

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
May 15, 2018**

Chairman Robert Keating called the meeting to order at 4:06

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

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

MINUTES OF PREVIOUS MEETING

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

FINANCIAL REPORT

April Financials - see written report by Christina Shea

We are 33% through the year and fee revenue is still on target.

Total expenses are below target at 25%.

Positive change in fund balance is 90K.

Cash balance at month end is 665K (LOSAP 256K)

Rob Keating asked if we had underestimated accounting fees because they were already at 57% of the budget. Christina explained that with year-end, LOSAP and audit preparation this part of the year was always heavy and that her work should slow down. Barb mentioned that the only other busy accounting time was during the next year budgeting process.

Our new auditor, Haynie & Company was supportive of us looking at LOSAP management companies. They were fairly certain if we went to a 3rd party management company all of the LOSAP balances would be peeled off of our books. From an accounting standpoint a 3rd party would be nice. If LOSAP is pulled off of our G/L, Christina's work on LOSAP would be minimal.

The auditors were here doing fieldwork for 2 full days. They will contact us if they have further questions. We should expect to get a draft in several weeks.

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

April billings were \$25,452 which is average for April. Cash Receipts for the month were \$9,817 and contractual allowances were 9,751 for the month. 38% of our YTD accounts are Medicare, 13% are Medicaid, 27% are commercial and 23% are Private/self-pay accounts.

Christina took a webinar about security issues and wanted to share what she learned. She explained that board members are being targeted for phishing activities which have resulted in data losses. Health agencies are getting hard hit for data breaches.

Barb mentioned that all emails to and from SDW go through an encryption program.

CHIEF'S REPORT

Written report presented by Chief Keating.

We are at target for YTD calls.

We have received a resignation of one of our full time paid paramedics.

9health Fair- we had 211 participants come and all went smoothly. Thank you to board members Rob and John for their help with registration.

Pics for Website- at the next board meeting we will try to get board members pictures taken for the website. A gentleman from Genesee who took Genesee Fire pictures is going to help us.

Update on Garage- Our legal team is working on making an amendment to our IGA with Mt. Vernon in time for us to go to the Mt Vernon board with it. Damon reported that he has gotten 2 very different quotes for the concrete work- 4K and 14K. He feels total price for the building will be between 40-45K. Jan is also considering Highland paying cash for the new garage. Rob wondered if it would require a budget revision. Jan and Christina agree it probably would.

Jeffcom Report- It shows that Highland Rescue is indeed a small fish in the dispatch sea with only 1% of Jeffcom's total call volume. Our experiences with them have not been wonderful. We might hear pages over the radio but not over text which can be problematic for members in district who don't have their radios on. Also there was a system for getting our call times and that has not worked consistently. Rob asked how Genesee felt and Jan reported that all the mountain agencies had similar experiences.

OLD BUSINESS:

Collections- Jan went through and audited all the accounts that she had been notified had been moved to the collection agencies. All accounts have been turned over. SDW followed all of our procedures. The state had a change of personnel that caused the delay in setting up new accounts.

Bill.com

See written report by Barbara DeBoer

Barb analyzed our expenses related to bill.com for the last 5 months. Prior to bill.com we were spending on average \$197 per month for payments to vendors. With bill.com we are spending \$263 per month. We are now matching all packing slips to invoices and scanning both into the system. Barb can now look up payment history without having to call Christina. The Board also does not have to come to the station to approve invoices and sign checks but instead can do that online.

Rob asked if we have better control over payables. Christina feels we do have better control. Steve Carpenter feels we put enough up front money into setup so we should wait longer to evaluate it.

NEW BUSINESS:

Adjournment: The meeting was adjourned at 5:16 p.m. by unanimous vote.