

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
April 9, 2019**

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

Other Directors present: John Zima, Roxanne Lenny, Wendy Henke,

Others present: Assistant Chief Jan Keating, Barbara DeBoer, Christina Shea and Captain Damon Brown

MINUTES OF PREVIOUS MEETING: approved as written

FINANCIAL REPORT

February Financials - see written report by Christina Shea

3 Months in we are 25% through the year.

Fee revenue was \$28976 which was stronger for March putting us YTD at 24%.

We received some of the property taxes this month.

Rob Keating asked how they typically come in. Christina told us they are distributed to us as they come in.

Operation Expenses are at 23%

Safety and Training expenses are expected later in the year.

We had a large repair expense this month which used up half of our repair and maint budget. Ambulance 289 needed new turbo.

Damon asked what the accounting practices were for insurance claims. Right now the insurance money is sitting in other income. Is it possible to credit the line item which is now sitting at 65%? Christina reports that the auditor does want us to net.

Insurance was also discussed and when we shop it next fall we should consider lower deductibles.

Apparatus & Equipment expenses are at 20%.

Facility and Station Expenses are on target at 25%.

Administrative expenses are under budget at 20%

Total Expenses are under budget at 9%

YTD net change in fund balance of (\$24,704) with ending fund balance of \$484,876.

Auditors will be presenting the draft of the audit at our May board meeting.

Rob asked Christina about the accounts receivable listed on the balance sheet for property tax revenue. He asked Christina if this was a difference between private sector accounting and public sector accounting which is correct. She reconciles this on a monthly basis based on cash receipts.

Billing Report- March Billing - see written report by Barbara DeBoer

Charges for February were low at \$19,600. Cash receipts for service revenue were \$15,823. Contractual allowances for the month were \$15,991 and \$9,624 was sent to collections.

Our accounts receivable is staying consistently below 100K, or one quarter of revenue.

CHIEF'S REPORT

Written report prepared by Chief Feldman and presented by Assistant Chief Keating.

YTD calls are at 147 with transports at 64. So far this month we have had 15 calls with 9 transports.

Staff- interviews completed including 2 volunteer Paramedic applicants.

Garage- Damon reported that now we need to get a building permit. January 1 plan requirements were changed so we are getting those updated and will apply for the permit.

Roxanne asked about pricing and Damon reported that Tuff Shed has said that prices have changed.

Christina mentioned that now that we have a deed we should record it on the books. We can't sell it so we may not need to value it. She will ask the auditor.

Community Outreach

Each year Damon goes to the elementary school and reads a book and passes out books to help kids understand who we are

Damon reported about doing a community outreach program with the High school. We are offering to partner up with Golden high school to offer free or low-cost CPR course to students via an after school or weekend class

Open House is scheduled for Aug 24th

9Health Fair- is this Saturday, April 13

Medicaid is a blend of state and federal funds and up until now we have only been paid by the state and they pay very poorly. Jan has been working on trying to secure Medicaid money from the Federal government. The state has put together a program to help us try to capture it. We have an opportunity to go after approximately 14K for first 6 months of 2018 we would hopefully see money this fall.

Roxanne brought up the idea that the foundation could potentially pay for additional help to work on these special projects so our volunteers don't get burnt out.

NEW BUSINESS:

OLD BUSINESS:

2018 LOSAP Contribution

A mistake was made on the LOSAP spreadsheet. A. Fontana's 2018 contribution amount was missing a digit and needs to be increased from \$250 to \$1250. That means the total 2018 LOSAP contribution needs to be increased by \$1000.

Chairmen Rob Keating made a motion to correct the approved the 2018 LOSAP Contribution of \$54,059 to \$55,059. Wendy Henke seconded the motion and all board members approved the motion.

Christina Shea discussed the unemployment insurance issue we have had to get us reclassified as a local government instead of a public sector organization. She just received and it turns out we now have a credit balance of 7,067. The board requested we try to get a refund.

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

