

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
February 13, 2018**

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

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

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

MINUTES OF PREVIOUS MEETING

The minutes were approved as written.

FINANCIAL REPORT

January Financials- see written report by Christina Shea

Rob Keating asked Christina why we carry on the balance sheet the money Jefferson County owes us but we don't have an income offset.

Christina explained that it is listed as deferred revenue and it will go down as the year progresses in addition to the receivable declining, as this occurs the revenue is recognized.

Christina added line 2 to our financial spreadsheet to show bad debt payments. In the past bad debt payments were netted against bad debt provisions.

Revenue was right on target at 8%. We will not start to receive tax income until February.

Rob Keating mentioned the FICA seemed off and Christina said she had to do year end accruals but it will even out as the year progresses but she will check it again.

Total expenses are low at 4%. 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).

Chief Keating asked if the prepaid Jeffcom bill should be included in line 42.

Christina said we have some flexibility. She feels we should book it in 2017 because they are always going to have us prepay it. We will always have 4 charges per year.

Billing Report- sees written report by Barbara DeBoer

January billings were \$24,971. Cash Receipts for the month were \$17,996 and disallowed income \$10,643. The board was given an aged receivable report. Our receivable balance is staying low at \$108,404 as of January 31, 2018. There is no question that SDW is processing our receivables much faster than our previous biller. It's also interesting to note that in January our percent of patients with commercial insurance was high compared to a much lower percentage than average of Medicare/Medicaid patients. This means we will see a higher payment rate on these billings.

CHIEF'S REPORT-

Written report given by Chief Keating.

January calls were 44 with 17 transports

February - 23 calls so far with 13 transports.

Current Active Staffing- 5 paid paramedics: 2 full time, 1 part time and 3 PRN; 3 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.

Interviews- We have been holding interviews for the next orientation class that we expect to start in May. We have several district residents that are looking at taking the EMR class. We also have several good EMT candidates and 1 medic so far.

Annual Dinner is this Friday at Mt. Vernon.

Garage Project- Damon has been working hard getting quotes for the extra garage. Republic Garage quoted \$63,578 which includes foundation work and heating. A shed gave us a quote for \$55,366 but does not include electrical or heat. He got a verbal quote from Tuff Shed for 30-38K but it does not include insulation, electrical or heat. He is getting quotes for a single bay 20 foot wide by 30 deep with 12 foot doors so it could fit an ambulance if needed. The costs are coming in higher than first expected because we will have to cut into the hill and replace the concrete for the foundation.

Roxanne asked how much Damon felt the electrical would cost and ball parked it at \$4000.

Records Purge is continuing and we are building a schedule so we will know how long to keep internal documents. Thanks to Carl Joyce for all of his help.

Trust Seminar March 7th, no cost and should be an excellent presentation.

Rob asked if there was any thought to bring him back for the rest of the team. Jan feels we can do some work internally.

New Business:

Rob Keating asked about the progress on our new website design.

Barb DeBoer reported that we should know about the SIPA grant by March 9th.

Barb also mentioned that Ben Bianchi had approached her about going to paramedic school this year. She outlined HRT's requirements and what he would have to do to participate if he wanted us to cover his cost. She would be writing a grant to try to secure 50% of his education expenses.

Adjourned 4:55