

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
April 11, 2017**

Chairman Robert Keating called the meeting to order at 4:06 p.m.

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

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

No announcements.

MINUTES OF PREVIOUS MEETING

March minutes were approved as written.

FINANCIAL REPORT – see written report by Christina Shea presented by Barbara DeBoer
Fee revenue is on target and total revenue is above target. All expense categories are below target. The Net Change in Fund Balance for the month is \$104K. The cash balance at month end is \$516K (LOSAP \$252.5K). The majority of 2016 audit field work is done. Billing Services transition is underway and month end reports are being generated.

Billing Report- presented by Barbara DeBoer

March was a big billing month with \$38,366. Our YTD numbers are at \$86,651 which is ahead of 2016 March 31st numbers of \$79,662. Chief Keating and I have been working on the billing transition. The new billing company has now billed out all 2017 runs and all 2016 Medicare runs from mid-March through December. We received our first payment April 1st through the new company and I am very happy with the transition. Systems Design West has asked us to adopt some new procedures to help make the billing process better and I am working on getting the volunteers to start making the requested changes. Once we move to St. Anthony's the billing company will be able to pull patient and billing information directly from St. Anthony's which will simplify the process on Highland's end.

CHIEF'S REPORT-

Written report given by Chief Keating.

In March we had 57 calls, 28 transports; YTD 156 calls, 67 transports.

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

9HealthFair- Saturday April 29. Chief Keating welcomes all of the board to please come and help during the Health Fair.

New Billing Company- We are pleased with how SDW is working out.

Evergreen Dispatch- We will be moving to Evergreen Dispatch in June.

Outreach Activity- HRT entertained a little pack of cub scouts. They worked on their "duty and community" service badge.

Move to SAH- Chief Keating is meeting with them this Thursday. She is hoping to transition either June 1st or July 1st. We transport mostly to St. Anthony's. Also they seem to be very responsive and proactive with training.

Damon Brown- Once we move to St Anthony's getting drugs will be much easier. They will backfill our drugs. The paramedics will pick up whatever they use during each transport. Highland will not need to keep such a large inventory.

Insurance Policy Renewal- We have decided to stay with VHIS.

OLD BUSINESS:

NEW BUSINESS

Executive Session- Personnel Matters, S 24-6-402(4) (f), C.R.S.

The board entered Executive Session at 4:42

Meeting adjourned 5:09