

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station 317 S Lookout Mountain Rd
July 14, 2020**

Chairman Robert Keating called the meeting to order at 4:05.

Other Directors present: Patricia Hall, Terry McCarthy, and Roxanne Lenny via Zoom.

Others present: Chief Alan Feldman, Assistant Chief Jan Keating, Christina Shea (via Zoom), Damon Brown, Carl Joyce, and team member Nicholas Becker.

ANNOUNCEMENTS

MINUTES OF PREVIOUS MEETING

June meeting minutes were approved as written.

FINANCIAL REPORT

June Financials - see financial packet by Christina Shea.

We are 50% through the year.

Fee revenue is a little above target.

Total revenue is above target because of property tax revenue.

Operation expenses are below budget.

Safety and Training expenses are well below budget.

Apparatus & Equipment expenses are below target.

Facility and Station expenses are below target.

Administrative expenses are below budget.

Capital and LOSAP are well below target due to timing.

The garage project is likely to be below target.

Total expenses are well below budget.

Net change in fund balance is \$135K.

Election expenses are now final and came in well under budget.

Cash balance @ month end is 480K.

Billing Report- June Billing - see written report by Barbara DeBoer.

June charges were \$48,314 which is higher than any recent June. Cash receipts came in at \$8,375 and disallowed/ contractual allowances were \$5,597. \$1,729 was sent to collections.

CHIEF'S REPORT – See written report by Chief Feldman

YTD calls are at 352 with 130 transports.

We currently have 5 paid paramedics, 9 volunteer paramedics, 1 volunteer ET-I, 39 volunteer EMT's
And 3 EMRs.

A couple of organizations have used the classroom without issue in the past month. We will be opening to additional groups soon.

The grant to potentially help with Covid-19 expenses has been applied for but is likely to not be needed.

Chief Transition: We would like to post the Chief position on July 26 and close the application period on 8/15.

The selection process for the new Chief has a lot of rules associated with it and we will be going over that later in the meeting. The Selection Committee should have 3 members. One of them must be the Board President, and Alan would like to recommend that he serve on it also. He also recommended that Asst. Chief Jan Keating be on the committee, but the Board may have concerns about that.

Roxanne asked whether the new Chief would report to the Board as a whole, or just to the Board President. Alan clarified that the Chief reports to the Board as a whole, but the Board President serves as the point of contact.

NEW BUSINESS:

Updated Rules and Regs Jan Keating gave the Board an update as to the legislation that needs to be taken into consideration when hiring a paid Chief. Alan told the Board about other things that caused him to make changes to our documents, such as Firsts Responders now being called Emergency Medical Responders (EMR). It was also decided to remove some parts of the Rules and Regs, such as items having to do with the posting and selection process when hiring an employee, and to put all that language into a team policy. Alan went over in detail all the changes that were made to the Rules and Regs. Roxanne requested and it was approved that the word Chair be deleted out of the section 1.14 first sentence. The role of Asst. Chief now becomes a position that arises out of the Team officer corps as a recommendation of a Team member to serve in that capacity.

Section 5 of the Rules and Regs covered the selection and hiring of non-chief paid staff, and this area also had sections pulled out that covered the posting and selection of this type of employee. Appendix A remains the Job Description for the Chief and Appendix B becomes the Job Description for the Asst. Chief. Appendix C is a generic org chart (no names) showing Highland's leadership structure.

Updated SOP's The new policy on Job Posting and Selection was detailed by Alan. He said that a document from our legal advisor drove many of the elements of the new policy. Each element was gone over in detail. See copy of the proposed policy.

Roxanne Lenny made a motion to accept the proposed policy statement as written (Policy 20-002). Patty Hall seconded the motion. The motion passed unanimously.

Patty Hall made a motion to accept the proposed changes to the Rules and Regs as written. Terry McCarthy seconded the motion. The motion passed unanimously.

Announcement of Intent to Hire Paid Chief Rob Keating made the announcement on behalf of the Board.

Appointment of New Chief Search Committee Rob asked the Board to approve the Selection Committee as requested by Chief Feldman to include himself, Alan Feldman, and Jan Keating. ***After some discussion, the Board voted unanimously to appoint Rob, Jan, and Alan as the Search Committee.***

Asst. Chief Jan Keating's report on new Colorado Equal Pay Law effective 1/1/2021 Jan gave the Board a summary of new Colorado law and how it not only affects the hiring of our new Chief, but what must be done before January 1, 2021 in order to comply. Jan will follow up on all aspects.

Update on need for new Collection Agency Jan notified the Board that shortly after the June Board meeting the State notified Highland that as of July 31, 2020 it would no longer handle our collections for

our patients who live in Colorado. Since that notification Jan and Barbara have been looking for a suitable replacement and have focused on 2 companies, Wakefield, and B C Services, and will be making a decision soon as to provide for a smooth transition.

OLD BUSINESS

Open House Alan updated the Board and advised that there are enough concerns to cause us to cancel it this year due to Covid-19 concerns. The Board agreed.

Extension of the local disaster resolution

Patty Hall made a motion to extend the local disaster resolution, Terry seconded the motion. All voted in favor of the motion.

Adjournment: The meeting was adjourned at 5:45.