

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
January 16, 2018**

Chairman Robert Keating called the meeting to order at 4:07p.m.

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

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

MINUTES OF PREVIOUS MEETING

The minutes were approved as written.

FINANCIAL REPORT

December Financials- see written report by Christina Shea

December was a bit weak for transports. Fee revenue was slightly below target.

Outsource revenue was higher than expected and resulted in expenses also being higher but Highland netted over \$10,000. Rob Keating asked if we challenged the need to pay workman's comp on the Wildland team even though they are covered by the Federal/ State government. Barbara and Christina will research this and report back to the board.

Total revenue is slightly under target because of aggressive write offs. Total expenses are well below target. Capital expenses were below target. Net Change in Fund Balance is \$9K. Change in net assets of 12K (does not account for depreciation). Cash balance at month end is \$598 (LOSAP \$254K).

Rob Keating asked how bill.com is working- Christina and the Board member who have used it to approve payments are happy with it.

Billing Report- sees written report by Barbara DeBoer

December billings were \$18,881 putting us at \$320,414 YTD. We continue to trend higher than 2016 but well below our 10 year high set in 2015. Barbara 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. She will provide the Board with an aged receivable report in February.

CHIEF'S REPORT-

Written report given by Chief Keating.

January - 22 calls so far with 6 transports.

YTD- 607 calls, 227 transports.

Current Active Staffing- 5 paid paramedics: 2 full time, 1 part time and 3 PRN; 5 volunteer paramedics (1 LOA); 1 volunteer Intermediate; 38 EMT's (3 on reserve, 3 LOA); 2 First Responders and 6 new EMT's with our rookie class.

Chief Keating asked Chief Feldman to review the MCI Highland ran on this past Sunday.

Alan Feldman – A car with 2 adults and 4 young children swerved across 3 lanes of traffic and flew 100 feet over the side of the highway and down into a creek. There were 45 bystanders and several of them extricated the children- 4 pediatrics, and brought them up to us within a minute of us arriving on scene. A trauma surgeon and nurse from St A's helped extricate and treat the patients.

A lot of different departments participated and we could not have done it without everyone's help. An After Action Review (AAR) will be scheduled.

Chief Keating cannot say enough good things about the team and how they performed.

Meet and Greet with new Legal Team: Chief Keating and Barbara DeBoer met with our new law firm and reviewed pending concerns. Both were very pleased with the new firm and their knowledge of our district.

Leadership Workshop: 15 members participated including two board members. Rob and Roxanne were both there and everyone felt it was time well spent. We are all committed to taking the information presented and building on it.

Leadership Evergreen Outreach- Barbara and Chief Keating met with a representative and their goal this year is to help first responders in the community. They may be assisting with our 9health Fair.

JEFFCOM Update: Foothills Fire / Dispatch update- Our former law firm requested a copy of our Service Plan. Foothills Fire asked them to look at this document and establish who is responsible for 911 medical calls. We offered them a copy of both our service plan and our IGA with Foothills which clearly outlines our responsibility over all medical calls.

Damon Brown- On our call today Foothills did not hear the updated address or the fact that there was a jackknifed truck blocking the residence.

Rob Keating suggested we document all missed communications that occur.

Alan Feldman noted that none of the mutual responders could communicate with Foothills either.

Wendy Henke said that if Foothills is delayed because of the communication issues this is a big problem.

Alan said that we had to make some pretty big decisions on Sunday before Foothills arrived on scene and these were decisions we would have liked to consult with Foothills on.

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

OLD BUSINESS:

NEW BUSINESS:

Appoint Designated Election Official

Rob Keating nominated Barbara DeBoer to be Highland Rescue Team's Designated Election Official. Roxanne made the motion and Steve Carpenter seconded it. All vote in favor of the motion.

The Board Meeting Adjourned at 4:58