

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
November 15, 2016**

Chairman Robert Keating called the meeting to order at 4:02 p.m.

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

Public Hearing on the 2017 Budget presented by Christina Shea.

Please see the budget message in your packet.

We have 3 types of revenue: patient related fees, property taxes, and grants/other totaling \$560,465.

The expenses are broken into Operations, Safety and Training, Apparatus and Equipment, Station, Administration, Length of Service Plan, and Capital Expenditures totaling \$560,465.

There is no major capital spending planned for 2017. The budget balances. It will not add to nor will it deplete our cash reserves. The mill levy remains unchanged.

Public Hearing on 2016 Amended Budget presented by Christina Shea

The amended budget is the forecast for the remaining of 2016. We are required to amend the budget because our expenses have gone over the original budget. This occurred primarily due to our purchase of capital items that were partially funded by grant awards.

Rob Keating asked if this included the grant request from the Foundation. Christina noted that it does, however we will not know the exact amount until December.

ANNOUNCEMENTS none

MINUTES OF PREVIOUS MEETING

October Minutes approved as written.

A correction was made to the August 2016 minutes. It was clarified that Foothills Fire and Rescue only charge for out of district highway calls. All board members approved the correction.

FINANCIAL REPORT – see written report by Christina Shea

We are 83% of the way through the year.

Fee revenue was weak for October and is still under budget. Total revenue is at 90%.

Total expenses are below target at 72%. This shows good cost management for the end of the year.

Capital expenditures are at 90%.

Net Change in Fund Balance is \$152K. Change in net asset or net income is \$114K. Cash balance at month end is \$525K (LOSAP 221K).

Rob Keating wondered if we were done with Wildland for the year. Barb responded that we are not. Approximately half have been processed. Because we are on a cash basis we will only book what we have received by year end.

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

October billings were \$19,516. We continue to trend lower than last year by approximately 25% - more in line with 2013 fee income. Cash Receipts were \$5,681.

CHIEF'S REPORT-

Written report given by Chief Keating.

Current Active Staffing- 4 paid paramedics (2 PRN); 12 volunteer paramedics (2 reserve). 1 volunteer Intermediate; 32 EMT's (3 on reserve), 1 First Responder.

New Rookie class- We have 6 good candidates that were personally interviewed and run through scenarios. Orientation will begin in January.

FFR dinner- They invited us to dinner and that relationship is going well. We attended a Foothills meeting to train them on our new power lifts.

The Power lifts were installed in the last month and we are currently training on them.

Community CPR- We had several members who are qualified to train CPR teach a class at Genesee. It was well received- 14 Genesee residents participated. Rob suggested we reach out to Foothills to offer a similar class.

JEFFCOM- The current dispatch workers will not become JEFFCOM employees until 2018. That is a reversal of the latest plan. This is good news because there should be no charge to HRT in 2017. John Zima asked if we get a synopsis on what Foothills and Genesee will pay in 2017 so we can budget the following year.

Chief Keating said the cost will be \$36 per call.

Rob Keating asked if there are any issues with radio hardware.

Damon Brown said if everyone stays on the 800 system we will be fine. If Foothills decides to go to high band then we will probably have to purchase some additional equipment.

HRT Foundation- Chief Keating had 2 qualified individuals that answered our Highlander request for Foundation members. She has met with both of them and they have agreed to join the board.

FTO Program: We have a member who is committed to raising the bar to our new members by training all of our officers. It is a well thought out program. As Rob pointed out it will help mentor our members into leadership roles.

ESO Software- We have started to implement our new EPCR software.

OLD BUSINESS:

Updates to Bylaws and Rules and Regulations.

Three changes were made to the documents (see packet)

Rob Keating made a motion to adopt the changes as presented. Wendy Henke seconded the motion, all voted in favor.

NEW BUSINESS

Rob Keating made a motion to enter Executive Session to discuss 2 personnel matters per Colorado Revised Statue 24-6-402(4) (f), Wendy Henke seconded the motion. All voted in favor.

Executive Session started 4:50 and adjourned at 5:27.

The meeting was adjourned at 5:27

