

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

**Chairman Robert Keating called the meeting to order at 4:45 p.m. after the LOSAP meeting adjourned.**

**Directors present:** Robert Keating, Roxanne Lenny, John Zima, Steve Carpenter and Wendy Henke

**Others present:** Chief Jan Keating, Deputy Chief Alan Feldman, Captain Damon Brown, Richard Tyrell-Ead, and Christina Shea

**MINUTES OF PREVIOUS MEETING**

The February 13, 2018 minutes were approved as written by unanimous vote.

**FINANCIAL REPORT**

February Financials - see written report by Christina Shea  
Several items were discussed briefly.

**Billing Report:** February Billing - see written report by Barbara DeBoer

February billings were \$32,805. Cash Receipts for the month were \$20,245 and disallowed was \$26,712. The board was given an aged receivable report. Chief Keating also reported on some collection stats that she had been running on the 2017 receivables; she noted that 3 of 12 months show 100% settlement (i.e. pending bills are 0 balance for that month) and of these, about 40% were paid and about 60% were written off to disallowed or bad debt. She will continue to watch these trends for the remaining 9 months in 2017.

**CHIEF'S REPORT**

Written report presented by Chief Keating. Chief noted that March has been fairly busy so far and recently the team has had many tough calls, these calls have had quite a few good patient outcomes, and the teamwork has been very good on these calls. She also commented that the Officers recently had a positive meeting with Foothills Fire.

**Garage project update:** Captain Brown provided a written update which compares three bids having three different approaches to the project. Two of the bids were not all-inclusive and would require the District to "DIY" and add such items as the foundation, electrical, heat, insulation, etc. The all-inclusive bid was \$63,578 including permit. From a cost perspective, it was discussed that the DIY/piecemeal approach could allow some work to be deferred over a couple years. Captain Brown said he was comfortable managing the DIY approach, and by his estimates it would save some money. Also noted: the new garage would have a roof profile offset with windows, like the existing station roof profile, has been approved in concept by Mt. Vernon, but final design would need to be approved by them; for cost savings and visual appeal, it would be located adjacent to the dumpster enclosure and the handicapped parking spaces would be relocated.

**OLD BUSINESS:**

**SIPA Grant:** SIPA awarded a \$6,500 grant to be used for the website upgrade, with thanks to Barb DeBoer.

**JeffCom:** Transition still expected on April 3<sup>rd</sup>.

**NEW BUSINESS:**

**2017 LOSAP Contribution:** After review of the written reports and recommendation by the LOSAP Board, the 2017 earned contribution of \$49,622 was approved unanimously. The reports show that about \$49,621 was earned, interest of about \$2,774 was distributed to active balances, and a reversion of \$18,498 was reported due to resignations prior to vesting during 2017. Other related points discussed during the LOSAP meeting and/or during the regular meeting:

- 1) several vested resignation distributions are pending, and the payout will be about \$40,000 and these checks were submitted for approval today
- 2) review of liability and cash balances and that these would also be analyzed and reviewed during the 2017 audit
- 3) After 10 years of plan maturation, and as originally envisioned by the LOSAP founders, now might be a good time to consider moving the individual LOSAP accounts to a pension plan administrator (which may occur at either time of vesting or prior), and the team members would bear some of the cost of plan administration but may also be able to have more control over their investments and earnings.
- 4) Discussion as to whether the plan should be revised to include mandatory distributions.

**Adjournment:** The meeting was adjourned at 5:23 p.m. by unanimous vote.