

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
September 10, 2019**

Chairman Robert Keating called the meeting to order at 4:04

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

Others present: Chief Alan Feldman, Assistant Chief Jan Keating, Barbara DeBoer, Christina Shea, Damon Brown, John Singshiem, Carl Joyce

MINUTES OF PREVIOUS MEETING: approved as written.

FINANCIAL REPORT

August Financials - see written report by Christina Shea

We are 66% through the year. Financials are strong and uneventful.

Fee revenue is above target and total revenue is well above target at 86%.

Revenue from collections is well above target at 94%.

Operation expenses are under budget at 57%.

Safety and Training expenses are expected in the next 2 months.

Apparatus & Equipment expenses are well below target at 45%.

Facility and Station Expenses are at budget.

Administrative expenses are under budget at 61%

Total expenses are under budget at 47%

YTD net change in fund balance is \$207K with an ending cash balance of \$568K

Robert Keating asked if we had received the insurance payments for the body repair. Captain Brown confirmed that we had.

Roxanne Lenny asked if we had received donations at the Open House.

Between the Highlander and the Open House we received \$3030, putting us a just under \$5000 YTD.

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

August was a huge month with \$49,861 total billed. Cash receipts for service revenue were \$11,057 putting us YTD at \$114K. Contractual allowances for the month were \$13,181 and \$5586 was sent to collections. Comparing YTD figures this year to YTD figures last year the number of Medicare and Medicaid patients has decreased from 45% to 39% and from 15% to 10% respectively. Commercial patients have also decreased from 31% to 27% with self-pay/ private patients making up the differences. In 2018 we saw \$21,603 in self-pay billings by the end of August and in 2019 YTD we have \$64,813. Because self-pay patients historically default the most this is a concerning trend in our ability to collect patient fees.

CHIEF'S REPORT - Written report by Chief Feldman

YTD calls are at 429 with transports at 181. So far this month we have had 16 calls with 4 transports.

Staff- 4 paid paramedics, 8 volunteer paramedics, 1 volunteer intermediate 33 EMTs and 4 EMRs.

Garage-Between changes in zoning and changes in concrete and landscaping costs we are looking at an increase of \$15K on the garage project.

Captain Brown put together a cost analysis of the garage project so we can see how much we have spent and what costs we are still looking at. See attached report.

Chief Feldman explained that once we pass the excavation inspection and get the concrete poured it should just be a few weeks to get the building up.

DORA was given oversight through the Division of Insurance to come up with reasonable charges allowed for emergency medical care by insurance companies in a proposed new regulation 4-2-6X. Several options are presented on the attached document. Decisions are to be completed Oct 31, and go into effect January 1, 2020. We will need to follow this closely as it could impact our revenue and collection rates.

Open House went well however we didn't get as many people as usual. This may have been caused by all 3 of our new signs being stolen during the week before the open house. All of the food for the open house was donated by a family member of one of our volunteer members.

Chief Feldman would like to plan a special board meeting to discuss a possible election. Roxanne Lenny wants to work with Alan to set an agenda. The meeting will take place Tuesday, October 29th at 3:30.

NEW BUSINESS:

Community Outreach Coordinator

In anticipation of an election in May we want to have a committee developing the message Highland wants to put out. We need to contact HOA's throughout our district.

Roxanne Lenny suggested we wait until our special board meeting where we will have a much better idea on what we are committing to. Highland needs to identify people to help on Lookout Mountain.

Chief Feldman asked to be notified of any HOA meetings in our district in the coming months.

Budget update- Barbara DeBoer explained that more time is needed to estimate election costs, insurance numbers and the cost of a paid chief should we need to hire one. We should have a draft budget in early October to go over with Budget Officer John Zima.

Long Range Financial Planning- Assistant Chief Jan Keating, Chief Alan Feldman and Robert Keating have spent significant time trying to come up with good budget numbers for a paid Chief. Chief Feldman's term is completed at the end of June so we are budgeting for a paid Chief beginning in July 2020. It has been difficult to come up with reliable salary and benefit numbers because Districts vary so much. Wendy Henke is wondering if we are looking for a 2 year term.

Chief Feldman thinks it will be hard to hire someone for a limited term. Wendy Henke agrees.

Rob Keating mentioned that when Genesee went to a paid Chief it changed how the board interacts with the Chief because they play a more active role in managing and reviewing Chief performance.

Adjournment: The meeting was adjourned at 4:54 p.m.