

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

**Chairman Robert Keating called the meeting to order at 4:21 p.m.**

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

**Others present:** Christina Shea, Barbara DeBoer, Chief Jan Keating, Deputy Chief Alan Feldman, Carl Joyce, Richard Tyrrell Ead and Chuck Bauman.

**MINUTES OF PREVIOUS MEETING**

The minutes were approved as written.

**FINANCIAL REPORT**

November Financials- see written report by Christina Shea  
Fee revenue is slightly above target. Total revenue is slightly under target.  
Total expenses are well below target.  
Net Change in Fund Balance is \$113.7K.  
Change in net assets of 115K (does not account for depreciation).  
Cash balance at month end is \$649 (LOSAP \$254K).

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

November billings were \$25,790 putting us at \$320,414 YTD. We continue to trend higher than 2016 but well below our 10 year high set in 2015. Barbara reviewed the aged A/R report and noted that our Cash receipts were at a multi-year high as were our contractual allowances as we cleaned up old Medicare and Medicaid receivables.

**Wildland-** We have had billings of \$39,464 YTD so far with a net for Highland of \$7,350. There are still several fire bills outstanding (\$16,624). If they get paid in 2017 Wildland net revenue will increase almost \$3000.

**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-** 5 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-** We have received our final contract. Chief would like to get board approval to accept the final agreement. Jeffcom has been generous to us by not charging us for the portion of the call Foothill's Fire would be paying if they had agreed to use Jeffcom for their dispatch.

***John Zima made a motion that Highland Rescue Team Ambulance District Accept the Jeffcom Service Agreement. Roxanne Lenny seconded the motion and all voted in favor of it.***

We received a document approximately 1 month ago informing us that Foothills Fire and Rescue had chosen to go with Clear Creek County for dispatch. Foothill's also requested that any 911 call that come in

to Jeffcom should go directly to Clear Creek and be dispatched from there. They made the case for Highland Rescue Team to be the last one to get any medical 911 calls and that would mean we would also not get updates from dispatch. Additionally their lawyer signed the request and he happens to also be our lawyer. This represented a clear conflict of interest and Highland is seeking alternative legal counsel.

Jeffcom decided that only fire calls would be dispatched directly to Clear Creek. Medical calls would be dispatched to us and then to Clear Creek. Jeffcom worked very closely with us to discuss how each call will be handled. Jeffcom will be meeting with Clear Creek and reviewing this procedure.

**Annual Staff performance evaluations** were completed.

**Bill.com** for receivables has been set up.

**January 13<sup>th</sup>**, 9-11 am we will have a leadership presentation.

**The Highland Annual Dinner** will be Friday, Feb 16<sup>th</sup> and we hope all Board Members can attend.

OLD BUSINESS:

**Audit Firm:** Chief Keating met with 2 firms to discuss our District's background. One firm is currently working with Genesee and Christina was impressed with them- BID \$5000. The second firm Highland met with had been our auditor prior to Howard and both Barbara and Christina felt she had done a good job. Their bid was \$5500. Both firms will be looking very hard at our receivables. Rob Keating asked what Christina's recommendation was. Christina feels both would do well. Heany is more streamlined and Genesee was very happy with them.

***Rob Keating made a motion that we hire Heany as our auditor. John Zima seconded the motion and all voted in favor of the motion.***

Rob Keating asked how is bill.com is working out. Rob found it easy to use.

John Zina said there was an email delay of 7 hours with his email today.

John suggested the board members notify Christina if they will be out of town for an extended period. She only sends invoices to Barb or Jan and 2 board members. She can change who they go to but will have to do that by invoice.

Barbara DeBoer asked whether we should still keep hard copies of vendor invoices for 2018.

Rob Keating suggested we talk to the auditor about what they prefer.

NEW BUSINESS:

**2018 grant request from HRTAD Foundation.**

We will be asking for 20K next year and we are asking that the Foundation approve it in their minutes.

**Adopt 2018 Budget by Resolution**

Chief Keating explained that we increased the dispatch, election and training expenses slightly and that those were the only changes we had made to the budget since it had been presented to the board in November.

***Wendy Henke mad a motion that we adopt the combined resolution of the Highland Rescue Team Ambulance District adopting the budget, setting the mill levy and appropriating sums of money. Steve Carpenter seconded the motion. All board members approved the motion.***

**Board Meeting schedule for 2018**

***Wendy Henke and John Zima made the motion to accept the meeting dates as presented and all agreed.***

### **Legal Counsel**

Chief Keating reviewed the two law firms she met with the board.

Collins, Cockrel & Cole has significant Special District experience. Jan discussed possible conflict of interest issues because both Genesee and Jeffcom use C, C, & C.

They are very aware of conflict of interest issues and make sure they disclose any possible ones early on. Roxanne Lenny asked if it would be enough to work with different partners or teams within the large firm or if we would have to hire outside attorneys if a conflict of interest came up.

Wendy Henke felt that we should not hire C, C, & C because the chance of conflict of interest is too great. The second firm was Murray, Dahl, Kuechenmeister & Renaud. They do not work with any other Fire or EMS clients. The attorney we would be assigned to has 6 years of experience in supporting first responders while working for the city of Denver. Also one of partners has experience with elections. Chief Keating said that she got both names from an SDA approved list.

Roxanne Lenny said she is not concerned with conflict of interest. She feels going with the firm that is an expert in EMS Special Districts is critical. "They may be more expensive but they will not have to dig around for answers."

Wendy Henke likes the second firm because there is no conflict and their fees are lower.

Chief Keating said that the CCC said they would direct us to the right level of service for whatever we needed so we would not be paying the highest rate unless needed.

John Zima thinks the conflict of interest is not an issue but asked about fees.

Barbara DeBoer told him that we currently paid paralegals \$150 and partners \$350 which is similar to CCC. Steve Carpenter thought he was leaning towards the 2<sup>nd</sup> firm.

Both Barbara DeBoer and Chief Keating felt that CCC are experts and that the second firm would require more handholding. They agreed that CCC would serve us better.

***Rob Keating made the motion that HRTAD hire Collins, Cockrel, & Cole to represent us.***

***John Zima seconded the motion. Rob Keating, Roxanne Lenny, Steve Carpenter and John Zima voted in favor of the motion. Wendy Henke abstained.***

**The Board Meeting Adjourned at 5:38**