

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Highland Station 317 S Lookout Mountain Rd  
July 13, 2021, 3:30pm**

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

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

**Others present:** Chief Bob Fager, Assistant Chief Alan Feldman, Captain Damon Brown, Lt. Carl Joyce Barbara DeBoer, Hanako Wyles, Christina Shea, Brian Davis, and Luke Thomas.

**ANNOUNCEMENTS:**

Barbara DeBoer introduced Hanako Wyles. She was hired as the new administrator to replace Barbara DeBoer who is retiring August 18th. Hanako started 7/12/2021 and will work 24 hours per week. She will be at the station M-Th, 8a-2p. Chief Fager introduced HRT Members Brian Davis and Luke Thomas to the Board.

**MINUTES OF PREVIOUS MEETING**

June meeting minutes were approved as written by the board.

**FINANCIAL REPORT**

***Vote to approve the Official Financial Statement 2020 (audited report). John Zima made the motion, Terry McCarthy seconded. Unanimously approved.***

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

We are 50% through the year.

Program revenues are slightly below target at 45 %.

Total revenue is above target at 60%

Operation expenses are under budget at 40%.

Safety and Training expenses are below target at 21%.

Apparatus and Equipment expenses are well below target at 16%.

Facilities expenses are slightly above target at 53%.

Administrative Expenses are below target at 42%.

Total expenses are under budget at 28%.

Capital Expenditures is at 6% due to timing.

Net change in fund balance is \$280K.

Change in net assets or Net Income/(Loss) of \$294K.

Ending cash balance is high at \$724K.

Robert Keating asked the question: Why is there a difference in fund balance on the two reports?

One includes capital items, and the other does not. Also, there may be prepaid items or accruals in the gap financials. Christina does not reconcile these each month, she typically waits until yearend.

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

June charges were \$32,279 which is slow for June (lower than years past). Cash receipts came in at \$15,703 (strong) and disallowed/ contractual allowances were \$8256. \$ 7667 was sent to collections. \$107K YTD disallowed/write offs which is higher than in the past 4 years- probably because we have shortened our collection cycle.

The quarterly payer production report shows a slight year over year decrease in the number of Medicaid and Medicare patients and an increase in privately insured patients. Private pays are still the highest number of uncollectable billings. A/R has trended down to 100K where we like to see it.

**CHIEF'S REPORT** – See written report by Chief Fager  
YTD calls are 349 with 117 transports.

*Staffing-* Currently have 6 paid paramedics (3 FT, 0 PT, 3PRN), 5 volunteer paramedics (1 LOA), 1 volunteer EMT-I, 5 AEMTs (1 LOA), 33 volunteer EMT's (2 reserve/ 2 LOA and 6 probationary) and 2 EMRs (1 probationary).

We had posted 2 PRN paramedic positions. One of our volunteer members who we put through paramedic school took one of those positions. We are in the process of hiring for the other vacant PRN position. We lost one part-time paramedic and one of our volunteers stepped up to cover their open shifts as a PRN until we can hire a permanent part-time paramedic. Job posting is open through 7/16/2021.

25 applicants for the part-time administrator position were received, 7 applicants were interviewed and Hanako Wyles was hired. Start date 7/12/2021.

*Covid-19 Actions-* nothing new

*New Ambulance* – No progress with manufacture. Chassis is expected to arrive at the vendor Aug/Sept. We do not have an updated delivery date. They are still hoping to be able to deliver by November.

*HR Policies-* we now have access to generic personnel polices/handbook online- they will need to be customized for HRTAD.

*Community Paramedic Program-* Chief Fager met with Annie Dorchak, who runs the Community Paramedic program in Evergreen. They discussed the possibility of a multi- agency Community Paramedic program. Several HRT members have expressed interest in a program like this in the past. The Evergreen program runs medics (in pairs) and does home visits to check on patients newly discharged from medical facilities, and chronically ill patients. They help ensure the patients understand discharge instruction, have the correct medication, and have their house set up to meet their physical needs

## **NEW Business**

*Insurance* – switched to Colorado Special Districts Property and Liability Pool July 1<sup>st</sup> for liability and workman's comp coverage at a 10% cost savings rate on each coverage over our previous insurance companies. Added Wind & Hail clause. Accidental Death & Dismemberment coverage stays with VIFS.

*Colorado Special District IGA-* new IGA completed except for signature by Robert Keating.

***Vote to approve the new Colorado Special District IGA. Robert made the motion, Patti seconded. Unanimously approved.***

**OLD BUSINESS**

*Annual Awards Banquet/Picnic* - taking place at Bear Creek Lake Park July 17<sup>th</sup>, 6-10pm.

*Open House* – scheduled for Aug 28<sup>th</sup>. Similar format as in in the past. Free CPR course to the community. Neighboring fire departments, JCSO are expected to have booths. Announcement will be in upcoming Highlander newsletter.

*The Highlander Newsletter* – is expected to be sent to the printer within 2 weeks.

**The Meeting was Adjourned 4:21.**