

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station 317 S Lookout Mountain Rd
November 09, 2021, 3:30pm**

Chairman Robert Keating called the meeting to order at 3:37pm.

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

Others present: Chief Bob Fager, Asst Chief Alan Feldman, Captain Damon Brown, Lt Carl Joyce, Christina Jantzeff, Hanako Wyles, Dan Kasinec, Kara Cooper

ANNOUNCEMENTS:

Joining today's meeting are Kara Cooper and Dan Kasinec, two community members interested in stepping up as new Board members next year.

MINUTES OF PREVIOUS MEETING

October meeting minutes were approved by the Board as written (1st John Zima, 2nd Terry McCarthy, unanimous approval).

FINANCIAL REPORT

October Financials - see financial packet by Christina Jantzeff

We are ~84% through the year.

Total Revenues are above target due to tax revenue timing.

Operation Expenses are above target mostly due to wildland team outsourcing.

Capital Expenditures and LOSAP expenses are well below target due to timing.

Total Expenses are well below budget.

Net change in Fund Balance is \$281K.

Change in Net Assets or Net Income/(Loss) of \$297K.

Ending Cash Balance is at \$702K.

Wildland - 8 Fires YTD. Per Carl, all billing has been submitted to the State for reimbursement/payment. Per Christina, not all payments have been received from the State yet. Since Highland pays personnel 80% upfront even without receipt of payment from State, the upfront expenses are high, but they will even out once the money is received from the State.

Big payments left for 2021 – one large JeffCom invoice for dispatch services, payment for the accommodations at the EMSAC conference and a few more larger Evergreen Fire/Rescue mechanic shop bills for fleet repairs are due.

October Billing - see Billing Analysis by Hanako Wyles

October billing was slower than September (\$29,737 vs \$54,933 billed). Cash receipts in October came in at \$18,4667 and disallowed/ contractual allowances were \$22,939. \$7,400 were sent to collections. All numbers look good and are right on track with the YTD numbers of previous years. The one stand-out number was "Cash receipts" collected YTD (Jan-Oct). "Cash receipts" were higher this year than in previous years. In 2021, we collected about \$7,000 more than in 2018, \$13,000 more than in 2019 and about \$15,000 more than in 2020.

As a follow up to Rob Keating's inquiry (in October's meeting) about the balances on aged accounts in the 91-120 days category and in the 121+ days category, Hanako reached out to SDW. Per SDW aged accounts balances beyond 90 days are mostly accounts on payment plans. As long as patients make regular payments on their balances, their accounts remain active with SDW and do not get sent to collections. Also, payment reminders and collection notices on accounts without activity go out around the 1st Tuesday of the month. So due to timing, an account may not get sent to collections right at their 90-day mark and their outstanding balance may still be included in the 91-120 days aged accounts tally on the month-end statement SDW sends.

CHIEF'S REPORT – See written report by Chief Fager

YTD calls are 627 with 218 transports. October was busy with 75 calls but only 19 transports.

Staffing- Currently we have 6 paid paramedics (3 FT, 1 PT, 2 PRN), 8 volunteer paramedics (2 newly certified), 1 volunteer EMT-I, 5 volunteer AEMTs (1 LOA, 1 Probationary), 26 volunteer EMTs (1 Reserve, 1 LOA, 3 Probationary) and 3 EMRs.

New Ambulance – Completion and delivery date has been pushed into the new year due to continued staffing and supply chain issues. Also, dimensions on an outside compartment needs to be altered to accommodate the stair chair. Since the cost for the new ambulance is accounted for in our 2021 Budget, not in our 2022 Budget, budget adjustments need to be made. Without the ambulance purchase this year, we will be under budget in 2021 and the 2021 Budget will not need to be amended.

Corona virus- CMS published their preliminary vaccine mandate guidelines. They included a feedback period with their publication, so we are still awaiting final word. But as of now, under the preliminary guidelines we do not fall under the Federal vaccine mandate.

Legal Counsel – With the dissolution of Collins Cockrel & Cole (CCC), we will need to discuss new legal counsel coverage. Issues to consider when selecting new firm: CCC is our SDA election designator and switching to new counsel could affect 2022 Budget. Our main contact at CCC, Linda Glesne, is forming a new firm and invited us to move with her.

Budget- Proposition 120 did not pass. This is good for Highland Rescue. Jan Keating's efforts has secured us a ~22K grant to cover our Medicare write-off losses in 2021. Our expected 2022 Medicare write-off losses will be roughly the same. In the past, Christina and Jan have worked together on this annual grant application but eventually this task will be transferred to Hanako.

NEW BUSINESS

2021 Wildland Fireteam Operations and Deployments Review – Presentation by Lt Carl Joyce.

10 current members (1 new member in 2021 – Liam Sharkey). Of the 10 members, 3 chose to do out-of-district deployments in 2021. They deployed 12 times to assist on 10 fires. There were no in-district fires in 2021 and only one mutual aid request (Mt Falcon Fire). The team assisted on one interagency response in Granby and on two prescribed burns. The team provided 187 days of service, brought in ~121K revenue and had ~94K in expenses. Two team members are paramedics. Due to other life obligations both cannot deploy but plan to in the future. Wildland Fireteam recruiting season has begun. The application period is now open and so far, one current Highland member/paramedic has applied to join the team. In 2021, the

team completed 170 training hours with 50hrs provided in-house. Lt Joyce spent 380 hours coordinating team operations.

2022 Board of Directors Meeting Schedule – Everyone agreed to keep meeting on the 2nd Tuesday of the month at 3:30pm at Highland Station. Due to timing, the meetings in Feb, March, Aug, and Nov will take place on the 3rd Tuesday of the month. This 1-week delay allows time for billing, banking, and accounting to close out the month-end financials. The revised schedule will be presented at the December Board of Directors meeting for approval.

Fleet Inventory - Once the new ambulance (285) arrives, the oldest ambulance (289) will be assigned to the Wildland Fireteam to take out on deployments. With each deployment, apparatus and personnel are paid at rates according to their category, rank, and certifications. An ambulance can be billed at a higher per diem rate than e.g., the QRV 286.

The financial feasibility on assigning 289 to the Wildland Fireteam was discussed including options to track annual costs associated with keeping the ambulance for the use on wildfire deployments. Big expenses such as maintenance, repairs, insurance premium and fuel are easily tracked. A new line item to track those expenses could be created, if needed. More difficult to track are expenses such as first aid supplies used on deployments, the share in utility costs for the sqft the ambulance takes up in the bay as well as the % of workman's comp or AD&D insurance coverage for the personnel when they are deployed vs when they are on shifts at Highland station for in-district medical responses. Calculating those costs would be cumbersome, time intensive and come with a cost for administrative and accounting efforts. As such, the consensus among the Board members was to track the primary expenses of operating 289 (insurance, maintenance, fuel, repairs) in 2022 to see if keeping it for Wildland purposes vs selling it brings financial benefit to Highland Rescue.

Rob Keating commented that it is hard to budget for the Wildland Fireteam since annual revenue and expenses depend on the severity of the fire season and the number of deployments. Chief suggested, with the growth of the team, to move Wildland out from under "Operations" into its own category in the budget.

*Certification of Tax Levies for Non-School, Government- **The Board of Directors voted and unanimously approved to allow Christina to submit Highland's Certification of Tax Levies at Mill levy rate 3.5 for the 2022 budget year with the Jefferson County Assessor.***

OLD BUSINESS

2022 Budget – Chief Fager pointed out that the 2022 Budget includes 25K for the potential new septic system. Historically, 40K/year was set aside to accommodate the ambulance replacement schedule. With rising costs, this needed to be upped to 55K/year moving forward. Chief clarified that grants that have not been awarded yet are not included in the budget since they are not guaranteed revenue.

EXECUTIVE SESSION

The Board went into executive session at 4:55pm and the session ended at 5:29pm.

The Meeting was adjourned 5:30pm