

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Highland Station – 317 South Lookout Mountain Road  
August 13, 2019**

**Chairman Robert Keating called the meeting to order at 4:03**

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

**Others present:** Chief Alan Feldman, Assistant Chief Jan Keating, Barbara DeBoer, and Christina Shea

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

**FINANCIAL REPORT**

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

We are 58% through the year.

Fee revenue is at target and total revenue is above target at 64%.

Revenue from collections is well above target at 93%.

Operation expenses are under budget at 47%.

Safety and Training expenses are expected later in the year.

Apparatus & Equipment expenses are well below target at 35%.

Facility and Station Expenses are at budget.

Administrative expenses are under budget at 51%

Total expenses are under budget at 39%

YTD net change in fund balance is \$217K with an ending cash balance of \$585k

Rob Keating asked Barbara if we were expecting any wildland income. She reported that Highland had just received a \$5,000 check for Aaron Smith. He had been deployed to Alaska but after staging for a week he was sent home. Because we had under estimated Wildland income and expenses for the past 3 years we increased the budgeted amount significantly for 2019. Due to the wet spring and summer it is unlikely that we will come close to the numbers we budgeted.

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

We had a slower July with billings of \$31,459. Cash receipts for service revenue were \$14,335 putting us YTD at \$103K. Contractual allowances for the month were \$13,332 and \$836 was sent to collections.

The number of patients with commercial insurance continues to decline while the number of self-pay patients continues to increase.

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

YTD calls are at 376 with transports at 159. So far this month we have had 25 calls with 13 transports.

**Staff-** 4 paid paramedics, 8 volunteer paramedics, 37 EMTs and 3 EMRs. Mark Wilson, one of our PRN paramedics, has changed his status to volunteer so we are considering hiring 1 more PRN paramedic before the October orientation class begins.

**Garage-** We have made some progress- the forms for the cement are in place. However, we had forgotten about the posts so we are still waiting for design approval to go ahead and pour the cement.

**Meeting with attorney regarding long term financials-** We are the first agency to contact them with questions about the May 2020 election. Our attorneys are putting together 4 questions we can consider for the ballot. The board has to certify the questions with the county in February. One of questions is a mill levy increase. Another possible question is a sliding scale mill levy. We can add the Gallagher clause

to either of those. If a citizen chooses to challenge the Gallagher clause on a given year there is a 30 day window for them to challenge it based on our budget. Each year the board will certify what they need and the residents have that window to challenge.

Rob Keating said that the attorney was confident with us putting either of the questions to the public. Our attorney has been successful defending both positions.

Chief Alan Feldman explained that Jefferson County will be on the November ballot to debruse. If they don't debruse they will have to return 7% of their revenue. It may or may not affect our resident's view of a local tax increase. Prior to ballot certification we can talk to the public about our positions. Once the ballot is certified we cannot campaign.

Chief Feldman asked the board members to let him know if there were any upcoming events planned in their neighborhoods or HOA meetings.

Rob Keating felt the Genesee election was very well coordinated. They created a website presenting the issues and tried to answer all the questions. Rob wanted to discuss with the board how to best utilize all the Board contacts. He feels Highland has a great reputation here and as long as we can communicate the issues well, we should have the public's support.

Rob asked Steve Carpenter to be the contact in Riva Chase and Roxanne Lenny to be the contact for Genesee. Roxanne suggested that the board break into smaller groups to come up with the talking points or perhaps have a special board meeting to focus on the possibility of an election.

Rob Keating and Chief Feldman will meet to come up with cost figures for a paid Chief. Alan has been talking with our paid staff about how best to balance the work load. He has also been looking at the costs required for maintenance and to purchase of a new ambulance.

Rob Keating asked if we have ever looked at leasing an ambulance.

Christina Shea believes Highland may have leased a vehicle in the past.

Chief Feldman discussed the current replacement schedule for the ambulances and the pricing increases that have occurred.

**Open House** is scheduled for Aug 24 @10:00

Rob Keating shared that Alan, he and John Zima went up to the Foothills station for the National Night Out. Jan Keating and Captain Damon Brown attended the Genesee location. Both were well attended.

#### **NEW BUSINESS:**

##### **Vehicle Maintenance IGA**

This is the first year the Evergreen board is requiring an IGA. This is not a commitment to use them, but does lay out the pricing schedule when we do.

***Rob Keating made a motion to accept the Evergreen Vehicle Maintenance IGA. Wendy Henke seconded the motion and all board members voted in favor of it.***

##### **Long Range Financial Planning**

Community Outreach Coordinator discussion is postponed to September.

**Adjournment:** The meeting was adjourned at 4:55 p.m.

