

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Highland Station – 317 South Lookout Mountain Road  
June 11, 2019**

**Chairman Robert Keating called the meeting to order at 4:23**

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

**Others present:** Chief Alan Feldman, Assistant Chief Jan Keating, Barbara DeBoer, Christina Shea, Seth Carter, and Captain Damon Brown.

**MINUTES OF PREVIOUS MEETING:** approved as amended.

**FINANCIAL REPORT**

**Approval of Management Representation letter**

Christina Shea explained that we have to sign off on the Management Representation Letter before our 2018 audit can be finalized.

Rob Keating asked if Christina had reviewed the audit and was comfortable with it.

She responded that she was. She did mention that a note about the Mount Vernon land gift had been added to the audit report as discussed at our last board meeting.

***Wendy Henke moved that we adopt our 2018 audit with the addition of a note to the financial statements that reads "Land has been acquired by the District in several components over the past twenty-five years. This land is currently utilized by the District for its structures, driveway and parking lot. The land itself has little to no market value since it is restricted in use by deed(s). No value has been established for the land, so it has not been recorded on the financial statements." Roxane Lenny seconded the motion. All voted in favor of it.***

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

We are 42% through the year. Fee revenue is exactly at 42%.

Disallowed is running slightly below budget. Tax revenue is ahead of budget.

Highland received a state unemployment insurance refund of \$7067 for past years misclassification.

State collections has been consistently successful recovering funds for us this year.

Operation expenses are under budget at 35%.

Safety and Training expenses are expected later in the year.

Apparatus & Equipment expenses are at 26%.

Facility and Station Expenses are slightly over budget at 45%.

Administrative expenses are under budget at 37%

Total Expenses are under budget at 29%

YTD net change in fund balance is \$109,371 with an ending fund balance of \$544,033.

Propane is at 100% of budget and we are only 5 months into the year so Barbara compared it to the previous 2 years. The cost per gal is within pennies of the past 2 years so we can only assume it is due to the weather which was significantly colder for a longer period this winter.

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

May was a slower month for us with \$24,879 total billed. Cash receipts for service revenue were \$19,655 putting us YTD at \$81K exactly where we were last year. Contractual allowances for the month were \$15,534 and \$6,864 was sent to collections.

Board member Wendy Henke had requested Barbara gather several statistics on patient demographics. Barbara reported that in 2019 YTD, 60% of our patients live in district and are close to 100% insured. She was unable to report on the percent of out of district patients that were not insured; however, since 11% of our total patients are self-pay you could extrapolate that 25% of out of district patients are not insured. The average age of our patients is 54. The mode or the age that occurs most often is 70. There are also 2 concentrated age groupings. The first is the ages between 20-30 and these calls are usually motor vehicle accidents. The second is for 60-80 year olds which are most often falls or sick calls.

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

YTD calls are at 240 with transports at 102. So far this month we have had 19 calls with 7 transports.

**Staff-** 5 paid paramedics, 9 volunteer paramedics, 39 EMTs and 3 EMRs.

**Garage-** The building committee said the plans do not meet snow load codes. There are 3 or 4 items they wanted to be changed and we think most of those are due to the new codes put into effect in January. This has been pushed back to tuff shed's engineers and we hope there is a quick turn around.

Roxanne Lenny asked if Damon has a target date.

Damon does not but he is not sure what else he can do. Timing will also be dependent on the concrete company. The building itself will go up fast.

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

**Term extension for Assistant Chief Keating-** We are still looking at options for the next Chief. In the meantime we want to extend Jan Keating's term as Assistant Chief.

***Wendy Henke made a motion that we adopt a term extension for Assistant Chief Jan Keating and leave it open ended. John Zima seconded the motion and all voted in favor of the motion.***

#### **NEW BUSINESS:**

The board discussed upcoming board openings and the possibility of an election in 2020.

Rob Keating met with Scott Medford, the chairman of the Genesee Fire board to ask how Genesee approached "de-gallagherizing". If Highland cannot find the next volunteer Chief within our ranks, we may have to look at hiring a paid chief.

Chief Allan Feldman shared that Genesee did a combined mill levy increase and used a floating floor that allows them to adjust their mill levy to compensate themselves for the loss of any possible gains they suffered because of the Gallagher Amendment. Genesee Fire was the first special district in the state to de-gallagherize.

Some of the plans allow Special Districts to keep their tax revenue steady even if property values decrease. Roxanne Lenny asked which approach Alan thought was better. He responded he needed to do more research in order to answer that question.

#### **OLD BUSINESS:**

**Adjournment:** The meeting was adjourned at 5:03 p.m.

