

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
April 10, 2018**

Chairman Robert Keating called the meeting to order at 4:04

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

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

MINUTES OF PREVIOUS MEETING

The March 2018 minutes were approved as written by unanimous vote.

FINANCIAL REPORT

March Financials - see written report by Christina Shea

We are 25% through the year and fee revenue is exactly at 25%.

All expenses are below target.

Rob Keating asked where the bill.com fees are. Christina said they are part of accounting fees.

Rob would like us to evaluate how well the bill.com is working. Does the new auditor like it? Is it saving Christina or Barb's time? He feels we should be budgeting for bill.com separately so we can see clearly what it is costing us each month. Barb and Christina agree and will talk about ways to measure the impact of using bill.com. Barb mentioned that we have added tracking and matching packing slips to invoices. She also is able to research vendor payments without having to call Christina which is an advantage.

Billing Report: March Billing - see written report by Barbara DeBoer

March billings were \$23,246 which is low for March. Barb believes it is because of the weather we have been having. Cash Receipts for the month were \$22,141 and contractual allowances were 11,277.

Rob Keating asked about the aged receivables and specifically about the 121+ day items. Barb reported that the 121+ items make up 12.6% of the total outstanding receivables. The total amount in that category is approximately \$10,000 and 70% of that is private pays which is to be expected. She will research it further, however it is likely these represent people who are not insured or we have been unable to get insurance or address information on them. Because our patients are only with us a short time and may be impaired, the hospital is typically a better place to get billing information. SDW frequently contacts the hospital for missing patient data.

Chief Keating stated that 14 accounts were sent to collections but she was concerned because they had not appeared in the state account yet so she would be following up on those.

CHIEF'S REPORT

Written report presented by Chief Keating.

We are a bit below in call volume for the month but our fee revenue is holding.

Rookie Class: Highland is starting a large Rookie class in May. This class has really strong candidates and Five live in district and three are volunteer paramedics.

Health Fair is coming up April 28. We will be sending out our postcard next week.

Website: We will be getting the Sipa grant money April 24.

Garage Project Update: Captain Brown provided a written update which compares three bids having three different approaches to the project. The rough estimate is 39K and we may put off some of the finishing work until next year depending on what we can afford. On the legal side we have to amend our AGI with Mt Vernon. Once we get a preliminary design they will want to approval it. We have contracted Tuff Shed to do the design work.

OLD BUSINESS:

NEW BUSINESS:

Barbara reported that she has submitted a new grant to CREATE to be used for Paramedic school for Ben Bianchi. She will hear the first week of May if we get it.

Adjournment: The meeting was adjourned at 4:35 p.m. by unanimous vote.