

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Highland Station 317 S Lookout Mountain Rd  
June 9, 2020**

**Chairman Robert Keating called the meeting to order at 4:03 pm**

**Other Directors present:** Patricia Hall, Terry McCarthy, and John Zima

**Others present:** Chief Alan Feldman, Assistant Chief Jan Keating, Barbara DeBoer, Christina Shea, Damon Brown, and Ty Holman of Haynie and Company

## **ANNOUNCEMENTS**

### **MINUTES OF PREVIOUS MEETING:**

May meeting minutes were approved as amended that the Board approved Assistant Chief Jan Keating's extended term with thanks.

**2019 Audit Presentation** given by Ty Holman- see power point presentation.

Haynie and CO's audit approach is a risk-based audit. They focus on changes in net position and or fund balance over time. They review cash position and budget to actual comparisons. They are always looking for significant deficiencies or material weaknesses. Highland Rescue Team has neither.

Highland had no new or unusual accounting policies. They found all depreciation reasonable.

Overall a smooth audit. No audit adjustments were needed.

Financial Highlights: Ty presented a graph of total assets to net position. Depreciation of assets is the main reason for the decline in assets. Net position stays consistent over time.

The decrease in revenue from 2018 to 2019 was mainly due to a decrease in wildland revenue.

Note 5 on page 14 discussed the capital additions 62K (garage), 92K of depreciation.

Budget to actual- Expenditures below budget by \$23,833.

Rob Keating asked if Christina Shea was happy with the audit. She said yes. It was easier to accomplish because of electronic systems in place.

John Zima asked when the final Audit was needed.

Christina said it needs to be approved by the board in July so it can be filed by the end of July.

***John Zima made a motion to accept the audit as presented. Patty Hall seconded the motion. All board members voted in favor of the motion.***

## **FINANCIAL REPORT**

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

We are 42% through the year.

Fee revenue is below target at 31%.

Total revenue is slightly above target because of property tax revenue.

All expense categories came in below budget.

Operation expenses are below budget.

Safety and Training expenses are at below budget at 10%.

Apparatus & Equipment expenses are below target at 16%.

Facility and Station expenses are close to budget at 37%.

Administrative expenses are under budget at 35%.

Total expenses are under budget at 30%.

YTD net change in fund balance is (100K) with an ending cash balance of \$470K.

Election expenses – still waiting for the May bill but we should be well under budget.

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

May charges were \$19,612 which is low for this time of the year. Cash receipts came in at \$18,662 and disallowed/ contractual allowances were \$12,962. \$4,168 was sent to collections.

The Team has noticed that our call volume is down, but acuity is up.

Rob Keating asked if we track refusals.

Chief Alan Feldman explained that paramedics are not allowed to initiate refusals. All our refusals are against medical advice, so it is hard to track the level of refusals.

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

YTD calls are at 272 with 101 transports

**Staffing-** We currently have 3 paid medics, 9 volunteer paramedics, 1 volunteer intermediate, 35 volunteer EMTs (1 reserve/2 LOA) and 2 EMRs.

**Garage** – Damon reported that we are done with all inspections and insurance has been notified. Still needing to get insulation for the ceiling and install the electronic door.

Chief Alan Feldman pointed out that the volunteers and Damon put in a lot of time to save us a significant amount of money.

**Station opening** – This is the first time we are meeting as a board in person since we closed the station to nonmembers. The next event in the classroom will be an ALS class. Abbey Travers and Chief Alan Feldman are working on offering some smaller classes for in house personnel.

We have offered CPR classes in the past and the AHA has made some modification to the program to facilitate the use of masks and social distancing.

**An orientation class** is in the plans and we are trying to decide how we are going to interview candidates. There is a 9 month lag from the interview until they are active members.

**Covid-19-** We have had no new member cases since our last board meeting. We are stocked with PPE. There are 2610 positive cases in the county and 171 deaths. A second wave is still being predicted. In May we had 5 calls that were dispatched as possible Covid 19 patients.

John Zima asked Alan if there was any news on the antibody test accuracy.

Alan responded that the at home tests had 40% false negative and 30% false positive.

Antibody tests that Highland members were given had lower false positive results.

Rob Keating asked if PPE was still a problem at the hospitals.

Damon Brown said at Swedish they are getting one mask a day.

Chief Alan Feldman mentioned that even with the lower grade PPE no hospitals are seeing an increase for patients or providers in the hospitals. He reported that over 50% of the deaths in the county are from nursing homes or assisted living facilities. Officially on paper Jefferson county thinks their first patient was on March 5<sup>th</sup> from an out of state visitor.

**NEW BUSINESS** –

**Chief Transition:**

District EMS Chief's salary range between 75K and 95K. Fire chiefs make considerably more.

Benefits -we have allocated a stipend of \$9600 a year, a \$5000 annual bonus and a \$500 uniform and \$500 education allowances.

Chief Feldman has been working on a Job description for a paid Chief. The Chairman of the board should be the direct supervisor.

The ideal candidate will have paramedic/ management/ administrative experience for 10 years.

The Chief should be a Paramedic so they can also be the medical supervisor.

Min of 40 hours per week. Somewhat flexible schedule so they can attend all mandatory meetings.

Chief Feldman would like to have a meeting with Jan and John to discuss requirements for the job posting.

**Covid 19 expenses** and the need to apply for additional grants.

Rob Keating said “not knowing what is going to happen in the fall” we should apply just in case.

Christina Shea said Genesee applied for it. Chief Alan Feldman will talk to Chief Puffett.

Barb DeBoer will proceed with opting in for the DOLA money.

### **Elect Board Officers.**

***Terry McCarthy made a motion to nominate Rob Keating for Chairman of the Board, John Zima for Treasurer, and Roxanne Lenny for Board secretary. Patty Hall seconded the motion. All voted in favor of the motion.***

### **Communication to the District:**

Outreach programs we currently employ are the 9health Fair in the spring, the Highlander newsletter in the summer prior to the open house, and of course the open house.

Damon Brown also does a program in the elementary school and at the Golden Highschool.

Rob Keating wants to increase the awareness of what Highland does. He has asked Patty Hall to help with a newsletter that we send to our district residents. He would like the newsletter to talk about the training we offer. Rob thinks we could talk about our History.

Terry McCarthy will be helping Barb with grants

**Open house** – decided to table the decision until next month.

Foothills has moved their open house to August 16<sup>th</sup>.

### **OLD BUSINESS**

#### **Extension of the local disaster resolution**

***John made a motion to extend the local disaster resolution, Terri McCarthy seconded the motion. All voted in favor of the motion.***

**Adjournment:** The meeting was adjourned at 5:46 p.m.

