

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

**Chairman Robert Keating called the meeting to order at 4:24**

**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, and Lt. Carl Joyce

**MINUTES OF PREVIOUS MEETING:**

Regular meeting minutes approved as amended to state “October” billing.  
Special meeting minutes approved as amended to state that only Alan met with the attorney.

**FINANCIAL REPORT**

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

We are 92% through the year.

Fee revenue is above target at 105% and total revenue is currently at 95% of budget.

All expense categories are under budget at this time.

Operation expenses are under budget at 77%

Safety and Training expenses are at 36% though we will be reimbursing a member for paramedic school before the end of the year.

Apparatus & Equipment expenses are below target at 76%.

Facility and Station expenses are also under budget at 82%.

Administrative expenses are under budget at 82%.

Capital expenditures are below target at 45% waiting for the garage project to be completed-even if the garage isn't finished it will hit our 2019 books as construction is in process.

Total expenses are under budget at 68%.

YTD net change in fund balance is \$127.7K with an ending cash balance of \$511K and a change in net assets of \$149K.

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

November was slower than average leaving us with YTD charges of \$362,729, slightly below where we were YTD in November 2018. Cash receipts for service revenue were \$19,319 putting us YTD at \$166,710.

**Wildland**

Barbara presented the 2019 Wildland report. Highland Rescue Team was deployed to only 2 fires in 2019. This was a significant reduction from recent years past. The total Wildland Fire revenue was \$10,674 with expenses of \$9,233 leaving Highland with 1,441 in net revenue. We are still waiting for payment on the Middle Mann fire, but it should come any day.

Chairman Keating asked if we would accrue for Wildland if we did not get paid.

Christina Shea answered that we account for wildland on a cash basis.

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

YTD calls are at 586 with transports at 247. We currently have 4 paid medics, 1 volunteer intermediate, 39 volunteer EMTs and 3 EMRs.

Highland's annual party is scheduled at Mt. Vernon on February 21, 2020 at 6pm.

We will have a band this year and also have a bit more upscale dress code.

**DORA-** It does not affect us at all- we are truly exempt. It will only affect 16 out of the 204 CO agencies. This was all about getting rid of balance billing. If this becomes a federal law then it may affect us. Recently the state of Colorado did the same thing with caps on insulin. Changes only affect people who have Colorado insurance. Insurance companies are telling their clients that they shouldn't pay their bill even though legally they are still responsible for it.

**Garage-** We are waiting for final inspection and a door.

Damon explained his spreadsheet. We are moving the 10K we will need to finish to the 2020 budget. We are planning to pay the Tuff shed invoice before the end of the year. We are disputing a charge for a crane which wasn't used. Jeffco made them change the framing for snow load. We are insured now.

**Ambulance Crash Claim-** Ambulance has been repaired and returned to service. We have a verbal confirmation from the patient's (the responsible party) insurance company that they will cover the costs.

**Office Depot-** We are hoping to purchase office furniture before year end.

**First draft of election mailer** is almost complete and ready for review. We would like to have that finalized by our January board meeting.

**Election-** Chief Feldman created a basic forecaster for mill levy. There are a lot of variables that we don't have control of but this gives us a starting place. He did a 10 year forecast.

Chief Feldman and Roxanne Lenny came up with reasonable variables. See enclosed spread sheet.

Alan plugged in our capital replacement schedule. Other projects include paving our parking area, replacing radios, replacing our septic system.

Roxanne Lenny added that they took the budget and increased it 3% year over year. Twice in the 10 years Alan added an extra 2% because we seem to have budget corrections every few years. They spread out the big capital expenses and spaced them out over the 10 years.

Program revenue was forecasted with a 3% increase year over year.

Both Barbara and Christina believe it should be forecasted as flat because of the declining collection rate.

The purpose of this forecast was to come up with the correct mill levy amount to request in the election.

3.5 is the correct number if we flatten out the program revenue. The board feels comfortable with this.

We have to defend whatever assumptions we make.

The board felt it was a great presentation.

Christina mentioned that we can do a temporary mill levy reduction any year if we secure a big grant.

#### **NEW BUSINESS:**

Christina took a look at the audit engagement letter. There is a two hundred dollar increase and Christina recommends we continue to use Haynie & Company for our auditors.

***Rob Keating made a motion that we accept the Haynie & Co. proposal. Wendy Henke seconded it and all voted in favor of the motion.***

Barbara explained 2 small changes made to the 2020 budget. Christina explained the change in valuation. The 2020 budget has a shortage of 80K which is easily covered by reserves.

***A motion to approve the 2020 Budget was made by Wendy Henke. John Zima seconded the motion and all voted in favor of the motion.***

Chairman Keating wants to thank Roxanne and Alan for all their hard work.

**Adjournment:** The meeting was adjourned at 5:47 p.m.

