

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

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

Other Directors present were, John Zima and Wendy Henke.

Others present: Howard Masini, Christina Shea, Barbara DeBoer, Chief Jan Keating, Captain Damon Brown, Deputy Chief Alan

MINUTES OF PREVIOUS MEETING

June minutes were approved as written.

FINANCIAL REPORT

Howard Masini, CPA, P.A. presented a draft of the 2016 Audit.

Howard discussed Highland's aged accounts receivables. He reviewed the steps Chief Keating and he took through mailings to existing receivable accounts in an effort to validate how likely Highland was to collect on them. Out of the batch Chief Keating mailed (66 in all), only 8 came back undelivered.

Of the 48 that Howard sent out, 27% came back undelivered.

Based on those findings, he believes our doubtful accounts should be 45K higher than they are.

Howard also feels we should increase our doubtful accounts to 50%.

Rob Keating would like to know when we don't have an address what % can collections actually recover.

That question is hard to answer. Chief Keating is planning to examine the collections accounts in the next few weeks.

The board feels instead of going back into 2016 to increase doubtful accounts we will consider increasing contractual allowances going forward.

Howard is also concerned that our restricted cash fund balances are increasing and our unrestricted cash balance has gone down. This is due primarily to our growing LOSAP commitment and our policy of setting aside money each year for future ambulance purchases.

Other Highlighted notes from the audit included:

2015 was restated with an additional 82K in doubtful accounts.

Note 2 discloses the adjustments.

Highland has no risk of equity being lost because our cash is in Colorado Trust.

Note 5 reconciled fixed assets and there were additions of 190K in 2016

The district has no debt.

Note 11 evaluated subsequent events through July 11, 2017. We note the Gallagher effect and that it could affect our 2017 and 2018 revenue.

Howard would like the board to make the recommendation on what we should write off in the future.

Howard said the audit is ready if we are comfortable with it.

Christina would like to spend more time with the paperwork and will contact Rob when she has reviewed it more thoroughly.

Wendy Henke made a motion that once Christina and Rob Keating reviewed the 2016 audit, Rob Keating should represent the board in approving it if appropriate. John Zima seconded the motion and all voted in favor of it.

Gallagher Update- Christina talked to the county and was given some estimates. Our 2017 assessed value was 1,825,547,555. The new assessed value is changing to \$2,068,319,492 (an increase of 13.3%). 10% of people appeal and 50% of them are successful. Our percentage is 7.96 and it is going to 7.2. Bottom line it is still unclear what our tax revenues will be in 2018.

June Financials

Total Revenue is above target and expenses are well below target.

Christina netted the insurance payment against the repair cost of the QRV in line 51 and it washed except for a few hundred dollars. Net Change in fund balance is \$145K. Change in net assets or net income is \$145K and cash balance at month end is \$618K (LOSAP \$253K)

Billing Report- see written report by Barbara DeBoer

June billings were \$37,086 putting us at \$181,503 YTD.

We have decided to open a Chase bank account for SDW. This will allow SDW to make deposits in our behalf and cut down on the billing paperwork we are doing and should eliminate duplication errors.

John Zima is the Treasure and will meet with Chase on Thursday with Barb.

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

July - 23 calls so far with 5 transports.

YTD- 296 calls, 125 transports.

Current Active Staffing- 6 paid paramedics (4 PRN); 5 volunteer paramedics (1 LOA); 1 volunteer Intermediate; 28 EMT's (3 on reserve, 1 LOA); 1 First Responder

Insurance Claim- Chief Keating talked to the insurance adjuster. Jan answered all of her questions and asked what the next step would be. They are waiting until July 14th to hear back from Jill. If they do not hear back from Jill they will make a determination at that time. Jan is concerned because the agent mentioned a \$10K payment and our agent had given us an expectation of a \$50K.

Jan gave an update of the old Rams receivables. She has collected 10K so far and has several people who signed up for payment plans.

New Rookie Class- "We expect great things from them."

QRV Shelter- We have 4 vehicles and only 3 garages so Captain Brown is exploring options.

Damon started with the Mt Vernon agreement and let them know that we were planning to build a parking structure and that we would make sure it matched the exterior for our current garage. To save money he looked at the cost of building a structure on our existing concrete pad where the handicap spot is and indicated we would move the handicap spot to the front of the classroom.

Wendy Henke asked if the garage would need to be heated.

Damon answered yes because of the drugs that are stored in the QRV.

Damon is also getting estimates on putting a leach field in because of issues we've been having with our septic tanks.

2018 Budget Officer- John Zima has offered to act as the Budget Officer.

Rob Keating made a motion that the Treasure of the board will be the budget officer. Wendy Henke seconded the motion and all voted in favor of it.

Adjourned at 5:41