

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station 317 S Lookout Mountain Rd
September 14, 2021, 3:30pm**

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

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

Others present: Chief Bob Fager, Assistant Chief Alan Feldman, Captain Damon Brown, Christina Jantzeff, Hanako Wyles, Carl Joyce (via zoom).

ANNOUNCEMENTS:

MINUTES OF PREVIOUS MEETING

August meeting minutes were approved as written by the board. (1st Zima, 2nd Patty, unanimous approval)

FINANCIAL REPORT

June Financials - see financial packet by Christina Jantzeff

We are 67% through the year.

Fee revenues are just above target at 68%.

Total revenues are well above target at 84% due to tax revenue timing.

Operation expenses are below budget at 59%.

Safety and Training expenses are well below target at 37%.

Apparatus and Equipment expenses are well below target at 21%.

Facilities expenses are on target at 67%.

Administrative expenses are below target at 64%.

Capital Expenditures are still very low waiting for the purchase of the new ambulance.

LOSAP expenses are below target due to timing.

Total expenses are well below budget at 41%.

Net change in fund balance is \$373K.

Change in net assets or Net Income/(Loss) of \$387K.

Ending cash balance is high at \$789K.

Rob Keating asked about the six month gap in fuel bills from Jefferson County which put us well below target with our 2021 fuel budget. Hanako confirmed that Jefferson County failed to invoice us Jan-Jun but that has been rectified and all missing invoices have been received and uploaded into Bill.com for payment. We are now current with our fuel bill invoices.

John Zima asked what information is given on the fuel bills we get from Jefferson County. In particular, John wanted to know if vehicle ID, mileage and amount of fuel is listed by vehicle to help us track which vehicles are the most fuel efficient and which get used the most. Captain Brown clarified that the ambulances are rotated through to ensure all get run regularly which is best for the vehicles.

Billing - August Billing - see Billing Analysis by Hanako Wyles

August charges were average at \$39,106. Cash receipts came in at \$11,875 and disallowed/ contractual allowances were \$7,322. \$961 were sent to collections.

All numbers look good and are right on track with numbers of year's past. We collected \$75 from collections in August.

CHIEF'S REPORT – See written report by Chief Fager

YTD calls are 491 with 172 transports. We had 66 calls in August and 24 transports.

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

New Ambulance – Making progress with manufacture. Still on track to be completed in December.

HR Policies- Patty, Roxanne and Chief Fager met a few more times this month to finalize updating the HR policies for paid employees i.a. additional holiday, sick leave, and vacation time. Chief Fager commented that Highland's sick leave and vacation time policies will need further revising in light of the recent Colorado supreme court ruling that finds company polices that provide for forfeiture of earned vacation leave unlawful.

With this ruling, there can be no more "use it or lose it" policy. Highland employees will need to either be given the time off or paid out. Chief Fager is doing further research to clarify if any unused vacation time can be carried over to the next calendar year or if all must be used (or paid out) at the end of each calendar year. Pay out of unused vacation time will be costlier than having paid paramedics take time off since volunteer paramedics can fill gaps in ALS shifts at no cost.

Chief Fager presented a cost estimate for giving paid paramedics one additional week of vacation time. The exact cost will depend on who covers the vacant shift of the medic on vacation. John Zima asked to have clarified that if Damon covered an ALS shift for another paramedic, then all his time would be considered over time and be the most expensive. – yes.

Questions were raised on when and how to implement new vacation time system. Shall employees be giving their annual vacation time allotment at the beginning of the year or let them accrue 1/12th of their annual allotment every month. Patty recommended to allow paid staff to roll over any unused vacation time this year into next and starting 01/01/2022 to begin the new system. Christina will need to create a new liability line item on the balance sheet to track cost of vacation time. Hanako will need to keep track of each paid employee's hours in a spread sheet.

Budget – Chief Fager reported we are making timely progress on finalizing 2022 Budget. Moving away from working off paper worksheets in a binder, an electronic copy is on the google drive for key members to access. Abbey reviewed and updated the training budget; Damon added his comments already as well. Highland is looking good financially. We received 60K more tax revenue and have an overall surplus of \$23,740. Damon is looking into upgrading/replacing the aging QRV with this surplus. Chief Fager clarified for Rob Keating that if we do go over budget this year, we will need to amend the 2021 Budget, so we stay within budget at the end of the year.

Wildland Team – 20K were budgeted for expenses and 30K for revenue from wildland deployments. To date, expenses are low at \$3,100 but this number will go up shortly as September expenses clear. Lt. Carl Joyce, Liam Sharkey, and Nicholas Becker are currently deployed. They will go out as much as possible until the end of the year/season. The Board previously approved payments to members of the Wildland team by Highland before the actual payment from the State arrives. This will momentarily bring expenses up until Highland receives these payments. Turnaround time between deployment and receiving payment from the State is improving at the State level.

Medical supplies cost – are going up due to change in packaging. Previously we were able to buy certain supplies individually, now we must buy by the box. Options to share the supplies and cost of a box with other dept are being considered.

Corona virus- Since we accept Medicare/aid we may fall under the Federal vaccine mandate. Still awaiting final word from the Federal government. Assistant Chief Feldman added that DOLA now follows the Federal vaccine mandate. Centura/ St. Anthony Hospital does not plan to roll out COVID-10 vaccine booster shots yet. John Zima remarked that a booster shot is recommend after you received your second of the initial vaccine series and that HRT members may need to go in for booster shots. Chief Fager is keeping an eye on this and will comply with any Federal government mandates.

Property Tax Revenue – With the passing of bill SB21-293, assessment rates for properties are reduced for the 2022 and 2023 property tax years. For residential properties, the rate dropped from 7.15% to 6.95%. Initiate 27 is on the fall ballot. If it passes, the assessment rates for properties will lower even more to 6.5%. This will impact our revenue in 2023. Typically, we see total property values go down in last three months of the year. This may be due to property owners applying to have their properties re-assessed and their assessed value reduced by the County.

Septic issue- Addressing our septic issue is a work in progress. Requests to allow us to encroach on Mt Vernon's easement have been made as well as discussions initiated with the new property owner just north of the station for a joint installation of a septic system to serve both properties. The new property owner is open to the idea and even has a background in construction. He owns heavy equipment for excavation and other construction and would do most of the work himself to keep the cost lower. No timeframe was given by the neighbor as to when he will be ready to start construction. Also, no final cost estimate. We spend \$7000/year to pump our current septic tank.

Patty Hall asked if funds for a new septic system should be added into the 2022 Budget and if so, how much. A guestimate number of 25-30K range was made with a recommendation to add 40K to the budget. The question was raised if the County will approve a shared septic system. The answer was yes – Chief Fager added that per an Evergreen Fire/Rescue member who designs septic systems says the County will approve if the set-up is built as two systems. This means we will have our own septic tank; we just use the neighbor's land. The neighbor benefits from us splitting the excavation and installation cost.

NEW BUSINESS

Online Notice of Public Meetings – as discussed in the August Board meeting, the Board agreed to allow for online posting of notices regarding public meetings. Resolution 2021-02 was drawn up and presented in today's Board meeting for vote.

Vote to approve Resolution No. 2021-02, Resolution Authorizing Online Notice of Public Meeting. I got "Rob Keating made the motion, Patty seconded." Patty says "Patty Hall made the motion to approve, ??? seconded." Unanimously approved.

OLD BUSINESS

Open House - Overall the event went well. Attendance from the community was lower than hoped. However, we had a good turn out from Highland members and their families. Also in attendance were representatives from JCSO, JeffCo Open Space, Genesee Fire, and Foothills Fire Auxiliary. With the Open House and sending out The Highlander we have received \$7248 in donations.

EMSAC - 20 members have registered and will be attending this year's conference. John Zima commented members feel having the opportunity to attend this annual conference is "a big plus and a draw to volunteers to join Highland."

The Meeting was Adjourned 4:32pm.