

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
October 8, 2019**

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

Other Directors present: John Zima, and Steve Carpenter,

Others present: Chief Alan Feldman, Assistant Chief Jan Keating, Barbara DeBoer, Christina Shea, Captain Damon Brown, Lt. Carl Joyce and Foothill's Fire and Rescue Chief Alan Anderson.

MINUTES OF PREVIOUS MEETING: approved as written.

FINANCIAL REPORT

September Financials - see written report by Christina Shea

We are 75% through the year. Financials are strong and uneventful.

Fee revenue is above target at 85% and total revenue is well above target at 92%.

Revenue from collections is well above target at 101% and Medicaid supplemental payments show additional unbudgeted revenue of \$14,358.

All expense categories are under budget at this time.

Operation expenses are under budget at 63%.

Safety and Training expenses are at 26% with large tuition expenses expected in November.

Apparatus & Equipment expenses are well below target at 37%.

Facility and Station Expenses are under budget at 67%.

Administrative expenses are under budget at 68%.

Total expenses are under budget at 52%.

YTD net change in fund balance is \$212K with an ending cash balance of \$566K.

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

September billing tapered off at \$33,929 leaving us YTD at \$304,307 which is still ahead of 2018. Cash receipts for service revenue were \$12,726 putting us YTD at \$127K which is slightly lower than 2018.

Because it is the end of the quarter an Aged Accounts Receivable report is included in the packet. Total A/R due is at \$134K which should be the peak for the year based on a 2 month lag after our busy summer months. Payer Production statistics continue to show an increase in Private/Self-pay patients which will depress our overall collection rates.

CHIEF'S REPORT - Written report by Chief Feldman

YTD calls are at 486 with transports at 206. We currently have 4 paid medics, 1 volunteer intermediate, 39 volunteer EMTs and 3 EMRs.

Orientation class will start their 6 month probation period in November.

Garage-The concrete has been poured. The contractor broke a water line during excavation. It is too close to freeze line so it needs to be repaired and buried at an additional cost of \$541.

DORA- We discussed the new proposed ambulance billing legislation. Barb reported on the information/feedback meeting held by Matt Mortier with the Division of Insurance at DORA.

Chief Feldman explained that the EMSAC board and Christopher Montera from Eagle County Paramedic Services were part of the effort to get legislature written to create fair billing. It is still unclear whether HRTAD will be affected by this. We will keep you updated.

DEA protocols update- The DEA is doing a statewide audit and is implementing new procedures.

Highland is implementing new DEA software for narcotic tracking. We are anticipating DEA coming up here. Captain Brown has been asked to send in 3 years of logs. We don't have any concerns. We are in compliance per St Anthony's.

Wildland Team- Aaron Smith got deployed yesterday to a fire in Rifle, Colorado.

A Special Board meeting has been scheduled to discuss a possible May election and Chief transition.

Foothills Fire transferred to JEFFCOM this month.

NEW BUSINESS:

2020 budget-

John Zima stated that the budget committee has done a very thorough job. Every item is lean. He feels we should hold off on finalizing our budget for salaries and legal. Decisions that are made at our October 29th Special Board Meeting may change these items.

Chief Alan Feldman announced we included expected revenue for supplemental Medicaid payments in the 2020 budget. Rob Keating asked about the Medicaid reimbursement time period.

Assistant Chief Jan Keating explained the payment we just received was for Jan-June 2018. We are getting ready to submit the next 12 months for which we will receive payment in September 2020.

The board thanked Jan for all the hard work she put into this project.

Adjournment: The meeting was adjourned at 4:45 p.m.