

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Highland Station – 317 South Lookout Mountain Road  
May 14, 2019**

**Chairman Robert Keating called the meeting to order at 4:00**

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

**Others present:** Chief Alan Feldman, Assistant Chief Jan Keating, Barbara DeBoer, Christina Shea, Seth Carter, and Captain Damon Brown. Tyson Holman, CPA was present for the first half of the meeting.

**MINUTES OF PREVIOUS MEETING:** approved as written

**2018 Audit Summary- presented by Tyson Holman, Haynie & Company**

Ty is here today to give us an overview of the audit.

Following the handout provided, Roxanne Lenny asked about the 3 levels of risks that auditors address. Ty responded they are revenue, management override of controls and debt. They also look at financial indicators – budget to actual costs, significant deficiencies or material weaknesses, and any changes looking forward.

Ty reported that Haynie & Company would be issuing a clean opinion on our financials. There are no new or unusual accounting policies, depreciable lives, audit adjustments, disagreements with management, other findings or issues.

Total assets in 2018 were reduced primarily because of depreciation and the transfer of LOSAP funds from Highland's books over to Lincoln Financial to manage.

Net position has stayed fairly constant which is what auditors are looking for.

Notes of interest:

General Fund balance increased \$63,048;

Few additions to capital assets and \$109K of depreciation;

Transfer of LOSAP Plan assets;

Budget to actual- expenditures below budget by \$21,613.

Rob Keating asked if Ty was concerned about a Gallagher impact. Ty agrees it could be a financial risk but not a reporting risk.

Roxanne Lenny asked why they placed such an emphasis on budget vs actual cost.

Barbara DeBoer pointed out that it is a statutory requirement for Special District's actual expenses not to exceed budgeted expenses.

**Asset Recording**

Christina Shea looked into how to value the Mt. Vernon quit claim deed for the land for the new garage. Christina believes that in 2005 when we became a district there was land given to Highland but she could not find full valuations and no value was assigned.

Wendy Henke believes that since we can't sell it, it should not have a value.

Ty feels there are 3 options: 1. if you want to assign a value we wait and talk to a lawyer;

2. We add a note to the financial statements that says there is land that the district uses that is deeded to us but it is not included in the financial statements; or 3. We submit our financials as is and because there

has been no assigned value since 2005 not worry about it. Ty felt options 2 and 3 make the most sense. There is no reporting requirement to add a note.  
John Zima agrees with option 2.  
Rob Keating feels that we should not spend a lot of time and money on it.  
Christina Shea feels it should be noted in the financials.  
Rob Keating feels from a transparency perspective we should put a note in the financials.  
John Zima asked if we could note that it is a restricted deed. All board members agreed with this option.

## **FINANCIAL REPORT**

**April Financials** - see written report by Christina Shea

We are 33% through the year.

Fee revenue was \$35,850 which was strong for April and put us at 34%.

Operation expenses are under budget at 29%.

Safety and Training expenses are expected later in the year.

Apparatus & Equipment expenses are at 21%.

Facility and Station Expenses are slightly over budget at 38%.

Administrative expenses are under budget at 29%

Total Expenses are under budget at 24%

YTD net change in fund balance of \$56,864 with an ending fund balance of \$491,526.

**Billing Report**- April Billing - see written report by Barbara DeBoer

Charges for April were strong at \$35,850. Cash receipts for service revenue were \$12,615. Contractual allowances for the month were \$10,995 and \$3,362 was sent to collections.

Our accounts receivable is 101K, or approximately one quarter of fee revenue.

Wendy Henke asked if Barbara could report on patient statistics at the next meeting.

**CHIEF'S REPORT** - Written report by Chief Feldman

YTD calls are at 200 with transports at 88. So far this month we have had 15 calls with 7 transports.

**Staff**- 6 new probationary members of which 2 are paramedics. They will all start picking up shifts in June.

**Garage**- We are still waiting on drawings from the shed company to present to county for permitting.

**Open House** is scheduled for Aug 24<sup>th</sup>

**Summer special event applications**- the county is changing how groups apply for permits. We try to bill for these services. Typically we have not been that successful in collecting fees for these events.

The county is not responsible to send out the information to the districts.

John Zima asked what we do if they don't pay us. The fees are too small to warrant legal action.

## **NEW BUSINESS:**

**Lookout Mountain ownership question** presented by Assistant Jan Keating

Highland Rescue Team was named as a defendant along with several other organizations in a lawsuit by a Lookout Mountain resident who is trying to get free and clear title to his property. This came up because when we became a district in 2005 his property fell within our special district. His lawyer is asking if we have a lien on his property or have any ownership interest. The answer to this is no. If we don't have any interest and don't respond the response will be noted as no and the case will go away.

All members of the board agreed to let it default to no which requires no action.

## **OLD BUSINESS:**

**Adjournment:** The meeting was adjourned at 5:12 p.m.

