

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
January 15, 2019**

Chairman Robert Keating called the meeting to order at 4:01

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

Others present: Assistant Chief Jan Keating, Chief Alan Feldman, Barbara DeBoer, Christina Shea, Carl Joyce, John Singsheim, Hank Obrien, and Keilani Fuqua

MINUTES OF PREVIOUS MEETING

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

FINANCIAL REPORT

December Financials - see written report by Christina Shea

Our original budget for revenue was \$330 and our preliminary year end revenue is \$406,864. Christina does not anticipate that it will change.

Expenses ended below the amended budget in every category.

Medical equipment and the new website ran over but both overages were funded by grants.

Rob Keating asked if we were going to reclassify some of the administrative salary to the website project.

Barb responded that yes we would do that as soon as she gave Christina the required backup.

Christina also still needs to do the depreciation calculations for 2018.

The comparative balance sheets vary significantly because LOSAP was removed from the 2018 balance sheet when we transferred the funds to Lincoln Financial.

Rob Keating asked Chief Alan Feldman about the garage project and Alan explained we are waiting for some legal documents from Mt Vernon which we should receive soon.

Christina mentioned that she filed the 2018 amended budget, 2019 budget and the mill levy validation.

Change in fund balance is \$133K

Change in net assets or "net Income (Loss)" of \$172K

Cash balance at month end is \$432K

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

Charges for December were \$39,387 with YTD billings finishing at \$406,863. This is slightly higher than 2015 which had been our previous record high. Cash receipts for the year were \$192,245. This compares to the 2015 cash receipts of \$158,725 and illustrates the improved collection statistics of our new billing company. We continue to watch Payer Production statistics closely. They continue to show an increase in the percentage of private pay patients who historically pay poorly overall.

Assistant Chief Keating reported on our aged receivables. As of today Highland has only \$8100 in the "over 120 days" category and it is made up of 12 accounts- half of which are prior to 2018. We expect a percentage of these to still be collected.

Rob Keating asked why the accounts receivable from Barb's report did not match the financials. Christina said it should but we were off by a refund that had not been fully processed.

CHIEF'S REPORT

Written report presented by Chief Feldman.

YTD calls are at 692 with transports at 270. So far this month we have had 25 calls with 13 transports.

Staff- The only change this month was that one of our volunteer paramedics resigned because of time constraints.

SOP Updates- We will be making changes and wanted to invite the board to participate.

John Zima has volunteered to review the proposed changes prior to the next board meeting.

MCI Training- Jan 26th This is a joint training and the funding came from Foothills RETAC.

New Protocols- We get new ones twice a year. We are adding some new medications and will provide corresponding training to go over them.

Ambulance Reconfiguration- We put together a team to review all the equipment and its placement on the ambulances. We streamlined the placement of equipment and took 150 pounds off the ambulance. This was a large undertaking and many volunteers worked long hours on this project.

ROSC-U- is in service and has been used on 2 calls in the last month.

Radios- Chief Feldman has found a couple of options for maintenance for our existing radios and we have been working with Foothills and Genesee to get a grant to purchase new equipment in the future.

Rob Keating asked about Foothill Fire's new Chief. Alan reported interactions with him have gone well. Foothills has started discussions with Jeffcomm and will hopefully move their dispatch there.

OLD BUSINESS:

NEW BUSINESS:

SOP Update- was discussed above in the Chief's report.

John Zima would like to acknowledge and thank the wildland team for their continued efforts on behalf of Highland Rescue Team. "The wildland team has really gone above and beyond and Highland has benefited financially from the work they do."

Aaron Smith thanked the board for their support. He mentioned that the team is growing and he would be in charge of a wildland refresher course that was open to Genesee Fire, Foothills Fire and other agencies in the area.

Adjournment: The meeting was adjourned at 4:35 p.m.