

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Highland Station – 317 South Lookout Mountain Road  
November 12, 2019**

**Chairman Robert Keating called the meeting to order at 4:30**

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

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

**Public Hearing on the 2020 Highland Rescue Team Ambulance District Budget was called to order at 4:30**

Christina Shea reviewed the 2020 Budget Resolutions- see written report.

The 2020 budget is set at \$705,281. It will be funded by expected property tax of \$352,000, fee revenue of \$279,862, and \$73,419 from surplus cash from previous years.

**Public Hearing was adjourned at 4:35pm.**

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

#### **FINANCIAL REPORT**

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

We are 83% through the year. Financials are strong.

Fee revenue is above target at 98% and total revenue is well above target at 94% even without budgeted team outsource revenue.

All expense categories are under budget at this time.

Operation expenses are under budget at 71%.

Safety and Training expenses are at 68%. We will be reimbursing a member for paramedic school before the end of the year.

Apparatus & Equipment expenses are well below target at 68%.

Facility and Station Expenses are slightly under budget at 79%.

Administrative expenses are under budget at 75%.

Capital expenditures are below target waiting for the garage project to be completed.

Even if it isn't finished it will hit our 2019 books as construction is in process.

Total expenses are under budget at 60%.

YTD net change in fund balance is \$171K with an ending cash balance of \$533K and a change in net assets of \$175K.

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

October billing was strong leaving us YTD at \$338,798 which is still ahead of where we were in October 2018. Cash receipts for service revenue were \$20,207 putting us YTD at \$147K.

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

YTD calls are at 550 with transports at 231. We currently have 4 paid medics, 1 volunteer intermediate, 39 volunteer EMTs and 3 EMRs. One of our EMT's, Ben Bianchi, just graduated from paramedic school and will starting his volunteer commitment next month.

**EMSAC-** We sent 23 members to EMSAC this year. This is a great opportunity for our members to get continuing education from doctors and medics from across the country.

**Garage**-we were supposed to have our garage built on the November 6<sup>th</sup> but the crew quit so we have been pushed back to Dec 16. They will start earlier if they can. Captain Brown provided a new cost sheet showing an additional \$1800 fee to cover the water line break.

**NEW BUSINESS:**

**Board meeting schedule**

The board meeting time will stay the same. 2020 Board meetings will be on the second Tuesday of the month at 4pm.

Rob Keating thanked the board for attending the special board meeting today in addition to the regular meeting.

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