

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station 317 S Lookout Mountain Rd
January 12, 2021, 3:30pm**

Chairman Robert Keating called the meeting to order at 3:35.

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

Others present: Chief Bob Fager, Chief Alan Feldman, Assistant Chief Jan Keating (via Zoom), Barbara DeBoer, Lt. Carl Joyce, and Christina Shea (via Zoom).

ANNOUNCEMENTS:

John would like to thank Chief Fager for setting up the COVID-19 vaccines for the board members.

MINUTES OF PREVIOUS MEETING

December meeting minutes were approved as written

FINANCIAL REPORT

December Financials - see financial packet by Christina Shea.

Yearend has continued as the rest of the year with revenue s up compared to budget, and expenses down compared to budget.

Total revenues are well above target.

We will still be picking up some yearend expenses, so these are preliminary numbers.

Operation expenses are below budget at 90%.

Safety and Training expenses are well below target at 35%.

Apparatus and Equipment expenses are well below target at 69%.

Facilities expenses are below target at 81%.

Administrative Expenses are well below target at 75% due to timing of new hire and election expenses.

Capital and LOSAP are well below target due to timing.

Total expenses are well below budget at 82%.

Net change in fund balance is \$68K.

Change in net assets or "Net income/(Loss)" of \$79K.

Cash balance at month end is \$447K.

We can be relieved that the pandemic did not derail our budget.

Rob Keating asked about the property tax revenue on the balance sheet. Christina stated that she has not made the adjustment to the 2020 numbers yet. She books the 2021 tax revenue and then throughout the year draws it down as we collect the actual taxes.

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.

Aged Accounts Receivables

A/R continues to creep up. We continue to see more un-insured patients (10% vs 7% last year) and less patients with commercial insurance. SDW notes it is taking longer to process claims. With almost identical annual charges we have 20% more (13K) in private receivables and 70% more (24K) in commercial A/R at year end compared to last year.

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

YTD calls are at 722 with 263 transports. January calls so far are 9 with 3 transports.

Staffing- We currently have 4 paid paramedics, 9 volunteer paramedics, 1 volunteer EMT-I, 4 AEMTs (1 LOA), 34 volunteer EMT's (2 reserve/ 5 LOA) and 3 EMRs.

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

Immunizations of members is progressing well. 27 members so far have received the 1st round of immunization. (56%)

Ambulance Design: Damon has been working on this. Specs are nearly finalized.

We have an idea of which manufacturer we want to go with, and it is moving along very well.

The Team Party is planned for this summer on Saturday, July 17th, 2021 at Bear Creek Lake Park. Damon did a lot of work on this. There will be activities during the day and a nice catered dinner in the evening.

End of year performance reviews were completed with paid staff. Bonuses were awarded and new compensation agreements were made.

OLD BUSINESS

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

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

NEW Business:

Bob Fager met with Jan Keating about her membership status. She let her EMR lapse and does not plan on renewing it or responding to calls. She plans to resign from the team but is willing to continue working as an administrative volunteer. Jan is extremely valuable to this organization so we are thrilled she will continue in a new capacity.

Rob Keating asked Carl Joyce about Wildland. Carl said all expenses have been billed and we are just waiting to be paid.

Adjournment: The meeting was adjourned at 4:08.