

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
February 14, 2017**

Chairman Robert Keating called the meeting to order at 4:08 p.m.

Directors present were Robert Keating, John Zima, Roxanne Lenny (by teleconference 4:07 to 4:30) and Steve Carpenter (4:30 to 5:02)

Others present: Chief Jan Keating, Christina Shea, Chuck Bauman and Captain Damon Brown.

ANNOUNCEMENTS

None.

MINUTES OF PREVIOUS MEETING

January minutes were approved as written (Motion by Zima, second by Lenny, all in favor).

FINANCIAL REPORT - Written report by Christina Shea

January 2017 and Year End 2016 was reviewed. The packet includes the A/R aging and 10-year trends on the Billing and Receivables data. Chief Keating, Barb DeBoer, and Christina Shea have concerns about A/R and this topic will be discussed by the Chief during the Chief's report.

The audit field work is well underway.

Billing Report: Written report by Jill Ridenhour (presented by Christina Shea)

January billings were \$20,885.

Cash receipts were \$3,678.

Bad debt write off was \$3,065 with no accounts sent to collections in January.

CHIEF'S REPORT - Written report by Chief Keating

Billing Changes: Changes are being made to how the billing and collections are made. Barb researched contractual services for billing and found a good company after checking references; the company is in Washington State but since the new PCR system is all online, location is not an issue. The company states they have 89% collection rate and the cost will range from \$25 to \$35 per call for new business. The decision has been made to terminate Jill Ridenhour's (current billing staff) work over time and move to the new system. We have not decided yet to move prior transactions to the new billing company (the fees will be higher and the transition takes time). Meetings were scheduled in January to work with Jill but she 'went black' (she did not answer or respond to emails or telephone calls). At the beginning of the year she was switched from salary to hourly and she was scheduled to be working at the station; in December Jill had agreed to work on the transition to the new system. The plan was to move to the new system for new transactions beginning March 1st, but now we are working on a contingency plan.

Calls: January 36 calls, 15 transports

Current Active Staffing: 4 paid paramedics (2 PRN); 9 volunteer paramedics (1 reserve). 1 volunteer Intermediate; 31 EMT's (2 on reserve), 1 First Responder.

Community Para-Medicine: As a follow-up to this discussion from the last meeting, more research was done. Captain Brown noted that the program is not successfully running in the metro area since other agencies are fulfilling these roles. There is a certification that has recently been established for a Community Paramedic, but the District does not have staff with the training or certification.

Long Range Capital Plan: Captain Brown prepared a good start, Chief Keating will continue to work on this.

2018 Revenue Challenges: The Gallagher Amendment and Jeffcom will be challenging for the District next year. We do not have a funding source to cover the new charges per call that Jeffcom will be charging. We expect that the the Gallagher Amendment, which is a statewide change to the constitution in 1982, is being triggered and will potentially result in a significant decline in tax revenue to the District and many other similar Districts. The change affects the assessed valuation on residential property, resulting in lower taxes. We expect to have more information in April and May.

OLD BUSINESS

None.

NEW BUSINESS

None.

The next meeting is scheduled for March 14 at 4 p.m.

The meeting was adjourned at 5:02 p.m.