

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – Electronic meeting Via Zoom Platform
May 12, 2020**

Chairman Robert Keating called the meeting to order at 4:06

Other Directors present: John Zima, Terry McCarthy, Patty Hall, and Roxanne Lenny via zoom.

Others present: Chief Alan Feldman, Assistant Chief Jan Keating, Christina Shea, Damon Brown, former Directors Wendy Henke and Steve Carpenter, and Carl Joyce.

ANNOUNCEMENTS

Election Recap

Asst. Chief Jan Keating told the Board that our May 5th election was a great success due to a team effort. She said that 74% of the District's voters supported Highland's initiative to increase the mill-levy Highland receives from taxes by 1.5 mills. Total expenses will not be known until late June, but they are expected to be considerably under budget.

Thank you to Wendy Henke and Steve Carpenter

Rob Keating thanked our outgoing Directors for their many years of service to Highland. Several other Directors added their appreciation.

Oaths for new Directors

Rob Keating notified the Board that the Oaths of Office have been completed for the new Directors and the formal documents have been filed with Jefferson County.

MINUTES OF PREVIOUS MEETING:

April meeting minutes were approved.

FINANCIAL REPORT

April Financials - see financial packet by Christina Shea

We are 33% through the year. Fee revenue is on target at 33%. Total revenue is slightly above target at 36%. All expense categories came in below budget. Operations expenses are under budget at 27 %. Safety and Training expenses are at below budget at 10%. Apparatus & Equipment expenses are below target at 11%. Facilities and Station expenses are below budget. Administrative expenses are under budget at 30%. Total expenses are under budget at 25%.

The net change in fund balance is \$53K with an ending cash balance of \$424K.

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

April charges were \$26,210 which is low for this time of the year. Cash receipts came in at \$9,506 and disallowed/ contractual allowances were \$12,788. \$4,610 was sent to collections. Payor Production Stats show a rise in percentage of private/self-pay calls from 16% ytd in 2019 to 34% ytd in 2020. The accounts receivable report shows a current balance of \$109,462.

CHIEF'S REPORT - Written report by Chief Feldman

YTD calls are at 222 with 84 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 Brown reported that this week he should be able to complete the insulation and drywall in the new garage. He also said that the property south of the station has a new owner who plans to base his landscaping business there. Also, Damon has arranged for parking lot sealing to be done on May 13 for a cost of \$1600.

COVID-19 – Antibody testing has been made available for all members. For the time being, and most likely through the rest of 2020, current PPE protocols will remain in place. HHS has given HRT a \$1678 grant to help with expenses related to coronavirus. We have notified the government that we chose to accept the funds. Alan reported that there is a county-led reimbursement committee to seek state and federal funding to aid with pandemic-related expenses. Station cleaning/disinfecting continues to be done by on-duty crews, and the station remains closed to the public.

Chief Transition Alan notified the Board that Asst. Chief's certification will expire soon but that she has said she would be glad to stay on to assist during the transition to a paid Chief if the Board approves. After some discussion, the Board voted to extend Jan's tenure as Asst. Chief until December 31, 2020.

OLD BUSINESS

Continue Disaster Resolution At Alan Feldman's request, the Board voted to extend the current Declaration of Disaster Emergency for another month. Rob Keating and Roxanne Lenny will sign the document.

NEW BUSINESS

Chief Recruitment Alan notified the Board that at the June meeting he will have a job description, benefits package, and recruiting timeline for the new paid chief position.

ADJOURN: The meeting was adjourned at 4:49 p.m.