

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
November 13, 2018**

Chairman Robert Keating called the meeting to order at 4:08

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

Others present: Assistant Chief Jan Keating, Chief Alan Feldman, Barbara DeBoer, Christina Shea and Foundation Board members Terry and Nancy Woodruff.

Rob Keating called the Public Hearing to Order to discuss the Amended Budget.

Rob Keating asked if the wildland/ team outsource increased revenue and expenses were the reason for our need to amend the 2018 budget. Wildland went over by 49K. Christina agreed that Wildland was the main reason. Other items were the garage project and grant items. Rob also asked if we could capitalize the legal costs associated with the building. Christina feels because we are under budget in legal we may just want to expense them. John agreed.

Rob asked about operational salaries coming in over budget. Assistant Chief Keating responded that we had unexpected overtime costs when 2 of our PRN medics resigned. Additionally our new paramedic we hired in July was at a higher rate. We also had dual medics while we trained our 2 new PRNs.

Amended budget hearing was concluded.

Chairman Keating called the Public Hearing to discuss the 2019 Budget to order at 4:20.

The 2019 budget was presented by Christina Shea
Several changes were made since the board saw the budget last month- they are highlighted in orange. JEFFCOM dispatch went down slightly and the maintenance contracts went up. Rob asked if we had looked into any of our maintenance contracts being serviced by 3rd party providers. Barb will request that Damon look into that in the future.

The board agreed to increase the wildland budget in an effort to create a no net effect on the budget and agreed to increase both the revenue and expense figures to 50K.
Rob Keating asked if we could create a receivable with wildland revenue so it wouldn't impact the monthly operational statements so much. Christina said she would be willing to do this. Rob requested she ask the auditor his opinion.

The budget hearing ended at 4:33.

MINUTES OF PREVIOUS MEETING

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

FINANCIAL REPORT

October Financials - see written report by Christina Shea

October saw high fee revenue so the disallowed revenue was higher as well. Total revenue is well above target. We are 83% through the year and revenue is at 101%
Operations expenses are above target because wildland revenue and expenses have been higher than expected and will required us to file the amended budget. Administration expenses are below target. Total expenses are just below target at 81% but are projected to exceed budget.
Change in fund balance is \$116K
Change in net assets or “net Income (Loss)” of \$118K
Cash balance at month end is \$429K

Christina asked Barb the timing on the Sipa grant expenditures.
Barb explained that all expenses related to the SIPA grant would occur before year end.

Billing Report: October Billing - see written report by Barbara DeBoer
We had another strong month. Charges for October were \$30,436 with YTD billings at \$328,856 and cash receipts for the year are at \$152,902. We continue to watch Payer Production Statistics closely.

CHIEF’S REPORT

Written report presented by Chief Feldman.

YTD calls are at 601 with transports at 231. So far this month we have had 27 calls with 10 transports.

Staff

The orientation class has begun taking shifts. We have a couple of paramedics getting cleared that we paid to go to school so that will help the budget going forward.

We did get 2 mechanical CPR devices fully paid by a grant.

Wendy Henke asked how they work. Alan explained it is a band that goes around the patient with a piston on their chest. It can do effective CPR even if the patient is sitting up partially or fully. Denver protocols increased the time required to perform CPR to 30 min and compressions must be 2 inches deep. This machine saves the need for multiple rescuers. The trend is also going to using venalators during transport for the same reason. The goal being to control the quality of support the patient is receiving.

OLD BUSINESS:

NEW BUSINESS:

Email Account Compromise: Rob Keating’s account was not hacked. Someone mined the website information and created fake emails from Rob to other board members. The rest of the board has been made aware of it and been warned not to open strange emails.

Audit Agreement

Wendy made a motion to accept the audit agreement for the 2018 audit. John Zima seconded the motion and all voted in favor and the motion passed.

2019 Board Meeting Schedule

The Board accepted the proposed meeting schedule- see board packet.

Adjournment: The meeting was adjourned at 5:15 p.m.

