

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
October 11, 2016**

Chairman Robert Keating called the meeting to order at 5:00 p.m.

Directors: Roxanne Lenny, Wendy Henke, Steve Carpenter and John Zima were present. **Others present** Christina Shea, Barbara DeBoer, Chief Jan Keating, and Captain Damon Brown.

MINUTES OF PREVIOUS MEETING were approved as written.

FINANCIAL REPORT – see written report by Christina Shea

We are 75% of the way through the year.

Line 8 and 9 show how we think the grant funding is going to play out. The capital items on page 4 reflect the expense side of the transactions.

We are ahead of target for Revenue. There were several large checks that we received for outsourced income this month and the corresponding expenses are seen in line 36.

Total expenses are below target at 62%.

Net Change in Fund Balance is \$125K. Change in net asset or net income is \$148K. Cash balance at month end is \$567 K (LOSAP 221K).

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

September billings were \$23,082. We continue to trend lower than last year by approximately 25% - more in line with 2013 fee income. Cash Receipts were \$4,922.

I looked at evals/refusals and I can't really see a trend of an increase of refusals.

CHIEF'S REPORT-

Written report given by Chief Keating.

Current Active Staffing- 5 reserve); 12 volunteer paramedics (2 reserve). 1 volunteer Intermediate; 32 EMT's (3 on reserve), 1 First Responder.

Call volume has really slowed down; we are only averaging 18 calls a month.

We have had another long extended call (over 12 hours)

Outreach: We had Genesee officers over for dinner. We had a great open house. The Genesee Foundation has invited all of the Highland members to a recognition dinner.

New Initiative: We have started a Field Training Program to train our officers and weekend supervisors.

Possible Rookie Class- We had several folks resign so we are looking at starting a class as soon as it is practical. We would like to get 6 EMT's and any additional paramedics we can.

Insurance: We have received an award from VFIS for our risk assessment however we will probably be moving to a new company. We received a bid for \$1000/ year less but we have a bit more investigating to do.

Ms. Henke asked if we could go back to the current insurance company and try to get them to give as a similar quote. There could be a value to continuity.

Chief Keating replied we are not happy with the VFIS's customer service. The new company is local and the broker spent 30 years with Evergreen Fire.

New equipment- the power loads and EPCR software have been ordered. We will be doing training on the new equipment.

John Zima asked if there was some concern about the new equipment increasing our insurance. Chief Keating said that it will increase the value of each ambulance by 10K and that has been included in the quote.

Rob Keating announced that Roxanne Lenny will be taking his place on the Foundation Board. Chief Keating talked to two people that have called expressing interest in joining the Foundation Board. Jan would like to see Pieter stay on the board an additional 6 months to ease the transition.

NEW BUSINESS:

Changes to Rules and Regulations.

There was a discussion about the titles of Deputy Chief and Assistant Chief. It was agreed that the "Deputy Chief" should be the outgoing Chief and the "Assistant Chief" should be the Chief in training. Currently the titles are inconsistent in the Rules and Regulations which will be corrected.

Appendix D refers to a command structure that was never created for the rules and regulations. It was agreed that an Appendix D was not necessary because each Chief sets up their own command structure. References to appendix D have been removed.

The members of the Budget Committee differs between the bylaws and the rules and regulations. John Zima asked if Colorado statute requires anything. Rob Keating feels it should be at the Chief's discretion. He asked that Barb draft up the changes and send them to the board prior to the next board meeting. Chief Keating thinks the budgeting process really happens at 2 different levels: the detail with the managers and then a top view with the board. She thought it went smoothly this year

Shift requirements also differ between the bylaws and Rules and regulations.

Roxanne Lenny made a motion that the shift requirements in the bylaws be changed to match the shift requirements in section 3.1.6.1.a of the rules and regulations: nine full shifts per quarter (generally three per month of pre-scheduled watch time.)

Wendy Henke seconded the motion. All voted in favor and the motion passed.

OLD BUSINESS:

Budget:

On line 1, the assessment came in and it is slightly lower than last year. Currently we are not requesting funds from the Foundation so line 9 is 0. Nothing has changed on Expenses. Under capital, there is \$5800 expense under software and it is more of an operations expense so it will be moved to line 37, operational software.

Christina will publish the budget notice in the Golden Transcript. Barb will also post it to the District website with the 2017 budget message and summary.

Rob Keating asked if we can we put it in the Genesee. Roxanne Lenny is concerned about getting it out to our entire district. Chief Keating will put it on Next Door app.

The meeting was adjourned at 5:52

