

## HIGHLAND RESCUE TEAM AMBULANCE DISTRICT

### BOARD OF DIRECTORS MEETING MINUTES Highland Station 317 S Lookout Mountain Rd September 8, 2020

**Chairman Robert Keating called the meeting to order at 4:01.**

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

**Others present:** Chief Alan Feldman, Assistant Chief Jan Keating, Christina Shea, Barbara DeBoer, and Captain Damon Brown. (Via Zoom) Chief Alan Anderson (FFR) and Robert Fager.

#### **ANNOUNCEMENTS**

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

August meeting minutes were approved as written.

#### **FINANCIAL REPORT**

**August Financials** - see financial packet by Christina Shea.

August was as expected.

We are 67% 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 near target.

Total expenses are well below budget.

Net change in fund balance is \$199K.

Change in net assets or "Net income/(Loss)" of \$207K

Cash balance at month end is \$533K

Christina Shea received the audit proposal for next year. It was \$5600

This is a \$200 increase over last year.

**Billing Report-** August Billing - see written report by Barbara DeBoer.

August charges were average at \$36,954. Cash receipts came in at \$14,813 and disallowed/ contractual allowances were unusually low at \$1,858. \$6,352 was sent to collections.

**CHIEF'S REPORT** – See written report by Chief Feldman

YTD calls are at 485 with 172 transports.

We currently have 3 paid paramedics, 8 volunteer paramedics, 1 volunteer ET-I, 40 volunteer EMT's and 3 EMRs.

**PPE levels** are currently adequate and that there are no members on leave due to Covid-19.  
**Orientation** started last Saturday, and we are complying with all state regulations for social distancing.  
**Chief Transition:** Completed background checks on all candidates.  
The search committee will interview the candidates prior to the board interviews on Oct 5<sup>th</sup>.  
**Membership meeting** will be open to public and the team will have a chance to ask questions to the Chief candidates.  
**Garage** is completely done.

Robert Keating mentioned we got a \$5000 Corvid grant- Barbara will follow up on how to procure it.

**Collections Update-** Assistant Chief Jan Keating has reviewed all of Highland's collection accounts which total \$167K. Anything that is 6 years or older, our new collection company BC Services, reports are not viable.  
Jan has reviewed the data and is hoping to get board approval to let the administrative team make the determination of what to send to BC Services. The 180 accounts are summarized as follows:  
58 were attributed to Jill (2013-2016) and are not viable. 22 accounts are too small, and 24 accounts were paid in full. The remaining 75 accounts have a cumulative value of 104K.  
BC Services will take 25% of collected funds which is below competitors.  
Barbara discussed several questions BC Services had concerning guidelines for collections. The board agreed to let them use their standard of business practices.

Rob Keating asked how many rookies are in our orientation class. Chief Feldman responded that eight have been recruited. Seven are volunteers and one is a PRN paramedic.

Damon Brown and Allen Anderson left the meeting for a 911 call.

Chief Feldman asked the Board to approve another one-month extension to the Disaster Recovery document. The Board approved the request.

## **NEW BUSINESS**

Rob Keating noted that it was again time to begin to prepare the annual budget. Christina Shea will produce the budget workbooks. John Zima agreed to be the budget officer and to participate in the preparation of the proposed budget, while staff and leadership will complete the pieces for which they have responsibility.

## **OLD BUSINESS**

**Adjournment:** The meeting was adjourned at 4:35.

