

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
August 14, 2018**

Chairman Robert Keating called the meeting to order at 4:07 p.m.

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

Others present: Chief Alan Feldman, Captain Damon Brown, Christina Shea, Paul Belanger

MINUTES OF PREVIOUS MEETING:

The July 2018 minutes were approved as written by unanimous vote. Post-meeting recommendation that the date be corrected from June 12 to July 10 and that the call to order be noted as p.m.

FINANCIAL REPORT:

July Financials:

Written report presented by Christina Shea.

Revenue is above target and total expenses are below target. Forecast numbers were reviewed including the amendment for a garage. Due to a forecast showing good trends with revenues and expenses, combined with a larger than budgeted fund balance and strong cash reserves, the impact of the garage addition will be relatively minor.

There is a positive change in fund balance of \$214K for July.

Cash balance at month end is \$742K (LOSAP \$257K).

Christina recommended that funds be moved into COLOTRUST to take advantage of interest and a transfer was authorized.

2017 Audit Report – Christina noted that it was submitted.

2018 Audit – Christina asked the Board to consider engaging Haynie & Co. to complete the 2018 audit.

John Zima made a motion that HRT engage the firm for the 2018 audit if their proposed increase is less than 10%. Steve Carpenter seconded the motion, and all voted in favor of the motion.

2019 Budget – Budget Officer John Zima asked about the timing of the 2019 budget, noting that he would away for a few weeks. He will consult with Barbara DeBoer about the timing of the work needed. Christina Shea noted that it would be best if the Board could have a first draft by the September meeting.

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

We had a strong July following a strong June. Charges for June were \$37,774 with YTD billings at \$213,076 and cash receipts for the year at \$102,338.

CHIEF'S REPORT:

Written report presented by Chief Feldman.

YTD calls are at 428 with transports at 158. So far this month we have had 27 calls with 12 transports.

Colorado Classic Bike Race: Aug 18th 1000-1600. Chief provided more information about the event, noting that the permit was authorized by Co. State Patrol but without any other involvement or approval from other agencies impacted; and no agencies can bill for services. HRT can bill for transports and is primarily providing full staging throughout the area for spectator coverage and to respond to regular calls. The racers have trailing ambulances. It was agreed that a pro-forma invoice should be created to document the coverage provided.

Open house: Aug 25th 11-2.

Foothills Leadership Change: Chief Feldman reported that former Foothills Fire Chief Zoril has left active duty for medical leave/resignation and Interim Chief Kyle Vaughn was appointed for now. A copy of the public letter dated July 27th from Brian Zoril was provided.

Website Upgrade: Chief Feldman reported that a programmer was selected after reviewing several alternative providers; work and decision making is underway. GoDaddy hosting had to be renewed for the old site and URL for now. Director Lenny urged them to use community members (non-Highland affiliated) for beta testing to achieve user-friendliness.

Lincoln Hero Plus Update: Chief reported that the initial start-up file has gone to Lincoln and we are awaiting the next phase.

OLD BUSINESS:

Garage Update: The contractor for concrete was unable to provide insurance, so another vendor was brought in for a bid, but it is much higher (\$20,800). Other bidders had already been ruled out with prices between or above and scheduling or insurance problems. Discussion—see if the first contractor can buy insurance and revise the price; if not, proceed with the next best and higher price.

NEW BUSINESS:

Director Henke's absence at this meeting was excused.

Adjournment: The meeting was adjourned at 4:58 p.m. by unanimous vote.