

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
February 12, 2019**

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

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 Damon Brown

MINUTES OF PREVIOUS MEETING

The January 2019 minutes were approved as written by unanimous vote.

FINANCIAL REPORT

January Financials - see written report by Christina Shea

Revenue was \$35,132 for the month which is high for January.

Expenses were light for the month. We are still trying to clean up 2018.

Rob Keating asked why line 3 and 4 did not add up to 61%- our budgeted figure.

Christina explained that line 4; disallowed revenue is the actual contractual write off each month reported by DSW once payment had been received. This also means the disallowed lags and is not tied to each month's revenue. Line 5, allowances, is a calculation of billed revenue each month based on history (15%). It is our best estimate that by year end these two numbers will add of to 61% of our annual revenue.

Chairman Keating asked if we have ever thought of doing payroll twice a month vs every 2 weeks.

Roxanne Lenny feels that changing pay periods after a long time should not be entertained because it is a burden on staff. Highland should only consider a change if there is a serious issue to resolve.

The Audit is scheduled for the third week of March.

A portion of administrative salary has been reclassified to charge time spent on the website against the SIPA Grant that was funded for web development.

The budget and the mill levy validation have been filed.

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

Charges for January were \$35,132. This is significantly higher than past years for January.

Wendy Henke asked what the trend in types of calls has been. Alan and Damon are not sure but they agree that the acuity has increased. Barb will research this and report at next month's board meeting.

CHIEF'S REPORT

Written report presented by Chief Feldman.

YTD calls are at 63 with transports at 29. So far this month we have had 15 calls with 6 transports.

Staff- We plan another orientation in May. This past round we started with 10 who completed orientation and we are down to 7. We are doing better at picking candidates. We have seen an increase in applications which allows us to be more selective.

Garage- We just got a copy of the deed. The county had a big meeting with all parties to determine if Mt Vernon giving us the deed was legal. Jefferson County agreed to accept the transfer of deed and we now can go forward with the project. Damon has confirmed with the vendors that the pricing has not changed. Roxanne Lenny asked what the cost estimate was. Chief Feldman responded that we budgeted 55K.

Roxanne Lenny made a motion to add Rob Keating and John Zima's names as authorized signers on the application for building permit and to make Damon Brown the authorized agent. Wendy Henke seconded the motion and all voted in favor of it.

MCI Training- There was great attendance from Highland and the other neighboring agencies.

Radio Maintenance- Chief Feldman has found a local company that Genesee currently uses that can maintain our current radios for up to 10 years and they sell used equipment. Their pricing seems to be half of what we have paid in the past. Rob Keating asked what Foothill's is doing with their Limenet service. The Chief explained that they moved the tower that was giving them the hardest time. Foothills will continue to use Limenet as primary response for their organization and a backup for backcountry.

Chairman Keating asked the Chief to share the Children's Hospital recognition of Highland. Highland was involved in a call on Christmas Eve. We responded to a head on collision and found 2 dead on scene upon arrival. We treated a 6 year old patient who was severely injured and not expected to make it. To our surprise and delight she has made an unexpected recovery. They honored Highland and flight for life for our participation with this call. Damon Brown was the primary medic. Her father was there thanking the first responders there. The trauma surgeon mentioned this was one of the worst traumas he has seen with one of the best outcomes.

Assistant Chief Keating shared that at the Genesee annual dinner Richard Tyrrell-Ead was honored. A gentleman had a cardiac arrest and his wife started CPR (she had taken a community CPR class at Genesee). 4 shocks, 45 minutes of CPR and multiple medications later and this man was saved.

Christina mentioned how joyful and thankful this couple was to all of the first responders.

OLD BUSINESS:

SOP Updates- John Zima

John reported that Chief Keating had invited him to review the SOP updates. "They have done a very thorough job". There are still a few updates to complete. It has been 6 years since we went through this process and John feels we should consider making it a more routine effort.

NEW BUSINESS:

Adjournment: The meeting was adjourned at 4:45 p.m.

