

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
June 13, 2017**

Chairman Robert Keating called the meeting to order at 4:25 p.m.

Other Directors present were, Steve Carpenter, Roxanne Lenny.

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

Announcements

MINUTES OF PREVIOUS MEETING

May minutes were approved as written.

FINANCIAL REPORT – see written report by Christina Shea

We are 40% through the year as of May 31.

Fee revenue is right on target.

All expense categories are below target. The Net Change in Fund Balance for the month is \$125K. The cash balance at month end is \$565K (LOSAP \$252.5K).

Line 52 is skewed because the Insurance claim for the QRV was collected in May but we did not pay the bill in May. Damon said the total cost actually went up to \$6,000 so we will be getting supplemental checks from the insurance to make up the difference.

Chief Jan Keating asked if the auditor, Howard will be coming to the next meeting and if we will need an extension of the audit. Christina said we are still working on it but she is pushing Howard to get it done in July so we may not need an extension. We are down to discussing 2 journal entries.

Rob Keating asked is the A/R was trending down.

Christina said it's about the same as it was last month.

Billing Report- see written report by Barbara DeBoer

May billings were \$27,883 putting us at \$143,650 YTD. This is 10K above last year yet still well below 2015. We are still happy with our new billing company Systems Design West. We have given them the rest of the 2016 receivables to work.

Rob thinks we should track what % of our billings each month are Medicare/ Medicaid.

Barb feels we need to track cash receipts.

Chief Keating asked Christina if we can get an estimate of our assessed valuation so we can estimate the Gallagher effect. Christina will reach out to the county and follow up on this.

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

June - 19 calls so far with 6 transports.

YTD- 249 calls, 104 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

New rookie class – We have 5 BLS probies starting. We are still struggling with staffing.

We have passed 2 big benchmarks we have been working toward. June 1st we switched to St Anthony medical oversight and as of today we have switched to Evergreen Dispatch.

JeffCom has hired 2 positions they have been talking about filling for some time.

Highland participated in the **Revel Marathon** this weekend. We ended up not transporting anyone.

Insurance Claim was submitted to VFIS approx. 4 weeks ago and we have not heard back from them yet.

Chief Keating has sent 66 letters out to the old accounts. She has heard from about 20 of them. Cash received YTD on these is about 7K. She also heard back or has gotten letters “not able to forward” on 14 that she will write off. If she doesn’t hear from the others by June 30 they will be sent to collections.

NEW BUSINESS

Barb asked the board what they thought about Aaron Powers resigning before he paid Highland back for his paramedic education. She also brought up that she felt the 36 month commitment was too long. She mentioned that Aaron was hoping to use some of his LOSAP money to pay us back but he was not vested yet so she told him that was not an option.

Rob Keating feels we must have a policy that is consistent and we needed to be firm about LOSAP vesting.

Richard Tyrrell-Ead was concerned about the folks that had already paid back the 3 years’ time for

Paramedic school. Three years is what HRT has always done and he sees no real reason to change it.

Rob Keating and Roxanne Lenny feel Aaron must pay back the prorated amount of the original 3 year contract. Damon Brown wonders if 2 vs 3 years will get more people to agree to go to Paramedic school or will the same folks go and Highland will just lose out of them in return. He will survey the membership to see if the change would encourage more members to consider paramedic school.

Assistant Chief Confirmation

Rob Keating moved that we accept Alan Feldman as Highland’s new Assistant Chief. Roxanne Lenny seconded the motion and all voted in favor of it.

Both Roxanne Lenny and Steve Carpenter will be absent at our July meeting.

Meeting adjourned 5:21