

HIGHLAND RESCUE TEAM AMBULANCE DISTRICT

BOARD OF DIRECTORS MEETING MINUTES Highland Station 317 S Lookout Mountain Rd October 13, 2020

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

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

Others present: Chief Alan Feldman, Assistant Chief Jan Keating, Barbara DeBoer, Captain Damon Brown, Lt. Carl Joyce and via zoom Christina Shea, Chief Alan Anderson (FFR) and Bob Fager.

ANNOUNCEMENTS

MINUTES OF PREVIOUS MEETING

September 8th meeting minutes were approved as written.

Special Board meeting October 5th minutes were approved as written

FINANCIAL REPORT

September Financials - see financial packet by Christina Shea.

September was as expected.

Total revenues are above target because of property tax revenue.

Operation expenses are below budget.

Safety and Training expenses are well below target.

Apparatus and Equipment expenses are below target.

Facilities expenses are below target.

Administrative Expenses are below target.

Capital and LOSAP are well below target due to timing.

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.

Present the 2021 budget to the Board

Chief Feldman explained our calculation for revenues for 2021.

There was a discussion about the purchase of a new ambulance which would occur in 2021.

Highland recently changed from a 15-year ambulance life cycle to a 12-year cycle.

We have increased our annual allocation to the ambulance fund to 40K because of increased costs.

If we sell the old ambulance next year that should bring in approximately 30K.

Rob Keating asked when we anticipate the ambulance replacement to take place.

Chief Feldman said it is a 3-6-month cycle to get it built once it is ordered. We should have it well before 2021-year end.

Rob Keating asked if the 208K would be enough and both Chief Feldman and Captain Brown responded yes. The other budget item of note was that 10K was budgeted for radios.

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

September charges were \$34,735. Cash receipts came in at \$15,409 and disallowed/ contractual allowances were \$27,837 making up for last month's unusually low amount. \$9,291 was sent to collections. Since it was the end of a quarter Barbara discussed our aged accounts receivable which is at \$129K compared to \$126 and \$110 for the second and first quarters of the year. Barbara also provided the board with payer production statistics. Year over year we continue to see a drop in Medicare, Medicaid and Commercially insured patients and an increase in Private and Self-pay patients where we typically have collection problems.

CHIEF'S REPORT – See written report by Chief Feldman

YTD calls are at 553 with 197 transports. October calls for the month so far are 28 calls and 8 transports.

Staffing- We currently have 4 paid paramedics, 8 volunteer paramedics, 1 volunteer ET-I, 43 volunteer EMT's and 4 EMRs.

Covid-19 Actions-PPE levels are currently adequate, and no members are on leave due to Covid-19.

EMSAC – We have 20 plus members again attending EMSAC. Highland Rescue Team sends more members than any other agency to this educational conference. This year the conference will be virtual, but we are hoping to find a way to keep some of the social/team building aspect intact.

Annual member recognition party- Mt Vernon has reached out to us and said they can put us in a large enough room but after much debate we feel it will be too difficult to follow current social distancing guidelines. We are discussing an outdoor venue in district instead. The event will need to be later in the year. One idea we are exploring is "the Donovan castle".

It is vital we come up with something special to recognize our members. Captain Brown is open to other ideas from the board.

Chief Feldman asked that we extend the Covid-19 disaster designation, Resolution 2020-3

John Zima made the motion. Terry McCarthy seconded the motion. The motion passed unanimously.

OLD BUSINESS

Discussion and potential vote on Chief selection

Chief Feldman shared with the board that 50% of the membership attended the team meeting Thursday night where both chief candidates were available for questions from the team. The team asked both candidates many questions.

Rob Keating asked if any of the board members needed more time or had additional questions before they were ready to vote. Everyone announced they were ready to proceed.

Rob Keating moved that the Board offer the job of Chief to Bob Faber.

John Zima made the motion and Terry McCarthy seconded the motion.

Patty Hall and Roxanne Lenny also voted, and the motion passed unanimously.

Adjournment: The meeting was adjourned at 4:28.

