

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Highland Station – 317 South Lookout Mountain Road  
March 10, 2020**

**Chairman Robert Keating called the meeting to order at 4:22**

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

**Others present:** Chief Alan Feldman, Assistant Chief Jan Keating, Barbara DeBoer, Christina Shea, Foundation Board member Terry McCarthy and Patricia Hall.

**ANNOUNCEMENTS**

Rob Keating would like to welcome our two new Highland Rescue Team board members elect: Patty Hall and Terry McCarthy. John Zima will also be back for another 3 years. We had just three candidates for the three open board position so all candidates will be sworn in at the May Meeting.

**MINUTES OF PREVIOUS MEETING:**

February meeting minutes were approved as written.

**FINANCIAL REPORT**

**February Financials** - see financial packet by Christina Shea

We are 17% through the year.

Fee revenue is at target at 17%.

Total revenue is at 7% because we have not received any property taxes for 2020 yet.

All expense categories came in below budget.

Operation expenses are under budget at 14%.

Safety and Training expenses are at 6.

Apparatus & Equipment expenses are below target at 6%.

Facility and Station expenses are close to budget at 16%.

Administrative expenses are under budget at 8%.

Total expenses are under budget at 10%.

YTD net change in fund balance is (29K) with an ending cash balance of \$391K.

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

February charges were \$36,743 which is strong for this time of the year. Cash receipts came in at \$13,936 and disallowed/ contractual allowances were \$8040. \$4,774 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 123 with 47 transports

**Staffing-** We currently have 3 paid medics, 9 volunteer paramedics, 1 volunteer intermediate, 39 volunteer EMTs (1 reserve/1 LOA) and 3 EMRs.

**Spring Orientation class-** we want to limit it to 7 folks and we have 17 applicants

**Garage passed inspection-** Damon has about 50% of the electrical finished and has added solar lights to light up that corner of the parking lot.

**Ambulance Crash Claim-** We reached out to Peak about them reducing the bill and we have not heard back. We did file the \$5K claim with Jefferson county. They are filing a lawsuit for the damage to their vehicle. We have learned that we need to take lots of pictures of both interior and exterior damage. All agree the amount is not large enough to spend the money on a lawsuit.

**COVID-19** We have received guidelines that will limit both treatment and transports for many patients. We have prepared an ambulance with plastic to be used for suspected Covid-19 patients. Genesee has decided not to allow any non-members into their station. Fire will not enter homes on medical calls. Only one provider will put protective clothing on and go into the house. We will be sending out a public notice to alert the community to these new procedures. Jeffcom has implemented questions they will ask 911 callers. Unfortunately, Jeffcom has recently added a minutes worth of questions which delays all first responders. They have been asked to tone out the call first and then ask the questions. Colorado health has put out several guidelines about the treatment protocol for certain patients and how it will affect our scene time.

Roxanne Lenny feels we need to limit access to our station. John Zima agrees, and Chief Feldman indicated that is how he feels also. All board members agree to limit family and friends at the station. No community meetings or trainings will be held here. We have to protect all the providers so they can care for the community.

John Zima mentioned that the state has said that people who are quarantined will be compensated for unemployment. John wonders if we should see how the volunteers should be compensated if they get Covid-19 while on duty with Highland. Barb questioned if it would be covered by workman's comp.

Chief Feldman reiterated that staying 6 feet away from sick people will help. Wearing simple masks (it will remind you not to touch your face) and wash your hands. Covid-19 is not air born but it can survive sitting on a countertop for 9 days. It passes by droplets that you touch then rub your eyes or mouth.

#### **OLD BUSINESS- Election Update**

We are on schedule for the things we need to complete for the election.

Chrystal and Jan Keating have completed the registered voter lists.

Jan has gotten information from the neighborhoods. Genesee has good resources. We need a contact in Riva Chase. Spring Ranch has offered to include election info in their newsletter.

If anyone knows someone who is willing to be an election judge, please let Jan know. It will require 4 hours of training and a full day on election day. They will be paid and fed.

We now have an election page on our website.

The Tabor notice goes out March 20<sup>th</sup>. As of now there are no negative comments. Also required on the tabor notice is past financials. Jan has explained any inconsistencies caused by grants.

#### **Resolution of Support for Highland Rescue Team May 5<sup>th</sup>, 2020 Ballot Issue A.**

***Roxanne Lenny made a motion that the Board express its strongest possible support for the above resolution. Steve Carpenter seconded the motion. All Board members voted in favor of the motion.***

#### **NEW BUSINESS - 2019 LOSAP Contribution**

***Rob Keating asked for a motion to approve the 2019 LOSAP Contribution.***

***Steve Carpenter made the motion and John seconded the motion. All voted in favor, the motion passed.***

John Zima and Rob Keating met and did some research on yard signs. John reported that we can put them up if they are on private property. The most inexpensive place to get the signs is at Staples. Highland Rescue Board members can get \$50 each from Highland Rescue Team to spend on the election. The other Board members agree they want to spend the allotted money on the signs.

**Adjournment:** The meeting was adjourned at 5:10 p.m.

