – when one is high the other is low. Rob Keating asked if we would be looking at the need for an amended budget because our revenue was higher than expected. Christina replied that it is only required if our expenses are over budget.

Rob asked if it would be prudent to set up a reserve or fund for additional equipment because the JEFFCOM change may require new radio equipment. Christina mentioned we can set up a separate fund but questions if we are big enough to justify the additional accounting requirements for a fund. Wendy Henke feels like it is an unnecessary step. Roxanne Lenny agrees.

Rob Keating asked if the 45K we have slotted to get from the Foundation would be enough for the matching grants. Damon Brown responded that it would be.

Total expenses are below target at 54%. The power lifts are now included in the forecast. Net Change in Fund Balance is \$149K. Change in net asset or Net Income is \$182K. Cash balance at month end is \$602 K (LOSAP 221K).

Rob asked Christina if we would be doing another amended budget this year and Christina responded yes because of the purchases made possible by the grants.

Rob asked Christina to go through the fund categories on the financials. LOSAP is a restricted fund with a balance of 221K.

The ambulance fund has 49K set aside.
The remaining cash of 391K is unassigned.

John Zima announced that the initial version of the 2017 Budget is delivered to the board and seen on the September spreadsheet. "They are conservative but realistic numbers. Jan and her team worked very hard to get these numbers to the board."

Rob Keating wants to know where the increase in forecasted 2016 revenue came from and Chief Jan Keating mentioned the outsourcing income and Christina mentioned the income from the grants was also not included in the original budget because it was an unknown.

Billing Report: written report by Jill Ridenhour presented by Barb DeBoer.
August billings were \$32,344. We continue to trend lower than last year by approximately 20%. Cash Receipts were \$9,457.

Rob Keating asked if the number of refusals has increased and Barb said she would start tracking the number of refusals on her spreadsheet.

CHIEF'S REPORT-

Written report given by Chief Keating.

-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.

New Officer- Aaron Smith has been promoted to Lieutenant and will be taking over the Wildland team.

Events coming up:

Dinner for Genesee Officers September 14

Open house will be held on October 1, 11-2 and hope that all of you can attend.

Highland has been invited by Foothills to a dinner in November.

Trainings- We would like to schedule a large scale MCI Exercise for November 2017. There will be many interim trainings leading up to the final day.

We will also be initiating some training for our officer core and weekend supervisors.

Potential Dispatch changes in 2017: Chief Keating had a meeting with Foothills and Genesee about the dispatch move. The Genesee Chief is proposing that all 3 agencies move to Evergreen so when Evergreen joins JEFFCOM it will be seamless and allow us to work through all the kinks now. We would remain on our 800 radios. There will be no cost for Highland until 2018.

Security System Failure occurred right after Labor Day. We were notified by our vendor that they would have the system down for maintenance for several hours and it turned into several days. Damon was able to find keys. The vendor had very poor customer service and all their customers were down, not just us. Rowan took the initiative and when down to their office and got the problem resolved immediately. We now have a direct company contact and a fall back plan for the future.

VFIS Risk Assessment-We had several insurance members come to drill us and we were able to answer all their questions

Grants- Pat Smith has volunteered to write grants.

Roxanne Lenny asked Chief Keating that since Sharon was an additional consult for her was she concerned about her resigning.

Chief Keating- "No we should be fine. I feel like the biggest challenge now is the budget and it has gone smoothly so far. Christina has a good process in place."

Insurance- We are looking at switching companies and looking at a local firm in Evergreen that Genesee Fire is using.

OLD BUSINESS:

Board member ride alongs- Each board member was given a packet (see file).

It recommends when to do shifts and the requirements along with the waivers that must be signed. Christina recommends that this be voluntary because there are legal issues about what you can require a board member to do.

Search and Rescue Calls

Barb researched if we could tap into the Colorado Search and Rescue Fund. She found out that to be eligible the search would have to occur outside of our normal area of operation and that the funds are used primarily for additional equipment which is not likely for us to require. Chief Jan Keating also revisited Jill Ridenhour's comments and it is Jan's recommendation that we don't pursue it.

John Zima mentioned that the biggest concern of extended hike in calls is that they take away resources that are then not available for regular calls.

NEW BUSINESS:

Deputy Chief-

Rob Keating asked Chief Keating what plans she had to back fill the deputy chief position. Jan feels comfortable having Ron Quaife as her backup and we have from now until next spring to think about whom to bring on and train as the next Chief.

The meeting was adjourned at 4:53