

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Highland Station – 317 South Lookout Mountain Road  
June 12, 2018**

**Chairman Robert Keating called the meeting to order at 4:42**

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

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

**MINUTES OF PREVIOUS MEETING**

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

**FINANCIAL REPORT**

**2017 Audit Update:**

Christina has received a draft of the audit. Haynie & Company included the 2016 numbers which is great so we have comparisons. Christina will get her comments to them before she leaves on vacation. Rob Keating asked how the process has gone and she responded that it has gone smoothly so far.

**May Financials** - see written report by Christina Shea

We are 41% through the year and fee revenue is near target. Total revenue is above target.

We got a unique tax exemption state payment from 2017. Total expenses are below target.

There is a positive change in fund balance of 135K.

Cash balance at month end is 707K (LOSAP 256K)

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

Transports have picked up which is typical for this time of year. Charges for May were \$31,918 with YTD billings at \$138,392 and cash receipts for the year at \$81,178.

**CHIEF'S REPORT**

Written report presented by Chief Keating.

We are at target for YTD calls.

We have lost a few valuable members so we will be having another orientation class in early fall.

**JEFFCOM-** is struggling with personnel and has lost several employees and is now training replacements. Only 80% of calls are being answered in 15 seconds compared to their goal of 95%.

**Employee Search & Hire**

During the past month we lost 2 of our paid paramedics.

Three very strong local paramedics have applied in addition to several out of state applicants. Abbey Travers, an existing team member also applied. Abbey has been serving as a PRN paramedic and in addition to her RN she has experience as an instructor. She has been with Highland for 6 years so she know our culture and our district and was the one candidate that all four of us agreed was our top choice so she was offered and has accepted the position.

**Special Events**

We have participated in a few local events this past month: the Foothill's pancake breakfast and the Revel Marathon.

**Website Update-** The person who left was tasked with the website so the project has been set back. We had a volunteer member look into it and we have had conflicting information about SIPA hosting our new website so we need to get clear answers about the ongoing costs before we commit to working with them. We have until the middle of October to either implement the website or give the grant back.

**Garage Update-** Damon and Jan went to the Mt Vernon Board meeting with our updated IAG. They approved the amendment of the IGA and said they would sign it but they have not returned it yet. Damon is still getting bids on the concrete. The tuff shed will bill upon completion for the structure.

We are under budget so far for the year so we may be able to pay the bulk of the garage out of Highland's general fund and only ask for a small amount from the Foundation. Roxanne says the foundation likes to give their money at the end of the year. Christina feels we should keep to the Foundation's commitment of 20K. Barb asked if we have to adopt a revised budget immediately or wait until the end of the year. Christina said we would enter the numbers as soon as we spend any money and use a revised budget column like we do for our forecast.

#### **NEW BUSINESS:**

***Rob Keating made a motion that Alan Feldman be confirmed as our new District Chief and Jan Keating be confirmed as our new Assistant Chief. John Zima seconded the motion adding his thanks to Jan and said that Alan has big shoes to fill. The Board agreed and all voted in favor of the motion.***

**Adjournment:** The meeting was adjourned at 5:16 p.m.