

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Highland Station – 317 South Lookout Mountain Road  
September 12, 2017**

**Chairman Robert Keating called the meeting to order at 4:17 p.m.**

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

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

**MINUTES OF PREVIOUS MEETING**

August minutes were approved as written.

**FINANCIAL REPORT**

**August Financials**

We are 66% through the year. Fee revenue is slightly above target but contractual allowances and write-offs related to prior periods are dragging down our total revenue putting it below target. Revenue from Specific Ownership taxes are coming in higher than expected and Christina expects that to continue. Total expenses are well below target. Barb explained why the training expenses are low. The EMSAC invoice for \$6000 will be hitting in October. Also the two members who are going to paramedic school will not be getting reimbursed until next year when they complete their course.

The net change in fund balance is \$106K, change in net assets \$106K, at cash balance at month end is \$670K (\$253 LOSAP).

**Gallagher Update**

Christina let us know that Highland will see a 9.3% increase in property tax income. The residential percentage came up higher even though the percent of residential to commercial has decreased.

Rob Keating asked if property tax appeals were complete. Christina feels most have been accounted for but we will see a slight adjustment in the final numbers we get in December.

**Electronic Bill paying software**

Christina- there is a low cost bill paying software that Barb and Jan have both reviewed. It mirrors the paper procedure that we are doing now. Electronic bills will go directly to the billing account; Christina will enter them for Jan or Barb's approval. Then the bills will go to the board members who can approve or ask questions. Invoices can be paid as needed verses twice per month.

Rob Keating asked if vendors accept sending bills this way and Christina said about 50% do. Rob is in favor as long as the process is well documented.

Roxanne Lenny loves the idea.

John Zima asked if the system would be alerting all five of the board members all the time. Christina thinks once the 2 members approve an invoice the system will move on to the next step. ***All board members agree that we can go forward with the electronic billing system and report next month on the details.***

**Billing Report-** see written report by Barbara DeBoer

August billings were \$22,739 putting us at \$237,418 YTD. We continue to trend higher than 2016 but well below our 10 year high set in 2015. Barbara reviewed the Payer Production Statistics report. This shows

that an increasing number of our calls are both Medicare (41%) and Medicaid (11%) compared to a combined 20% 5 years ago. These changes have to be considered as we prepare the 2018 budget. Medicare only pays approximately 33% of billable charges dragging down our overall collection rate. We need to increase our contractual allowances and provision for bad debt from 35% to 50%.

#### **CHIEF'S REPORT-**

Written report given by Chief Keating.

September - 25 calls so far with 8 transports.

YTD- 340 calls, 134 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

**Extra Garage-**We have checked with Foothills if they had space for our 3<sup>rd</sup> ambulance. They do but it is on Hwy 74 and that location is too far away. Damon has been trying to get bids and contractors are not showing up. We did receive one quote for 62K. We feel that is high and we need to get more bids. Highland is now looking for a temporary low cost solution. It is clear this project will not happen in the current fiscal year.

**Septic system-** The realtor for the property next door now is also looking at a septic system and wants us to look at sharing a septic system. Highland is required to put in a system that is less than 2000 gal per day and our needs are at 1000 so it is unlikely we can join them based on usage rate. The estimate we got from the consultant was approximately 30K and we need to evaluate what the cost benefit is.

Chief Keating feels we may or may not do this based on what we find out.

Roxanne Lenny feels we need to get this lined up with Mt Vernon before the new tenants next door make a request. Christina suggested we look at waste water grants through Colorado department health and environment. Planning grants may pay for the engineering of the system.

**Events:** Our open house was very successful. The best part of the day was 3 people stopped by and said they wanted to join. This coming Saturday we have a big MCI event with Foothills and Genesee.

**Insurance settlement-** Chris Odell reviewed the settlement papers and said we have no recourse based on the Management Clause in the policy. We are already getting the maximum 10K allowed.

We could file a lawsuit but that may cost us more in the long run.

Wendy Henke responded that our insurance agent misled us repeatedly and caused us to do a tremendous amount of work to file the claim.

Rob Keating asked the board if they wanted to accept the insurance.

Steve Carpenter doesn't think we should throw good money after bad

Wendy Henke still thinks there should be some recourse.

The board members agree it is time to accept the insurance settlement.

John feels we should leverage this incident when renewing with the company and request better rates.

#### **NEW BUSINESS:**

Records Retention Policy- Barbara asked that the board adopt the State of Colorado's record management policy. They have very clear guidelines for Special Districts and what documents we should keep and for how long they should be kept.

***Roxanne Lenny made a motion that we accept the State of Colorado's record management policy Rob Keating seconded it and all voted in favor of the motion.***

**The Board Meeting Adjourned at 5:35**

