

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station 317 S Lookout Mountain Rd
February 9, 2021, 3:30pm**

Chairman Robert Keating called the meeting to order at 3:33.

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

Others present: Chief Alan Feldman, Barbara DeBoer, Captain Brown, Lt. Carl Joyce, and Christina Shea

ANNOUNCEMENTS:

MINUTES OF PREVIOUS MEETING

January meeting minutes were approved as written.

FINANCIAL REPORT

January Financials - see financial packet by Christina Shea.

Christina mentioned there would be several changes to the draft financials that were sent to the board.

Rob Keating asked if we were going to accrue the wildland revenue and expenses.

Christina agreed she could make a good case for accruing it because all the fires occurred in 2020 and all the payments have come in now.

Carl Joyce outlined the wildland billing process and how quickly he billed.

Christina explained that we budget in a cash basis, but we do accrue some items each year such as payroll.

We are 8% through the year.

Program revenues are on target, but we have not received any tax revenue yet.

Operation expenses are high on our spreadsheet because they include the 2020 wildland expenses.

Safety and Training expenses are well below target at 2%.

Apparatus and Equipment expenses are well below target at 1%.

Facilities expenses are above target at 10% due to seasonal timing/cold weather.

Administrative Expenses is at 6%.

Capital and LOSAP are well below target due to timing.

Net change in fund balance is (\$58K).

Change in net assets or "Net income/(Loss)" of (\$59K).

Cash balance at month end is \$419K.

Barbara DeBoer mentioned the 2020 LOSAP came in at 59K. We have forfeitures of 11K so LOSAP will come in under budget at 48K and that should give us some room in the 2020 budget for the year end capital expenditures.

Rob Keating asked why the accounts payable is so much higher in January this year vs last January.

Christina said she will have to do some research, but it probably has to do with wildland.

Terry McCarthy asked if Highland made money on the outsource / Wildland Team revenue.

Barbara responded that we do make approximately 20% on the billings but a portion of that goes to workman's comp and wildland supplies.

Rob Keating would like to see a breakout of the wildland revenue and expenses for 2019 and 2020 and see how it ties to the general ledger. Barb will put together a spreadsheet.

Roxanne Lenny thinks we should revisit the pre-payment policy for wildland because it takes so long for the members to get paid and they cover their travel expenses.

Christina mentioned that because the state or Federal government is controlling these fires we have always been paid.

Assistant Chief Alan Feldman said the billing process is getting more accurate. Prior to it being automated, the billing figures required multiple corrections.

Roxane Lenny asked what the typical lag time is.

Carl Joyce replied it was 6-8 weeks minimally.

Roxanne feels after a certain number of weeks they should be paid regardless of whether we are paid.

Rob Keating said if we are supporting wildland, we should be paying them in a timely fashion.

John Zima asked if this is only for in state fires?

Carl said it is the same procedure for both state and national.

Rob Keating wants to get together with Chief Fager and come up with a policy that can be presented to the board that would be fair to everyone.

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

December charges were \$30,535 which is normal for this time of year. Cash receipts came in at \$14,600 and disallowed/ contractual allowances were \$24,742. \$6,242 was sent to collections.

CHIEF'S REPORT – See written report by Chief Fager.

YTD calls are 56 with 22 transports. February calls so far are 19 with 5 transports.

Staffing- We currently have 5 paid paramedics, 8 volunteer paramedics, 1 volunteer EMT-I, 4 AEMTs (1 LOA), 30 volunteer EMT's (2 reserve/ 4 LOA) and 2 EMRs.

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

Immunizations of members is continuing. Between 60-70% of our members have received a vaccine.

Most have received the second round.

Ambulance Design: Specs are finalized. We got bids from several companies. We have decided to go with Braun Northwest Inc. Their bid was the second lowest and will meet all our requirements. We will be placing the order soon.

We will save \$3000 by having them deliver it and allow them to demo it.

Christina asked if we needed to put a deposit down.

Assistant Chief Feldman said the contract requires 90% upon delivery and then 10%, 30 days later.

We have a team of 6 that have reviewed all the specs multiple times.

John Zima asked who insures it while it is being delivered over the 60 days? Chief Feldman will find out.

OLD BUSINESS

Rob Keating asked that we extend the Covid-19 disaster designation, Resolution 2020-3.

John Zima made the motion to extend the COVID-19 disaster designation. Terry McCarthy seconded the motion and it passed unanimously.

Adjournment: The meeting was adjourned at 4:37.

