

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

Chairman Robert Keating called the meeting to order at 4:35

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

Others present: Assistant Chief Jan Keating, Chief Alan Feldman, Captain Damon Brown, Barbara DeBoer, Chuck Bauman, Richard Tyrrell-Ead , Christina Shea and Lori Morris

MINUTES OF PREVIOUS MEETING

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

FINANCIAL REPORT

2017 Audit:

Lori Morris, CPA, from Haynie and Company presented the Audit results.

Lori explained that Haynie performs a risk based audit. They analyzed our internal controls and identify any risks. Financial indicators include any change in net position or fund balance over time, cash position and how we performed budget to actual. They also look for any significant or material weaknesses. Lori is happy to report **Highland Rescue Team has neither of these weaknesses and our financials are materially correct.** We have no unusual accounting policies. Depreciation is our only significant estimate and they feel it is reasonable. Our assets decreased due to depreciation adjustments for the ambulance remount. Christina- Our revenue was down 2017 from 2016 but keep in mind we had a 100K grant in 2016.

June Financials - see written report by Christina Shea

We are 50% through the year and fee revenue is slightly above target.

Rob Keating asked if the disallowed budget numbers were holding. Christina said that when you combine line 3, disallowed revenue, and line 4, provision for bad debt, they are holding. Line 3 will be higher but she expects line 4 to be under budget because collections of bad debt have been better than expected. Total expenses are below target.

There is a positive change in fund balance of 150K.

Cash balance at month end is 722K (LOSAP 256K).

If all trends continue we will stay within budget this year.

Rob Keating pointed out the new garage is not included in the financials yet. Damon mentioned we have a concrete bid for \$9200 and building costs of \$24,950. Electricity and insulation will be added costs to that.

Rob asked Christina if we can capitalize the legal fees for the land agreement with Mt Vernon. She agrees the right thing to do is to capitalize the legal fees with the building.

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

We had a strong June. Charges for June were \$36,910 with YTD billings at \$175,302 and cash receipts for the year at \$74,862.

Roxanne Lenny feels the last 12 months have been phenomenal with the strong audit report and the positive billing system changes.

CHIEF'S REPORT

Written report presented by Chief Feldman.

YTD calls are at 352 with transports at 130. So far this month we have had 30 calls with 9 transports.

Colorado Bike Classic: Aug 18th 1000-1600. We were given very short notice of this event but are working hard to schedule additional personnel. Much of the district will be shut down for the day.

Open house: Aug 25th 11-2

Garage Update: Concrete is scheduled for the end of July. The garage structure should go very fast and we should be able to complete our project well before winter.

Roxanne Lenny asked if we have gotten a bid for the electrical work yet. Damon said he would be doing most of it himself and then have a certified electrician sign off on it.

Assistant Jan Keating feels we should use some of our excess cash to pay for the garage rather than take money from the Foundation. Christina agrees our budget can handle it.

Damon mentioned that Highland won't need a new ambulance until 2021. The next big budget item is going to be purchasing new radios. Many of our radios are at the end of their life and Motorola will soon stop selling parts and servicing them.

Chief Feldman added that the new radios we will be purchasing have the capability to do both VHF and 800 in one radio. They also have gone down significantly in price.

John Zima made a motion that we authorize the expense of up to 50K for the new garage. Roxanne Lenny seconded the motion. All voted in favor of the motion.

NEW BUSINESS:

Rob Keating appointed John Zima as the 2019 Budget Officer.

Roxanne Lenny made a motion that we move the LOSAP funds into the Lincoln Financial Hero Plus Program. John Zima seconded the motion and all voted in favor of it.

Adjournment: The meeting was adjourned at 5:30 p.m.