

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Highland Station – Electronic meeting Via Zoom Platform  
April 14, 2020**

**Chairman Robert Keating called the meeting to order at 4:00**

**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, and Foundation Board member Terry McCarthy.

**ANNOUNCEMENTS**

**MINUTES OF PREVIOUS MEETING:**

March meeting minutes were approved as amended.

**FINANCIAL REPORT**

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

We are 25% through the year.

Fee revenue is slightly above target at 26%.

Total revenue is slightly above target at 28%. We have gotten some of our property tax revenue in.

All expense categories came in below budget.

Operation expenses are under budget at 21%.

Safety and Training expenses are at below budget at 6%.

Apparatus & Equipment expenses are below target at 8%.

Facility and Station expenses are close to budget at 23%.

Administrative expenses are under budget at 14%.

Total expenses are under budget at 16%.

YTD net change in fund balance is (67K) with an ending cash balance of \$426K.

LOSAP was funded in March and the Fieldwork for the audit has been completed.

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

March charges were \$33,234 which is average for this time of the year. Cash receipts came in at \$15,931 and disallowed/ contractual allowances were \$10,353. \$4,606 was sent to collections.

Accounts receivable at quarter end are \$110,128.

Payer production statistics are following a similar pattern to last year. We are seeing that Medicare and Medicaid patients make up 42% of our patients. Unfortunately, we continue to see the trend of less patients with commercial insurance and more self-pays with no insurance.

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

YTD calls are at 180 with 71 transports

**Staffing-** We currently have 3 paid medics, 9 volunteer paramedics, 1 volunteer intermediate, 38 volunteer EMTs (1 reserve/1 LOA) and 3 EMRs.

**Garage** – Damon reported that the rough in electrical inspection is tomorrow. He will be working on the insulation this week and so far, he has been able to stay on budget.

**COVID-19** - Colorado Crisis Standard of Care allows for people with expired licenses after 2014 to apply for temporary licenses. Alan has had 6 people reach out to him if we find we need additional manpower.

PPE- Highland has purchased 100 - N95 masks, additionally 35 were donated by a member so we are in good shape for now. We have spent approx. \$1200 so far on Covid-19

The state is mandating use of increased PPE through August.

**Staffing**-We are up to full staff again after having several members quarantined. Alan is looking into building & equipment cleaning for the station.

#### **NEW BUSINESS –**

**Continue Disaster resolution**- Chief Feldman would like the board to extend the Disaster Resolution. If we need to spend more money, the Chief and Chairman of the Board can increase the amount needed.

*John Zima made a motion to extend the Declaration of Local Disaster Emergency for Highland Rescue Team Ambulance District. Wendy Henke seconded the motion and all board members agreed to extend the Declaration.*

Rob Keating thanked Chief Feldman for all the extra work he has been doing for Highland and for keeping the team safe.

#### **OLD BUSINESS**

**Election**- Assistant Jan Keating reported that the work on the election was going well. Judges and canvas board have been staffed. Ballots will go out at the end of the week and we are well under budget to date.

#### **Yard Signs/Reimbursement-**

The yard signs have been printed and are ready for the board members to distribute and put them up. Rob has submitted the reimbursement sheets.

Roxanne Lenny reminded the board to reach out to the HRT Foundation members to help with the signs.

Rob Keating suggested that once the ballots go out that the board start calling friends in the community and see if they have any questions.

**Adjournment:** The meeting was adjourned at 4:30 p.m.