

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Highland Station – 317 South Lookout Mountain Road  
February 11, 2020**

**Chairman Robert Keating called the meeting to order at 4:12**

**Other Directors present:** Wendy Henke 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:**

January meeting minutes were approved as written.

**FINANCIAL REPORT**

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

We are 8% through the year.

Fee revenue is above target at 7%.

Total revenue is at 2% because we have not received any property taxes for the year yet.

All expense categories came in below budget.

Operation expenses are under budget at 6%.

Safety and Training expenses are at 0.

Apparatus & Equipment expenses are below target at 2%.

Facility and Station expenses are also under budget at 6%.

Administrative expenses are under budget at 4%.

Total expenses are under budget at 4%.

YTD net change in fund balance is (19K) with an ending cash balance of \$409K.

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

January charges were \$25,651 which is typical for this time of the year. Cash receipts came in at \$15,781 and disallowed/ contractual allowances were \$11,968. \$3,751 was sent to collections.

Accounts receivable continues to stay right around 100,000.

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

YTD calls are at 76 with 26 transports

**Staffing-** We currently have 3 paid medics, 9 volunteer paramedics, 1 volunteer intermediate, 39 volunteer EMTs (3 reserve/1 LOA) and 3 EMRs. We are looking at a May orientation class.

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

**Ambulance Crash Claim-** We received a letter the patient's insurance company is not going to pay the remainder of the claim. We discussed this with our insurance company who says they can't help us because we have no pictures of the damage. We did notify the district attorney who is charging the woman who hit us. We are left with a little over \$5000 in unpaid repairs. We could ask Peak to document the costs better so we have more recourse.

Rob Keating suggested we contact our insurance company in the future even if we are not at fault. Chief Feldman agreed however there is some concern that we could be penalized by our insurance company even if they don't payout anything to us.

**Office Furniture-** The new office furniture is here and we are getting the office back up.

## **NEW BUSINESS**

### **Deputy DEO**

Assistant Chief Jan Keating has volunteered to assist our paralegal Chrystal, of Collins, Cockrel & Cole, with the election by becoming the Deputy DEO. Jan will assist with the voter lists among other duties.

***Rob Keating moved that Assistant Chief Jan Keating be designated the Deputy DEO for Highland Rescue Team's May 2020 election. Steve Carpenter seconded the motion and all voted in favor of the motion.***

Assistant Chief Jan Keating worked with our attorneys this past week to get our *Resolution Calling for the 2020 Election* finalized.

On February 13<sup>th</sup> our legal notice will be published in the Golden Transcript notifying the public that we are having an election for 3 board seats and interested parties can pick up the self-nomination forms at CCC or at the station. The self-nomination forms must be turned in by 5pm on February 28<sup>th</sup>.

Rob Keating asked if all the board members were comfortable with the document created to announce the HRT Election and outline our proposed mill rate increase. All agreed it was well done. Rob called for discussion on the Election Resolution.

***Steve Carpenter made the motion that Highland approve the Resolution Calling for the 2020 Regular District Election, Authorizing an Election on the Question of increasing the Property Tax Levy. Wendy Henke seconded the motion. All voted in favor of the motion.***

Rob Keating asked Chief Alan Feldman if we needed an additional board meeting in March. Alan explained that March 6<sup>th</sup> was our certification date. At the regular board meeting on March 10<sup>th</sup> we will look at what we will print in the blue book.

### **Getting the Word Out**

Assistant Chief Jan Keating met with the Genesee Foundation and they told us they would be very happy to help us in any way during the election. They will submit an article in the April Genescene.

Chief Feldman is planning to go to the Genesee Board meeting.

The lawyers reviewed our election information document and Jan shared several rules with the Board about what the board can do as board members during the election:

- The board as a whole can adopt a resolution saying what their position is on any election item.

- Individual board members may spend up to \$50 of Highland's money expressing the board member's opinion about the election.

- They can respond to solicited questions with facts.

- They can be advocates and express their opinion about the election.

We had a membership meeting last night and explained to the members that they cannot campaign while in uniform or on duty. If they are asked a question they can answer them in fact.

Actual ballots will go out in April.

Chief Feldman requested dates for any HOA meetings that the board members are aware of.

Rob Keating asked if we could put election items on the website. Alan commented that we are planning on putting the information flyer on the website.

Rob Keating asked that each board member make a list from their own neighborhood of friends who will be supportive of our mill levy increase.

Wendy Henke asked about the use of the Next-door app. Assistant Chief Jan Keating answered that it opens us up for negative comments. Jan mentioned that Genesees has an email blast. Do the other communities have something similar?

Rob Keating mentioned that Barb was getting him names of past board members. Rob also asked about the garage. It is close to being completed and Damon will schedule the final inspection soon.

**Adjournment:** The meeting was adjourned at 4:53 p.m.