

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

**Chairman Robert Keating called the meeting to order at 4:35 p.m.**

**Other Directors present were,** Steve Carpenter and John Zima.

**Others present:** Christina Shea, Barbara DeBoer, Chief Jan Keating, Richard Tyrrell-Ead, Lt. Alan Feldman and Captain Damon Brown.

**MINUTES OF PREVIOUS MEETING**

February minutes were approved as written.

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

Christina did not book February revenue because we are in transition with our new billing company so as expected fee revenue is well below target.

Every expense category is currently under budget.

Net change in fund balance is (35.5K). Cash balance at month end is \$433K (LOSAP \$222K).

Rob Keating asked how we liked the new PCR software.

Chief Keating responded that we are happy with it. Barb likes the reports the software provides.

Captain Damon Brown feels it is not as user friendly as the other program is.

Richard Tyrrell-Ead likes that you can automatically fax the reports.

Lt. Alan Feldman feels it will take a while but now feels it is faster.

Follow up items: 2016 Audit- the majority of the 2016 audit field work has been completed.

Billing Services Transition- A/R, billing, and collections transition work is underway.

**Billing Report**

After researching several 3<sup>rd</sup> party billing companies, we decided to go with Systems Design West. They have been doing ambulance/fire billing exclusively for 30 years. They have been working with Elk Creek Fire, whose transport volume and size is similar to ours, for several years and Elk Creek is very pleased with them. Systems Design uses ESO billing software which is the same company as our new PCR software so it looks like they will be a good fit for Highland.

**CHIEF'S REPORT-**

Written report given by Chief Keating.

For February 44 calls, 18 transports; YTD 104 calls, 44 transports.

**Current Active Staffing-** 4 paid paramedics (2 PRN); 9 volunteer paramedics (1 reserve); 1 volunteer Intermediate; 32 EMT's (2 on reserve); 1 First Responder; **and** 5 new rookies.

**New Billing Company-** Chief Keating has spent a lot of time sorting out with Jill our current billing system and gathering the Medicare data that was not billed. Please see estimate of unbilled Medicare damages.

**Evergreen Dispatch-** Chief Keating spent a day with Evergreen to get a better feel for their set up in preparation of Highland's move to their dispatch later this spring.

**Beaverbrook Calls-** We have had 2 extended calls recently and Damon is putting together an SOP to help the team prepare themselves better for these types of calls. Having multiple extended calls this early in the year is concerning to us.

**Insurance Renewal-** It is time for us to renew our big insurance contract. We got a competitive bid from a new company, however based on our need to file a new claim, Chief Keating is recommending we stay with our existing company. We are working with a new VFIS contact person and we have been happy with their assistance.

**Need for Additional Garage-** Due to the present fire situation Genesee needs to use the bay we have been using for our 3<sup>rd</sup> ambulance. We asked Foothills if they had space for us and they do have an extra bay but it is in Idledale which makes no sense to us because of our need to do ambulance checks and we currently have no members who live there.

Richard Tyrrell-Ead mentioned that Genesee has wanted that bay back for some time. They tried to get it back in 2008, but the Genesee residents wanted the ambulance there so it stayed.

## **OLD BUSINESS:**

## **NEW BUSINESS**

### **2016 LOSAP Contribution**

***Steve Carpenter made a motion to approve the 2016 LOSAP Contribution that the LOSAP board approved earlier today. Rob Keating seconded the motion and all voted in favor of it.***

### **Executive Session**

***At 5:05 Steve Carpenter made a motion to go into executive session to discuss personnel matters in accordance to Colorado Statue S24-6-402(4)(f). John Zima seconded the motion.***

Chief Keating, Christina Shea and Barbara DeBoer were asked to stay to provide background information.

Executive session ended at 5:37.

Board meeting adjourned at 5:37.