

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
January 14, 2020**

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

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

Others present: Chief Alan Feldman, Assistant Chief Jan Keating, Barbara DeBoer, Christina Shea, Captain Damon Brown, Lt. Carl Joyce, and Patty Hall, a Lookout Mountain District resident.

MINUTES OF PREVIOUS MEETING:

December meeting minutes were approved as amended.

FINANCIAL REPORT

December Financials - see written report by Christina Shea

We are 100% through the year. These are preliminary numbers.

Fee revenue is above target at 115%.

Total revenue is at 102% so we did not need to ask the Foundation for the budgeted 20K.

All expense categories came in below budget.

Operation expenses are under budget at 90%.

Safety and Training expenses are at 65%.

Apparatus & Equipment expenses are below target at 92%.

Facility and Station expenses are also under budget at 94%.

Administrative expenses are under budget at 97%.

Total expenses are under budget at 94%.

Capital expenditures are above budget 134%

YTD net change in fund balance is \$9,879 with an ending cash balance of \$424,783.

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

December ended strong leaving us with YTD charges of \$397,770, slightly below where we were yearend in 2018. Cash receipts for service revenue were \$20,311 putting us YTD at \$187,021.

Our payer production statistics show a 6% decline in Medicare patients, a 19% decrease in Medicaid patients, a 7% decrease in commercial patients and finally a 40% increase in private/self-pay patients year over year. Accounts receivable continues to stay right around 100,000.

CHIEF'S REPORT - Written report by Chief Feldman

Final call numbers for 2019 are 621 with transports at 262. So far in January we have had 28 calls and 11 transports.

Staffing- We currently have 3 paid medics, 9 volunteer paramedics, 1 volunteer intermediate, 39 volunteer EMTs and 3 EMRs. We had to let go our PT medic. We promoted our PRN medic into the slot 2 weeks ago and things are going well.

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

Garage Project- We got our garage door installed but we are still waiting for our door opener.

Tuff Shed approved removing the crane charge. We are still waiting for final inspection.

Ambulance Crash Claim- We went ahead and paid Peak Motor Coach. The insurance company only paid slightly over half. We have sent them additional paperwork and pictures. They still owe us over \$5K Rob Keating asked if we can go to our insurance company and get some assistance dealing with them.

Office Furniture- We are going to add a third desk to the office so the part time Medic can have their own desk and computer. New furniture will be here Feb 10th.

NEW BUSINESS:

Election Information Flyer

Chief Feldman went over changes to the flyer that the Board members have reviewed. The information will be put on our website and sent to all the residents of our district. Our lawyers will be reviewing this also when they create our ballot questions.

Election Calendar

Items in red are when we need to meet as a board. Everything in green is what the DEO needs to do. Chief Feldman went over the calendar in detail. We will discuss the May board meeting timing at the March board meeting.

Appoint Designated Election Officer

There is a lot on the line with this election. It is Chief Feldman's preference that we use the lawyers for our DEO. Highland Staff can assist with whatever "busy work" is required. Barb mentioned that given the importance of this election, all required steps must be done correctly and on time. Our lawyers are the experts at Special District elections and we should be utilizing their expertise.

Rob Keating made a motion to hire Collins, Cockrel & Cole as our DEO. John Zima seconded the motion. All board members voted in favor of the motion.

Chief Feldman thanked Roxanne Lenny and Assistant Chief Jan Keating for all their work on the election mailer.

Barbara asked the board what their thoughts were on posting board meeting agendas and schedules at the Idledale post office and the Genesee Fire Station. This is no longer required by statute. Rob Keating volunteered to drive these to Idledale. He feels it is still important to directly notify the Idledale community each month even though they can access our website.

Adjournment: The meeting was adjourned at 5:13 p.m.