

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
November 14, 2017**

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

Other Directors present were, John Zima and Wendy Henke.

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

Public Hearing on the 2018 Budget

The notice of the hearing was published in the paper according to the State of Colorado provisions. There are no additional residents of the community at our hearing today.

Christina Shea presented a draft of the 2018 budget- see written document in packet.

HRTAD has 3 types of revenue: patient related fees 152K, property taxes 333K, and grants/other 81K totaling \$565K. Expenses are budgeted at \$545K and are broken into Operations, Safety and Training, Apparatus and Equipment, Facilities/Station, Administration and Capital Expenditures. There is no major capital spending planned for 2018.

We don't have the final property tax numbers from the county yet but we should get them in the next few weeks and then the board can finalize the budget at the December board meeting.

The budget meeting was closed at 4:20

MINUTES OF PREVIOUS MEETING

The last sentence of the October minutes was removed. The minutes were approved as amended.

FINANCIAL REPORT

October Financials- see written report by Christina Shea

Fee revenue is slightly above target. Total revenue is at target.

Total expenses are well below target by \$80,000.

Net Change in Fund Balance is \$139K.

Change in net assets of 140K (does not account for depreciation).

Cash balance at month end is \$660 (LOSAP \$254K).

Christina, Barb and Chief Keating have been working on setting up electronic bill pay on billing.com and it should be ready to go live January 1st.

Wendy Henke asked if the vendors are all set up. Christina explained that the vendors don't need to be notified because it is transparent to them. Eventually we will invite the vendors to send their invoices electronically to skip the step of us loading the invoices manually.

Rob Keating asked what the steps will be.

Christina said we probably will continue to batch invoices the way we have in the past. Our plan is to keep all the checks and balances in our AP process as before. Invoices will be approved by the Administrator and then they will have to be approved by 2 board members before payment is made. During the approval process the same invoice detail board members are used to seeing will be available for review online. John Zima asked if we can input the packing list along with any orders because it will show it is a real bill. Christina said it can be added to an invoice as a backup document.

Rob Keating likes this idea and thinks we should start attaching the packing slips to the invoices.

Rob Keating also wants us to ask our new auditor if they like us using bill.com.

We have a small handful of 5 outstanding receivables (patients who are on payment plans) from our old billing system and Christina and Jan will load them into billing.com once we have been approved by the credit card company. We will then be able to stop using and paying for the Rams software.

Billing Report- sees written report by Barbara DeBoer

October billings were \$32,002 putting us at \$294,624 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.

November - 13 calls so far with 4 transports.

YTD- 555 calls, 220 transports.

Current Active Staffing- 6 paid paramedics 2 full time, 1 part time and 3 PRN; 5 volunteer paramedics (1 LOA); 1 volunteer Intermediate; 34 EMT's (3 on reserve, 1 LOA); 2 First Responders and 6 new EMT's with our rookie class.

JEFFCOM- Our cost per call is finalized at \$43 per call. We are still working to hash out the contract with Jeffcom. Highland will be splitting our per call cost with Genesee and JEFFCOM has agreed to only charge us half for all Foothills call at \$21.50.

Audit proposal- Christina and Chief Keating met with one of the audit candidates. They were impressed with him and how he outlined the transition to his firm. Chief Keating has received a second audit proposal from our past auditor (who is now with a different firm). We were very happy with her in the past so Jan is planning to meet with her.

Document management- we started going through our saved documents. It is an ongoing process but we are clearing out quite a bit.

A/R - We are starting to see some real progress from the collection companies. We received roughly \$3000 from the 2 collection companies this month.

Leadership training- Genesee invited us to attend a leadership training put on by a Genesee resident. He has written several books on the topic. Jan thought the training was fabulous and he has offered to hold a training session at Highland. Jan plans on scheduling that for us next year.

NEW BUSINESS:

Christina announced that the SIPA (state wide portal authority) micro grants are available now. This program exists to help small government agencies use technology for outreach to the public. For example it can be used to upgrade web sites. We will consider applying for one.

The Board Meeting Adjourned at 5:16

