

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Highland Station 317 S Lookout Mountain Rd  
January 11, 2022, 3:30pm**

**Chairman Robert Keating called the meeting to order at 3:45pm.**

**Directors present (Zoom):** Rob Keating, John Zima, Patty Hall, Roxanne Lenny

**Others present:** Chief Bob Fager, Lt Carl Joyce, Hanako Wyles, Kara Cooper, Christina Jantzef (Zoom), Asst Chief Alan Feldman (Zoom)

**ANNOUNCEMENTS**

**MINUTES OF PREVIOUS MEETING**

December meeting minutes were approved by the Board as written (1<sup>st</sup> John Zima, 2<sup>nd</sup> Patty Hall, unanimous approval).

**FINANCIAL REPORT**

*December Financials* - see financial packet by Christina Jantzef

We are 100% through the year

Total Revenues above target at 109%. 30K over budget (mainly because of Wildland Team Outsource Revenue which is well above target at \$151,503 and tax revenue for the year has already been received)

Operations Expenses are well above target mostly due to wildland team outsourcing

Training and Facilities expenses are near target

Apparatus & Equipment and Administration expenses are below target

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

With the ambulance purchase pushed to 2022, total Expenses are well below target

Net change in Fund Balance is \$208K

Change in Net Assets or Net Income/(Loss) of \$224K

Ending Cash Balance is \$634K (a portion of this balance will go towards the new ambulance)

*Upcoming projects* – prepare for the 2021 Audit and complete the LOSAP calculations

*December Billing* - see Billing Analysis by Hanako Wyles

December billing was good at \$43,323. Third highest amount of the year (#1 September \$54,933 and #2 July \$44,683). Cash receipts in December were close to the annual average (December cash receipts was \$14,589, the annual average in 2021 was \$15,324). Cash receipts in 2021 were right on target with the annual average of 2018 through 2020 (\$183,886 compared to \$184,212).

We sent \$85,523 to collections in 2021. Hanako was not able to get numbers on other collections agencies' success rates yet to see if BC Services 10% debt collection rate is industry average. Will hopefully have numbers to present in February's B.O.D. meeting.

## **CHIEF'S REPORT** – See written report by Chief Fager

YTD calls are 755 with 255 transports. 96 calls and 29 transports in December. Lot of calls, not too many transports. A lot of Wind/storm related calls.

*Staffing*- Currently we have 6 paid paramedics (3 FT, 1 PT, 2 PRN), 8 volunteer paramedics (1 still Probationary), 1 volunteer EMT-I, 5 volunteer AEMTs (2 LOA), 27 volunteer EMTs (1 Reserve, 2 LOA, 2 Probationary) and 2 EMRs. Our next Rookie Class starts January 15, 2022 (6 Recruits).

*New Ambulance* – Our ambulance is on the assembly line with an estimated completion of mid-February. Chief Fager emailed a link with pictures to members and the Board.

*COVID* – Several members including two of our paid staff are out with COVID affecting staffing. Fortunately, no one is seriously ill and thus far all open shifts have been picked up by other members. District coverage is good. Our PPE reserves are good. Our rapid tests are not. Tests are backordered and have around a 2-week lead time. Members seem to have caught COVID outside of the station.

## **NEW BUSINESS**

### *Rules and Regs updates-*

Annual training requirement increased to 10hrs, up from 6hrs, of in-house CE training. Members must complete 5hrs in the first half of the calendar year (January-June), the other 5hrs in the second half of the calendar year (July-December). Obsolete references such as mention of pagers and MySpace were removed.

***Vote to approve the updates to HRTAD Rules and Regulations. Motion made by Director Keating, seconded by Asst Chief Feldman. Unanimously approved.***

### *Election 2022 –*

Jan Keating and Chief Fager have been preparing for the May 2022 Board of Directors election. Micky Mill (formerly with law firm Collins, Cockrel and Cole, P.C., now a paralegal with the newly formed law firm Cockrel, Ela, Gresne, Greher and Ruhland, P.C.) will function as our DEO.

Director Lenny requested the election information sent to HRT by CCC be forwarded to Kara Cooper and Dan Kasinec to help them familiarize themselves with the special district's election timeline and process. The information sent by CCC is their interpretation of the law. The last SDA publication has thorough election information content with the election timeline as well. A hard copy of this publication is in the front office and can be found on the SDA website as well.

***Vote to appoint Micky Mills as DEO and Jan Keating as Deputy DEO for the May 2022 election. Motion made by Director Keating, seconded by Director Lenny. Unanimously approved.***

(Resolution to adopt these appointments needed during next BOD meeting)

## **OLD BUSINESS**

### *QRV replacement-*

Director Keating inquired about the status of purchasing a replacement for the aging QRV 286. Chief Fager is in the midst of working on the grant application to help fund the purchase. The grant is through CDPHE's EMTs Providers Grant Program. This year they have \$4.7Mio to distribute Statewide. The application is an involved process with requests for detailed financial docs and a number of essays. Application deadline is Feb 15. There will be a series of review panels looking over our application packet and interviews. Chief

Fager says he should know by June 2022 if Highland will be awarded a grant. If awarded, the EMTS Grant will match 50% or up to 125% of the base model vehicle cost. Only new, not on a used vehicle. Johnson Auto Plaza offers a special deal to government entities. They quoted \$40K for a new RAM 1500, basic 4WD truck. Adding stripes, lights, and all other extras brings the price up to about \$53K. Indian Hills Fire bought a 2018 RAM 1500 with 55K miles for \$34K. Prices on used vehicles are exceedingly high currently. With the grant, Highland can buy a new truck. Without the grant, Highland can buy a used truck. Regardless, the current QRV needs to be replaced as it needs a number of repairs which would cost more than the vehicle is worth.

*Evacuations -*

Director Zima wanted to know if there is a list of residents in District that e.g., are homebound and would need help with evacuating. Chief Fager explained that evacuations are the responsibility of the Sheriff's Office. Residents can register with JCSO. Dispatch tracks which residents need assistance with evacuating. At the recent Marshall Fire, Highland assisted the Sheriff's Office with evacuations of patients and residents.

**The Meeting was adjourned 4:28pm**