

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

**Chairman Robert Keating called the meeting to order at 4:41 p.m.**

**Other Directors present were** Wendy Henke, Roxanne Lenny and John Zima.

**Others present:** Christina Shea, Barbara DeBoer, Chief Jan Keating, and Captain Damon Brown.

**ANNOUNCEMENTS** none

**MINUTES OF PREVIOUS MEETING**

November minutes were approved as written.

**FINANCIAL REPORT** – see written report by Christina Shea

We are 92% of the way through the year.

Fee revenue is still under budget at 87%. Total revenue is at 95%.

Total expenses are below target at 86%. This shows good cost management for the end of the year.

Net Change in Fund Balance is \$12K. Change in net asset or net income is \$94K. Cash balance at month end is \$435K (LOSAP 221K).

**Billing Report:** written report presented by Barb DeBoer.

November billings were \$33,030. We continue to trend lower than last year by approximately 25% - more in line with 2013 fee income. Cash Receipts were \$10,234.

**Wildland Report**

Barb DeBoer shared a summary of the Wildland activity for 2016. Total Revenue was \$44,676. Total Expenses were \$36,611 and Highland netted \$8,065.

Chief Keating explained that the four members that participate in this are all volunteers. They really like working on the fires. We also have several new members that are interested in joining the team.

**CHIEF'S REPORT-**

Written report given by Chief Keating.

**Current Active Staffing-** 4 paid paramedics (2 PRN); 9 volunteer paramedics (2 reserves). 1 volunteer Intermediate; 32 EMT's (3 on reserve), 1 First Responder.

**New Rookie class-** We have 7 EMT's that were interviewed and will go begin orientation in January.

**Ambulance Inspections-** Damon explained that he is required to get all of the ambulances expected each year to secure our license to operate. It all went very smoothly.

Rob Keating wanted to know if we have anyone else trained to get these inspections done. Damon keeps files each year and it is a straight forward process.

**Move to Evergreen Dispatch** has been delay until October because of equipment delivery issues.

**Staff Performance Reviews** were completed for our paid staff this past week.

**State Salamander System** is a new ID system that the State of Colorado is encouraging agencies to use. It is free to Highland and will work with our current ID equipment. Our members will have a standard barcode which will track member certificates and eventually track training. We will be doing this after the first of the year.

**Traffic Management Class-** Foothills fire will be doing a joint training for us. With the bad weather this is very timely and is something we have been asking for. It will be the 29<sup>th</sup> of December.

John Zima asked Jan if we were still considering using CDOT if we need coverage.

Damon Brown mentioned that CDOT is getting better at getting out and helping with the bad weather and shutting the highway down when necessary.

#### **OLD BUSINESS:**

**2016 Foundation Request-** After looking very carefully at our December expenses and reducing where we could, we requested 20K instead of the budgeted 45K from the foundation. This money was needed for our equipment grant match.

**2017 request** will be 10K.

Rob Keating wants to let the board know that the Foundation board would now like us to recap how we spent the 2016 request and Barb and Jan have started working on it.

#### **Amended 2016 Budget by Resolution**

There should be no surprises; we have been talking about this for several months.

We have had our required public hearing on it last month.

***Wendy Henke made a motion that we approve the amended 2016 budget. Roxanne Lenny seconded the motion. The majority voted for the resolution.***

#### **Adopt 2017 budget by resolution.**

These resolutions include setting the levy and certifying the tax revenue.

The chief and the budget committee balanced the budget so the fund balance will not be decreased.

The board first saw the proposed budget prior to October 15<sup>th</sup>, and held the public meeting in November.

***John Zima moved that we adopt the 2017 budget, Wendy Henke seconded the motion and all voted in favor.***

The board signed the documents. Christina Shea will file the documents with the Division of Local Affairs prior to the January 30<sup>th</sup>, 2017 deadline.

#### **NEW BUSINESS**

The board approved the meeting schedule presented in the packet.

Christina suggested we put the summary and resolutions for the amended budget and 2017 budget on our web site.

The meeting was adjourned at 5:32

