

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
October 17, 2017**

Chairman Robert Keating called the meeting to order at 4:05 p.m.

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

Others present: Christina Shea, Barbara DeBoer, Chief Jan Keating, Deputy Chief Alan Feldman.

MINUTES OF PREVIOUS MEETING

September minutes were approved as written.

FINANCIAL REPORT

September Financials see written report by Christina Shea

We are 75% through the year. We are above target for total Revenue.

We have taken a detailed look at line 4 and made adjustments to Provisions for bad debt that make our bottom line more favorable.

Total expenses are below target at 53%.

Net Change in Fund Balance is \$155K

Rob Keating asked about electricity being at 94% of budget. Barb will research it. Either the rates have gone up or our usage has.

2018 Budget

Rob Keating asked Christina to review Fund (not cash) in line 106-110.

Christina explained that it is “buckets of committed cash”. We have not spent that money but it is set aside for the listed purposes such as a new ambulance.

Christina discussed that we are looking at LOSAP in regard to requirements for setting aside monies for non-vested members. We will discuss this with our new Auditor once they are hired.

Chief Keating explained that we may also review the level of LOSAP awarded to each member.

Christina said we are getting a better feel for the billing company and have confidence in our receivables.

Line 97 shows that our total expenses are going to be well below budget so even though our Wildland revenues and expenses are higher than expected we won't need to amend the 2017 budget.

Roxanne asked about the 10K grant from the foundation and if we were certain of the need. Jan answered that we really won't know until year end and that we will not request it unless needed.

Billing Report- see written report by Barbara DeBoer

September billings were \$25,204 putting us at \$262,622 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 (42%) 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 are planning to increase our contractual allowances and provision for bad debt from 35% to 53%.

CHIEF'S REPORT-

Written report given by Chief Keating.

October - 34 calls so far with 12 transports.

YTD- 515 calls, 190 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

We have hired a part time paramedic who was deployed for FEMA in September and is out of the country for October.

JEFFCOM- We are still on track with going live in April. We are getting closer to finalizing the financial components. JEFFCOM will be partially funded by the 911 services. They asked for an increase of .70 to 1.20 which was approved. We were told we would be paying \$46 per call compared to paying nothing for dispatch in the past. It is still unresolved if Foothills will be going to JEFFCOM. We will be splitting the \$46 per call with Genesee and had hoped to split it on Foothill calls. Jeffcom told Jan last week that they will only charge us half of the \$46 on Foothills calls.

None of the rural communities have been willing to have the open capital clause in the proposed contract. Instead they would prefer that JEFFCOM includes a monthly charge to help them build up their capital reserve. Roxanne told Chief Keating " Well done for getting JEFFCOM to lower our costs by 50%" The board appreciates all that the Chief has been doing on this project.

Foothills has requested that we pay them \$3000 per year to use the tower they have been building. They have submitted a document requesting us to pay them \$250/mo. The Foothill's radio tower was supposed to go live one year ago and is still not up and running.

Deputy Chief Alan Feldman added that Chief Zoril has said that since they are under budget, they will be adding another level of complexity. We are not sure if Highland's radios will work with this new system because they are adding digital elements.

Roxanne Lenny asked if we should budget extra monies in case we have to buy new equipment.

Rob Keating wondered if their board understands that they will be paying double what they need to if they go to Clear Creek instead of with JEFFCOM. Do our concerns need to be elevated to their board? Alan said that the Foothills board has already voted to go to Clear Creek.

Christina mentioned that there are many costs that are being forced on Highland by Foothills decisions.

A/R UPDATE:

Highland has collected 10K from insurance for our Billing claim. We are also getting some money from the collection agencies and SDW. We have payment plans on 5 old accounts totaling \$3755. \$43,790 has been collected from old accounts so far.

NEW BUSINESS:

Audit proposal:

Chief Keating plans on getting a second proposal and put in a call to Genesee to see how they like their new auditor. Christina said she has worked with them in the past and it was a good experience. They are very efficient and responsive.

John Zima was concerned where they left an opening for additional expenses on the last page.

Rob Keating asked if Highland could run into problems because we are switching auditors too often.

Christina did not believe it was an issue because we have kept each auditor for multiple years.

Steve Carpenter had to leave at 5:02

2018 Budget Draft

Roxanne Lenny mentioned that we talked about so many things like the garage for next year. Do we have enough budgeted from the Foundation?

Chief Keating said that we have not gotten any other bids yet so we are still unsure what those numbers will be.

Rob Keating asked why the funds for LOSAP were so high. Barb explained that currently we are setting aside funds for every member who earns LOSAP even though the majority of the members will leave before they are fully vested and the money will revert back to us. Barb feels it makes more sense to only set aside the LOSAP funds of members who are currently vested. This is really up to our auditor and what they are comfortable with. We have not been able to find any rules about this in our LOSAP documents.

The Board Meeting Adjourned at 5:20.