

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Highland Station – 317 South Lookout Mountain Road  
May 16, 2017**

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

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

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

**Announcements**

John Zima will not be at the June meeting.

**MINUTES OF PREVIOUS MEETING**

April minutes were approved as written.

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

We are 33% through the year as of April 30<sup>th</sup>.

Fee revenue is near target and total revenue is above target.

Contractual allowances are high because they include 9 months of 2016 C/A.

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).

Rob Keating asked if we accrue LOSAP each month.

Christina Shea explained that we do not. The balance on our spread sheet is last year's amount plus this year's budget.

**Billing Report-** presented by Barbara DeBoer

April Billing was \$29,116 which is average for this time of year. We are at \$115,767 YTD which puts us higher than this time last year but lower than April of 2015. We continue to be pleased with Systems Design West, our new billing company. "I like the reports and they have been very easy to work with." It is a slow process however, to go through all of the old 2016 transactions and determine which should be transferred over to the new company to rebill. It is also challenging to work with 2 accounts receivable journals but by early 2018 this transition should be complete.

**CHIEF'S REPORT-** Written report given by Chief Keating.

May calls so far are 21 with 7 transports.

In April we had 41 calls, 20 transports; YTD 199 calls, 87 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

**9Health Fair-** Highland had quite a few things stacked against us including 4 inches of snow. 9Healthfair also had an issue with the online registration. Additionally 5 of the 9 centrifuges they sent us failed. The good news is we had 194 people come to the fair which was awesome given the weather conditions.

**Thank you Rob and John for attending the fair and helping to get folks registered.**

**Dispatch-** We are still on track for the move to Evergreen Dispatch June 13<sup>th</sup>. We will have no additional fees in 2017. Chief Keating mentioned that HRT will be splitting the cost of dispatch on joint calls with Genesee and Foothills Fire in 2018. Rob Keating asked if we need an intergovernmental agency agreement to spell that out. Chief Keating will follow up.

**St. Anthony Hospital** - Highland is excited about the move to SAH for medical direction that will take place June 1<sup>st</sup>. We feel it will be an upgrade in training and support programs.

**The Gallagher Amendment** - was passed at 7.2% for next year- which is slightly better than expected. We still don't know what it will mean to Highland's future tax revenue.

**JeffComm**- The mountain Chiefs have been meeting regularly to discuss the dispatch changes. At the last meeting they reviewed a draft agreement and it was universally disliked. They are in the process of making recommendations on how to make it more equitable for the mountain districts. Rob Keating feels the mountain districts have a clear picture on what they want and will probably get a separate agreement because the communication/radio infrastructure is very different from the urban setting.

**Our Annual Open** house is scheduled for Aug 26<sup>th</sup>.

The Highlander will be published in early August to help publish the event.

## **OLD BUSINESS:**

### **Review Accounts Receivable Policy**

We will not be changing our A/R policy. We feel the policy is sound and that the large A/R balance is not because of the policy but because the policy was not followed. Chief Keating outlined our plan to aggressively work through old receivables and to send newer accounts (2016) to SDW to rebill. Chief Keating also reviewed the letter that had been prepared to be sent out to all open 2015 accounts with the board and they approved of her approach.

The insurance claim covering unprocessed Medicare claims is ready to be submitted.

Rob Keating asked how Howard, our auditor, feels about our approach and wrapping up the audit.

Barbara DeBoer responded that Howard was taking a "Prove it" approach. We have to go through several steps to prove to him that our A/R (assets) are valid. He is very happy about our decision to send all open invoices out and get validation of the balances.

Christina Shea added that the audit is on hold while Howard gets comfortable with our new numbers.

Rob Keating asked if Howard had done any validation on receivables in the original audit field work.

Christina responded "Not that we know of".

## **NEW BUSINESS**

Chief Keating is recommending to the board that Alan Feldman be considered as the next Assistant Chief. Alan has been at HRT since 2005. He is an officer and was instrumental in revamping our orientation program. He started as an EMT with Highland and then went through a Paramedic program.

Rob Keating wants to thank all those who have been working hard on the old receivable issues.

John Zima says the key is we have made steps that will ensure that this doesn't happen again.

**Meeting adjourned 4:59**