

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station 317 S Lookout Mountain Rd
November 10, 2020**

Chairman Robert Keating called the meeting to order at 4:03.

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, Barbara DeBoer, Captain Damon Brown, Lt. Carl Joyce, and Christina Shea.

Public Hearing on the 2021 Highland Rescue Team Ambulance District Budget was called to order at 4:05

Christina Shea reviewed the 2021 Budget Resolutions- see written report.

The 2021 budget 983,376. It will be funded by expected property tax of \$624,755, fee revenue of \$364,800, and \$30,612 from surplus cash from prior years.

Rob Keating asked if we were comfortable with the 30K recapture on the used ambulance.

Damon Brown responded he was doubtful- 30K is significantly higher than we ever have gotten for one of our used ambulances. Chief Bob Fager mentioned that we may want to keep the ambulance and deploy it on wildland fires. We would get \$1000 per day.

Christina Shea suggested we be conservative and bring the ambulance recapture amount down to zero or a smaller amount.

The Chief's agreed to put it to zero in the budget. That change lowers program and general revenue to \$277,580 and total revenue to \$922,764.

Operations, Safety and Training, Apparatus & Equipment, and Facilities are budgeted similar to 2020.

The only significant change in the overall budget is the increased expense of the paid Chief. This has been put in account 19-6150 under administration.

We also have no election expenses in 2021.

Under capital items we can remove the power lift because we will not need it until 2022.

Rob Keating asked about Wildland Revenue and the likelihood of not receiving all revenues by year-end.

Christina said we do a modified accrual. We want to get the revenue and expense in the same year if possible.

Christina will resend the financials after she makes the discussed changes.

Because of depreciation we will still be in the black even though our change in fund balance will be slightly negative. Unassigned funds will be approximately \$250K.

The board vote for the budget will occur in December.

We have successfully de-gallagherized.

Christina Shea asked if we want to calculate the adjustment.

Chief Alan Feldman said there was no adjustment this year- but asked Christina to confirm this.

Public Hearing was adjourned at 4:25pm.

ANNOUNCEMENTS

MINUTES OF PREVIOUS MEETING

October meeting minutes:

Lt. Carl Joyce added that he was at the October board meeting and was not listed in the minutes. The board approved the minutes as amended.

FINANCIAL REPORT

October Financials - see financial packet by Christina Shea.

Total revenues are above target because of Medicaid Supplemental and contractual allowance write offs.

Operation expenses are below budget.

Safety and Training expenses are well below target.

Apparatus and Equipment expenses are below target.

Facilities expenses are below target.

Administrative Expenses are below target 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.

Net change in fund balance is \$188K.

Change in net assets or "Net income/(Loss)" of \$197K.

Cash balance at month end is \$521K.

Barbara and Christina will get together and discuss the best contractual allowance amounts for 2021 based on changes of patient profile and the delays in payments we are experiencing.

The biggest swing in the budget will be Wildland and potentially LOSAP.

Rob Keating asked about an item on the balance sheet in "other accounts receivable" and Christina needs to research it.

Billing Report- October Billing - see written report by Barbara DeBoer.

October charges were \$38,442 which is strong for this time of year. Cash receipts came in at \$18,662 and disallowed/ contractual allowances were \$10,478. \$7,384 was sent to collections.

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

YTD calls are at 617 with 217 transports. October calls for the month were up significantly with 82 calls and 25 transports.

Staffing- We currently have 4 paid paramedics, 9 volunteer paramedics, 1 volunteer EMT-I, 4 AEMTs (1 LOA), 35 volunteer EMT's (2 reserve/ 6 LOA) and 3 EMRs.

Covid-19 Actions-PPE levels are currently adequate, and 1 EMT is on leave due to Covid-19.

EMSAC – We have 20 plus members again attended EMSAC.

Chief Fager mentioned that everything for him has been going well. He is enjoying getting to know the members.

Roxanne Lenny asked with Jeffco now at level 3, are there changes happening at the station.

Chief Fager mentioned that we were getting somewhat lax with precautions so he sent out an email reminding team members to wear masks at the station when they could not social distance.

Assistant Chief Jan Keating mentioned that will be no 9health fair next year.

Roxanne asked if we could do COVID-19 testing here.

Chief Fager responded that we cannot but we have places that give preference to first responders.

Assistant Chief Jan Keating updated the board about the Medicare supplemental reports which are almost complete. She expects us to get audited this year.

OLD BUSINESS

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

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

2021 Board Meeting Schedule

Christina and Barbara will review the calendar for 2021 and make sure the dates allow enough time to close the books.

Patty Hall commented that the website was in some need of updating.
Barbara responded that the updates were already in progress.

Adjournment: The meeting was adjourned at 5:01.